

CHAIRPERSON
DALE COPELGE

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
VINCE DRAGONETTI

COUNTY SERVICES COMMITTEE
DIANNE HOLMAN, CHAIR
ANDY SCHOR
MARK GREBNER
VICTOR CELENTINO
DEBBIE DE LEON
DON VICKERS

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, AUGUST 21, 2012 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [July 17, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer - Resolution Authorizing an Extension of Temporary Principal Residence
[Auditor Assistant](#)
2. Sheriff's Office
 - a. Request to Waive the Hiring Freeze and Delay for an Open [Corrections Deputy Position](#)
 - b. Request to Waive the Hiring freeze and Delay for an Open [Detective Position](#)
3. Register of Deeds - Request to Waiver the Hiring Freeze and Delay for an Index
[Clerk](#)
4. Circuit Court - Request to Waive the Hiring Freeze and Delay for [Accountant/Child Care Position](#)
5. Fair Board
 - a. Resolution Authorizing the Use of Hotel/Motel Funds for [Advertising](#) for the 2012 Ingham County Fair
 - b. Resolution to Transfer Funds from Hotel Motel Tax Fund to the Fairgrounds
[Capital Improvement Account](#)
 - c. Resolution Honoring [Terry Brail](#)
6. Department of Transportation & Roads
 - a. Resolution Authorizing the Purchase of One [Stump Grinder](#) for the Department of Transportation & Roads
 - b. Resolution to Approve Local Road Agreement with [Meridian Township](#) for the Ingham County Department of Transportation and Roads

- c. Resolution to Approve Local Road Agreement with [Leroy Township](#) for the Ingham County Department of Transportation and Roads
 - d. Resolution to Approve Local Road Agreement with [Delhi Township](#) for the Ingham County Department of Transportation and Roads
 - e. Resolution To Approve Local Road Agreement with [Leslie Township](#) For The Ingham County Department Of Transportation And Roads
 - f. Resolution to Approve Local Road Agreement with [Lansing Township](#) for the Ingham County Department of Transportation and Roads
 - g. Resolution Authorizing a Contract with Gallagher Asphalt Co. for Item I of the 2012 Local Road Program Bid Packet 1639 Hot in Place Recycling of Various [Meridian Township](#) Local Roads
 - h. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item II of the 2012 Local Road Program Bid Packet 1639 Asphalt Overlay & Repairs of Various [Meridian Township](#) Local Roads
 - i. Resolution Authorizing a Contract with Gallagher Asphalt Co. for Item III of the 2012 Local Road Program Bid Packet 1639 Hot in Place Recycling of Various [Lansing Township](#) Local Roads
 - j. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item IV of the 2012 Local Road Program Bid Packet 1639 Asphalt Overlay & Repairs of Various [Lansing Township](#) Local Roads
 - k. Resolution Authorizing a Contract with Gallagher Asphalt Co. for Item V of the 2012 Local Road Program Bid Packet 1639 Hot in Place Recycling of Various [Delhi Township](#) Local Roads
 - l. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item VI of the 2012 Local Road Program Bid Packet 1639 Asphalt Overlay & Repairs of Various [Delhi Township](#) Local Roads
 - m. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item VII of the 2012 Local Road Program Bid Packet 1639 Asphalt Overlay & Repairs of Jewitt Road, Tomlinson To Kipp Roads [Vevay Township](#)
 - n. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item VIII of the 2012 Local Road Program Bid Packet 1639 Asphalt Paving of Baseline Road, Moechel Road to the South County Line [Stockbridge Township](#)
 - o. Resolution to Approve Waterborne Pavement Marking Agreement with City of [Leslie](#) for the Ingham County Department of Transportation and Roads
 - p. Resolution to Approve Waterborne Pavement Marking Agreement with City of [Mason](#) for the Ingham County Department of Transportation and Roads
 - q. Resolution to Approve Waterborne Pavement Marking Agreement with City of [Williamston](#) for the Ingham County Department of Transportation and Roads
 - r. Resolution to Approve Waterborne Pavement Marking Agreement with Village of [Webberville](#) for the Ingham County Department of Transportation and Roads
 - s. Resolution to Approve the [Special and Routine Permits](#) for the Ingham County Department of Transportation and Roads
7. [Housing Commission](#) - Resolution to Authorize an Extension to the 2009 Community [Development Block Grant](#) Approved in Resolution #09-092

8. Farmland and Open Space Preservation Board - Resolution Approving the Farmland and Open Space Preservation Board's Recommended Selection Criteria (Scoring System) for the 2012 [Farmland and Open Space Application](#) Cycles
9. Health Department
 - a. Resolution to Accept Funds from the U. S. Department of Health and Human Services, Division of Health Resources and Services Administration for the Healthy Start Grant and Establish [Perinatal Systems Project Coordinator](#)/Senior Public Health Nurse and Health Educator II Positions
 - b. Resolution to Authorize the Conversion of the Otto Community Health Center from a School-Based Health Center to a General Community Health Center and Establish a [Primary Care Physician](#)
10. Financial Services - Resolution Authorizing Signature for [Western National Life](#) Deferred Comp Plan
11. MIS - Resolution to Approve the Contract Amendment with AT&T to Provide Network Connectivity to the [Road Department](#) Administrative Building and Sexton High School
12. Animal Control
 - a. Resolution to Reorganize [Animal Control Positions](#) and Waive the Hiring Freeze and Provide Backfill
 - b. Request to Waive the Hiring Freeze and Delay on [Vacant Shelter Operator](#) Position
13. Facilities
 - a. Request to Grant Leave Without Pay for [Tom Larkins](#)
 - b. Resolution Awarding a Contract to [Camelot Services Co.](#), to Provide Carpet Cleaning Services to Various County Facilities
 - c. Resolution Awarding a Contract to Pro Tech Environmental Services for the [Removal of Mold](#), Clean Up of the Crawlspace and Encapsulation of the Crawlspace Floor and Walls
14. Parks
 - a. Resolution Authorizing the Renewal of the Agreement with the City of Lansing for the Maintenance of Certain [City of Lansing Parks](#)
 - b. Resolution Approving a Contract with Anderson-Fisher & Associates for the Grading and Landscaping of the [Hawk Island Snow Park](#)
 - c. Resolution Approving a Contract with [Superparks LCC](#) (Planet) to Design, Construct, Maintain, and Manage the Hawk Island Snow Park
 - d. Resolution Approving an Increase in [Soccer Usage Fees](#) for the Hope Soccer Complex

15. Board of Commissioners
- a. Resolution Designating September 24, 2012 “Family Day - a Day to Eat Dinner with your Children” in Ingham County
 - b. Resolution Making Appointments to the Ingham County Road Advisory Board
 - c. Lansing Charter Township Request for Full Faith and Credit to Redevelop the Former Anchor Motor Freight/Leaseway Properties (*Materials to be Distributed Under Separate Cover*)
 - d. Resolution Naming Lady Margaret Groves as the Recipient of the Ingham County Women’s Commission’s 2012 Lucile E. Belen Everyday Heroine Award
 - e. Drain Office Time Card Issue - Referred from the last Board of Commissioners’ Meeting

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.

COUNTY SERVICES COMMITTEE

July 17, 2012

Minutes

Members Present: Dianne Holman, Andy Schor, Mark Grebner, Victor Celentino, Debbie De Leon, and Don Vickers

Members Absent: None

Others Present: Becky Bennett, Board Chairperson Copedge, Vince Dragonetti, Mary Lannoye, Travis Parsons, Michelle Rutkowski, Rick Terrill, Jim Hudgins, Eric Schertzing, William Conklin, Greg Harless, Paul Pratt, Curtis Hertel, David Easterday, Dr. Branch Canady, Deb Brinson, Willis Bennett, Kevin Feuka, Mike Hughes, Charles Goeke and others.

The meeting was called to order by Chairperson Holman at 6:00 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the June 19, 2012 Minutes and Closed Session Minutes

The June 19, 2012 Minutes were amended to reflect the following in the Limited Public Comment last sentence strike “was” and as follows: He stated that it was the first time the Union felt there was an effort ~~was~~ made to listen to their input.

and

The June 19, 2010 Closed Session Minutes were approved as submitted.

Additions to the Agenda

- 2h. Additional Information – Resolution - Ingham Township (*To be Available at Meeting*) – Resolution to Approve Local Road Agreement with Ingham Township for the Ingham County Department of Transportation and Roads
- 2i. Additional Information – Attorney Client Privilege - Permits (*To be Distributed at Meeting*) – Resolution Delegating the Issuance of Driveway Permits to Staff of the Department of Transportation and Roads. (A copy was emailed and resolution drafted)
- 3b. Substitute – Drain Commissioner provided: Resolution Pledging Full Faith and Credit to Gilbert, Loch Woode Branch Drain Drainage District 2012 Bonds
- 10e. Substitute – Resolution to Authorize an Agreement with Community Mental Health Authority of Clinton, Eaton and Ingham Counties for the Provision of Co-Located Primary and Behavioral Health Services and Create a Nurse Practitioner and Administrative Assistant CHC Positions.

- 10f. Pulled - Resolution to Authorize an Agreement with the United States Department of Health and Human Services, Division of Health Resources and Services Administration to Accept the Healthy Start Grant
- 10g. Substitute – Resolution to Authorize an Agreement with Health Management Associates to Provide Start Up Core Functions for the Michigan Consumers Health Core Co-Op and Create an Electronic Health Care/Nurse Trainer Position.
- 13c. Late – Resolution Honoring Bob Kennon

Limited Public Comment

Chuck Gray, UAW, stated the union is opposed to the creation of jobs (10e) without the right to look at job duties, pay scale further stating he has always made himself available on behalf of the union. He again suggested lifting the hiring freeze and get people working. Comm. Celentino asked if the UAW is accepting of this position. Mr. Gray answered yes because of the benefit to the community; however, the union would like the opportunity to review the position in six months. Mr. Gray stated that he was upset with the short notice of the position.

Curtis Hertel, explained why there is a shortage of staff in his department, pointed out the revenues the department has generated in the past year and the need to fill positions. He further explained how indexing has changed creating more work. Mr. Hertel informed the Committee that he will be coming back in the future to request that another position be filled.

Charles Goeke, 4H Liaison and Secretary/Treasurer of the Fair Board stated that he attended one of the largest agricultural events in the state of Michigan at MSU today where the Under Secretary of Agriculture held Senator Debbie Stabenow in high regard as Chair of the Senate Agricultural Committee. Mr. Goeke announced that in two weeks the Ingham County Fair will begin. He informed the Commissioners of the Superintendent and Clerks’ Dinner on Thursday evening 6:00 pm at the Community Building and the Commissioner Dinner on Wednesday behind the 4H food booth. He stated that he was available if Commissioners had questions and he had brochures available. The Committee asked that Mr. Goeke provide Mr. Terrill and Mr. Pathfinder with Fair Brochures to be located amongst County buildings.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

- 1. Treasurer
 - a. Resolution to Authorize Transfer of Funds from Treasurer to Register of Deeds for the Purpose of Conducting Title Searches
 - b. Resolution Approving Extension for One Year of Scheduled Sunset Position in the County Treasurer’s Office
- 2. Department of Transportation & Roads
 - b. Resolution to Approve Local Road Agreement with Stockbridge Township for the Ingham County Department of Transportation and Roads

- c. Resolution to Approve Local Road Agreement with Bunker Hill Township for the Ingham County Department of Transportation and Roads
 - d. Resolution to Approve Local Road Agreement with Locke Township for the Ingham County Department of Transportation and Roads
 - e. Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Department of Transportation and Roads
 - f. Resolution to Approve Local Road Agreement with Aurelius & Onondaga Townships for the Ingham County Department of Transportation and Roads
 - g. Resolution to Approve Local Road Agreement with Onondaga Township for the Ingham County Department of Transportation and Roads
 - h. Resolution - Ingham Township (*To be Available at Meeting*)
5. Register of Deeds - Request for Exception to the Hiring Freeze for an Index Clerk
7. Housing Commission - Resolution to Authorize Grant Amendment to Resolution #09-263 - Neighborhood Stabilization Program (NSP) Grant Funds from the Michigan State Housing Development Authority for an Additional Amount of \$272,750
8. Farmland and Open Space Preservation Board - Resolution Amending Resolution #12-190 to Accept \$47,983.00 in Additional Funds
11. Facilities
- a. Resolution Awarding a Contract to Soap Slingers Window Cleaning LLC to Provide Window Cleaning Services to Various County Facilities
 - b. Resolution Authorizing Entering into a Contract with Myer's Plumbing and Heating Inc., for Installation of the Plumbing in the New Handicap Restroom at the Health Department
12. Parks
- a. Resolution Authorizing the Acceptance of a \$250.00 Risk Avoidance Program (RAP) Grant Award for a Grill Guard for the Patrol Car at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
13. Human Resources
- b. Resolution Certifying Representatives for the MERS Annual Meeting
 - c. Resolution Honoring Bob Kennon

MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. GREBNER, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

2. Department of Transportation & Roads

- a. Resolution to Approve Local Match Sharing Agreement with Delhi Township for the Ingham County Department of Transportation and Roads

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO APPROVE LOCAL MATCH SHARING AGREEMENT WITH DELHI TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS.

Comm. De Leon thanked Mr. Conklin for the memos regarding each project. Comm. De Leon asked if projects begin before the Board approves them. Mr. Conklin explained a large majority do not; however, some MDOT projects with a dollar match (typically 80% MDOT) could. He noted the projects without a dollar match would not begin without Board approval and giving the example of sidewalks. Comm. De Leon asked if it is typical for this type of project to start so late in the year expressing her concern of a completion date. Mr. Conklin stated it is later than usual; however, local road projects do begin later than federal projects. He explained that the township did not want to begin until all the bids were received. Comm. De Leon asked what the projected completion for this project is. Mr. Conklin estimated October 2012.

Comm. De Leon asked in general why is there a difference in road surface such as a 6" or 3" layer. Mr. Conklin explained that some roads are being paved for the first time and others are chipsealed giving them an additional 7 to 10 year life expectancy. He noted that many local road surfaces are in good shape.

MOTION CARRIED UNANIMOUSLY.

- i. Attorney Client Privilege - Permits (*To be Distributed at Meeting*): Resolution Delegating the Issuance of Driveway Permits to Staff of the Department of Transportation and Roads.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION DELEGATING THE ISSUANCE OF DRIVEWAY PERMITS TO STAFF OF THE DEPARTMENT OF TRANSPORTATION AND ROADS.

Comm. De Leon expressed her concern that there may be other types of permits that could be delegated while other may require more consideration then asked if the Committee could be educated on the various permits and legal requirements. Chairperson Holman stated that she had requested just the driveway permits to begin the process.

Mr. Conklin will provide the Committee an email with a list of various permits, requirements, routine or not, and bonding.

Board Chairperson Copedge asked if there would be consequences for delegating permits. Mr. Conklin answered no stating if there are any questionable permits, a denial, appeal and/or problem with an applicant it would go to the Board. Comm. Grebner noted that there would be an annual report provided to the Board for review.

MOTION CARRIED UNANIMOUSLY.

Changing signage was discussed. The Committee asked Mr. Conklin to bring back a proposal of costs.

3. Drain Commissioner
 - a. Resolution Pledging Full Faith and Credit to Kinawa View Drain Drainage District 2012 Bonds

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION PLEDGING FULL FAITH AND CREDIT TO KINAWA VIEW DRAIN DRAINAGE DISTRICT 2012 BONDS.

Handouts: Memo providing ratios and Preliminary Drain District Map (Project #09005/Sheet 1 of 9/Dated 7/17/12).

Mr. Pratt explained that the estimated assessments are based on comparisons of the total project cost for the maintenance and improvement of the drain and the published 2012 state equalized values of the parcels within the district. The assessments will be 3 tiered based on locations.

The Committee discussed the range of assessments acknowledging that the final amount will not be known until the appeal process is completed.

Comm. Grebner noted that this is approving the full faith in credit and not the details of the project or the Commissioners' approval of the project.

MOTION CARRIED UNANIMOUSLY.

- b. Resolution Pledging Full Faith and Credit to Gilbert, Loch Woode Branch Drain Drainage District 2012 Bonds

MOVED BY COMM. DE LEON, SUPPORTED BY COMM. SCHOR, TO APPROVE THE RESOLUTION PLEDGING FULL FAITH AND CREDIT TO GILBERT, LOCH WOODE BRANCH DRAIN DRAINAGE DISTRICT 2012 BONDS.

Handouts: Memo providing ratios and Preliminary Drain District Map (Drain ID #G03-61/Sheet 1 of 1/Dated 6/15/12).

(Substitute Provided at the Meeting By The Drain Commissioner: The substitute was a reduction from \$800,000 to \$675,000.) Ms. Lannoye asked that substitutes go to the Controller so that it may be added to the Agenda Packet.

Mr. Pratt explained that the estimated assessments are based on comparisons of the total project cost for the maintenance and improvement of the drain and the published 2012 state equalized values of the parcels within the district. The assessments will be 3 tiered based on locations and material costs.

The Committee discussed the range of assessments acknowledging that the final amount will not be known until the appeal process is completed.

Comm. Grebner noted that this is approving the full faith in credit and not the details of the project or the Commissioners approval of the project.

MOTION CARRIED UNANIMOUSLY.

4. Sheriff's Office - Request to Waive the Hiring Freeze and Delay for an Open Lieutenant Position

MOVED BY COMM. VICKERS, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE REQUEST TO WAIVE THE HIRING FREEZE AND DELAY FOR AN OPEN LIEUTENANT POSITION.

Comm. De Leon questioned if the Sheriff's Office was within the budget savings requirement because of the number of waivers requested and approved. Chief Deputy Harless stated that although he does not have that percentage the Sheriff's Office is well within or has exceeded what was expected of them. Chief Deputy Harless explained the only positions that are being filled are because of retirements and promotions and there are still vacancies that are not being filled. He estimated that there will be seven open positions before the end of August. Comm. De Leon questioned the need for the waiver before the retirement date. Chief Deputy Harless explained that the Sheriff's Office does not announce a promotion until it knows the Board has approved the waiver in addition to training.

Comm. De Leon stated that most requests use the language affect safety, supervision, liability, and securities making it seem somewhat common she then asked for the reason behind the language. Chief Deputy Harless explained that the Department has been cut to the bone over the past years and it has been a struggle to keep things functioning while protecting the staff and community. He provided examples of why they cannot afford a further reduction of staff and the need to reduce overtime. Comm. De Leon thanked Chief Deputy Harless for answering her questions helping her better understand the Sheriff's Office situation and needs.

Comm. Grebner asked if they are hiring from within and if so is it contractual. Chief Deputy Harless stated it is contractual to hire from within provided there is the ability. He noted that the Sheriff's Office has not been in the position in the recent past to hire from the outside.

Chairperson Holman stated she is in support of the resolution because of the severe cuts the Sheriff's Office has had and this is warranted.

MOTION CARRIED UNANIMOUSLY.

6. Circuit Court
 - a. Request to Waive the Hiring Delay and Hiring Freeze for Deputy Clerk II

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE REQUEST TO WAIVE THE HIRING DELAY AND HIRING FREEZE FOR DEPUTY CLERK II.

Mr. Easterday introduced Kay Taylor, Chief Deputy Court Clerk stating that she currently has a total of three vacancies and this is requesting to fill a position that has been vacant for about seven weeks. Mr. Easterday described the duties of both open positions.

MOTION CARRIED UNANIMOUSLY.

- b. Request to Waive the Hiring Freeze and Delay for Judge Collette's Court Officer/Research Clerk Position

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE REQUEST TO WAIVE THE HIRING FREEZE AND DELAY FOR JUDGE COLLETTE'S COURT OFFICER/RESEARCH CLERK POSITION.

Mr. Easterday stated this will fill a position where an individual resigned about one week ago. He explained the number of vacancies throughout the Circuit Court that have been left open for budget reasons stating they are aware of the budget concerns. Comm. Schor acknowledged the larger number of vacancies asking if they are budgeted positions that have become vacant. Mr. Easterday answered yes. Comm. Schor asked if this the most vacancies the Court has seen. Mr. Easterday answered yes stating there have been and will be retirements. He noted that the two requests are not new positions.

Board Chairperson Copedge asked if the positions will be posted. Mr. Easterday answered yes; the position will be posted and the applicants will go through the interview process. Board Chairperson Copedge asked if an internal employee fills the position will the vacancy create another request for waiver. Mr. Easterday explained the memo addresses that concern to backfill a position. Comm. De Leon asked if the Circuit Court will realize their recommended budget savings or will it exceed the projection. Mr. Easterday stated that the General Trial Division did meet the recommended budget target while the Friend of the Court and Juvenile Division did not. Comm. De Leon asked how many Deputy Clerk II positions are open. Ms. Taylor answered three but only one position is requested. She overviewed the job duties. Mr. Easterday stated they have been working diligently not to request waivers and reduce costs to the County. Board Chairperson Copedge asked if the reduction in staff has burdened the Court and/or caused missed performance objectives. Mr. Easterday stated that it has been stressful maintaining sensitive filings and the Friend of the Court and JCO's have had some difficulties. Board Chairperson Copedge asked if there have been any issues with victim's rights. Mr. Easterday answered no.

Ms. Lannoye explained that she asks several questions before a waiver is brought before the Board. She noted that the Commissioners are not seeing every vacancy. She also stated that the Court has many positions and as a result will also have a greater number of vacancies. She noted that the 2013 budget may require the elimination of certain positions.

MOTION CARRIED UNANIMOUSLY.

9. Fair Board – Request to Waive the 2012 Hiring Freeze and Hiring Delay for the Fair Manager Position

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE REQUEST TO WAIVE THE 2012 HIRING FREEZE AND HIRING DELAY FOR THE FAIR MANAGER POSITION.

Comm. De Leon asked for the status of filling the Fair Manager position. Ms. Lannoye stated that the position was posted and the decision was made to get through the Fair with Mr. Brail as the acting Director.

Mr. Goeke stated that Mr. Brail has been a hands on manager, and has done maintenance on the facilities that has not been done since he left. Everything looks nice and clean. Mr. Goeke stated that this has been a good opportunity over the past years to see what has happened with various managers and now there is a better understanding of what is needed during the interview process.

Comm. De Leon asked why things cannot be painted. Mr. Goeke stated that the County Commissioners have been very generous with the hotel/motel tax for maintenance and repair of the facilities; however since Mr. Brail left the interim managers had been using operating funds instead. Mr. Brail came back and discovered the problem and the Committee will now be see resolutions such as re-roofing the Community Building. Mr. Brail has helped everyone learn the system and there is new paint, repairs have been made and he knows the people to get things done.

MOTION CARRIED UNANIMOUSLY.

10. Health Department

- a. Recommendation to Start Public Health Nursing and Special Programs Supervisor at Step 4
- b. Request to Start Deputy Health Officer at Step 3
- c. Request to Start Primary Care Physician at Step 3

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DE LEON, TO APPROVE THE A. RECOMMENDATION TO START PUBLIC HEALTH NURSING AND SPECIAL PROGRAMS SUPERVISOR AT STEP 4. B. REQUEST TO START DEPUTY HEALTH OFFICER AT STEP 3. C. REQUEST TO START PRIMARY CARE PHYSICIAN AT STEP 3.

Board Chairperson Copedge asked how many years experience each individual has. Dr. Branch Canady stated the Nurse Practitioner has 15 years, the Deputy Health Officer over 20 years, and the Physician more than 20 years.

Comm. Vickers asked if these are salaries minus fringe benefits and are the applicants looking to earn a second retirement. Dr. Branch Canady stated the nurses are mid-career professionals and the physician has Michigan roots currently living in Tennessee. She stated that should could not say for certain about the retirement but it is not her impression. Comm. Vickers questioned the

chart of vacant positions provided earlier in the year questioning the hiring of supervisors. Dr. Branch Canady explained that the chart was part of a transition plan keeping positions vacant for a period of time to realize savings; however, it has been increasingly difficult to operate without filling the positions. Comm. Vickers stated that he will be voting no because of the salary step.

Board Chairperson Copedge asked if any applicants that had just a few years of experience or recently obtained their degree or anyone who met the qualifications but had less experience. Dr. Branch Canady explained the complexity of the job stating that more than two years of experience is necessary.

The Committee discussed the qualifications of the applicants.

MOTION CARRIED with Comm. Vickers Voting “no”.

- d. Request for Approval for an Unpaid Leave of Absence

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DE LEON, TO APPROVE THE REQUEST FOR APPROVAL FOR AN UNPAID LEAVE OF ABSENCE.

Dr. Branch Canady stated that it is her goal to retain staff and that some employees are energized after a leave and would like to honor this request.

Comm. Vickers expressed his concern of how the position will be filled for one year and the potential of creating another vacancy for one year.

The Committee discussed how the position will be filled. The Health Department will work with Human Resources and the Union to provide the Commissioners more details on filling the position during the leave of absence.

Comm. Vickers stated that he has never been in favor of leave of absence because something typically goes wrong or the person does not return to work.

MOTION CARRIED with Comm. Vickers Voting “no”.

- e. Resolution to Authorize an Agreement with Community Mental Health Authority of Clinton, Eaton and Ingham Counties for the Provision of Co-Located Primary and Behavioral Health Services

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES FOR THE PROVISION OF CO-LOCATED PRIMARY AND BEHAVIORAL HEALTH SERVICES.

Comm. De Leon asked what happens if revenue projections fall short further asking if any General Funds are involved. Ms. Brinson explained the Medicaid and Medicare enhanced revenue and that CMH is providing the space at no charge to the County. She also was pleased to

announce that MSU Internal Medicine will be placing a physician onsite at no cost to the County which will increase revenue. Ms. Brinson stated that she is comfortable with the projections however if revenues are not realized the County will discontinue the co-location. Comm. De Leon asked if patients who are not diagnosed severe may be seen at the facility. Ms. Brinson stated anyone may be seen; however, there is a focus on the CMH chronically ill patient. She also explained that anyone may be seen at any facility. Comm. Schor summarized Mr. Sheehan's statements at the Human Services meeting that CMH is a guaranteed population that will draw down federal funding.

Chairperson Holman expressed her concern that there is communication with the union. Ms. Brinson stated that the lack of communication will not happen again and she apologized to Mr. Gray.

MOTION CARRIED UNANIMOUSLY.

- g. Resolution to Authorize an Agreement with Health Management Associates to Provide Start Up Core Functions for the Michigan Consumers Health Core Co-Op

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DE LEON, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH HEALTH MANAGEMENT ASSOCIATES TO PROVIDE START UP CORE FUNCTIONS FOR THE MICHIGAN CONSUMERS HEALTH CORE CO-OP AND CREATE AN ELECTRONIC HEALTH CARE/NURSE TRAINER POSITION.

Dr. Branch Canady overviewed how this agreement came about and how the revenue could help keep 25 to 30 County staff employed. Ms. Brinson explained the Health Department's experience with health management services, revenue generating ability and support provided to the IHP and others across the state.

Comm. De Leon asked for clarification of how the loan will be repaid. Ms. Lannoye stated without going over the lengthy details the short answer is the County is not the responsible party to the loan. Ms. Brinson also confirmed that the Co-op is the responsibility party to the loan. Ms. Lannoye asked how the Co-op will payback the loan. Ms. Brinson explained insurance premiums whereby experts worked on cost ratios using only the Michigan Market, in addition, the loan is for 30 years with a projected payoff in 15 years.

Ms. Brinson explained that the Co-op will contract with the County, promote community affordable health care and optimize networking with providers. The County will only be providing back office support much like with the County Health Plans.

Chairperson Holman asked if this will burden the existing staff. Dr. Branch Canady explained the IHP work will be declining as the ACA takes effect. She noted health plans are going away the system is changing and this is an opportunity to transition service and generate revenue. Dr. Branch Canady stated that if the relationship shifts they will come forward with another proposal. Ms. Lannoye expressed her concern of short term agreements and County legacy costs. Ms. Brinson stated she was open to moving County employees to the non-profit if that is how the

Board would like to move forward. Dr. Branch Canady explained what made this agreement attractive is it generates revenue and keeps people employed as County positions may be declining. Additionally, the Co-op may have a difficult time steering through the requirements without the County.

Comm. Grebner expressed his concern that the employees should eventually become employees of the Co-op. Ms. Brinson explained that the Co-op does have their own tax id number and will be hiring 20 people for startup.

MOTION CARRIED UNANIMOUSLY.

11. Facilities

- c. Resolution Authorizing Entering into a Contract with Perfitt Excavating, Inc. for the Replacement of the Asphalt Circle Drive at the Mason Courthouse

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PERFITT EXCAVATING, INC. FOR THE REPLACEMENT OF THE ASPHALT CIRCLE DRIVE AT THE MASON COURTHOUSE.

Mr. Terrill stated that he had met with the Chief Engineer of the County Department of Transportation and Roads and was advised this is more cost effective than using the Department.

MOTION CARRIED UNANIMOUSLY.

12. Parks

- b. Resolution Authorizing an Amendment to the Agreement Between Ingham County and the Potter Park Zoological Society to Include Compensating the Society for Hiring a General Curator

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. DE LEON, TO APPROVE THE RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT BETWEEN INGHAM COUNTY AND THE POTTER PARK ZOOLOGICAL SOCIETY TO INCLUDE COMPENSATING THE SOCIETY FOR HIRING A GENERAL CURATOR.

Comm. Vickers suggested including where the funds will come from in the resolution.

MOVED BY COMM. VICKERS TO AMEND THE 4TH BE IT FURTHER RESOLVED FROM THE BOTTOM OF RESOLUTION BY ADDING "FROM ZOO MILLAGE FUNDS".

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

Mr. Feuka, Potter Park Zoological Society, stated the AZA was going well.

13. Human Resources

- a. Resolution Authorizing the Establishment of MERS Hybrid Plans for the Board of Commissioners and Elected Officials

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AUTHORIZING THE ESTABLISHMENT OF MERS HYBRID PLANS FOR THE BOARD OF COMMISSIONERS AND ELECTED OFFICIALS.

Comm. Schor stated that he would like to review all the contracts at one time suggesting the item be tabled. Comm. Grebner stated if the Committee waits for all the contracts it will never get done plus the Board of Commissioners sets its own compensation and calendar. Comm. Grebner stated he is opposed to tabling.

MOVED BY COMM. SCHOR, SUPPORTED BY COMM. DE LEON, TO TABLE THE RESOLUTION UNTIL ALL CONTRACTS CAN BE REVIEWED AT THE SAME TIME.

MOTION TO TABLE FAILED with Comms. Holman, Grebner and Vickers Voting “no”.

Chairperson Holman stated it is appropriate to start with the part-time body and this is a plan that she believes the constituents will find fair.

Comm. Schor stated he will be voting no on this only because it is his opinion it should be reviewed with the other plans that are being negotiated. Comm. Celentino echoed Comm. Schor. Mr. Parsons informed the Committee if approved it will take 30 days to get the paper work in place.

Comm. Grebner stated this is setting the Hybrid Plan only for the Board of Commissioners and Elected Officials and the Board has the ability to make the decision rather than bargaining. He expressed his budget concerns.

Comm. De Leon stated she will not support anything with a 1% multiplier and would like to receive an example of an employee’s retirement that is making \$30,000. Comm. Grebner stated that each unit could have a different multiplier and the BOC and Elected Officials are different than the employees. He noted that it makes sense that the BOC and Elected Offices have a portable plan.

MOTION TO APPROVE THE RESOLUTION FAILED with Comms. Schor, De Leon and Celentino Voting “no”.

14. Board Referrals

- a. Letter from Silver & Van Essen, P.C. Regarding the 425 Agreement Between Dewitt Charter Township and City of Lansing
- b. Letter from Thrun Law Firm, P.C. Regarding the 425 Agreement Between Dewitt Charter Township and City of Lansing
- c. Letter from Silver & Van Essen, P.C. Regarding the 425 Agreement Between Dewitt Charter Township and City of Lansing

(Comm. Schor left at 8:30 PM)

The Board Referrals were received and placed on file.

Announcements:

Ms. Lannoye stated that interviews will begin on Friday for the IT Director. Comm. De Leon asked if progress has been made on the consulting. Ms. Lannoye stated a team has been put together and has begun by developing a scope of work to avoid unnecessary costs. A consulting contract should be ready for the Commissioners to review at the next meeting.

Ms. Lannoye informed the Committee that records could not be recovered for the County Clerk's Office, state records are not available and additional records will need to be scanned. She noted there will be an increased scanning cost and scanning will begin next week.

Board Chairperson Copedge expressed his concern with the 911 Center start up and asked that the Law Enforcement Committee and all Commissioners receive a synopsis of all the difficulties that have been experienced and how they are being resolved. Ms. Lannoye will check with Mr. Neilsen if Comm. Tsernoglou has been kept informed about the transition.

Chairperson Holman asked the Committee to consider splitting the County Services meeting into Community Services Committee and a Properties/Infrastructure Committee in addition to combining Law Enforcement and Judiciary.

Public Comment

None.

The meeting adjourned at approximately 8:34 p.m.

Respectfully submitted,

Julie Buckmaster

AUGUST 21, 2012 COUNTY SERVICES MEETING STAFF REVIEW SUMMARY

HIRING FREEZE REQUESTS/HUMAN RESOURCES ITEMS

The Controller recommends approval of the following action items:

1. Treasurer - *Request to extend a temporary auditor position*
- 2a. Sheriff's Office- *Corrections Deputy—hiring freeze*
- 2b. Sheriff's Office – *Detective - hiring freeze*
3. Register of Deeds - *Index Clerk - hiring freeze*
4. Circuit Court - *Accountant/Child Care Fund - hiring freeze*
- 12b. Animal Control - *Shelter Operator-hiring freeze*
- 12a. Animal control - *Resolution to Reorganize Animal Control Positions and Waive the Hiring Freeze and Provide Backfill.*

The resolution would eliminate a vacant Animal Control officer and replace it with a part-time officer and a part-time shelter Operator. This will provide the Department with much needed flexibility.

- 13a. Facilities - *Request to Grant Leave without Pay for Tom Larkins*

ACTION ITEMS

The Controller recommends approval of the following action items:

- 5a. Fair Board - *Resolution Authorizing the Use of Hotel/Motel Funds for Advertising for the 2012 Ingham County Fair.*

The resolution authorizes the use of Hotel/Motel funds for Fair advertising. At the end of 2012 there will be a fund balance of \$365,000. Public Acts MCL 141.867 (d) and the County Ordinance Article VII (d) allows for the promotion of tourist business. Per the County Attorney's Office, advertising the Fair would fall under "promotion" of tourist business.

- 5b. Fair Board - *Resolution to Transfer funds from Hotel/Motel Tax Fund to the Fairgrounds Capital Improvement Account.*

This resolution would transfer \$30,000 to repair the Community Center roof.

- 6a. Department of Transportation and Roads - *Resolution Authorizing the Purchase of One Stump Grinder for the Department of Transportation and Roads.*

The resolution authorizes the purchase of a stump grinder from Vermeer Equipment at a cost \$33,149 less the \$7,000 trade in value for the existing equipment being replaced. Bids were solicited and Vermeer Equipment submitted the lowest cost net bid.

6b-f. Department of Transportation and Roads - *Resolutions to Approve Local Road Agreements with Five Townships*

Attached are five resolutions that authorize entering into local road improvement projects (LRP) agreements with Meridian, Delhi, Lansing, Leroy, and Williamstown townships.

Please refer to the respective resolutions for details on each of 2012 proposed projects.

6g-n. Department of Transportation and Roads—*Resolutions to Award Construction Contracts included in Approved LRP Agreements.*

Attached are bid tabulations and recommended resolutions to award contracts to bidders on various projects, which will be constructed by contractors. These are projects that require more asphalt paving than the Road Department is equipped to perform economically. The bid tabulation and resolutions reflect bids received for Road Department bid proposal #1639, which included 8 separate projects or “items” to bid on. These 8 projects will require 8 separate contracts and thus involve the 8 separate resolutions, as they involve differing work and/or are in differing townships. The 8 projects involve pavement recycling and asphalt resurfacing on various streets, listed in the resolutions, within Meridian, Delhi and Lansing Townships, an asphalt road resurfacing in Vevay Township, and asphalt paving of an existing gravel road in Stockbridge Township.

6o-r. Department of Transportation and Roads - *Resolutions Approving Waterborne Pavement Marking Agreements with the Village of Webberville and the Cities of Leslie, Mason, and Williamston.*

There are 4 resolutions included on your agenda that authorize pavement marking agreements. The agreements would authorize the Department to apply pavement markings on roads under the jurisdiction of the individual unit. The Department will be reimbursed for the full amount of their pavement costs.

6s. Department of Transportation & Roads - *Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads.*

The resolution authorizes the monthly list of routine permits.

7. Housing Commission - *Resolution Authorizing an Extension to the 2009 Community Development Block Grant Approved in Resolution #09-092.*

This resolution authorizes an extension through September 30, 2012.

8. Farmland & Open Space Preservation Board—*Resolution Approving the Farmland & Open Space Preservation Board’s Recommended Selection Criteria (Scoring System) for the 2012 Farmland and Open Space Application Cycles.*

The ordinance passed in 2004 requires Board approval of ranking criteria. This resolution authorizes the 2012 scoring criteria. The Board would still need to approve the actual purchases.

9a. Health Department - *Resolution to Accept Funds from the U. S. Department of Health and Human Services, Division of Health Resources and Services Administration for the Healthy Start Grant and Establish Perinatal Systems Project Coordinator/Senior Public Health Nurse and Health Educator II Positions*

This resolution accepts funds from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project. This national project addresses the significant disparities in the health of mothers and babies experienced by racial and ethnic minorities in communities that face many challenges. The Health Department has been awarded an amount of

up to \$965,000 for the period June 1, 2012 through May 31, 2014 and creates the establishment of two new positions: Perinatal Systems Project Coordinator/Senior Public Health Nurse, PHN Grade 4 (\$56,938 - \$68,343) and a Health Educator II, ICEA Grade 7 (\$49,848 - \$59,841) for the period of the grant.

- 9b. Health Department - *Resolution to Authorize the Conversion of the Otto Community Health Center from a School-Based Health Center to a General Community Health Center and Establish a Primary Care Physician.*

This resolution converts Otto Community Health Center from a school-based health center to a Community Health Center and establishes a primary care physician. The remaining staff at the center will be transferred from other locations within the CHC network. There may be a need to modify the lease agreement with the Lansing School District. This resolution is silent on that. Should there be a need for an amended agreement; a substitute resolution will be brought to the Human Services meeting.

10. Financial Services - *Resolution Authorizing Signature for Western National Life Deferred Comp Plan*

The County has an old deferred comp plan which was originally administrated by AIG and has not been used for many years. Since that time, the plan has been acquired by American General Annuity and in 2009, by Western National Life. We have a former employee who has been trying to withdraw her money from this plan and Western National Life has been extremely uncooperative. They refuse to withdraw her proceeds or even discuss this account without a formal resolution authorizing representation. Attached is a resolution authorizing the Director of Financial Services and the Director of Human Resources to represent and sign for the County on this account.

11. MIS - *Resolution to Approve the Contract Amendment with AT&T to Provide Network Connectivity to the Road Department Administrative Building and Sexton High School.*

This resolution authorizes an amendment to our connectivity contract with AT&T by adding these two additional locations. The annual cost for the Road circuit is \$9,072 and \$6,960 for the Sexton circuit.

- 13b. Facilities - *Resolution Awarding a Contract to Camelot Services Co., to Provide Carpet Cleaning Services to Various County Facilities.*

The resolution authorizes a contract to Camelot Services, Co., to provide carpet cleaning services to several county locations. After going through a competitive bidding process, both the Purchasing and Facilities Departments agree that a contract is awarded to Camelot Services Co., who submitted the lowest responsive and responsible bid of \$100,083.00 for a three year contract beginning September 1, 2012 through August 31, 2015 with an optional two (2) year renewal. Funds for this contract are available within the appropriate operating budgets.

- 13c. Facilities - *Resolution Awarding a Contract to Pro Tech Environmental Services for the Removal of Mold, Clean Up of the Crawlspace, and Encapsulation of the Crawlspace Floor and Wall in the Courthouse.*

The resolution before you authorizes awarding a contract to Pro Tech Environmental Services for the removal of mold, clean up of the crawlspace, and encapsulation of the crawlspace floor and walls of the Ingham County Courthouse. The cost for this project will be \$14,750.00, as well as a \$2,500.00 contingency, for a total cost, not to exceed \$17,250.00. Pro Tech Environmental Services submitted the lowest responsive and responsible bid and come highly recommended. The funds for this project are available in the approved CIP line Item.

14b. Parks - *Resolution Approving a Contract with Anderson-Fisher & Associates for the Grading and Landscaping of the Hawk Island Snow Park.*

It has been determined the snow park hill at Hawk Island has significant soil erosion issues. The resolution approves a contract with Anderson-Fisher for the grading, scarification, polymer, drill seed, mulch, and mulch anchor necessary to correct the soil erosion and safety issues. The contract with Anderson-Fisher & Associates, Inc. of Mason, Michigan for the grading and landscaping of the Hawk Island Snow Park will be in the amount of \$42,712, with an additional contingency amount of \$6,500. Total project cost will not exceed \$49,212. Contract payments will be made from the Parks 450-75600-71000 account in the amount of \$44,811 and the Parks Capital Fund (450) Undesignated Balance in the amount of \$4,401.

14c. Parks - *Resolution Approving a Contract with Superparks LCC (Planet) to Design, Construct, and Manage the Hawk Island Snow Park.*

It has been determined the Hawk Island Snow Park would benefit significantly from the expertise and involvement of Ryan Neptune, an internationally known figure in the winter sports community, and his company, Superparks LCC (Planet). His company manages and oversees many ski resorts and events around the United States including one in Gaylord, Michigan. This resolution authorizes entering into a contract with Superparks LCC (Planet) whereby the gross receipts collected at the Hawk Island Snow Park, with the exception of vehicle entrance fees, would be split in the amount of 25 percent to Ingham County and 75 percent to Superparks LCC (Planet). Planet would be responsible for working with and managing partners for the Hawk Island Snow Park in the seasonal preparation for all outside operations with respect to the venue and would look to hire as many local seasonal workers as possible. Please refer to the memo from Willis Bennett for additional information.

14d. Parks - *Resolution Approving an Increase in Soccer Usage Fees for the Hope Soccer Complex.*

This resolution approves field fee increases at the Hope Soccer Complex for fall 2012 games. Before the Hope Soccer Complex was constructed the Ingham County Board of Commissioners and the Ingham County Parks and Recreation Commission agreed that the Complex would be self-supporting. At the request of the Soccer Advisory Board cost projections to significantly increase the quality of the fields at the Hope Soccer Complex were completed by Parks Department staff and have shown the need for an increase in future field fees. Based on the results of those cost projections the Soccer Advisory Board and Parks Commission recommend an increase in fees that would generate \$76,000 per year.

OTHER ACTION ITEMS

14a. Parks - *Resolution Authorizing the Renewal of the Agreement with the City of Lansing for the Maintenance of Certain City Parks.* (Referred from the Parks & Recreation Commission).

The Parks and Recreation Commission supported this renewal with the passage of a resolution at their July meeting. Failure to renew this contract will result in an additional \$40,000 general fund appropriation in 2013. In July, at the instruction of the Board, I notified the City that this contract may not be renewed. It is set to expire on September 30, 2012. If the contract is not renewed the City will simply add these Parks to their new contract for Parks maintenance services for other City Parks. Absent a Board resolution authorizing a one-year renewal, this contract will simply expire so there would be no need for Board action if the decision is not to renew.

15c. Board of Commissioners - Lansing Township is requesting that Ingham County Pledge our full faith and credit to cover environmental clean up costs so that the Former Anchor Motor Freight/Lease way Properties can be redeveloped. The request is for the County to borrow \$400,000 to \$500,000 from the Michigan Department of Environmental Quality Revolving Loan Fund. The fund offers low interest rates to local units of government (i.e. no payment for 5 years and an interest rate of 1.6%). The funds would be paid back with tax capture from a newly created Brownfield TIF District. The township does not wish to borrow the funds themselves because they are too close to their debt limit. The County has pledged our full faith and credit in the past to townships, but they have primarily involved water system upgrades that are paid back with assessments to their local users. Approval of this could set a troubling precedent. This matter has been referred to the County Brownfield Redevelopment Authority for their review and recommendation. They meet on Thursday August 16. I will forward materials under separate cover after the meeting.

15a. Board of Commissioners - *Resolution Designating September 24, 2012 "Family Day - A Day to Eat Dinner with Your Children" in Ingham County.*

15d. Board of Commissioners - *Resolution Naming Lady Margaret Groves as the Recipient of the Ingham County Women's Commission's 2012 Lucille E. Belen Everyday Heroine Award.*

Agenda Item 1

August 9, 2012

TO: Finance Committee and County Services Committee

FROM: Eric Schertzing

RE: Extending Temporary Principal Residence Auditor

The County Treasurer proposes to extend the Temporary Principal Residence Exemption Auditor position during FY 2012. This position was initially authorized by Board Resolution #12-59 for an amount not to exceed \$5,000. The funding for this position is from Delinquent Tax Fund 520. The amount originally authorized is nearly exhausted; however, this position has produced over \$10,000 in county revenue. I believe that extending this position until the end of FY 2012 at an amount not to exceed, \$2,500, will produce another \$5,000 in county revenue.

Thank you for your consideration of the Resolution.

Agenda Item 1

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN EXTENSION OF TEMPORARY PRINCIPAL RESIDENCE
AUDITOR ASSISTANT**

WHEREAS, the Ingham County Treasurer has the authority to audit claims of Principal Residence Exemption per PA 105 of 2003 [MCL 211.7cc(10) et. Seq.]; and

WHEREAS, the Ingham County Treasurer's Office, was authorized by Board Resolution #12-59 to create a Temporary Principal Residence Auditor Assistant for FY 2012 at an amount not to exceed \$5,000; and

WHEREAS, this position has generated over \$10,000 in County interest revenue based on 40 Principal Residence Exemption Denials to date; and

WHEREAS, there are 30 or more potential denials under audit at this time and with continued auditing there will be an increase in County and local school district revenue for FY 2012; and

WHEREAS, the Ingham County Treasurer has determined there is good cause to extend the Temporary Principal Residence Auditor Assistant position to assist in the requirements of PA 105, under the Treasurer's supervision, through December 31, 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the funding for extending the Temporary Principal Residence Auditor Assistant position for the remainder of 2012 in the Treasurer's Office at an amount not to exceed \$2,500.

BE IT FURTHER RESOLVED, that continued funding for this position will come from Delinquent Tax Fund 520.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller to make the necessary budget adjustments and position allocation list amendment in the Treasurer's 2012 budget.

July 9, 2012

Ingham County Board of Commissioners
County Services Committee
Chairperson Dianne Holman

Dear Chairperson Holman:

The Ingham County Sheriff's Office is requesting a waiver of the 2012 hiring freeze and hiring delay for an open Corrections Deputy position.

The Ingham County Sheriff's Office, received a retirement letter, effective August 24, 2012 from a Corrections Deputy. This position was funded for the 2012 Sheriff's budget.

I am requesting a waiver of this committee on the 2012 hiring freeze and hiring delay so we can fill this position.

If this position is not filled, it will affect the safety and supervision of our inmates, thus increasing liability for the county. Additionally, overtime will increase in order to maintain a safe and secure jail.

Sincerely,

Sheriff Gene L. Wriggelsworth
Ingham County Sheriff

July 24, 2012

County Services Committee
Chairperson Dianne Holman

Dear Chairperson Holman:

The Ingham County Sheriff's Office is requesting a waiver of the 2012 hiring freeze and the hiring delay for an open Detective Position.

The Ingham County Sheriff's Office, had a Detective vacancy occur, effective July 19, 2012. This Detective position was funded for the 2012 Sheriff's budget.

I am requesting a waiver of this committee on the 2012 hiring freeze as well as a waiver for the hiring delay period so we can fill this position with a promotion as well as backfill the Deputy's vacant position that will result in the promotion.

Sincerely,

Sheriff Gene L. Wriggelsworth
Ingham County Sheriff

MEMORANDUM

To: County Services Committee

From: Curtis Hertel Jr.
Register of Deeds

Date: August 9, 2012

Re: Request for Exception to the Hiring Freeze
Index Clerk–Register of Deeds Office

I am respectfully requesting that an exception to the hiring freeze be granted for the position of document processor – Register of Deeds Office which was vacated due to an unexpected death in my office. At this moment I am only requesting the position be waived. This position is crucial as the real estate market is recovering and we are seeing an increase in filing in my office. Further with 10% of my staff being vacant we are falling behind on our current work load.

MEMORANDUM

TO: County Services Committee

FROM: Maureen Winslow

DATE: August 7, 2012

RE: **Suspension of Hiring Freeze and Hiring Delay for Accountant/Child Care Position**

The Family Division accepted the resignation of the employee in the Accountant/Child Care position effective August 3, 2012. It is essential to the operation of the Family Division of the Circuit Court, as well as Ingham County, that the hiring freeze and the hiring delay be lifted to fill this position as quickly as possible.

The person in the Accountant/Child Care position is responsible for monitoring and balancing the Family Division's general ledger accounts within the County General Fund, Child Care Fund, Juvenile Justice Millage and Trust and Agency funds. State Child Care Fund reporting requirements are complex, and the Family Division receives in excess of \$4 million annually through proper reporting.

Many times, the person in this position finds additional revenue by closely examining state and other financial documents for accuracy and provides other recommendations to spread costs in order to gain the most benefit from the state's reimbursement requirements. For example, the Accountant reviews the monthly charge report where the State charges the County for its share of out of home placement costs of youth. Overcharges are found almost every month which result in requests for reimbursement from the State.

In addition, the Accountant prepares the budgets for the Family Division, making sure that we follow State requirements and maximize our allowable reimbursement from the Child Care Fund. The Accountant ensures that all costs billed to the state for reimbursement are properly documented so that no costs are questioned during the Child care Fund review performed annually by the State.

This position was reclassified from a full time position to a half time position due to budget reductions at the start of 2010. With the assistance of Financial Services, this position can remain a part time one. To be without someone acting in this role for any period of time will cause a hardship with potential for financial catastrophes.

The Accountant/Child Care position is funded with General Fund dollars reimbursed 14% by the State's Child Care Fund. The Family Division understands the financial position of the county and respects the need to look at all positions in the budgetary process. This part time position is one that must be filled, with little or no vacancy time, in order for the Family Division to stay fiscally constant.

Agenda Item 5a

To: Ingham County Board of Commissioners

From: Terry Brail, Interim Manager, Ingham County Fairgrounds

Subject: Fair Advertising

The following resolution is to authorize the use of Hotel/Motel funds for Fair advertising. At the end of 2012 there will be a fund balance of \$365,000. Public Acts MCL 141.867 (d) and the County Ordinance Article VII (d) allows for the promotion of tourist business. Per the County Attorney's Office, advertising the Fair would fall under "promotion" of tourist business.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE USE OF HOTEL/MOTEL FUNDS FOR ADVERTISING
FOR THE 2012 INGHAM COUNTY FAIR**

WHEREAS, the Ingham County Fair advertises the annual Fair to all persons in the mid-Michigan area via television, radio, newsprint, and other means; and

WHEREAS, MCL 141.867(d) and County Ordinance Article VII (d) which allows for the promotion of tourist business; and

WHEREAS, there is a projected available balance of approximately \$365,000 in the Motel/Hotel Fund slated for the Ingham County Fair; and

WHEREAS, the Ingham County Fair spends \$30,000 annually to advertise the annual fair; and

WHEREAS, the Ingham County Fair Board approves this use of the Hotel/Motel funds to pay for advertising; and

WHEREAS, the County Attorney agrees that advertising the fair would fall under promotion of tourist business.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the transfer of \$30,000 from the Motel/Hotel Tax Fund to pay for advertising for the Ingham County Fair.

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

Agenda Item 5b

To: Ingham County Board of Commissioners
From: Terry Brail, Interim Manager, Ingham County Fairgrounds
Subject: Replace Roof on Community Building

The following Resolution is to transfer funds from the Hotel Motel Fund to the Fairgrounds Capital Improvement Account. At the end of 2012 there will be a fund balance of \$365,000. The existing roof was installed in 1995 when the building was built.

It is in desperate need of replacement. After approval of the resolution, the Purchasing Department will solicit bids on the project according to County policies and proper contracts will be entered into with Board approval.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO TRANSFER FUNDS FROM HOTEL MOTEL TAX FUND TO THE
FAIRGROUNDS CAPITAL IMPROVEMENT ACCOUNT**

WHEREAS, the Community Building at the Fairgrounds is in need of a roof replacement; and

WHEREAS, there is a projected available balance of approximately \$365,000 in the Hotel Motel fund slated for the Fairgrounds; and

WHEREAS, the Fair Board has approved at their July meeting to transfer \$30,000 of the Hotel Motel tax funds to the Fair's Capital Improvement account.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves moving \$30,000 from the Hotel Motel fund to the Fairgrounds capital improvement account for the purpose of replacing the roof on the Community Building.

BE IT FURTHER RESOLVED, the Ingham County Purchasing Department will solicit bids according to County policies.

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING TERRY BRAIL

WHEREAS, Terry Brail served for fifteen years as the Executive Director of the Ingham County Fair and retired in 2004; and

WHEREAS, Terry was asked to return to manage the Fairgrounds on a temporary basis so that a manager would be in place for the 2012 Ingham County Fair; and

WHEREAS, Terry's effort went above and beyond what was expected; and

WHEREAS, Terry and his wife Lynette took the time to improve the aesthetics of the Fairgrounds, including painting and cleaning the ticket booths, painting the grandstand, painting the Shirley Clark Pavilion and stage, and paint touch ups on the livestock and horse barns; and

WHEREAS, Terry updated and refurbished the Animal Direction Signs that have not been updated or put up at Fair since he left and was also responsible for new signage for the buildings; and

WHEREAS, Terry washed and re-grouted the Ingham County Fair Flags that go on the fences, which had not been fixed or repaired or put up since he retired; and

WHEREAS, Terry oversaw upgrade of the electrical systems in two barns to accommodate relocation of animals during the Fair; and

WHEREAS, Terry oversaw upgrade of animal pens and relocation of animals during the Fair; and

WHEREAS, Terry created a new space for Pony Rides and the Petting Zoo out of the old sheep barns by cleaning them up, painting and adding lattice; and

WHEREAS, estimates indicate that carnival revenue set a new record in 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, by adoption of this resolution, recognizes the impact and quality of Terry Brail's work, and expresses its sincere appreciation to him for his dedication to the Ingham County Fair.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners extends its best wishes to Terry for continued success in all his future endeavors.

Memorandum

To: William Conklin, Managing Director
From: James M. Benjamin, Director of Operations
Date: 7/30/2012
Re: Proposal #1637, Stump Grinder

I recommend that we accept the low bid of \$33,149.00 for Proposal #1637, Stump Grinder from Vermeer of Jackson MI. The low bid reflects providing a 2012 demonstrator unit having 47 service hours on the machine. This unit is bid \$2,100.00 less than a new (0 hours) unit. The full manufacturer's warranty applies to the demonstrator unit. It is also virtually identical in operation and function to our current unit, #596, which has served us well, and was the brand preferred by our operators in previous demonstrations. Stump grinders are typically subject to extremely harsh service due to vibration, dust etc. and require service and or replacement at shorter intervals than most other equipment. #596, (current unit) is a 1999 model and has 2853 hours. I would expect the replacement to have similar service life expectancy. Three vendors participated for a total of four bids. Bid price was \$33,149.00 less \$7,000.00 trade in allowance for a total net cost of \$26,149.00. This purchase is part of our 2012 equipment budget. Bid tabulation is attached.

MEMORANDUM

TO: County Service and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: August 8, 2012
 SUBJECT: Bid Summary for Stump Grinder

Project Description:

Bids were sought for the replacement of a stump grinder for the Department of Roads & Transportation.

Bid Summary:

Vendors contacted: 9 Local: 2
 Vendors responding: 3 Local: 1

Company Name	Base Bid	Trade-in Value	Bid Total Less Trade-in	Local
Vermeer of Michigan	\$33,149	\$7,000	\$26,149	N- Jackson
Bandit Industries	\$32,842	\$5,000	\$27,842	N - Remus
Southeastern Equipment Co.	\$40,500	\$6,800	\$33,700	Y - Holt

Recommendation:

The Evaluation Committee recommends awarding a Purchase Order to Vermeer of Michigan in an amount not to exceed \$26,149 (includes \$7,000 for trade-in) for the purchase of the stump grinder.

Advertising:

Prior to the merger with the County, the Ingham County Road Commission, in addition to sending the bid directly to 9 vendors, posted the solicitation on the Ingham County Road Commission webpage.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF ONE STUMP GRINDER
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Department of Transportation and Roads needs to replace its existing stump grinder which has aged past the point of economical serviceability; and

WHEREAS, the Department of Transportation and Roads adopted 2012 budget includes in capital road equipment expenditures funds for this purchase as it is also included in the 2012 road equipment replacement plan; and

WHEREAS, bids for stump grinders were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase a Vermeer demonstrator stump grinder from Vermeer Equipment of Jackson, Michigan at a cost of \$26,149.00 net of \$7,000 trade in value offered by Vermeer for the existing unit being replaced.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of the Vermeer demonstrator stump grinder from Vermeer Equipment of Jackson, Michigan at a cost of \$26,149.00, net of \$7,000 trade in value offered by Vermeer for the existing unit being replaced.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary purchase 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 TO APPROVE LOCAL ROAD AGREEMENT WITH MERIDIAN TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

WHEREAS, Meridian Township desires that improvements be performed on the streets listed after this resolution, a total distance of approximately 4.17 miles, to include Hot In Place Recycling and complete paving of one course asphalt at 1 inch thickness, with curb and gutter repair and manhole adjustment where necessary at an estimated cost of \$600,137.43; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract to be let during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Meridian Township's local roads, a maximum sum of \$115,000.00, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to \$115,000.00 toward the cost of said improvement.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than twice the maximum Road Department match amount set forth above (\$230,000.00) the savings shall be split evenly between the Township and the Road Department.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Meridian Township to effect the above described local road improvements as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.

Street	From	To	Length (ft)
Horizon Drive	Hagadorn Road	Margate Lane	170
Horizon Drive	Same as above		2,900
Margate Lane	West of Horizon	Skyline Drive	500
Skyline Drive	Lake Lansing Road	Margate Lane	2,840
Northwind Drive	Grand River Ave.	South End at Bend	670
Northwind Drive	South End at Bend	of Road	580
Hillcrest Avenue	Grand River Ave.	Okemos Road	1,500
Apache Drive	Shawnee Trail	Maumee Drive	620
Kewanee Way	Okemos Road	Apache Drive	2,100
Maumee Drive	Mt Hope Road	Apache Drive	1,320
Shawnee Drive	Okemos Road	Maumee Drive	2,600
Beech Tree Lane	Fairhills Drive	Spring Lake Drive	1,000
Spring Lake Drive	Beech Tree Lane	Viceroy Drive	830
Bonanza Drive	Jolly Road	Ponderosa Drive	3,400
Ponderosa Drive	Jolly Road	Stagecoach Drive	515
Ponderosa Drive	Stagecoach Drive	North End of Road	1,500
Stagecoach Drive	Ponderosa Drive	North End of Road	1,850

Total feet 24,895
Total
Miles 4.17

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LEROY TOWNSHIP FOR THE
INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, Leroy Township desires that improvements be performed on Frost Road from Snedeker Road to Bowman Road, a total distance of approximately 2.0 miles, to include approximately 550 tons of asphalt wedging and pads, and on Sharon Way from Grand River Avenue (M-43) to the north Leroy Township boundary line, a total distance of approximately 750 feet, to include complete asphalt resurfacing at 2 inch thickness which includes approximately 200 tons of asphalt paving, at a total estimated cost for both projects of \$50,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Leroy Township's local roads, a maximum sum of \$22,200.00, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the Road Department agrees to contribute up to \$22,200.00 toward the cost of said improvement.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township down to any final total cost above \$44,400.00, and then be split evenly between the parties for any final total cost of or below \$44,400.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Leroy Township to effect the above described local road improvements as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH DELHI TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

WHEREAS, Delhi Township desires that improvements be performed on the following streets:

Street	From	To	Length (ft)
Dunckel Street	Five Oaks Drive	S of Legacy Pkwy (780') + 300' by Trinity Church	1,080 total
South Ivywood Subdivision	Camperdown, Whistlewood & Mayapple Streets		2768 total

A total distance of approximately 0.73 miles, to include Hot In Place Recycling and complete paving of one course asphalt at 1 inch thickness, with curb and gutter repair and manhole adjustment where necessary at an estimated cost of \$ 122,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, for 2012, the Road Department has allocated to Delhi Township's local roads, a maximum sum of \$66,000.00, plus carry-over from 2011 in the amount of \$33,000.00, for a total available in 2012 of \$99,000.00, which will be matched equally by the Township to the extent used; and

WHEREAS, Delhi Township and the former Ingham County Road Commission, now Road Department, successor agency of the Road Commission, have previously entered into an agreement committing an estimated \$164,000.00 of available 2012 local road match funds (\$82,000.00 each party) to a previous 2012 local road project, Pine Tree Road from Dell Road to north of Sandhill Road, leaving an estimated \$17,000.00 of Road Department 2012 match funds available; and

WHEREAS, the cost of the above proposed improvements in excess of the estimated \$17,000.00 Road Department 2012 match funds remaining available to Delhi Township, estimated to be \$105,000 (\$122,000.00 estimated improvement cost less \$17,000.00) will be paid solely by the Township, provided, however, that the Township payment will not exceed five percent (5%) of the Township contribution unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract to be let during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute toward the cost of the improvements proposed above up to the actual remaining 2012 Road Department match funds allocated to Delhi Township, after the above mentioned Pine Tree Road project is finalized, estimated to be \$17,000.00.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than twice the maximum Road Department match amount set forth above (estimated to be \$34,000.00) the savings shall be split evenly between the Township and the Road Department.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Delhi Township to effect the above described local road improvements as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LESLIE TOWNSHIP FOR THE
INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, Leslie Township desires that improvements be performed on Olds Road from Jackson Road to Hull Road, and on Hull Road from Olds Road to Bellevue Road, and on Churchill Road from Bellevue Road to Covert Road, a total distance of approximately 5.0 miles, to include approximately 900 tons of asphalt wedging and pads, at an estimated cost of \$65,500.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the total available local road match program (Road Department plus Township) funds available in 2012 for Leslie Township as set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Leslie Township's local roads, a maximum sum of \$24,000.00, plus carry-overs from 2010 of \$10,625.08 and from 2011 of \$12,000, for a total available in 2012 of \$46,625.08, which shall be matched equally by the Township to the extent used, such that the total local road match program (Road Department plus Township) funds available in 2012 for Leslie Township is \$93,250.16.

BE IT FURTHER RESOLVED, that the Road Department agrees to contribute half of the cost of the proposed improvements (estimated to be \$32,750.00) up to a maximum of \$46,625.08 toward the cost of said improvement.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Leslie Township to effect the above described local road improvements as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LANSING TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

WHEREAS, Lansing Township desires that improvements be performed on the following streets:

Street	From	To	Length (ft)
Cadillac Dr	Old Lansing Rd	Waverly Hills Dr	500
Waverly Hills Dr	Waverly Rd	Cadillac Dr	666
Brynford St	Michigan Ave.	Saginaw St	2,532
Mitchel St	Edgemont St	Willow St	2,186
Westfield St	South end	Willow St	1,367

A total distance of approximately 1.37 miles, to include Hot In Place Recycling and complete paving of one course asphalt at 1 inch thickness, with curb and gutter repair and manhole adjustment where necessary at an estimated cost of \$204,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract to be let during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Lansing Township's local roads, a maximum sum of \$40,000.00, plus carry-over from 2009 through 2011 in the amount of \$61,798.27, for a total available in 2012 of \$101,798.27, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to \$101,798.27 toward the cost of said improvement.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than twice the maximum Road Department match amount set forth above (\$203,596.54) the savings shall be split evenly between the Township and the Road Department.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Lansing Township to effect the above described local road improvements as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.

MEMORANDUM

TO: County Services and Finance Committees

FROM: William Conklin, Managing Director, Department of Transportation & Roads

DATE: August 8, 2012

SUBJECT: 2012 Local Road Program Bid Recommendations & Resolutions

The annual Local Road Program involves both contracted, outsourced road construction and Road Department crew-performed work to complete construction and heavy maintenance on the county local (as opposed to primary) road system. As discussed in a prior cover memo for Township match funding agreements, PA 51 of 1951 requires Act 51 funds expended by the Road Department on local roads is to be matched by funds from other sources - typically the Townships. Agreements with Townships, on both the current and prior meeting agendas, have been submitted for approval for this purpose. Projects and their proposed treatments are selected by Road Department staff and the respective Townships, based on the needs and conditions of the roads.

Attached is a bid tabulation and recommended resolutions to award contracts to bidders on various projects, which will be constructed by contractors. These are projects that require more asphalt paving than the Road Department is equipped to perform economically. The bid tabulation and resolutions reflect bids received for Road Department bid proposal #1639, which included 8 separate projects or “items” to bid on. These 8 projects will require 8 separate contracts and thus involve the 8 separate resolutions, as they involve differing work and/or are in differing townships. The 8 projects involve pavement recycling and asphalt resurfacing on various streets, listed in the resolutions, within Meridian, Delhi and Lansing Townships, an asphalt road resurfacing in Vevay Township, and asphalt paving of an existing gravel road in Stockbridge Township.

The attached bid tabulation shows all bids received for each of the 8 projects and, in bold print, the low bid for each project. All of the bidders are MDOT pre-qualified, well experienced and equipped for their type of work.

Pavement recycling will be done using the “Hot In Place” method which involves two large truck drawn, propane-fired heaters heating the existing asphalt pavement to its melting temperature, followed by addition of an asphalt rejuvenating liquid, remixing in place, re-screeding (smoothing) and re-compaction (rolling). This method saves considerable cost, time and road user inconvenience besides preserving existing road material rather than having it hauled away for recycling or land-filling. In separate contracts, the recycled pavement is then overlaid or resurfaced with an average of an inch of new asphalt. The paving contracts also include other miscellaneous repair work such as damaged curb replacement if any, manhole casting adjustment and repairs, and shoulder graveling if the road has shoulders, etc.

Approval of the attached resolutions is recommended.

BID TABULATION
FOR PROPOSAL #1639
2012 LOCAL ROAD SURFACING PROGRAM

Bids received and opened August 8, 2012, 10:00 AM

BIDDER	ITEM I VARIOUS ROADS HIPR MERIDIAN TWP	ITEM II VARIOUS ROADS RESURFACING MERIDIAN TWP	ITEM III VARIOUS ROADS HIPR LANSING TWP	ITEM IV VARIOUS ROADS RESURFACING LANSING TWP	ITEM V VARIOUS ROADS HIPR DELHI TWP	ITEM VI VARIOUS ROADS RESURFACING DELHI TWP	ITEM VII JEWITT ROAD RESURFACING VEVAY TWP	ITEM VIII BASELINE RD. PAVING STOCKBRIDGE TWP
Rieth-Riley Mason, MI	No Bid	\$409,711.50	No Bid	\$128,196.00	No Bid	\$88,920.20	\$98,652.00	\$191,424.00
MP&M Spartan Lansing, MI	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Gallagher Asphalt Thornton, IL	\$302,850.54	No Bid	\$75,790.15	No Bid	\$56,533.51	No Bid	No Bid	No Bid
	Combined Total \$712,562.04		Combined Total \$203,986.15		Combined Total \$145,453.71			

80,098 SYD @ \$3.78	75 MH Adj.	20,045 SYD @ \$3.78	53 MH Adj.	14,952 SYD @ \$3.78	26 MH Adj.	300 SYD Milling	2 Mon Boxes
8,010 GAL @ \$0.01	100 VFT Recon.	2,005 GAL @ \$0.01	50 VFT Recon.	1,495 GAL @ \$0.01	25 VFT Recon.	400 TON Shldr	145.7 STA Grading
	300 LFT C & G		60 LFT C & G		30 LFT C & G	1,720 TON HMA @ \$49.60	700 TON Shldr
	4,850 TON HMA @ \$71.59		1,220 TON HMA @ \$76.80		910 TON HMA @ \$77.22	50 TON Approach	1,500 TON Level @ \$51.10
							1,500 TON Top @ \$53.60
							50 TON Approach
							3600 LFT Gutter

Note:
Low bid shown bold

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH GALLAGHER ASPHALT CO.
FOR ITEM I OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639
HOT IN PLACE RECYCLING OF VARIOUS MERIDIAN TOWNSHIP LOCAL ROADS**

WHEREAS, Meridian Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the Meridian Township local roadways listed under this resolution due to normal deterioration over time; and

WHEREAS, the Ingham County Board of Commissioners has authorized an agreement as of August 28, 2012 with Meridian Township to fund these repairs; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Gallagher Asphalt Company, Thornton, IL, submitted the lowest responsive and responsible bid at \$302,850.54, for Item I of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$30,285.05, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved, and

WHEREAS, upon evaluating the as bid costs for the projects, Meridian Township elected to forego the Benson Drive, Shaw Street, Scenic Lake Drive, and Trails End projects and possibly have that work performed as part of next year's program. The resultant cost is estimated to be \$251,829.73 with a 10% contingency of \$25,182.97, which totals \$277,012.70,

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Gallagher Asphalt Company, Thornton, IL, for the hot in place recycling and related work as specified in the Ingham County Road Department's Bid Packet #1639, Item I, and as modified by the township's post-bid evaluation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary documents upon approval as to form by the County Attorney.

MERIDIAN TOWNSHIP LOCAL ROADS TO BE HOT IN PLACE RECYCLED—2012

Street	From	To	Length (ft)
Horizon Drive	Hagadorn Road	Margate Lane	170
Horizon Drive	Same as above		2,900
Margate Lane	West of Horizon	Skyline Drive	500
Skyline Drive	Lake Lansing Road	Margate Lane	2,840
Benson Drive	Haslett Road	North End of Road	1,450
Shaw Street	Haslett Road	Lake Lansing Road	2,350
Northwind Drive	Grand River Ave.	South End at Bend	670
Northwind Drive	South End at Bend	of Road	580
Hillcrest Avenue	Grand River Ave.	Okemos Road	1,500
Apache Drive	Shawnee Trail	Maumee Drive	620
Kewanee Way	Okemos Road	Apache Drive	2,100
Maumee Drive	Mt Hope Road	Apache Drive	1,320
Shawnee Drive	Okemos Road	Maumee Drive	2,600
Beech Tree Lane	Fairhills Drive	Spring Lake Drive	1,000
Spring Lake Drive	Beech Tree Lane	Viceroy Drive	830
Bonanza Drive	Jolly Road	Ponderosa Drive	3,400
Ponderosa Drive	Jolly Road	Stagecoach Drive	515
Ponderosa Drive	Stagecoach Drive	North End of Road	1,500
Scenic Lake Drive	Bonanza Drive	End of Road	230
Stagecoach Drive	Ponderosa Drive	North End of Road	1,850
Trails End	Bonanza Drive	South End of Road	1,000

Total feet ~~29,925~~ 24,895

Total miles ~~5.67~~ 4.71

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO., INC.
FOR ITEM II OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639
ASPHALT OVERLAY & REPAIRS OF VARIOUS MERIDIAN TOWNSHIP LOCAL ROADS**

WHEREAS, Meridian Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the Meridian Township local roadways listed under this resolution due to normal deterioration over time; and

WHEREAS, the Ingham County Board of Commissioners has authorized an agreement as of August 28, 2012 with Meridian Township to fund these repairs; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., Inc. of Lansing, MI, submitted the lowest responsive and responsible bid at \$409,711.50, for Item II of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$40,971.15, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved; and

WHEREAS, upon evaluating the as bid costs for the projects, Meridian Township elected to forego the Benson Drive, Shaw Street, Scenic Lake Drive, and Trails End projects and possibly have that work performed as part of next year's program. The resultant cost is estimated to be \$348,307.70 with a 10% contingency of \$34,830.77, which totals \$383,138.47.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc. of Lansing, MI, for the asphalt resurfacing, repairs, and related work as specified in the Ingham County Road Department's Bid Packet # 1639, Item II, and as modified by the township's post-bid evaluation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary documents upon approval as to form by the County Attorney.

MERIDIAN TOWNSHIP LOCAL ROADS TO BE ASPHALT RESURFACED—2012

Street	From	To	Length (ft)
Horizon Drive	Hagadorn Road	Margate Lane	170
Horizon Drive	Same as above		2,900
Margate Lane	West of Horizon	Skyline Drive	500
Skyline Drive	Lake Lansing Road	Margate Lane	2,840
Benson Drive	Haslett Road	North End of Road	1,450
Shaw Street	Haslett Road	Lake Lansing Road	2,350
Northwind Drive	Grand River Ave.	South End at Bend	670
Northwind Drive	South End at Bend	of Road	580
Hillcrest Avenue	Grand River Ave.	Okemos Road	1,500
Apache Drive	Shawnee Trail	Maumee Drive	620
Kewanee Way	Okemos Road	Apache Drive	2,100
Maumee Drive	Mt Hope Road	Apache Drive	1,320
Shawnee Drive	Okemos Road	Maumee Drive	2,600
Beech Tree Lane	Fairhills Drive	Spring Lake Drive	1,000
Spring Lake Drive	Beech Tree Lane	Viceroy Drive	830
Bonanza Drive	Jolly Road	Ponderosa Drive	3,400
Ponderosa Drive	Jolly Road	Stagecoach Drive	515
Ponderosa Drive	Stagecoach Drive	North End of Road	1,500
Scenic Lake Drive	Bonanza Drive	End of Road	230
Stagecoach Drive	Ponderosa Drive	North End of Road	1,850
Trails End	Bonanza Drive	South End of Road	1,000

Total feet ~~29,925~~ 24,895

Total miles ~~5.67~~ 4.71

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH GALLAGHER ASPHALT CO.
FOR ITEM III OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639
HOT IN PLACE RECYCLING OF VARIOUS LANSING TOWNSHIP LOCAL ROADS**

WHEREAS, Lansing Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the Lansing Township local roadways listed under this resolution due to normal deterioration over time; and

WHEREAS, the Ingham County Board of Commissioners has authorized an agreement as of August 28, 2012 with Lansing Township to fund these repairs; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Gallagher Asphalt Company, Thornton, IL, submitted the lowest responsive and responsible bid at \$75,790.15, for Item III of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$7,579.02, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Gallagher Asphalt Company, Thornton, IL, for the hot in place recycling and related work as specified in the Ingham County Road Department's Bid Packet # 1639, Item III.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary documents upon approval as to form by the County Attorney.

LANSING TOWNSHIP LOCAL ROADS TO BE HOT IN PLACE RECYCLED—2012

Street	From	To	Length (ft)
Cadillac Dr	Old Lansing Rd	Waverly Hills Dr	500
Waverly Hills Dr	Waverly Rd	Cadillac Dr	666
Brynford St	Michigan Ave.	Saginaw St	2,532
Mitchel St	Edgemont St	Willow St	2,186
Westfield St	South end	Willow St	1,367

Total feet 7,251

Total miles 1.37

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO., INC.
FOR ITEM IV OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639
ASPHALT OVERLAY & REPAIRS OF VARIOUS LANSING TOWNSHIP LOCAL ROADS**

WHEREAS, Lansing Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the Lansing Township local roadways listed under this resolution due to normal deterioration over time; and

WHEREAS, the Ingham County Board of Commissioners has authorized an agreement as of August 28, 2012 with Lansing Township to fund these repairs; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., Inc. of Lansing, MI, submitted the lowest responsive and responsible bid at \$128,196.00, for Item IV of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$12,819.60, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc. of Lansing, MI, for the asphalt resurfacing, repairs, and related work as specified in the Ingham County Road Department's Bid Packet # 1639, Item IV.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary documents upon approval as to form by the County Attorney.

LANSING TOWNSHIP LOCAL ROADS TO BE ASPHALT RESURFACED—2012

Street	From	To	Length (ft)
Cadillac Dr	Old Lansing Rd	Waverly Hills Dr	500
Waverly Hills Dr	Waverly Rd	Cadillac Dr	666
Brynford St	Michigan Ave.	Saginaw St	2,532
Mitchel St	Edgemont St	Willow St	2,186
Westfield St	South end	Willow St	1,367

Total feet 7,251

Total miles 1.37

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH GALLAGHER ASPHALT CO.
FOR ITEM V OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639
HOT IN PLACE RECYCLING OF VARIOUS DELHI TOWNSHIP LOCAL ROADS**

WHEREAS, Delhi Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the Delhi Township local roadways listed under this resolution due to normal deterioration over time; and

WHEREAS, the Ingham County Board of Commissioners has authorized an agreement as of August 28, 2012 with Delhi Township to fund these repairs; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Gallagher Asphalt Company, Thornton, IL, submitted the lowest responsive and responsible bid at \$56,533.51, for Item V of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$5,653.35, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved; and

WHEREAS, upon evaluating the as bid costs for the projects, Delhi Township elected to forego the Holbrook Drive project and possibly have that work performed as part of next year's program. The resultant cost is estimated to be \$46,370.18 with a 10% contingency of \$4,637.02, which totals \$51,007.20.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Gallagher Asphalt Company, Thornton, IL, for the hot in place recycling and related work as specified in the Ingham County Road Department's Bid Packet # 1639, Item V, and as modified by the township's post-bid evaluation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary documents upon approval as to form by the County Attorney.

DELHI TOWNSHIP LOCAL ROADS TO BE HOT IN PLACE RECYCLED—2012

Street	From	To	Length (ft)
Holbrook Dr	West of Cedar St	Turnbridge Dr	733
Dunckel St	Five Oaks Dr	S of Legacy Pkwy (780') + 300' by Trinity Church	1,080 total
South Ivywood Subdivision	Camperdown, Whistlewood & Mayapple Streets		2768 total

Total feet ~~4,584~~ 3,848

Total miles ~~0.87~~ 0.73

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO., INC.
FOR ITEM VI OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639
ASPHALT OVERLAY & REPAIRS OF VARIOUS DELHI TOWNSHIP LOCAL ROADS**

WHEREAS, Delhi Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the Delhi Township local roadways listed under this resolution due to normal deterioration over time; and

WHEREAS, the Ingham County Board of Commissioners has authorized an agreement as of August 28, 2012 with Delhi Township to fund these repairs; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., Inc. of Lansing, MI, submitted the lowest responsive and responsible bid at \$88,920.20, for Item VI of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$8,892.02, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved; and

WHEREAS, upon evaluating the as bid costs for the projects, Delhi Township elected to forego the Holbrook Drive project and possibly have that work performed as part of next year's program. The resultant cost is estimated to be \$75,556.12 with a 10% contingency of \$7,555.61, which totals \$83,111.73.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc. of Lansing, MI, for the asphalt resurfacing, repairs, and related work as specified in the Ingham County Road Department's Bid Packet # 1639, Item VI, and as modified by the township's post-bid evaluation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary documents upon approval as to form by the County Attorney.

DELHI TOWNSHIP LOCAL ROADS TO BE ASPHALT RESURFACED—2012

Street	From	To	Length (ft)
Holbrook Dr	West of Cedar St	Turnbridge Dr	733
Dunckel St	Five Oaks Dr	S of Legacy Pkwy (780') + 300' by Trinity Church	1,080 total
South Ivywood Subdivision	Camperdown, Whistlewood & Mayapple Streets		2768 total

Total feet ~~4,584~~ 3,848

Total miles ~~0.87~~ 0.73

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO., INC.
FOR ITEM VII OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639
ASPHALT OVERLAY & REPAIRS OF JEWITT ROAD, TOMLINSON TO KIPP ROADS
VEVAY TOWNSHIP**

WHEREAS, Vevay Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that asphalt resurfacing and repairs are needed on Jewitt Road, Tomlinson to Kipp Roads, due to normal deterioration over time; and

WHEREAS, per Resolution #12-214 Ingham County Board of Commissioners has agreed to enter into an agreement with Vevay Township to fund these repairs; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., Inc. of Lansing, MI, submitted the lowest responsive and responsible bid at \$98,652.00, for Item VII of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$9,865.20, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc. of Lansing, MI, for the asphalt resurfacing, repairs, and related work as specified in the Ingham County Road Department's Bid Packet # 1639, Item VII.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary documents upon approval as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO., INC.
FOR ITEM VIII OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639
ASPHALT PAVING OF BASELINE ROAD, MOECHEL ROAD TO THE SOUTH COUNTY LINE
STOCKBRIDGE TOWNSHIP**

WHEREAS, Stockbridge Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that asphalt paving of currently gravel Baseline Road from Moechel Road to the south County/Township boundary line is desired; and

WHEREAS, per Resolution #12-211, the Ingham County Board of Commissioners has agreed to enter into an agreement with Stockbridge Township to fund this project; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., Inc. of Lansing, MI, submitted the lowest responsive and responsible bid at \$191,424.00, for Item VIII of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$19,142.40, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved; and

WHEREAS, upon evaluating the as bid costs for the project, Stockbridge Township and Road Department decided to delete the machine grading portion of the work from the subcontracted work. The resultant cost is estimated to be \$179,768.00 with a 10% contingency of \$17,976.80, which totals \$197,744.80.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc. of Lansing, MI, for the asphalt paving and related work as specified in the Ingham County Road Department's Bid Packet # 1639, Item VIII, Item I, and as modified by the township's post-bid evaluation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are hereby authorized to sign any necessary documents upon approval as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE WATERBORNE PAVEMENT MARKING AGREEMENT WITH CITY OF LESLIE FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Pavement Marking Agreements with a city or village as provided under Act 51 of 1951, Section 12, paragraph 14, to provide pavement markings for the respective city or village as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Pavement Marking Agreements as necessary; and

WHEREAS, the Road Department applies pavement markings on roads under its jurisdiction on an annual basis, for which unit costs have already been provided by a pavement marking contractor previously selected through a competitive bidding process; and

WHEREAS, City of Leslie desires that pavement markings be applied on roads under the jurisdiction of the City, with the approximate length of markings totaling 6.85 miles, to include centerline and edgeline waterborne pavement markings at a cost of \$1,598.11 plus Road Department inspection costs, if any; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and invoice the City the entire cost of said pavement markings.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the City for the full amount of their pavement marking costs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the City of Leslie to effect the above described pavement markings as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE WATERBORNE PAVEMENT MARKING AGREEMENT WITH CITY OF MASON FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Pavement Marking Agreements with a city or village as provided under Act 51 of 1951, Section 12, paragraph 14, to provide pavement markings for the respective city or village as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Pavement Marking Agreements as necessary; and

WHEREAS, the Road Department applies pavement markings on roads under its jurisdiction on an annual basis, for which unit costs have already been provided by a pavement marking contractor previously selected through a competitive bidding process; and

WHEREAS, City of Mason desires that pavement markings be applied on roads under the jurisdiction of the City, with the approximate length of markings totaling 12.39 miles, to include centerline and edgeline waterborne pavement markings at a cost of \$2,915.16 plus Road Department inspection costs, if any; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and invoice the City the entire cost of said pavement markings.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the City for the full amount of their pavement marking costs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the City of Mason to effect the above described pavement markings as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE WATERBORNE PAVEMENT MARKING AGREEMENT WITH CITY OF WILLIAMSTON FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Pavement Marking Agreements with a city or village as provided under Act 51 of 1951, Section 12, paragraph 14, to provide pavement markings for the respective city or village as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Pavement Marking Agreements as necessary; and

WHEREAS, the Road Department applies pavement markings on roads under its jurisdiction on an annual basis, for which unit costs have already been provided by a pavement marking contractor previously selected through a competitive bidding process; and

WHEREAS, City of Williamston desires that pavement markings be applied on roads under the jurisdiction of the City, with the approximate length of markings totaling 5.45 miles, to include centerline and edgeline waterborne pavement markings at a cost of \$1,279.60 plus Road Department inspection costs, if any; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and invoice the City the entire cost of said pavement markings.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the City for the full amount of their pavement marking costs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the City of Williamston to effect the above described pavement markings as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is consistent with this resolution and approved as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE WATERBORNE PAVEMENT MARKING AGREEMENT WITH
VILLAGE OF WEBBERVILLE FOR THE INGHAM COUNTY DEPARTMENT OF
TRANSPORTATION AND ROADS**

WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Pavement Marking Agreements with a city or village as provided under Act 51 of 1951, Section 12, paragraph 14, to provide pavement markings for the respective city or village as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Pavement Marking Agreements as necessary; and

WHEREAS, the Road Department applies pavement markings on roads under its jurisdiction on an annual basis, for which unit costs have already been provided by a pavement marking contractor previously selected through a competitive bidding process; and

WHEREAS, Village of Webberville desires that pavement markings be applied on roads under the jurisdiction of the Village, with the approximate length of markings totaling 5.70 miles, to include centerline and edgeline waterborne pavement markings at a cost of \$1,279.15 plus Road Department inspection costs, if any; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and invoice the Village the entire cost of said pavement markings.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Village for the full amount of their pavement marking costs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Village of Webberville to effect the above described pavement markings as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is 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 APPROVE THE SPECIAL AND ROUTINE PERMITS FOR THE INGHAM
COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these permits as necessary.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated September 6, 2012 as submitted.

R/W PERMIT#	R/W APPLICANT /CONTRACTOR	R/W WORK	R/W LOCATION	R/W CITY/TWP.	R/W SECTION
2012-0233	C & D HUGHES	MISCELLANEOUS, LANE CLOSURE	HASLETT RD BET PARK LAKE RD AND MARSH RD	MERIDIAN	9 & 10
2012-0234	LANSING CHARTER TOWNSHIP	WATERMAIN	WAVERLY RD BET 1-496 AND ST JOSEPH ST	LANSING	18
2012-0235	LANSING CHARTER TOWNSHIP	WATERMAIN	WAVERLY RD BET 1-496 AND ST JOSEPH ST	LANSING	18
2012-0236	MERIDIAN CHARTER TOWNSHIP	SPECIAL EVENT	OKEMOS RD BET HAMILTON RD AND HASLETT RD	MERIDIAN	21
2012-0237	MERIDIAN CHARTER TOWNSHIP	SPECIAL EVENT	CENTRAL PARK DR BET MARSH RD AND OKEMOS RD	MERIDIAN	15
2012-0238	CONSTANCE GOOD	SANITARY / ROAD CUT	BON AIR RD BET MICHIGAN AVE AND SAGINAW ST	LANSING	18
2012-0239	JIM HORN	SANITARY / ROAD CUT	HUNGERDFORD ST BET KALAMAZOO ST AND WASHTENAW ST	LANSING	18
2012-0240	CONSUMERS ENERGY	GAS / BORE	COLLEGE RD BET ROLFE RD AND BANRES RD	AURELIUS	25
2012-0242	VILLAGE OF WEBBERVILLE	SANITARY	GRAND RIVE AVE BET WEBBERVILLE RD AND ELM RD	LEROY	11
2012-0245	WIDOPENWEST	CABLE / UG	ZIMMER RD BET GERMANY RD AND SHERWOOD RD	WILLIAMSTOWN	22
2012-0246	EATON CO ROAD COMM	TRAFFIC CONTROL	ST JOSEPH HWY AND WAVERLY RD	LANSING	18 & 19
2012-0247	TESTING ENGINEERS & CONSULTING	SOIL BORING	ZIMMER RD BET SHERWOOD RD AND TURNER RD	WILLIAMSTOWN	27
2012-0250	ENBRIDGE ENERGY	GAS / BORE	VARIOUS	WHITE OAK	
2012-0267	ACD.NET	CABLE / UG	JARCO DR BET PARK LN AND DEPOT ST	DELHI	14
2012-0268	ARIALINK TEL-COM	CABLE / UG	KIPP RD BET JEFFERSON ST AND EDEN RD	VEVAY	9
2012-0269	MERIDIAN CHARTER TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	VARIOUS	MERIDIAN	
2012-0270	G.S. FEDEWA BUILDERS	PUBLIC ROAD CONSTRUCTION	SACRAMENTO WAY BET LAKE LANSING RD AND TOWNER RD	MERIDIAN	4
2012-0271	MERIDIAN CHARTER TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	SLEEPY HOLLOW BET LAKE LANSING RD AND ISSAC LN	MERIDIAN	4
2012-0272	COMCAST	CABLE OH & UG	HARPER RD BET EDGAR RD AND	DELHI &	25 & 30

			DART RD	ALAIEDON	
2012-0274	JOHN WARVEL	LAND DIVISION	JEWELL RD BET KIPP RD AND TOMLINSON RD	VEVAY	17
2012-0285	INLAND SEAS ENGINEERING	MISCELLANEOUS	HASLETT RD AND MARSH RD	MERIDIAN	10
2012-0286	COMCAST	CABLE / UG	OLD LANSING RD BET CADILLAC AVE AND PACKARD AVE	LANSING	19
2012-0287	COMCAST	CABLE / UG	DELHI COMMERCE DR BET CEDAR ST AND WILLOUGHBY RD	DELHI	15
2012-0293	MERIDIAN CHARTER TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	ROBINS WAY & LOON LANE	MERIDIAN	32
2012-0294	ALAIEDON TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	SANDHILL RD BET HAGADORN RD AND COLLEGE RD	ALAIEDON	7
2012-0295	S. SULSKI CONSTRUCTION	WALKWAY CONSTRUCTION	CEDAR PARK DR BET WILLOUGHBY RD AND CEDAR ST	DELHI	15
2012-0303	EATON CO ROAD COMM	TRAFFIC CONTROL	WAVERLY ROAD	LANSING	6 & 7

July 30, 2012

MEMORANDUM

TO: Board of Commissioners
FROM: Bruce Johnston and Glen Rockey, Ingham County Housing Commission
RE: MSHDA Grant Amendment Request - Grant #MSC-2009-0552-HOA

The Board of Commissioners approved Community Development Block Grant (CDBG) funds in the amount of \$50,000 from the Michigan State Housing Development Authority (MSHDA) on April 14, 2009 (Resolution #09-092), and approved additional grant funding in the amount of \$325,000 on October 13, 2009 (Resolution #09-330).

These funds are utilized to provide Homeowner Rehabilitation to residents of Ingham County, excluding those living in the cities of Lansing and East Lansing.

MHSDA has authorized an extension of the grant term through September 30, 2012 in order to complete projects currently in process.

Please be advised that all other aspects of the grant agreement remain the same. We respectfully request that the term extension be approved.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN EXTENSION TO THE 2009 COMMUNITY DEVELOPMENT
BLOCK GRANT APPROVED IN RESOLUTION #09-092**

WHEREAS, the Ingham County Housing Commission applied for Community Development Block Grant funding on behalf of Ingham County from the Michigan State Housing Development Authority; and

WHEREAS, the Ingham County Board of Commissioners authorized acceptance of Michigan State Housing Development Authority grant funds in the amount of \$50,000 (Resolution #09-092) on April 14, 2009; and

WHEREAS, the Ingham County Board of Commissioners authorized acceptance of additional Michigan State Housing Development Authority grant funds in the amount of \$325,000 (Resolution #09-330) on October 13, 2009; and

WHEREAS, the Michigan State Housing Development Authority has seen fit to extend the grant term through September 30, 2012; and

WHEREAS, all other aspects of the grant agreement remain the same.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the grant term extension through September 30, 2012 for the Community Development Block Grant totaling \$375,000 from the Michigan State Housing Development Authority, on behalf of the Ingham County Housing Commission, to utilize the funds as designated in the grant agreement.

MEMO

August 9, 2012

To: County Services Committee

From: Stacy Byers, Director FOSP Board

RE: RESOLUTION APPROVING THE FARMLAND AND OPEN SPACE PRESERVATION BOARD'S RECOMMENDED SELECTION CRITERIA (SCORING SYSTEM) FOR THE 2012 FARMLAND AND OPEN SPACE APPLICATION CYCLES

Summary of Proposed Action:

This resolution approves the 2012 Farmland and Open Space Selection Criteria's (Scoring System) for ranking landowner applications. The Ingham County Farmland and Open Space Preservation Board recommends the County Board of Commissioners adopt the 2012 Selection Criteria's for both the Farmland and Open Space Preservation application cycles.

Financial Implications:

There will be future costs associated with proceeding with a 2012 Farmland and Open Space Application Cycle, including, but not limited to, postage and mailings, newspaper announcement costs and staff time to score and rank applications. Once all Applications, both new and old, are scored and ranked the FOSP Board will recommend approval of the top ranked applicants by the Board of Commissioners and will seek matching funds from the Federal Farm and Ranch Land Protection Program. Those costs are included in the 2012 budget.

Introduced by the County Services Committee:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING THE FARMLAND AND OPEN SPACE PRESERVATION BOARD'S
RECOMMENDED SELECTION CRITERIA (SCORING SYSTEM) FOR THE 2012 FARMLAND
AND OPEN SPACE APPLICATION CYCLES**

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Preservation Ordinance in July 2004 and amended it in 2010 (10-99); and

WHEREAS, the Ingham County Farmland and Open Space Preservation Ordinance authorized the establishment of the Ingham County Farmland and Open Space Preservation Board to oversee the Farmland and Open Space Preservation Program; and

WHEREAS, Ingham County voters passed a millage of .14 mils in 2008 to fund purchases of agricultural conservation easements through the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, in the course of implementing the Ordinance, the Ingham County Farmland and Open Space Preservation Board has established Selection Criteria for ranking landowner applications to the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, the Ingham County Ordinance requires that the Farmland and Open Space Selection Criteria's be approved by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached 2012 Farmland and Open Space Selection Criteria's developed by the Ingham County Farmland and Open Space Preservation Board as set forth in the Farmland and Open Space Preservation Ordinance passed July 27, 2004.

Selection Criteria for Farmland Preservation Program

2012 Application Cycle

Tier I Criteria

Agricultural Characteristics	57 points
Development Pressure	48 points
Additional Ag Protection Efforts	38 points
Other Criteria	<u>10 points</u>
Tier I Total Points	153 points

AGRICULTURAL CHARACTERISTICS (57 POINTS)

1) Agricultural Productivity – Prime and Unique Soils

Maximum Points: 20

Prime and Unique Soils

Prime under all circumstances

20 points

Prime if adequately drained

15 points

Not prime or unique

0 Points

Example: 70% of parcel is prime under all circumstances (0.70 x 20 pts) = 14 points
30% of parcel is prime if adequately drained (0.30 x 15 pts) = 4.5 points
Total points = 18.5 points

2) Size of Parcel (s)

Maximum Points: 20

Points for parcels between 40 and 200 acres are calculated by multiplying 0.1 times the parcel size. Any parcel above 200 acres receives 20 points. Parcels that are 0-39.99 acres receive 0 points.

Example: Parcel size is 150 acres: 150 x 0.1 = 15

Example: Parcel is 85 acres: 85 x 0.1 = 8.5

Example: Parcel is 350 acres: 350 x .1 = 35; 20 points, the maximum possible

Example: Parcel is 32 acres: (0 points for parcel less than 39.99 acres)

3) Additional Agricultural Income

Maximum Points: 5

Points will be awarded to operations that have “value-added” agriculture either through animal related production or through production of a specialty crop (crops other than corn, wheat, soybeans), or both, with total sales over \$10,000.00 annually.

Example: Parcel is integral to farm operation that produces a specialty crop, which grosses over \$15,000 annually. Total Points = 5 points

4) Proximity to Existing Livestock Farms

Maximum Points: 5

A livestock operation for this purpose means a farm with more than 50 animal units (EPA definition: 1000 lbs = 1 unit)

Parcel is contiguous to an existing livestock operation

5 points

Parcel is located between 0.5 miles and 1 mile of an existing livestock operation

3 points

Parcel is located further than 1 mile from an existing livestock operation

0 points

**Contiguous for this section means no other parcel is located between the parcels. Parcels separated only by a road are considered contiguous.*

5) Amount Of Undeveloped* Land In The Surrounding Area

Maximum Points: 7

A circle with a 1 mile radius and with a centroid (center point) generated by computer is used to calculate the points in this section.

75 % or more of the surrounding area is undeveloped land	7 points
50% or more but less than 75% of the surrounding area is undeveloped land	5 points
25% or more but less than 50% of the surrounding area is undeveloped land	2 points
Less than 25% of the surrounding area is undeveloped land	0 points

*For the purposes of this section, “undeveloped” is intended to mean no permanent buildings, residential, commercial, industrial or otherwise.

DEVELOPMENT PRESSURE (48 POINTS)

6) Proximity To Existing Public Sanitary Sewer Or Water, Or Both

Maximum Points: 10

Linear (straight line) distance to existing, usable public sanitary sewer, or water services, or both, will result in the following scoring options:

Less than one-half (1/2) mile from sewer or water	5 points
One-half (1/2) mile or more but less than 1 mile	7 points
One (1) mile or more but less than 2 miles	10 points
Two (2) miles or more but less than 5 miles	5 points
More than 5 miles	0 points

Example: Parcel is located 3 miles from existing sewer lines. Total points = 5 points.

7) Proximity To Designated Population Center In Ingham County (As Defined In “Regional Growth: Choices For Our Future”, Summary Report, Tri-County Regional Planning Commission, September 2005

Maximum Points: 30

Farm boundary is 1 mile from, or within the population center	30 points
Farm boundary is within 1 to 2 miles from population center	28 points
Farm boundary is within 2 to 3 miles from population center	26 points
Farm boundary is within 3 to 4 miles from population center	24 points
Farm boundary is within 4 to 5 miles from population center	22 points
Farm boundary is more than 5 miles from population center	0 points

Example: Farm is located 2 miles from “designated population center”. Total points= 28 points

8) Road Frontage (paved or gravel)

Maximum Points: 8

Emphasis is placed on parcels with greater linear distance of road frontage, placing the farmland under a greater threat of fragmented development. Frontage can be gravel, paved, or both and must be adjacent to the subject parcel.

Road frontage of 5280 feet (1 mile) or more	8 points
Road frontage of 2640 feet (1/2 mile) to 5279 (just under 1 mile)	6 points
Road frontage of 1320 feet (1/4 mile) to 2639 (just under 1/2 mile)	4 points
Road frontage less than 1/4 mile	0 points

Example: Parcel has 1 mile of road frontage. Total points = 8 points

ADDITIONAL AGRICULTURAL PROTECTION EFFORTS (38 POINTS)

9) Location To Protected Property

Maximum Points: 20

Parcel is near other private land which has been permanently protected from development through a conservation easement or deed restriction (development rights may have been purchased, transferred or donated). Linear distance is used from nearest farm boundary.

Parcel is adjacent to protected land 20 points

Parcel is not adjacent but within 1/2 mile of protected land 15 points

Parcel is not adjacent but within 1 mile of protected land 10 points

Parcel is not adjacent but within 2 miles of protected land 5 points

Example: Parcel is adjacent to property under a permanent conservation easement = 20 points

10) Agricultural District Zoning

Maximum Points: 3

Additional points are given to a parcel that is in a designated agricultural district.

Exclusive Agricultural District A-1: (Restricts residential development) 3 points

General Agricultural District A-2: (Rural residential zoning) 1 points

Non-Agricultural District 0 points

Example: Parcel has been designated as an exclusive agricultural district, A-1 (maximum density 1 unit per 20 acres) under current zoning. Total Points = 3 points

11) Block Applications

Maximum Points: 15

Emphasis is placed on applications which consist of one or more landowners who create a 50-acre or more block of contiguous farmland. Contiguous blocks of farmland have a greater potential for creating a long-term business environment for agriculture. Parcels included in a block application must be contiguous (touching but may be separated by a road). Each applicant in the block application will receive points for this section.

One or more landowners apply together to create 1000 or more contiguous acres 15 points

One or more landowners apply together to create 750 to 999 contiguous acres 10 points

One or more landowners apply together to create 500 to 749 contiguous acres 8 points

One or more landowners apply together to create 300 to 499 contiguous acres 6 points

Contiguous acreage of 299 acres or less 0 points

Example: Four landowners, with varying parcel acreage, submit a block-application of about 800 contiguous acres. (Each of the four landowners would receive 10 points for this section).

Note: If a parcel in a block application is preserved, the remaining landowners will continue to receive full points for this section of the scoring criteria in future cycles, provided they still wish to participate in the block application.

OTHER CRITERIA (10 POINTS)

12) Additional Agricultural Characteristics

Maximum Points: 5

Additional agricultural characteristics are USDA certified organic farm or Centennial farm.

Parcel has one or more additional agricultural features
5 points

Parcel does not have an additional agricultural feature
points

0

13) Michigan Agricultural Environmental Assurance Program (MAEAP)

Maximum Points: 5

Participation in the MAEAP demonstrates a commitment to environmental stewardship above and beyond a conservation plan. The State Agriculture Preservation Board has identified the MAEAP as a priority to providing matching funds. Farms verified under the MAEAP must show *verification* to receive points.

Farm is MAEAP verified

5 points

Farm is not MAEAP verified

0 points

TIER I TOTAL POINTS POSSIBLE 153

Selection Criteria for **Open Space** Land Preservation Program
2012 Application Cycle

Tier I Criteria Sections	
Ecological, scenic, geological criteria	60 points
<u>Property size and location criteria</u>	<u>45 points</u>
<i>Total Points</i>	105 points

ECOLOGICAL, SCENIC, GEOLOGICAL CRITERIA (60 points)

- A. Potential Conservation Area(s) (Greening Mid-Michigan Project) maximum points: 10**
- 1. High Potential 10 points**
 - 2. Medium Potential 8 points**
 - 3. Low Potential 6 points**

Example: parcel fall within a Medium Potential Conservation Area = 8 points

B. Water quality values

- 1. Riparian land maximum points: 5**

Property with a water frontage of 200 linear feet or greater receives 5 points. Points for a property with water frontage of less than 200 linear feet are: $5 \times \text{linear feet of water frontage} / 200 = \text{points}$.

Example: parcel has 75 feet of water frontage on the Red Cedar River: $5 \times 75 = 375 / 200 = 1.875$ points

- 2. Land in the 100-year flood plain maximum points: 8**

Property that is 100% in the flood plain receives 8 points. Points for a property with less than 100% in the flood plain are: $8 \times \text{percent in flood plain} / 100 = \text{points}$.

Example: 20 acres of an 80 acre parcel is in the 100-year flood plain: $8 \times (20/80=25\%) 25 = 200 / 100 = 2$ points

- 3. Wetlands, including buffer area maximum points: 4**

Property that is 100% wetland receives 4 points. Points for a property with less than 100% wetland are: $4 \times \text{percent in wetland} / 100 = \text{points}$.

Example: 5 acres of an 40 acre parcel is wetland: $4 \times (5/40=12.5\%) 12.5 = 50 / 100 = .5$ points

- 4. Aquifer recharge land maximum points: 8**

Property that is 100% aquifer recharge land receives 8 points. Points for a property with less than 100% aquifer recharge land are: $8 \times \text{percent aquifer recharge land} / 100 = \text{points}$.

Example: 10 acres of a 20 acre parcel is aquifer recharge land: $8 \times (10/20=50\%) 50 = 400 / 100 = 4$ points

C. Habitats

- 1. Forestland maximum points: 5**

Property that is 100% forest land receives 5 points. Points for a property with less than 100% forest land are: $5 \times \text{percent in forest land} / 100 = \text{points}$.

Example: 15 acres of a 20 acres parcel is wooded: $5 \times (15/20=75\%) 75 = 375 / 100 = 3.75$ points

- 2. Others – grassland, shrub land, etc. maximum points: 3**

Property that is 100% in other types of natural habitat receives 3 points. Points for a property with less than 100% in other types of habitat are: $3 \times \text{percent in other types of habitat} / 100 = \text{points}$.

Example: 10 acres of a 15 acre parcel is grassland: $3 \times (10/15=66\%) 66 = 198 / 100 = 1.98$ points

D. Rare species **maximum points: 10**

1. State and federal threatened and endangered species on the property

Up to 10 points may be given depending on rarity category; the higher the rarity category the more points given.

Example: Parcel has a Copperbelly water snake on the property: =10 points

E. Scenic value and visibility **maximum points: 4**

Up to 4 points may be given.

Example: Property is largely visible to public from a public road(s) or public waterway and has little or no development. = 4 points

F. Physically (geologically) significant features **maximum points: 3**

Up to 3 points may be given. Example: property has a terminal marine.

PROPERTY SIZE and LOCATION CRITERIA (45 points)

G. Parcel size **maximum points: 25**

Parcels of 100 acres or greater receives 25 points. Points for a property of less than 100 acres are: $25 \times \text{acreage of parcel}/100 = \text{points}$.

Example: Parcel is 40 acres in size: $25 \times 40 = 1000/100 = 10 \text{ points}$

H. Proximity To Designated Population Center In Ingham County (As Defined In “Regional Growth: Choices For Our Future”, Summary Report, Tri-County Regional Planning Commission, September 2005 **Maximum Points: 5**

Farm boundary is 1 mile from, or within the population center	5 points
Farm boundary is within 1 to 2 miles from population center	4 points
Farm boundary is within 2 to 3 miles from population center	3 points
Farm boundary is within 3 to 4 miles from population center	2 points
Farm boundary is within 4 to 5 miles from population center	1 points
Farm boundary is more than 5 miles from population center	0 points

Example: Parcel is located 2 miles from “designated population center”. = 4 points

I. Location with respect to other protected property **maximum points: 10**

Permanently protected land is property with a conservation easement or a deed restriction that permanently prohibits development on the property. Linear distance is from nearest land boundaries.

Property is adjacent to protected land	10 points
Property is not adjacent but within 1/2 mile of protected land	8 points
Property is not adjacent but within 1 mile of protected land	6 points
Property is not adjacent but within 2 miles of protected land	4 points

Example: Parcel is within 1 mile of an already protected property = 6 points

J. Road frontage (paved or gravel) **maximum points: 2**

Road frontage of 1320 feet (1/4 mile) or greater receives 2 points. Points for road frontage of less than 1320 feet are: $2 \times \text{feet of road frontage}/1320 = \text{points}$.

Example: Parcel has 500 feet of road frontage: $2 \times 500 = 1000/1320 = .75 \text{ points}$

K. Block applications**maximum points: 3**

Properties applying in a block application must be contiguous (they may be separated by a road). Each applicant in the block application will receive the stated points.

Two or more landowners applying together and submitting 300 or more contiguous acres each receives 3 points. Points for two or more landowners submitting less than 300 acres are: $3 \times \text{number of contiguous acres submitted} / 300 = \text{points}$.

Example: Parcel is applying with three other landowners to make a 450 acre block of land: $3 \times 450 = 1350 / 300 = 4.5, = 3 \text{ points}$

Note: If only one property in a block application is preserved, the remaining landowners will continue to receive full points for this section of the scoring criteria in future cycles, provided the remaining landowners still wish to participate in the block application.

TOTAL TIER I POINTS POSSIBLE – 105

Applicants note: Landowners who accept federal, state or local matching funds to protect their open space land may be selected for the program before landowners who do not accept such funds, regardless of their relative ranking based on the above “Selection Criteria for Protection of Open Space Land”.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

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

DATE: August 9, 2012

RE: Recommendation to Accept Funds From the United States Department of Health and Human Services, Division of Health Resources and Services Administration for the Healthy Start Initiative

This is a recommendation to accept funds from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project. This national project addresses the significant disparities in the health of mothers and babies experienced by racial and ethnic minorities in communities that face many challenges. The Health Department has been awarded an amount of up to \$965,000 for the period June 1, 2012 through May 31, 2014.

The Health Department's Healthy Start Project is designed to reduce infant mortality and disparities in infant mortality for African Americans living in Ingham County, Michigan. Healthy Start will address disparities in perinatal health outcomes through direct services, perinatal system coordination, and community mobilization.

The funds will be utilized to establish two new positions: A Perinatal Systems Project Coordinator (PHN4) and a Health Educator II (PRO7). The Perinatal Systems Project Coordinator will provide overall coordination for the project, including outreach and connection within the broader community. The Health Educator position will provide weekly educational sessions at Lansing Housing Commission sites, and will refer eligible women to case management services. The Human Resources Department has reviewed the proposed job functions in the grant and established the job descriptions and levels. The PHN/ICEA and ICEA bargaining groups are in support of these positions.

In addition, grant funds will support the work of an existing full-time Family/Child/Infant Advocate, and .50 FTE of an existing full-time Public Health Nurse to provide enhanced case management.

We are also requesting authorization for the following subcontracts:

- 1) The Lansing Housing Commission to provide support to assist with meeting logistics for the Health Education sessions; as well as stipends for community residents to assist with project development. The amount of the subcontract will be \$60,000 for the period of June 1, 2012 through May 31, 2014.
- 2) Dr. Ellen Whipple, of Michigan State University's School of Social Work will conduct an overall project evaluation. The amount of the subcontract will be \$38,000 for the period of June 1, 2012 through May 31, 2014.

I recommend that the Board of Commissioners accept the funds from HRSA for the Healthy Start Grant.

c: John Jacobs w/attachment
Regina Traylor w/attachment
Sarah Bryant w/attachment
Rich Estill w/attachment

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FUNDS FROM THE U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, DIVISION OF HEALTH RESOURCES AND SERVICES ADMINISTRATION FOR THE HEALTHY START GRANT AND ESTABLISH PERINATAL SYSTEMS PROJECT COORDINATOR/SENIOR PUBLIC HEALTH NURSE AND HEALTH EDUCATOR II POSITIONS

WHEREAS, the infant mortality rate, the rate at which babies less than one year of age die, is often viewed as an overall indicator of a community's health; and

WHEREAS, African American women bear an undue disease burden with disproportionately high rates of infant mortality, with rates of 17.8 per 1,000 live births, as compared to the white infant mortality rate of 8.0 per 1,000 live births; and

WHEREAS, the Health Department has been awarded funding in the amount of up to \$965,000 for the Healthy Start Grant activities for the period of June 1, 2012 through May 31, 2014; and

WHEREAS, the following positions shall be established: Perinatal Systems Project Coordinator/Senior Public Health Nurse, PHN Grade 4 and a Health Educator II, ICEA Grade 7, and

WHEREAS, the Healthy Start Project funds will also provide support of the work of an existing full-time Public Health Advocate (Position 601157), as well as 50% of an existing full-time Public Health Nurse (Position 601147) resulting in general fund savings; and

WHEREAS, the following subcontracts are needed for the period of June 1, 2012 through May 31, 2014: Lansing Housing Commission in the amount of \$60,000 and Dr. Ellen Whipple, of the Michigan State University's School of Social Work in the amount of \$38,000; and

WHEREAS, that the Health Officer recommends that the Ingham County Board of Commissioners accept the grant award in the amount of up to \$965,000 from the U. S. Department of Health and Human Services, Division of Health Resources and Services Administration (HRSA) for the Health Start Project for the period of June 1, 2012 through May 31, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the grant from U.S. Department of Health and Human Services, Division of Health Resources and Services Administration (HRSA) to implement a Healthy Start Project in the amount of up to \$965,000 for the period of June 1, 2012 through May 31, 2014.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of two new positions: Perinatal Systems Project Coordinator/Senior Public Health Nurse, PHN Grade 4 (\$56,938 - \$68,343) and a Health Educator II, ICEA Grade 7 (\$49,848 - \$59,841) for the period of the grant.

BE IT FURTHER RESOLVED, the Healthy Start Project funds will also provide support of the work of an existing full-time Public Health Advocate (Position 601157), as well as 50% of an existing full-time Public Health Nurse (Position 601147) resulting in general fund savings; and

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontracts with Lansing Housing Commission in the amount of \$60,000 to assist with outreach and health education meeting; and Dr. Ellen Whipple, of the Michigan State University's School of Social Work in the amount of \$38,000 to provide program evaluation services, for the period of June 1, 2012 through May 31, 2014.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to adjust the Health Department's budget.

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay is waived for the newly established Perinatal Systems Project Coordinator/Senior Public Health Nurse and Health Educator II positions.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the subcontracts and any other documents after review by the County Attorney.

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: August 8, 2012

RE: Resolution to Authorize the Conversion of Otto Community Health Center from a School-Based Health Center to a Community Health Center and Establish a Primary Care Physician

The Ingham County Health Department, in partnership with community members and other organizations established the Otto Community Health Center (Otto) in 1996 to address the need for access to health care for students attending the C.W. Otto Middle School of the Lansing School District. In 2003, Otto was designated as a Federally Qualified Health Center Look-Alike site. The C.W. Otto Middle School was closed by the Lansing School District in June 2012. This is a recommendation to authorize the transition of Otto from a School-Based Health Center that serves the adolescent population to a Community Health Center, which will serve the general population.

In response to a 2011 study completed by Capital Link, a non-profit organization dedicated to assisting community health centers in planning and financing capital projects, the Ingham Community Health Center Board of Directors recommends that the Otto Community Health Center remain open as a community health center that serves the primary health care needs of medically vulnerable residents on the North side of Lansing. The 2011 study revealed that one of the greatest needs for primary health care services is on North side of Lansing. The Lansing School District has agreed to allow the Ingham Community Health Centers to continue to run Otto as a primary health care service site for the general population surrounding the health center.

Otto currently provides primary health care to approximately 300 adult patients each year. This will allow the Ingham Community Health Center to provide primary health services to approximately 800 new patients through much needed increased capacity. This is essential as all of our current Community Health Centers are challenged to accept new patients.

Current staff of the Otto School-Based Health Center Network will be realigned to a new school-based health center, which will be located within the Lansing School District's Eastern High School as required by the Michigan Department of Community Health.

To effectively provide primary health care services for the general population at the Otto Community Health Center, existing positions will need to be realigned within the Community Health Centers, including an existing clinic assistant and a nurse. A vacant Program Specialist position will also be reassigned to Otto. A Primary Care Physician, MCF Grade C - \$137,136 - \$164,564, position also needs to be established.

This project will also require the purchase of licenses and fees related to the Electronic Health Record, which will not exceed \$18,000. A copy of the budget and revenue projections is attached for your review. The budget shows that Otto, as a general community health center, will be self sustaining through patient revenues generated as a result of serving as a medical home for residents of that community.

I recommend that the Board of Commissioners approve this resolution and authorize the transition of the Otto Community Health Center from a School-Based Health Center to a general Community Health Center, the establishment and hiring of a new primary care physician, the realignment of an existing clinic assistant and a nurse, and the reassignment of the vacant Program Specialist position to Otto.

c: Debbie Brinson, w/attachment
 Barb Mastin, w/attachment
 John Jacobs, w/attachment
 Jonathon MacGowen, w/attachment
 Carolyn Redman, w/attachment

	Budget 2013
INCOME AND REVENUES	
Patient Revenue:	
Medicaid: Fee for Service	\$55,848
Medicaid: non wrap eligible	\$45,924
Medicaid: Cost Based Reimbursement	\$366,625
Medicare: Fee for Service	\$79,200
Other Public Programs	\$0
Private Insurance	\$0
Self Pay	\$172
Grant & Contract Income	
Local Support	
Ingham Health Plan Fee for Service	\$12,230
Ingham Health Plan Grant (County Sourced Funds)	
State Grants	
MDHS Grant	
Federal Grants/Funds	
Meaningful Use	\$21,500
Federal Grant	\$0
Other Income	
General Fund Support (Contribution to CHC Net Assets)	\$0
TOTAL:	\$581,499
HEALTH CENTER EXPENSES	
Personnel	
Administrative Staff:	
*Program Specialist 1.0 FTE	\$50,477
Medical Staff:	
Physician 1.0 FTE	\$164,564
*Clinic Assistant 1.0 FTE	\$36,525
*Nurse/Nurse Assessor 1.0 FTE	\$59,835
Dental Staff	\$0
Behavioral Health Staff	\$0
Enabling Services Staff	\$0
Other Staff	\$0
Temporary staff, as needed	\$5,100
Overtime, as required by contract	\$2,346
TOTAL:	\$318,847
Benefits	
FICA & Medicare	\$20,234
Unemployment Insurance	\$1,537
Worker's Compensation Insurance	\$648
Health Insurance	\$58,188
Dental Insurance	\$3,221

Retirement	\$57,124
Other	\$1,571
TOTAL:	\$142,524
TOTAL:	\$461,371
Equipment	
Durable Equipment	\$8,000
Phone System	\$5,000
TOTAL:	\$13,000
Office Renovation	
Office Renovation	\$0
-includes network wiring, plumbing, flooring, painting, etc.	\$0
TOTAL:	\$0
Travel & Conferences	
Local Travel	\$1,000
Patient Transportation	\$250
Out of State Travel	\$3,500
Conferences	\$1,000
TOTAL:	\$5,750
Supplies	
Drugs & Pharmaceuticals	\$3,500
Medical and Educational Supplies	\$5,000
General Office Supplies	\$8,000
Printing & Binding	\$8,000
Other Supplies	\$0
TOTAL:	\$24,500
Contractual Services	
Licenses & User Fees	\$18,000
Providers	\$0
Medical Staff	
Support Staff	\$0
Administrative Staff	\$0
Medical Service Contracts	\$5,000
TOTAL:	\$23,000
Other Expenses	
Rent & Facility Cost	\$23,878
Laundry	\$2,000
Equipment Rental	\$3,000
Equipment Maintenance	\$3,000
Communications	\$1,500
Memberships/Subscriptions	\$500
Journals & Billing Updates	\$0
Professional Liability-Providers	\$10,000
Ins Premium - MI Municipal Risk Management Authority	\$10,000
TOTAL:	\$53,878

TOTAL:	\$581,499
Overhead & Indirect	
TOTAL:	\$0
TOTAL:	\$581,499
Net Increase (Decrease)	\$0
Number of Visits	4,000
Number of Unduplicated Users	1,350

*Redirecting Position

Visit Data	Encounters	Payor Mix
Provider Type: Physician		
Projected Annual Visits	4,000	
Projected Monthly Visits	333	
Projected Daily Visits	17	
Medicaid - Enhanced Rate	1,720	43%
Medicaid - ABW, MI-Child, etc.	1,200	30%
Medicare	720	18%
County Health Plans	320	8%
Private Pay	40	1%
Total Annual Visits -	4,000	
FY 2013 Projections	4,000	
Difference	0	100%
Revenue Data	Annual Total	Rate
Medicaid - Enhanced Rate (total based on new rate $\$160.41 \times 2,920 = \$468,397 - \$45,924 = \$422,473$)	\$422,473.00	\$144.68
Medicaid - ABW, MI-Child, etc. (based on St. Lawrence payment history $20,857/545 = \$38.27 \times 1,200 = \$45,924$)	\$45,924.00	\$38.27
Medicare (based on Medicare rate $\$110 \times 720 = \$79,200$)	\$79,200.00	\$110.00
County Health Plans (based on St. Lawrence payment history $\$75,450/1,974 = \$38.22 \times 320 = \$12,230$)	\$12,230.00	\$38.22
Private Pay (based on St. Lawrence payment history $\$1,381/322 = \$4.29 \times 40 = \$172$)	\$172.00	\$4.29
Total Patient Based Revenues	\$559,999.00	
Average Revenue Per Visit		\$140.00

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CONVERSION OF THE OTTO COMMUNITY HEALTH CENTER FROM A SCHOOL-BASED HEALTH CENTER TO A GENERAL COMMUNITY HEALTH CENTER AND ESTABLISH A PRIMARY CARE PHYSICIAN

WHEREAS, the Ingham County Health Department, in partnership with community members and organizations, established the Otto Community Health Center (Otto) in 1996 to address the need for access to health care for students attending the C.W. Otto Middle School of the Lansing School District; and

WHEREAS, in 2003, Otto was designated as a Federally Qualified Health Center Look-Alike site; and

WHEREAS, the C.W. Otto Middle School was closed by the Lansing School District effective June 2012; and

WHEREAS, a 2011 study revealed that one of the greatest needs for primary health care services in Ingham County is on the North side of Lansing, where Otto is located; and

WHEREAS, Otto currently provides primary health care to approximately 300 adult patients each year; and

WHEREAS, in response to this study, and to continue to provide primary health care services to the 300 established patients, the Community Health Center Board of Directors recommends that the Otto Community Health Center continue to operate as an health center that serves the primary health care needs of medically vulnerable residents on the North side of Lansing; and

WHEREAS, continuing operations at the Otto Community Health Center will allow the Ingham Community Health Centers to provide primary health care to approximately 800 new patients; and

WHEREAS, the Lansing School District has agreed to allow the Ingham Community Health Centers to continue to use the space where Otto is located for this purpose; and

WHEREAS, the Otto Community Health Center, as a general community health center, will be self sustaining through patient revenues generated as a result of serving as a medical home for residents of that community; and

WHEREAS, current staff of the Otto School-Based Health Center will be placed at a health center, which will be located within the Lansing School District's Eastern High School as required by the Michigan Department of Community Health; and

WHEREAS, to effectively provide primary health care services for the general population at the Otto Community Health Center, existing positions will need to be realigned within the Ingham Community Health Centers, including an existing clinic assistant and a nurse; and

WHEREAS, a vacant Program Specialist position will also be reassigned to Otto; and

WHEREAS, a new Primary Care Physician, MCF Grade C - \$137,136 - \$164,564, position also needs to be established and hired; and

WHEREAS, this project also requires the purchase of licenses and fees related to the Electronic Health Record, not to exceed \$18,000; and

WHEREAS, the Health Officer recommends that the Board of Commissioners approve this resolution and authorize the realignment and establishment of the above mentioned positions; and

WHEREAS, the Health Officer also recommends the transition of the Otto Community Health Center from a School-Based Health Center to a general community health center.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes the transition of Otto Community Health Center from a school-based health center to a general community health center.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorizes the realignment of a Clinic Assistant and a Nurse position to the Otto Community Health Center.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorizes the reassignment of the vacant Program Specialist position (#601294) to the Otto Community Health Center.

BE IT FURTHER RESOLVED, that Board of Commissioners hereby establishes a Primary Care Physician, MCF Grade C - \$137,136 - \$164,564 and, that the hiring freeze and hiring delay are hereby waived for this position.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorizes the purchase of licenses and fees related to the Electronic Health Records, not to exceed \$18,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

INGHAM COUNTY
Financial Services Department

Jill Rhode, Director

P.O. Box 319 ● Mason, MI. 48854 ● Phone: (517) 676-7328 ● Fax: (517) 676-7337

TO: Ingham County Board of Commissioners

FROM: Jill Rhode, Director of Financial Services

DATE: July 30, 2012

RE: Western National Life Deferred Comp Plan

The County has an old deferred comp plan which was originally administrated by AIG and has not been used for many years. Since that time, the plan has been acquired by American General Annuity and in 2009, by Western National Life.

We have a former employee who has been trying to withdraw her money from this plan and Western National Life has been extremely uncooperative. They refuse to withdraw her proceeds or even discuss this account without a formal resolution authorizing representation. Attached is a resolution authorizing the Director of Financial Services and the Director of Human Resources to represent and sign for the County on this account.

I know you may have many questions such as: How many former employees have funds? How much money is invested? When was the last withdrawal? Unfortunately, we are unable to answer any of these questions since Western National refuses to provide any information without this authorization.

If you have any other questions or wish to discuss, please let me know.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING SIGNATURE FOR WESTERN NATIONAL LIFE
DEFERRED COMP PLAN**

WHEREAS, the County has an old Deferred Compensation Plan with Western National Life Insurance; and

WHEREAS, Western National Life Insurance does not have an County authorized representative on file; and

WHEREAS, the Financial Services and Human Resources Directors are the authorized representatives with the County's current Deferred Comp vendors.

THEREFORE BE IT REOLVED, that the Financial Services and Human Resources Directors (who are currently Jill Rhode and Travis Parsons) are authorized to represent and sign for the County on all issues related to the County's Western National Life Insurance Deferred Compensation account.

Ingham County Management Information Services

To: County Services and Finance Committees
From: Steve Walters
CC: John Neilsen
Date: August 2, 2012
Re: Resolution to Amend the Contract With AT&T To Provide Network Connectivity to the Department of Transportation and Roads Administrative Building and Sexton High School

The MIS Department has been working with the Department of Transportation and Roads and the Ingham County Health Department to determine their network connectivity needs. We have determined that two AT&T OPTEMAN circuits, one to the Department of Transportation and Roads Administrative Building and one to Sexton High School, will satisfy the needs presented.

By way of this resolution I am seeking authorization to amend our agreement with AT&T to add these needed network connections.

The cost of the new OPTEMAN connection to the Department of Transportation and Roads will be \$756.00 per month, an annual cost of \$9,072.00. The cost of the new OPTEMAN connection to Sexton High School will be \$580.00 per month, an annual cost of \$6,960.00. When the new OPTEMAN circuits are installed new 3-year agreements will begin.

The above are State of Michigan co-operative contracts and the new OPTEMAN connections will be added to an existing AT&T contract.

Thank you in advanced for your consideration. Please feel free to contact me if you have any questions.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACT AMENDMENT WITH AT&T TO PROVIDE NETWORK CONNECTIVITY TO THE ROAD DEPARTMENT ADMINISTRATIVE BUILDING AND SEXTON HIGH SCHOOL

WHEREAS, the Ingham County Road Department has requested connectivity from their facility back to the County network; and

WHEREAS, the Ingham County Health Department has requested network connectivity from the Human Services Building to Sexton High School; and

WHEREAS, the new monthly rate for the Road Department circuit will be \$756.00 per month or \$9,072.00 annually; and

WHEREAS, the new monthly rate for the Sexton High school circuit will be \$580.00 per month or \$6,960.00 annually.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorized the County to amend the agreement with AT&T to provide network connectivity to the Road Department Administrative building and Sexton High School at an annual cost of \$16,032.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Data Processing Fund (636-26600921050).

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.

Memo

To: Law Enforcement, County Services and Finance Committee
From: Jamie McAloon Lampman, Director
CC: Finance Committee; Law Enforcement Committee; Mary Lannoye, County Controller and John Neilsen, Deputy Controller
Date: August 16, 2012
Re: Request to waive hiring freeze and delay on a vacant Animal Control Position to be filled with two part-time positions and provide backfill if necessary.

An ICAC officer has accepted a position with the Ingham County Sheriffs Office thereby leaving a position vacant at ICAC effective August 17, 2012. He will be a great loss for our department.

I am proposing filling that position with two part-time positions to be filled by two separate employees. This change in position will increase the department's ability to meet the obligations of the department while reducing costs. Both positions are within the authority of the director to change.

Funds are available in the General Fund. ICAC is requesting to fill a Step I part-time kennel operator and Step I part-time animal control officer in place of the vacant full time animal control officer position. This change will provide budget savings and most importantly it will provide the necessary staffing to accomplish the priorities of the department.

The animal control officer is responsible for responding to citizen complains and the kennel operator is responsible for the care and maintenance of over 200 animals daily as well as the maintenance of the shelter facility and the euthanization of animals necessary to ensure available room for incoming animals.

This vacancy creates a severe hardship on all aspects of the department. There are three full time kennel operators and six full time road officers. With this vacancy it puts two vacancies at ICAC as one officer position is currently vacant due to FMLA. ICAC cannot meet the demand for kennel space or care for the animals and the maintenance of the facility without these positions being filled. It will hinder the department's ability to adequately and humanely process and care for the animals. Officers are already working in the kennels due to the shortages.

The minimum total personnel costs (salary and fringes) to maximum personnel costs for the two positions (part-time):

PT Animal Shelter Operator range from \$32,668 including fringe benefits to total maximum cost is \$38,530 including fringe benefits

PT ACO position range from \$32,646 to total maximum cost is \$40,124 including fringe benefits.

FT ACO position range from \$63,338 to \$80,900 including fringe benefits.

The overall savings for the two positions compared to one full time position at Step 5 would be \$2,246. However ICAC is planning on hiring at Step I. Further savings will be gained as a result of less overtime being used. *The reason I mention Step 5 savings is because at Step I we are \$1975 over budget for this proposal — however as the Steps go up so do the savings. As for the overage of \$1975—we will recoup those funds in savings to our overtime budget which takes the biggest hit from staff shortages. **This reorganization will reduce salary costs and overtime.***

SERVICE IMPACTS

- Decline in the quality of care and services provided to animals and citizens
- Decline of effectiveness of staff
- Threat to the safety and health of the staff; the public and the animals.
- Increase in customer complaint
- Inability to meet the minimum standards of the Department of Agriculture which could result in fines and penalties.
- Inability to accept animals as a result of inability to euthanize animals in a timely manner adequate for emptying kennels to make room for the new animals arriving.

Kennel Operators work seven days per week and cover 8-10 hour shifts each day.

Animal Control Officers work six days per work and shifts vary from 7:30 am - 8pm Monday through Sat.

Trustee labor is frequently used but not always available. The use of trustee labor is limited to simple tasks as they are not trained or skilled to do the work kennel operators perform. They are not a viable substitute. The training and skill required to perform a kennel operator's duties involve disease control, medical knowledge, the handling of vicious animals, criminal cases and the maintenance of facility operations.

These positions require a well trained individual with the skills to handle complex duties such as euthanasia, vaccinations, aggressive animals, medical treatments, report writing, and coordination efforts with the health department on communicable diseases, search warrants and numerous issues to many to include here.

Introduced by the Law Enforcement, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO REORGANIZE ANIMAL CONTROL POSITIONS AND
WAIVE THE HIRING FREEZE AND PROVIDE BACKFILL**

WHEREAS, an Animal Control Officer position has recently become vacant; and

WHEREAS, based on the current budget situation, duties of various positions were analyzed to determine if any cost savings could be realized; and

WHEREAS, through the reorganization of duties and sharing of personnel resources, a FTE Animal Control Position can be eliminated from Animal Control Department.

THEREFORE BE IT RESOLVED, that upon passage of this resolution, the following staffing changes shall take place and the hiring freeze and delay be waived for the new part time positions and any current positions that backfill the new positions:

- Eliminate one FTE Animal Control Officer #421004 (\$63,338 - \$80,900).
- Establish a part-time Animal Control Officer - (FOP, \$32,646 - \$40,124).
- Establish a part-time Shelter Operator # (FOP, \$32,668 - \$38,530).

BE IT FURTHER RESOLVED, that the estimated General Fund savings from this reorganization as the position increases to Step 5 will be approximately \$2,246.

BE IT FURTHER RESOLVED, that the Controller/Administrator's Office is authorized to make any necessary budget adjustments and Position Allocation List adjustments consistent with this Resolution.

Memo

To: County Services Committee
From: Jamie McAloon Lampman, Director
CC: Mary Lannoye County Controller
John Neilsen Deputy Controller
Date: August 16, 2012
Re: Request for recommendation to waive hiring freeze and delay on vacant Shelter Operator Position

The position of Animal Shelter Operator (animal care technician) will be vacant effective Sept. 3, 2012 . The employee has obtained another position. This position is responsible for the care and maintenance of over 200 animals daily as well as the maintenance of the shelter facility and the euthanization of animals necessary to make the space for additional incoming animals.

This vacancy will creates a severe hardship on all aspects of the department and will contribute to an accumulation of excessive overtime while it is vacant. This position is essential to meeting the fundamental needs of the department. ICAC cannot meet the demand for kennel space nor care for the animals and the maintenance of the facility without it. It will hinder the department's ability to adequately and humanely process and care for the over-4000 animals to be received in 2012. This position was not slated to be cut in 2012 and funds are available in the general fund.

The minimum total personnel costs (salary and fringes) to maximum personnel costs cost for the FT Animal Shelter Operator range from \$62,918 including fringe benefits to total maximum cost is \$74,556 including fringe benefits. ICAC is planning on replacing this position at the minimum cost for 2010. This position is fully funded by the General Fund.

ICAC is one of the busiest and most heavily populated shelters in Michigan. With only three full-time kennel operators to attend to over 200 dogs, cats and miscellaneous animals daily, the staff is already below suggested staffing levels. This vacancy will impede ICAC's ability to meet the Department of Agriculture's minimum standards for care of animals in a shelter.

Kennel Operators work seven days per week and cover 8-10 hour shifts each day.

The use of trustee labor is limited to simple tasks as they are not trained or skilled to do the work kennel operators perform. They are not a viable substitute. The training and skill required to perform a kennel operator's duties involve disease control, medical knowledge, the handling of vicious animals, criminal cases and the maintenance of facility operations.

This position requires a well trained individual with the skills to handle complex duties such as euthanasia, vaccinations, medical treatments, report writing, and coordination efforts with the health department on communicable diseases and numerous issues to many to include here.

SERVICE IMPACTS

- Inability to meet the minimum standards of the Department of Agriculture which could result in fines and penalties.
- Inability to accept animals as a result of inability to euthanize animals in a timely manner adequate for emptying kennels to make room for the new animals arriving.
- Decline in the quality of care and services provided to animals and citizens
- Decline of effectiveness of staff
- Threat to the safety and health of the staff; the public and the animals.
- Increase in customer complaints

Memorandum

To: County Services Committee
From: Rick Terrill, Director of Facilities
Date: August 7, 2012
Subject: Request to grant leave, without pay, for Tom Larkins

This is a request to grant leave, without pay, to Tom Larkins, through the end of the year.

Tom's leave started Jan 30, 2012, his 12 week FMLA would have been over on April 20. He was then given a 10 day extension ending on May 4.

A 60 day leave, approved by his Department Head, and the HR Director, ended on July 3, 2012.

It is known that a 90 day leave can be approved, by County Services, which would take him from July 4 – October 1, 2012. However, we are requesting that this leave be extended, through the end of the year.

Thank you for consideration in this matter. I will be present to answer any questions that you may have.

Sincerely,

Rick Terrill
Ingham County Facilities Director

MEMORANDUM

TO: County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: August 1, 2012

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH CAMELOT SERVICES CO., TO PROVIDE CARPET CLEANING SERVICES TO SEVERAL COUNTY LOCATIONS

The resolution before you authorizes awarding a contract to Camelot Services, Co., to provide carpet cleaning services to several county locations.

After going through a competitive bidding process, both the Purchasing and Facilities Departments agree that a contract be awarded to Camelot Services Co., who submitted the lowest responsive and responsible bid of \$100,083.00 for a three year contract beginning September 1, 2012 through August 31, 2015 with an optional two (2) year renewal.

Funds for this contract are available within the appropriate operating budgets, 931100 Maintenance Contractual.

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: August 8, 2012
 SUBJECT: Proposal Summary for Carpet Cleaning Services

Project Description:

Proposals were sought from qualified and experienced firms for the purpose of providing carpet cleaning at various County facilities for a period of three (3) years with an option to renew for two (2) additional years.

Proposal Summary:

Vendors contacted: 13 Local: 5
 Vendors responding: 4 Local: 3

Company Name	1st Year Cost	2nd Year Cost	3rd Year Cost	Grand Total	Local
Camelot Service Co.	\$29,653	\$33,359	\$37,071	\$100,083	Yes – Lansing
Lens Carpet Care	\$39,616	\$39,616	\$44,018	\$123,250	Yes – Lansing
Seelye Group	\$40,576	\$41,831	\$43,575	\$125,982	Yes – Lansing
Modernistic	\$50,800	\$53,120	\$55,340	\$159,260	No – Lansing (Eaton)

Recommendation:

The Evaluation Committee recommends awarding a three-year contract with a two-year renewal option to Camelot Service Co. in an amount not-to-exceed \$100,083.

In addition to submitting the lowest cost proposal, Camelot is a local vendor, has been in business since 1993, and has many references including the Michigan House of Representatives.

Advertisement:

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AWARDING A CONTRACT TO CAMELOT SERVICES CO., TO PROVIDE
CARPET CLEANING SERVICES TO VARIOUS COUNTY FACILITIES**

WHEREAS, the current carpet cleaning contract, which included a two (2) year renewal option, is due to expire August 31, 2012; and

WHEREAS, the Well Child and Willow Clinic are also in need of carpet cleaning services; and

WHEREAS, the Purchasing Department solicited proposals from qualified, and experienced vendors who are familiar with providing carpet cleaning services for office buildings and medical facilities; and

WHEREAS, the contract term would be for three (3) years, starting September 1, 2012 through August 31, 2015, the contract will include an option to renew for an additional two (2) years; and

WHEREAS, the funds for said services are located within the appropriate 931100 Maintenance Contractual budgets; and

WHEREAS, after review, both the Purchasing and Facilities Departments recommend that a three (3) year contract be awarded to Camelot Service Co., who submitted the lowest responsive bid, for a not to exceed cost of \$100,083.00, with a two (2) year renewal option for the following listed annual costs:

Year 1 – 2012 – 2013	\$ 29,653.00
Year 2 – 2013 – 2014	\$ 33,359.00
Year 3 – 2014 – 2015	\$ 37,071.00
Total cost for 3 years	\$ 100,083.00

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a three (3) year contract with Camelot Service Co., 8736 Portage Road, Portage, MI., 49002 starting September 1, 2012 through August 1, 2015, with a two (2) year renewal option, to provide carpet cleaning services for various county facilities, for a not to exceed cost of \$100,083.00.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 1, 2012

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PRO TECH ENVIRONMENTAL SERVICES FOR THE PURPOSE OF PROVIDING MOLD REMEDIATION SERVICES AT THE INGHAM COUNTY COURTHOUSE**

The resolution before you authorizes awarding a contract to Pro Tech Environmental Services for the removal of mold, clean up of the crawlspace, and encapsulation of the crawlspace floor and walls. The cost for this project will be \$14,750.00, as well as a \$2,500.00 contingency, for a total cost, not to exceed \$17,250.00.

Pro Tech Environmental Services submitted the lowest responsive and responsible bid and come highly recommended. They were chosen, after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments. We are confident they will provide us with the quality of service that we need to complete this project successfully.

The funds for this project are available in the approved CIP line Item 245-90212-931000-2FC14 which has a balance of \$27,700.00.

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: August 8, 2012
 SUBJECT: Bid Summary for Mold Remediation

Project Description:

Written sealed bids were solicited from experienced and qualified mold remediation firms for the purpose of remediating mold in the crawlspace of the Ingham County Courthouse.

Bid Summary:

Vendors contacted: 8 Local: 4
 Vendors responding: 3 Local: 1

Company Name	Annual Cost	Local
Pro-Tech Environmental, Inc.	\$14,750	No – Grand Rapids
Ace Cleaning and Restoration	\$49,776	Yes – Lansing
McCardel Restoration LLC	\$49,403	Yes – East Lansing

Recommendation:

The Evaluation Committee recommends awarding a contract to Pro-tech Environmental, Inc. in an amount not-to-exceed \$17,250, which includes \$2,500 for contingency for any unforeseen issues that may arise during the project.

The considerable price differential between Pro-Tech’s bid and those of Ace’s and McCardel’s has been discussed with our Consultant and Pro-Tech, and we are confident that Pro-tech fully understands the scope of work and can complete the work in the time frame required by the County at the cost quoted.

Pro-Tech has been in business since 1991, is licensed and insured, referenced, and is recommended by the County’s consultant, Bonus Environmental.

Advertisement:

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO PRO TECH ENVIRONMENTAL SERVICES FOR THE REMOVAL OF MOLD, CLEAN UP OF THE CRAWLSPACE AND ENCAPSULATION OF THE CRAWLSPACE FLOOR AND WALLS

WHEREAS, the Ingham County Courthouse is a 107 year old building with a dirt crawlspace and little to no ventilation; and

WHEREAS, over the course of the buildings history, water has penetrated into the crawl space, on occasion, making conditions favorable for mold growth; and

WHEREAS, upon inspection of the crawlspace, by a licensed environmental company, it was found that mold was indeed present in several areas; and

WHEREAS, the Purchasing Department solicited proposals from qualified, and experienced vendors who are familiar with mold removal, clean up services and encapsulation of crawlspace floors and walls; and

WHEREAS, after review, both the Purchasing and Facilities Departments recommend that a contract be awarded to Pro Tech Environmental Services, who submitted the lowest responsive bid; and

WHEREAS, the cost for this project will be \$14,750.00 for a contractor as well as a \$2,500.00 contingency for a total cost not to exceed \$17,250.00; and

WHEREAS, the funds for said services were approved and are located within the following account 245-90212-931000-2FC14 which has a balance of \$27,700.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Pro Tech Environmental Services, 15 North Park N.W., Grand Rapids, MI 49544, to provide services for the removal of mold, clean up of the crawlspace and encapsulation of the crawlspace floor and walls for a cost of \$14,750.00 as well a \$2,500.00 contingency, for a total cost, not to exceed, \$17,250.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary documents that are consistent with this resolution and approved 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: August 8, 2012
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing the Renewal of the Agreement with the City of Lansing for the Maintenance of Certain City of Lansing Parks

This resolution authorizes a one year renewal to the agreement for the maintenance of certain city of Lansing parks. This contract would commence on October 1, 2012 and end September 30, 2013, and be subject to renewal for additional one year terms that are renewed in writing and executed prior to the expiration of the current term. The County shall be compensated in an amount not to exceed \$247,800, which includes reimbursement for direct costs and administrative overhead costs. The compensation amount for future renewals shall be subject to mutual agreement during the renewal process. The agreement may be cancelled by either party upon thirty (30) days written notice. The City of Lansing agrees no employees will be laid off due to this agreement.

The Board of Commissioners adopted Resolution #11-210 authorizing an agreement with the City of Lansing to provide maintenance services in 25 city parks that are 5 acres or less and all parks along the River Trail. The City of Lansing and users of the City parks are pleased with quality of service provided by the Ingham County Parks staff. The agreement has been beneficial to both parties and each wish to renew the agreement for one (1) additional year.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE RENEWAL OF THE AGREEMENT WITH THE CITY OF LANSING FOR THE MAINTENANCE OF CERTAIN CITY OF LANSING PARKS

WHEREAS, the Board of Commissioners adopted Resolution #11-210 authorizing an agreement with the City of Lansing to provide maintenance services in 25 city parks that are 5 acres or less and all parks along the River Trail; and

WHEREAS, the City of Lansing and users of the City parks are pleased with quality of service provided by the Ingham County Parks staff; and

WHEREAS, the agreement has been beneficial to both parties and each wish to renew the agreement for one (1) additional year; and

WHEREAS, the Parks & Recreation Commission supported this renewal with the passage of a resolution at their July meeting.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a one year renewal to the agreement for the maintenance of certain city of Lansing parks.

BE IT FURTHER RESOLVED, that the contract shall commence on October 1, 2012 and end September 30, 2013, and shall be subject to renewal for additional one year terms that are renewed in writing and executed prior to the expiration of the current term.

BE IT FURTHER RESOLVED, the County shall be compensated in an amount not to exceed \$247,800, which includes reimbursement for direct costs and administrative overhead costs.

BE IT FURTHER RESOLVED, the compensation amount for future renewals shall be subject to mutual agreement during the renewal process.

BE IT FURTHER RESOLVED, the agreement may be cancelled by either party upon thirty (30) days written notice.

BE IT FURTHER RESOLVED, the City of Lansing agrees no employees will be laid off due to this agreement.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: August 13, 2012
TO: County Services and Finance Committees
FROM: Rick Terrill, Facilities Director and Willis Bennett, Parks Director
RE: Resolution Approving a Contract with Anderson-Fisher & Associates for the Grading and Landscaping of the Hawk Island Snow Park

It has been determined the snow park hill at Hawk Island has significant soil erosion issues. This resolution approves a contract with Anderson-Fisher for the grading, scarification, polymer, drill seed, mulch, and mulch anchor necessary to correct the soil erosion and safety issues.

The bids were reviewed by the Ingham County Purchasing, Facilities, and Parks Departments and all departments were in agreement that the low bidder met all specifications and requirements. The Purchasing Department recommends the proposal submitted by Anderson-Fischer & Associates, Inc. of Mason, Michigan.

The contract with Anderson-Fisher & Associates, Inc. of Mason, Michigan for the grading and landscaping of the Hawk Island Snow Park will be in the amount of \$42,712, with an additional contingency amount of \$6,500. Total project cost will not exceed \$49,212. Contract payments will be made from the Parks 450-75600-71000 account in the amount of \$44,811 and the Parks Capital Fund (450) Undesignated Balance in the amount of \$4,401.

MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: August 9, 2012
SUBJECT: Proposal Summary for Snow Tubing Hill Grading Project

Project Description:

Proposals were sought from experienced and qualified firms for the purpose of making renovations (e.g. grading, seeding, pneumatic composting and mulching, etc.) to the Hawk Island Snow Park Tubing and Boarding Hill.

Proposal Summary:

Vendors contacted: 5 Local: 4
Vendors responding: 2 Local: 1

Company Name	Total Cost	Local
Anderson-Fischer & Associates	\$42,712	Y - Mason
HTA Comapnies	\$68,034	N - Dimondale

RFPs were also sent to the following local firms: Quality Landscape Contractors, Stiles Landscape, and Smith Tree & Landscape. (No responses were provided by these firms for not bidding.)

Recommendation:

The Evaluation Committee recommends awarding a contract to Anderson-Fischer & Associates in an amount not to exceed \$49,212 which is reflective of the payment of prevailing wages and a \$6,500 contingency for any unforeseen issues that may arise during the project. (A 15% contingency was recommended by the County's consultant.)

In addition to submitting the lowest responsive and responsible proposal, Anderson-Fischer is a registered local vendor, bonded, insured, and highly referenced.

Advertising:

The Request for Proposals was advertised in the City Pulse, Lansing State Journal, and various construction plan houses.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A CONTRACT WITH ANDERSON-FISHER & ASSOCIATES
FOR THE GRADING AND LANDSCAPING OF THE HAWK ISLAND SNOW PARK**

WHEREAS, it has been determined the Hawk Island Snow Park hill has a significant soil erosion issue; and

WHEREAS, the Ingham County Purchasing Department initiated the Request for Proposals (RFP) process for Hawk Island Snow Park grading, shaping, scarification, polymer, drill seed, mulch, and mulch anchor; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing, Facilities, and Parks Departments and all departments were in agreement that the low bidder met all specifications and requirements; and

WHEREAS, the Purchasing Department recommends the proposal submitted by Anderson-Fischer & Associates, Inc. of Mason, Michigan.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into a contract with Anderson-Fisher & Associates, Inc. of Mason, Michigan for the grading and landscaping of the Hawk Island Snow Park in the amount of \$42,712, with an additional contingency amount of \$6,500, for a total project cost not to exceed \$49,212.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes contract payments be made from the Parks 450-75600-71000 account in the amount of \$44,811 and the Parks Capital Fund (450) Undesignated Balance in the amount of \$4,401.

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

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to make any 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: August 13, 2012
TO: County Services and Finance Committees
FROM: Rick Terrill, Facilities Director and Willis Bennett, Parks Director
RE: Resolution Approving a Contract with Superparks LCC (Planet) to Design, Construct, Maintain, and Manage the Hawk Island Snow Park

It has been determined the Hawk Island Snow Park would benefit significantly from the expertise and involvement of Ryan Neptune, an internationally known figure in the winter sports community, and his company, Superparks LCC (Planet). His company manages and oversees many ski resorts and events around the United States including one in Gaylord, Michigan.

This resolution authorizes entering into a contract with Superparks LCC (Planet) whereby the gross receipts collected at the Hawk Island Snow Park, with the exception of vehicle entrance fees, would be split in the amount of 25 percent to Ingham County and 75 percent to Superparks LCC (Planet).

Planet would be responsible for working with and managing partners for the Hawk Island Snow Park in the seasonal preparation for all outside operations with respect to the venue and would look to hire as many local seasonal workers as possible.

Planet would report directly to the Parks Director and areas of management and oversight duties would include, but would not be limited to: vehicle and slope maintenance, lift operations, grooming, snowmaking, terrain and tubing park crew, risk management, ski school, rental, food and beverage and retail. Planet would also help design, consult, and explore the development of alternative action sports related venues to be added on the hill such as mountain bike trails, skateboards, BMX, and Zip Line type venues with the prior approval of the Parks & Recreation Commission. In addition, Planet will make recommendations regarding marketing materials and the cost of all marketing will be paid by Planet.

The term of the contract would be for 3 years terminating on August 31, 2015 with a two year option to renew.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A CONTRACT WITH SUPERPARKS LCC (PLANET) TO DESIGN, CONSTRUCT, MAINTAIN, AND MANAGE THE HAWK ISLAND SNOW PARK

WHEREAS, it has been determined the Hawk Island Snow Park would benefit significantly from the expertise and involvement of Ryan Neptune, an internationally known figure in the winter sports community, and his company, Superparks LCC (Planet); and

WHEREAS, Planet will be responsible for working with and managing partners for the Hawk Island Snow Park in the seasonal preparation for all outside operations with respect to the venue; and

WHEREAS, Planet will report directly to the Parks Director and areas of management and oversight duties will include, but are not limited to: vehicle and slope maintenance, lift operations, grooming, snowmaking, terrain and tubing park crew, risk management, ski school, rental, food and beverage and retail; and

WHEREAS, Planet will make recommendations regarding marketing materials and the cost of all marketing will be paid by Planet; and

WHEREAS, Planet will help design, consult, and explore the development of alternative action sports related venues to be added on the hill such as mountain bike trails, skateboards, BMX, and Zip Line type venues with prior approval of the Parks & Recreation Commission; and

WHEREAS, Planet is looking to hire as many local seasonal workers as possible.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into a contract with Superparks LCC whereby the gross receipts collected at the Hawk Island Snow Park, with the exception of vehicle entrance fees, would be split in the amount of 25 percent to Ingham County and 75 percent to Superparks LCC (Planet).

BE IT FURTHER RESOLVED, the term of the Agreement would be for 3 years terminating on August 31, 2015 with a two year option to renew.

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

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to make any 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: July 31, 2012
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Approving an Increase in Soccer Usage Fees for the Hope Soccer Complex

This resolution approves field fee increases at the Hope Soccer Complex for Fall 2012 games. Before the Hope Soccer Complex was constructed the Ingham County Board of Commissioners and the Ingham County Parks and Recreation Commission agreed that the Kenneth A. Hope Soccer Complex would be self-supporting. Resolution #08-01, passed by the Parks & Recreation Commission on April 26, 2001, set the initial rates for field fees beginning the Spring 2001 season, Resolution #23-05 increased field fees, Resolution #31-10 added additional fees to the fee schedule, and Resolution #11-11 eliminated the for-profit/non-profit fee designation.

At the request of the Soccer Advisory Board cost projections to significantly increase the quality of the fields at the Hope Soccer Complex were completed by Parks Department staff and have shown the need for an increase in future field fees. Based on the results of those cost projections and the subsequent increase in revenue, a total of approximately \$76,000 will be generated in user fees, the Soccer Advisory Board recommended the Parks & Recreation Commission forward the recommended increases in field fees.

The Soccer Advisory Board will review the effect of the new fees and consider feedback from the various leagues at their February 2013 meeting and determine whether or not another increase would be appropriate. This resolution supercedes all previous resolutions relating to soccer fees at the Hope Soccer Complex.

The following fee schedule, including increases is shown below:

Per Game/2 Hour Time Period Rates:

\$60 for a standard full size field (11v11) ~ *previous rate \$45*
\$50 for a small 50x80 field (8v8) ~ *previous rate \$45*
\$50 for a small 30x50 field (6v6) ~ *previous rate \$35*
\$150 for out-of-county leagues any size field ~ *previous rate \$75*
\$60 for schools ~ *previous rate \$50*

Tournament Rates:

\$2,500 for 6 fields for one day

\$4,000 for 6 fields for two days

Previous Rate ~ \$3,000 for 6 fields on Saturday and Sunday. Rate may be prorated with a 3 field minimum

THE FOLLOWING RATES WILL REMAIN THE SAME

Per Practice Session/2 Hour Time Period Rate:

\$30.00 for any size field

City of Lansing Fees:

\$15 per game for City of Lansing games

Cancellation Fees:

- Refunds or reschedules at no cost will be given for games cancelled by Parks Department staff due to weather
- A new game fee will be charged in the event the League Administrator/Scheduler does not contact the Parks Department within 7 days after a soccer game has been cancelled due to weather by the league and/or the referee
- Schedule will be considered finalized 10 days after the Ingham County Parks Scheduler has confirmed the league schedule
- Any league cancellations or rescheduled games after this date, for reasons unrelated to weather, will be subject to a cancellation/rescheduling fee of \$15.00.
- 3 Reschedules per league will be granted at no cost for each season.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING AN INCREASE IN SOCCER USAGE FEES
FOR THE HOPE SOCCER COMPLEX**

WHEREAS, the Ingham County Board of Commissioners and the Ingham County Parks and Recreation Commission agreed that the Kenneth A. Hope Soccer Complex would be self-supporting; and

WHEREAS, Resolution #08-01, passed by the Parks & Recreation Commission on April 26, 2001, set the initial rates for field fees beginning the Spring 2001 season, Resolution #23-05 increased field fees, Resolution #31-10 added additional fees to the fee schedule, and Resolution #11-11 eliminated the for-profit/non-profit fee designation; and

WHEREAS, at the request of the Soccer Advisory Board cost projections to significantly increase the quality of the fields at the Hope Soccer Complex were completed by Parks Department staff and have shown the need for an increase in future field fees; and

WHEREAS, based on the results of those cost projections and the subsequent increase in revenue, a total of approximately \$76,000 will be generated in user fees, the Soccer Advisory Board recommended the Parks & Recreation Commission recommend approval of the following increases in field fees to take effect beginning in the Fall of 2012 season; and

WHEREAS, the Parks & Recreation Commission supported the field fee increases with the passage of a resolution at their July meeting.

THEREFORE BE IT RESOLVED, the Board of Commissioners approves the following fee increases at the Hope Soccer Complex for the Fall 2012 games:

Per Game/2 Hour Time Period Rates:

\$60 for a standard full size field (11v11) ~ *previous rate \$45*

\$50 for a small 50x80 field (8v8) ~ *previous rate \$45*

\$50 for a small 30x50 field (6v6) ~ *previous rate \$35*

\$150 for out-of-county leagues any size field ~ *previous rate \$75*

\$60 for schools ~ *previous rate \$50*

Tournament Rates:

\$2,500 for 6 fields for one day

\$4,000 for 6 fields for two days

Previous Rate ~ \$3,000 for 6 fields on Saturday and Sunday. Rate may be prorated with a 3 field minimum

BE IT FURTHER RESOLVED, the following usage rates will remain the same:

Per Practice Session/2 Hour Time Period Rate:

\$30.00 for any size field

City of Lansing Fees:

\$15 per game for City of Lansing games

Cancellation Fees:

- Refunds or reschedules at no cost will be given for games cancelled by Parks Department staff due to weather
- A new game fee will be charged in the event the League Administrator/Scheduler does not contact the Parks Department within 7 days after a soccer game has been cancelled due to weather by the league and/or the referee
- Schedule will be considered finalized 10 days after the Ingham County Parks Scheduler has confirmed the league schedule
- Any league cancellations or rescheduled games after this date, for reasons unrelated to weather, will be subject to a cancellation/rescheduling fee of \$15.00.
- 3 Reschedules per league will be granted at no cost for each season.

BE IT FURTHER RESOLVED, the Soccer Advisory Board will review the effect of the new fees and consider feedback from the various leagues at their February 2013 meeting and determine whether or not another increase would be appropriate.

BE IT FURTHER RESOLVED, this resolution supercedes all previous resolutions relating to soccer fees at the Hope Soccer Complex.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION DESIGNATING SEPTEMBER 24, 2012 “FAMILY DAY – A DAY TO EAT DINNER WITH YOUR CHILDREN” IN INGHAM COUNTY

WHEREAS, the use of illegal drugs and the abuse of alcohol and nicotine constitute the greatest threats to the well-being of America's children; and

WHEREAS, surveys conducted by The National Center on Addiction and Substance Abuse (CASA) at Columbia University have consistently found that the more often children and teenagers eat dinner with their families the less likely they are to smoke, drink and use illegal drugs; and

WHEREAS, teenagers who virtually never eat dinner with their families are 72 percent more likely than the average teenager to use illegal drugs, alcohol and cigarettes; and

WHEREAS, teenagers who almost always eat dinner with their families are 31 percent less likely than the average teenager to use illegal drugs, alcohol and cigarettes; and

WHEREAS, the correlation between family dinners and reduced risk for teen substance abuse are well documented; and

WHEREAS, parental influence is known to be one of the most crucial factors in determining the likelihood of substance abuse by teenagers; and

WHEREAS, family dinners have long constituted a substantial pillar of family life in America.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby designates September 24, 2012 as “Family Day – a Day to Eat Dinner with Your Children” in Ingham County.

BE IT FURTHER RESOLVED, that the Board urges all citizens to recognize and participate in its observance.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION MAKING APPOINTMENTS TO THE
INGHAM COUNTY ROAD ADVISORY BOARD**

WHEREAS, Resolution #12-187 established a County Road Advisory Board consisting of 16 township supervisors or their designees; and

WHEREAS, a request has been made to Township officials to submit the name of the individual who will be representing their Township on this Board.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby appoints the following Township representatives to the Ingham County Road Advisory Board:

Steven Lott, Alaiedon Township
Larry Silsby, Aurelius Township
Gene Ulrey, Bunker Hill Township
John Hayhoe, Delhi Charter Township
Wayne Kinne, Ingham Township
John Daher, Lansing Charter Township
Neal West, Leroy Township
Sherry Feazel, Leslie Township
Paul Griffes, Locke Township
Susan McGillicuddy, Meridian Charter Township
Kay Bodell, Onondaga Township
Paul Risner, Stockbridge Township
Gary Howe, Vevay Township
Janet Eyster, Williamstown Township

BE IT FURTHER RESOLVED, after no more than two years the Advisory Board will be evaluated to see if changes should be made to the Committee.

BE IT FURTHER RESOLVED, that the Advisory Board will also report back to the Board of Commissioners within 6 months on the proposed Board structure and procedures and make any necessary recommendations and/or changes to their membership or structure within the first 18 months.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION NAMING LADY MARGARET GROVES AS THE RECIPIENT OF THE INGHAM COUNTY WOMEN'S COMMISSION'S 2012 LUCILE E. BELEN EVERYDAY HEROINE AWARD

WHEREAS, Lady Margaret Groves was born in 1920 in Western Michigan and came to the Lansing area when she married in 1941, she attended Michigan State University and was employed by the Lansing School District for 35 years, working as a teacher, a teacher consultant, and a consultant in personnel; and

WHEREAS, Margaret is a member of North Westminster Church and a charter member of the Advent House Board where she has served 26 years, several years as secretary to the Board, serving meals, and working on assorted fundraisers including Home Tours, Garden Tours, and Just Desserts; and

WHEREAS, in the 1980s, she worked with members of Westminster in developing an effort called CONA (Community Outreach Neighborhood Activity), which conducted a study to determine how members of Westminster might reach out to the community; and

WHEREAS, once it was revealed that other local shelters did not serve meals on the weekend, it was decided Westminster could reach out to the local community by providing a weekend meal and a gathering place for the homeless as well as people down on their luck, CONA recruited other church groups to serve a weekend meal once per month and it became an ecumenical effort; and

WHEREAS, throughout Margaret's tenure on the Board she has seen Advent House evolve from service of a meal on Sundays, to job training initiatives such as Bake Shop and Appliance Repair business to the present Good Work! Program, which currently trains about 150 people annually in work skills and assists them in finding jobs, Advent House has also overseen three shelter homes that provide extended temporary housing to homeless families; and

WHEREAS, Margaret has been described as an oasis of calm and commitment, beyond the gifts of her time, her work, and donations she exudes a deep faith in what Advent House Ministries accomplishes and having the rock of her unwavering support is a huge asset to the professional staff; and

WHEREAS, Lady Margaret Groves is deep and tenacious in her service to others, she works quietly with insight through chaos, conflict, and difficulty, always with the aim of somehow making life better; and

WHEREAS, she is a model of effective living, Margaret has been described as a treasure to the Board, to Advent House, and to the wide circle of people to whom she is connected.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Women's Commission in naming Lady Margaret Grove as a 2012 recipient of the Lucile E. Belen Everyday Heroine Award in recognition of her contributions to families and community outreach.