THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, APRIL 2, 2013 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 March 19, 2013 Minutes
Additions to the Agenda
Limited Public Comment

1. Farmland & Open Space Preservation Board - Interviews

2. Treasurer - Resolution Recognizing April 20 – 27, 2013 as Money Smart Week in Ingham County

3. Fair Office - Resolution Authorizing an Amendment to the Lease Agreement with Crest View Horse Tack Shop at the Ingham County Fairgrounds

4. Economic Development - Resolution Authorizing Borrowing $550,000 from the Michigan Department of Environmental Quality Brownfield Redevelopment Loan on Behalf of the Charter Township of Lansing

5. Management Information Services - Resolution to Authorize the Purchase and Installation Cisco’s Unified Communications System by ISI

6. Financial Services
   a. Authorize Legal Fees for Employee Benefits with Fraser, Trebilcock, Davis & Dunlap
   b. Resolution to Authorize Reorganization within the Financial Services Benefits Division

7. Facilities - Resolution Authorizing Entering into a Contract with Foster Specialty Floors to Remove and Replace the Existing Flooring in the Rhino Barn at Potter Park Zoo
8. Department of Transportation & Roads
   a. Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads
   c. Resolution Authorizing the Purchase of One Spray-Patcher Unit for the Department of Transportation & Roads
   d. Resolution Authorizing the Purchase of One Aerial Lift on Truck Chasis for the Department of Transportation & Roads
   e. Resolution Authorizing the Purchase of One Compact Self-Propelled Asphalt Paver for the Department of Transportation & Roads

9. Board of Commissioners
   a. Resolution in Honor of the 2013 State Arbor Day Celebration
   b. Resolution Naming Sara Griffon as a 2013 Recipient of the Lucile E. Belen Everyday Heroine Award

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  
March 19, 2013  
Minutes

Members Present: Debbie De Leon, Dianne Holman, Deb Nolan, and Randy Maiville

Members Absent: Carol Koenig, Penelope Tsernoglou and Victor Celentino

Others Present: Becky Bennett, Sarah Anthony, Mary Lannoye, Travis Parsons, Michelle Rutkowski, Sandy Gower, Chuck Gray, Rich Estill, Rick Terrill, Barb Byrum, Renée Branch Canady, Jim Hudgins, Bill Conklin, Michael Unsworth, JP Buckingham, Matt Brinkley, Chad Gamble, Kathleen Rodgers, Andy Kilpatrick, Greg Johnson, Mike Smith, Mitch Whisler and others.

The meeting was called to order by Chairperson De Leon at 6:08 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the March 5, 2013 Minutes
The March 5, 2012 Minutes were approved as submitted.

Additions to the Agenda

5b. Tabled by Human Services - Resolution Authorizing Entering into a Contract with L.J. Trumble Builders, LLC to Provide General Contracting Services for Renovations at the Ingham County Willow Health Center

8c. Additional Information - Resolution Pledging County Funding Support for the Design and Construction Costs for Pathways on the Waverly Road Bridge, as well as North of the Bridge, and Along Old Lansing Road (sent in email)

9c. Late - Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police, Capital City Lodge No.141-911 Non-Supervisory

9d. Late - Resolution Approving a Collective Bargaining Agreement with the Teamsters Local 580-911 Supervisors

9e. Late - Resolution Approving a Collective Bargaining Agreement with the Ingham County Employees’ Association-Assistant Prosecuting Attorney’s Division

9f. Late - Resolution authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Ingham County Employees’ – Assistant Prosecuting Attorney’s Division

9g. Late - Resolution Approving A Collective Bargaining Agreement with the Office and Professional Employees International – Circuit Court/Family Division Professional Employees

9h. Late - Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Office and Professional Employees International – Circuit Court/Family Division Professional Employees

9i. Late - Resolution Approving a Collective Bargaining Agreement with the Ingham County Employees’ Association – Public Health Nurses
9j. Late - Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Ingham County Employees’ Association – Public Health Nurses

9k. Late - Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police, Capital City Lodge No. 141 - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit

9l. Late - Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Fraternal Order of Police, Capital City Lodge No. 141 - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer

10a. Pulled - Resolution Authorizing a Contract to Provide Auditing Services (To be mailed under separate cover)

10b. Additional Information - Resolution Authorizing the Chair of the Board of Commissioners and the County Controller to File Appeals of Any County at Large Drain Assessment with the Probate Court Within Ten Days of the Day of Review

Limited Public Comment

Mike Unsworth, Tri-County Bicycle Association, expressed the support of regionalism referring to the Waverly Bridge, Item 8c and informed the Committee the Association will contribute $20,000 to the project.

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

4. Health Department - Resolution to Extend the Agreement with Edward W. Sparrow Hospital Association for Physician Services for Women’s Health Services and Create a Special Part-Time Medical Director Position

6. Purchasing - Resolution Amending the Ingham County Purchasing Policy

8. Department of Transportation and Roads
   a. Resolution Authorizing a Contract for Janitorial Services & Supplies for the Department of Transportation & Roads
   b. Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads

9. Human Resources
   a. Resolution Approving a Collective Bargaining Agreement with the Ingham County Employees’ Association - Professional Employees
   b. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Ingham County Employees’ Association – Professional Employees

11. Board of Commissioners
   a. Resolution Declaring March 31, 2013 as “Cesar E. Chavez Day” in Ingham County
b. Resolution Honoring Emma Rutkowski  
c. Resolution Honoring Gregory Johnson  
d. Resolution Honoring Taylor Grenawalt  
e. Resolution Honoring Tessa Clarizio  
f. Resolution Honoring Ayley Shortridge  
g. Resolution Honoring Bruce Brown, Superintendent of Stockbridge Community Schools, as a Recipient of the Michigan Association of School Administrators 2013 Regional Superintendent of the Year Award

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Celentino, and Tsernoglou

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NOLAN, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Celentino, and Tsernoglou

1. Interviews - Equal Opportunity Committee

The Committee interviewed Anthony (Tony) Snyder, Isaias Solius, Jason Wilkes and Tiyah Isom-Morris for the Equal Opportunity Committee Advisory Board. Matthew Hausner was absent from the interview. There are 4 vacancies.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MAIVILLE, TO APPOINT ANTHONY (TONY) SNYDER, ISAIAS SOLIUS, JASON WILKES AND TIYAH ISOM-MORRIS TO THE EQUAL OPPORTUNITY COMMITTEE.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Celentino, and Tsernoglou

2. Interviews - Parks and Recreation Commission

The Committee interviewed Michael Rice for the Parks and Recreation Commission. There is 1 vacancy.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MAIVILLE, TO APPOINT MICHAEL RICE TO THE PARKS AND RECREATION COMMISSION.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Celentino, and Tsernoglou

3. Clerk’s Office - Resolution to Adopt New Fees for the County Clerk’s Office

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO ADOPT NEW FEES FOR THE COUNTY CLERK’S OFFICE.

Ms. Byrum informed the Committee of additional services available in the Clerk’s Office. She stated there are now three notaries in the Mason Office with the expectation of one more in the Lansing Office. She provided the number of marriage ceremonies she performed this year then explained when couples do not have a witness employees are taken away from their jobs to witness the ceremony. Lastly, non-resident filing fees are to comply with Michigan Law.
Ms. Byrum informed the Committee that she has technology concerns and will ultimately be asking for an upgrade.

The Committee discussed the services and revenue expectations over a year.

MOVED BY COMM. NOLAN, TO AMEND THE RESOLUTION IN THE FIRST BE IT FURTHER RESOLVED TO ADD “AND WILL BE REVIEWED AS PART OF THE ANNUAL BUDGET FEE PROCESS” AT THE END OF THE SENTENCE, AND AS FOLLOWS:

BE IT FURTHER RESOLVED, that these fee increases shall become effective on April 1, 2013 and will be reviewed as part of the annual budget fee process.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comms. Koenig, Celentino, and Tsernoglou

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Celentino, and Tsernoglou

5. Facilities
   a. Resolution Authorizing Entering into a Contract with Landscape Architects & Planners, Inc. to Provide Architectural and Engineering Services for the Renovations to the Moose and Bison Exhibits at Potter Park Zoo

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LANDSCAPE ARCHITECTS & PLANNERS, INC. TO PROVIDE ARCHITECTURAL AND ENGINEERING SERVICES FOR THE RENOVATIONS TO THE MOOSE AND BISON EXHIBITS AT POTTER PARK ZOO.

Comm. Nolan stated she requested this to be pulled to thank Rick Terrill and Mike Hughes for their work on the Moose Exhibit.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Celentino, and Tsernoglou

   b. Resolution Authorizing Entering into a Contract with L.J. Trumble Builders, LLC to Provide General Contracting Services for Renovations at the Ingham County Willow Health Center

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. HOLMAN, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH L.J. TRUMBLE BUILDERS, LLC TO PROVIDE GENERAL CONTRACTING SERVICES FOR RENOVATIONS AT THE INGHAM COUNTY WILLOW HEALTH CENTER.

Comm. Maiville highlighted the discussion at the Human Services meeting then explained why the resolution was tabled. Ms. Lannoye reminded the Committee of the language in the PLA policy and reviewed the labor costs for this project.
Comm. Nolan asked Dr. Branch Canady if an extension is possible. Dr. Branch Canady stated that she spoke to a manager of the Grant who explained the County may request an extension and it will be taken into consideration. Dr. Branch Canady explained while the request will be taken into consideration there is no guarantee of approval.

Comm. Nolan expressed her concern of renting for 30± years versus investing funds into County owned properties. She informed the Committee of her request at the Human Services meeting for the Health Departments consolidation plans including closings and relocation of clinics. Dr. Branch Canady asked for an extension on providing the plans because of an upcoming consultant meeting. She assured the Committee she would have the information to them soon after that meeting.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Celentino, and Tsernoglou

7. Economic Development
   a. Resolution Approving the Ingham County Brownfield Redevelopment Authority Brownfield Plan for the Douglas J Redevelopment Project at 2138 and 2148 Hamilton Road and 4695 Okemos Road in Meridian Charter Township

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION APPROVING THE INGHAM COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY BROWNFIELD PLAN FOR THE DOUGLAS J REDEVELOPMENT PROJECT AT 2138 AND 2148 HAMILTON ROAD AND 4695 OKEMOS ROAD IN MERIDIAN CHARTER TOWNSHIP.

Comm. Nolan questioned the completed value of the project. Ms. Gower clarified that the amount invested into a property does not always translate to the value of the property. She then pointed out and explained the taxable value of the property.

Comm. Nolan questioned the expense of remediation when there is only 1 of 32 borings that are contaminated. Mr. Buckingham, Triterra, stated it only takes one to identify contamination. He further stated there were also environmental hazards in the building. He described removing and moving contaminated soil and materials, unknowns and how expenses are calculated. Ms. Gower explained reimbursable costs include the Baseline Environmental Assessment (BEA) submission to the DEQ, Phase I and II assessments. Ms. Gower pointed out the costs are identified on Page 3.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Celentino, and Tsernoglou

   b. Resolution Authorizing Borrowing $550,000 from the Michigan Department of Environmental Quality Brownfield Redevelopment Loan on Behalf of the Charter Township of Lansing

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. HOLMAN, TO APPROVE THE RESOLUTION AUTHORIZING BORROWING $550,000 FROM THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY BROWNFIELD REDEVELOPMENT LOAN ON BEHALF OF THE CHARTER TOWNSHIP OF LANSING.
Mr. Brinkley, Lansing Township Senior Planner provided a handout: MDEQ Revolving Loan for Brownfield Redevelopment. He informed the Committee that this is following up his presentation of August 2012 and the handout may be helpful during the discussion. He reviewed the history of the property including the tax foreclosure process, request for proposals, condition of the property, vandalism, neighborhood property values, environmental contamination, cost of remediation, the DEQ loan program including terms, and Lansing Township’s statutory maximum debt. Mr. Brinkley provided reasons the County should consider the project mainly regionalization, site location, jobs, as well as, restoration of tax revenue to the County and other jurisdictions.

Mr. Brinkley stated during last year’s discussions of the loan some Commissioners expressed their concern of an inherent risk to the County. He then described the loan terms, grace period, escrow and Lansing Township’s ability for repayment of the loan, as well as, how they propose to pay back the loan. He noted there is no risk to the County until the eighth year. He described an inter-local agreement.

Ms. Lannoye expressed her concern of setting a precedent. The Committee discussed setting precedent, Land Bank properties, debt limits of both the County and Township, loan terms and prepayment penalties, other Lansing Township projects past and present along with the Township’s future unexpected loan needs.

Mr. Brinkley informed the Committee this project is unique and other municipalities applying will not meet the DEQ criteria. Mr. Buckingham described the environmental contamination, lending on contaminated sites and safety to the neighborhood then questioned the loss of taxable dollars versus clean up.

Comm. Holman asked if there is an offer on the property. Mr. Brinkley answered yes and it has been countered; the township attorney is working out the details of the sale. Mr. Brinkley stated he expects an agreement in the next couple of weeks and the developer is working on letters of intent and leases. Mr. Buckingham described the type of businesses interested in leasing as warehouse and light commercial. He then described the developer’s concepts for the property.

The Committee discussed County economic activities including providing loans and default liability. Comm. Maiville expressed his concern that the resolution does not reflect the promises given during this discussion. He suggested the resolution reflect the discussion. Comm. Nolan stated she is not in favor of the County loaning money for this type of project. The Committee discussed timelines.

The Committee asked that the resolution include details on terms and conditions, repayment, restrictions on borrowing, inter-local agreement, identifying unique circumstances, and escrow. The Committee also asked for more information regarding the purchase agreement and leases.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MAIVILLE TO TABLE THE RESOLUTION UNTIL THE NEXT MEETING WITH THE REQUESTED REVISIONS.

MOTION TO TABLE CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Celentino, and Tsernoglou
Chairperson De Leon asked Bill Conklin, Ingham County, Cathy Rodgers, Lansing Township, Andy Kilpatrick, City of Lansing, Chad Gamble, City of Lansing, Greg Johnson, MDOT, Mike Smith MDOT and Mitch Whisler, City of Lansing to the table, each introduced themselves.

(Comm. Nolan stepped out at 7:51 p.m. and returned at 7:54 p.m.)

Mr. Gamble summarized Phase I of the project, finalizing design plans and estimates for Phase II. Mr. Kilpatrick provided the Committee with a handout that includes drawings and non-motorized facility alternatives. Mr. Gamble reviewed the boundaries of the project. Mr. Kilpatrick reviewed the non-motorized facility alternatives, federal funding and cost estimates. Mr. Whisler further reviewed areas of construction and specific funding sources, amounts and the local match along with new applications submitted.

Mr. Johnson described MDOT’s invested interest in non-motorized economic development throughout the state. He stated this project is rated very high by the economic development staff because of the connections, river crossing and from a safety standpoint. He described the contingencies of the project to receive the grant funding and match.

The Committee discussed grant match, DNR funding, Act 51 and who can apply for various grants. Ms. Lannoye asked Mr. Kilpatrick for a copy of the application for the DNR Trust Fund. Mr. Gamble read a letter from Michael Smith that discusses non-motorized needs.

Ms. Rodgers stated she is in favor of the project; however, this has not been approved by the Lansing Township Board. She explained many of the Township Board members are newly elected and it will take some time to be brought up to date on this project in order for them to make a decision. Additionally, Lansing Township is a small township with limited funds. She provided an example of the annual budget for local roads stating they do not have money available to put forth and must find creative ways of obtaining funding. Ms. Rodgers stated in her opinion the County should partner and embrace the regional mission.

The Committee discussed Lansing Township’s limited funds, reasons for their debt along with their ability to contribute toward the project.

Mr. Gamble described the phases of the project, right of way acquisitions, design, bidding and commencement.

Ms. Rodgers again stated the Township will continue to look for ways to fund this project including grants and special assessments. She mentioned that the pathway is not the Township’s priority their priority is a safe route to school on Michigan Avenue.
The Committee discussed costs, funding sources, township match, altering the project and the consequences. Mr. Conklin explained his match estimate differs from the City’s estimate based on his experience, concepts provided and prior right of way acquisitions. He then provided an estimate both he and the city agreed was acceptable. The Committee expressed their concern that the actual costs could be greater than the estimate and who will incur the additional expense. The Committee again overviewed costs and match. Mr. Smith clarified that if costs go up then the cap goes up.

Mr. Gamble pointed out this project is increasing the lane size on Waverly Road. Mr. Conklin agreed that is a benefit. Mr. Gamble informed the Committee that the city of Lansing can assist in engineering design.

The Committee discussed the timeline when decisions need to be made and grant deadlines.

Chairperson De Leon asked to hear from Ms. Rodgers where Lansing Township is in terms of funding and support. Ms. Rodgers stated that the Board has not yet voted but will be voting next Tuesday. She argued that Lansing Township is working with a limited budget while the County budget is much larger and they need time to find funding. Ms. Lannoye stated that the County is in a similar situation because this was not part of their budget. Chairperson De Leon asked Ms. Rodgers to understand all units of government have budget issues. Ms. Rodgers questioned who is responsible if costs increase over time. Mr. Gamble explained anything worthwhile comes with risk and that is a decision for your Board suggesting they consider the safety elements of the improvement. Comm. De Leon added that elected officials make hard decisions and must make those decisions on priorities.

Comm. Nolan thanked the Tri-County Bike Association for their $20,000 contribution toward the project and Mr. Johnson and Mr. Smith for attending the meeting and adding their expertise. She stated for the record Ingham County is a regional partner pointing out the Ingham County 911 Dispatch Center, Capital Regional International Airport and Potter Park Zoo; however, the problem is municipalities pay for their own sidewalks and pathways and never has the Ingham County Road Commission paid for sidewalks or pathways because they do roads. Mr. Conklin confirmed the County has not participated in sidewalks and pathways. She expressed her concern of setting precedent of paying for municipalities’ sidewalks and pathways and does not want to start now. She acknowledged the hard work the city of Lansing has put into this. Comm. Maiville echoed Comm. Nolan. Comm. Holman asked if the alternatives jeopardize highway funding. Mr. Smith stated there would be no grant and informed the Committee that local interest projects have been cut by a third this year. Mr. Kilpatrick reviewed the funding and the city of Lansing as the fiduciary. Ms. Rodgers asked for ideas to obtain funding. The Committee reviewed the timeline again.

Chairperson De Leon asked if there are any changes by Lansing Township that they please bring the information back to the Committee. Comm. De Leon stated she is inclined to support the resolution because of the need and value to regionalism; however, Comm. Nolan has valid points. Mr. Kilpatrick stated this is not precedence because of the uniqueness of the bridge and widening the roadway to meet federal lane requirements. Mr. Conklin stated if the County becomes involved in this project the resolution should address the unique package and road
standardization of the lanes. Ms. Rodgers stated that this is unique with two units of government and the County involvement and the various grants. Comm. Maiville recognized the regional aspect of this through MDOT’s participation then thanked the city of Lansing and MDOT for their work on this project.

No action was taken by the Committee, however, it is on tomorrow’s Finance Committee agenda.

9. Human Resources

c. Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police, Capital City Lodge No.141-911 Non-Supervisory

d. Resolution Approving a Collective Bargaining Agreement with the Teamsters Local 580-911 Supervisors

e. Resolution Approving a Collective Bargaining Agreement with the Ingham County Employees’ Association-Assistant Prosecuting Attorney’s Division

f. Resolution authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Ingham County Employees’ – Assistant Prosecuting Attorney’s Division

g. Resolution Approving A Collective Bargaining Agreement with the Office and Professional Employees International – Circuit Court/Family Division Professional Employees

h. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Office and Professional Employees International – Circuit Court/Family Division Professional Employees

i. Resolution Approving a Collective Bargaining Agreement with the Ingham County Employees’ Association – Public Health Nurses

j. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Ingham County Employees’ Association – Public Health Nurses

k. Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police, Capital City Lodge No. 141 - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit

l. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Fraternal Order of Police, Capital City Lodge No. 141 - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer

MOVED BY COMM. MAIVILLE, SUPPORT BY COMM. NOLAN, TO APPROVE RESOLUTIONS 9C THROUGH 9L: (9C) RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE FRATERNAL ORDER OF POLICE, CAPITAL CITY LODGE NO.141-911 NON-SUPERVISORY (9D) RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE TEAMSTERS LOCAL 580-911 SUPERVISORS (9E) RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE INGHAM COUNTY EMPLOYEES’ ASSOCIATION-
Mr. Parson’s explained the reason for the “lates” is because of last minute settlements. He summarized the structure of the settlements. He then pointed out where the key elements are the same and where the various units made different benefit decisions. The Committee discussed which units are still negotiating, how many units settled, along with the “me too” clause for the managerial/confidential employees.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Celentino, and Tsernoglou

10. Controller’s Office
   b. Resolution Authorizing the Chair of the Board and the County Controller to File Appeals of any County Drain Assessment with the Probate Court within 10 Days of the Day of Review (To be Mailed Under Separate Cover)

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING THE CHAIR OF THE BOARD AND THE COUNTY CONTROLLER TO FILE APPEALS OF ANY COUNTY DRAIN ASSESSMENT WITH THE PROBATE COURT WITHIN 10 DAYS OF THE DAY OF REVIEW (TO BE MAILED UNDER SEPARATE COVER)

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Celentino, and Tsernoglou

   c. Resolution to Authorize an Amendment to the Contract for Legal Services with Cohl, Stoker & Toskey, P.C.
MOVED BY COMM. NOLAN, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT FOR LEGAL SERVICES WITH COHL, STOKER & TOSKEY, P.C.

Comm. Nolan questioned if the Department of Transportation and Roads need two legal firms. Ms. Lannoye stated that the County Attorneys will be working with the Department of Transportation and Roads; however, there is another attorney used for special circumstances and there is no contract.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Celentino, and Tsernoglou

Announcements
Comm. Nolan informed the Committee of a fundraiser for the Moose Exhibit where Surgie Kvito and James McClerken, pianists played Friday evening.

Public Comment
None.

The meeting adjourned at approximately 9:46 p.m.

Respectfully submitted,

Julie Buckmaster
ACTION ITEMS

The Controller recommends approval of the following actions items:

3. Fair Office - Resolution Authorizing an Amendment to the Lease Agreement with Crest View Horse Tack Shop at the Ingham County Fairgrounds.

The current vendors, Crest View Tack Shop, entered into a lease agreement beginning on April 1, 2004 and ending on December 31, 2011, and have been leasing on a month by month basis since December 31, 2011. The Fair Manager has negotiated an amendment to the lease extending the term and setting the rent for the premises, established at $3,240 per year ($270 per month) and the Fair Board is recommending that the proposed extension and amendment of the lease agreement be approved. The lease amendment will commence on January 1, 2013 and shall continue to December 31, 2013. It is also recommended that the current vendor pay the property tax on the leased premises billed by the City of Mason.

5. Management Information Services - Resolution to Authorize the Purchase and Installation of Cisco’s Unified Communications System by ISI.

In reviewing the County’s current phone systems, it has been determined that supporting two separate phone systems is not cost effective. The county determined back in 2008 that the county’s phone standard would be a Cisco IP phone solution. This year the MIS department did a full review of both Cisco and Avaya to verify the best solution for Ingham County. After a full review, the CIO recommends we implement the Cisco Unified Communications System, IP phone solution provided by ISI.

The solution is essentially cost neutral over the next 5 years but in years 6-10 the County will save approximately $250,000 per year.

6(a). Financial Services - Resolution Authorizing Legal Fees for Employee Benefits with Fraser Trebilock Davis and Dunlap.

The resolution authorizes up to $10,000 in services for specialized legal work related to employee benefits.

6(b). Financial Services - Resolution to Authorize Reorganization within the Financial Services Benefits Division

The resolution downgrades a recently vacated position Benefits and Insurance Administrator (MCF 8) and replaces it with a Benefits/Leave Analyst (MCF7). The position will be jointly shared by Financial Services and Human Resources. In addition, the reorganization upgrades the Insurance Billing Coordinator position from an MCF 3 to a MCF 5.
7. Facilities - Resolution Authorizing Entering into a Contract with Foster Specialty Floors to Remove and Replace the Existing Flooring in the Rhino Barn at Potter Park Zoo.

The resolution authorizes entering into a proprietary flooring contract with Foster Specialty Floors to remove and replace the existing flooring in the Rhino Barn at Potter Park Zoo. The synthetic flooring product that will be used is unique to Foster Specialty Floors and has been used in several Michigan State University large animal housing facilities with great success. The Purchasing Department did not solicit bids for this project as the product is only available through this local vendor, and comes highly recommended by Michigan State University.

8(a). Department of Transportation & Roads - Resolution to Approve the Special & Routine Permits for the Ingham County Department of Transportation & Roads.

The resolution authorizes 9 special permits.


The resolution awards two different contracts for pavement markings based on their unit priced bids. M&M Pavement Markings was the low bidder for the pavement markings at a total cost estimated at $402,000. P.K. Contracting was the low bidder for transverse markings and lane use symbols at a total cost estimated at $47,813. Transverse markings include such items as stop lines and crosswalks. Lane use symbols include such items as arrows and left/right turn only markings.

8(c). Department of Transportation and Roads - Resolution Authorizing the Purchase of One Spray-Patcher Unit.

A spray patcher unit clears debris, injects coated aggregate, and transports and heats asphalt emulsion materials necessary for the injection patching of streets and highways. The resolution authorizes the purchase of a 2012 DuraCo Durapatcher model from the low bidder, Alta Equipment for $52,403.

8(d). Department of Transportation and Roads - Resolution Authorizing the Purchase of One Aerial Lift on Truck Chassis.

The resolution authorizes the purchase of an Aerial Lift Chassis from the low bidder Jorgensen Ford Sales, Inc. for $140,000 less the trade in of a dump truck for $3,500.

8(e). Department of Transportation & Roads - Resolution Authorizing the Purchase of One Compact Self-Propelled Asphalt Paver.

The resolution authorizes the purchase from Michigan Cat for $25,500. Michigan Cat was the low bidder and is a local vendor.
OTHER ACTION ITEMS

2. Treasurer - Resolution Recognizing April 20-27, 2013 as Money Smart Week in Ingham County.

9(a). Board of Commissioners - Resolution in Honor of the 2013 State Arbor Day Celebration.

9(b). Board of Commissioners - Resolution in Support of Sara Griffon for the ICWC Lucile E. Belen Everyday Heroine Award.

The Controller does not support the following resolution:


This resolution was tabled by the County Services Committee at their last meeting. The resolution in this packet incorporates some of the verbal promises made by Township officials at the Committee meeting. In other words, the resolution authorizes an inter-local agreement between the County and the Township that would include the following:

- Lansing Township will place in escrow an amount equal to two years of loan payments.
- The Township will agree to assume the loan as soon as the Township’s debt level allows.
- The Township agrees to not borrow funds for any other purpose until the loan has either reverted back to the Township or is paid in full.
- The Township will assume the loan payments should the Tax Increment financing capture be insufficient to cover the loan payments.
WHEREAS, Money Smart Week is a financial education campaign offering programs, classes and activities to consumers of all ages and income levels; and

WHEREAS, these educational events are carried out by financial institutions, non-profit groups, government agencies, schools and libraries; and

WHEREAS, the week showcases the organizations educational resources and connects people with those who can help them learn how to better manage their money; and

WHEREAS, the Federal Reserve Bank of Chicago coordinates Money Smart Week, which is an annual event that takes place on April 20 – 27, 2013, this city based initiative was launched in Chicago in 2002, and is now held in more than 35 states; and

WHEREAS, the State of Michigan is located in the Federal Reserve Bank of Chicago’s District and now has Money Smart Week programs in Alcona, Antrim, Calhoun, Emmet, Genesee, Grand Traverse, Ingham, Jackson, Livingston, Marquette, Muskegon, Wayne and Wexford counties as of 2012; and

WHEREAS, Money Smart Week is a model for similar programs throughout the nation to improve financial training, promote individual responsibility for financial affairs, as well as stronger communities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes April 20 – 27, 2013 as Money Smart Week in Ingham County.
TO: County Services and Finance Committee
FROM: Sandy Dargatz, Fair Manager
RE: Crest View Tack Shop Lease
DATE: March 25, 2013

Crest View Tack Shop Lease Agreement Amendment: This resolution authorizes the amendment to the lease agreement with Crest View Tack Shop located on the Ingham County Fairgrounds.

The current vendors, Edward and Marilyn Taylor, doing business as Crest View Tack Shop, entered into a lease agreement beginning on April 1, 2004 and ending on December 31, 2011, and have been leasing on a month by month basis since December 31, 2011.

The Fair Manager has negotiated an amendment to the lease extending the term and setting the rent for the premises, established at $3,240 per year ($270 per month) and the Fair Board is recommending that the proposed extension and amendment of the lease agreement be approved. The lease amendment will commence on January 1, 2013 and shall continue to December 31, 2013.

It is also recommended that the current vendor pay the property tax on the leased premises billed by the City of Mason, on Parcel No. 33-19-10-09-400-800. The property taxes to be paid by the current vendor shall include the Summer and Winter taxes. It is also recommended that the current vendor obtain and pay for at its own expense trash removal service for the leased premises. All other terms and conditions in the lease will remain unchanged.

Sandra Dargatz
Manager, Ingham County Fair
(517) 676-2857
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AMENDMENT TO THE LEASE AGREEMENT WITH CREST VIEW HORSE TACK SHOP AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, pursuant to a lease agreement dated August 13, 1982, the Ingham County Board of Commissioners, upon the recommendation of the Fair Board, authorized the construction of a pole barn structure to be used by a private vendor for the purpose of selling various horse supplies; and

WHEREAS, the current vendor is Edward and Marilyn Taylor, with a lease beginning April 1, 2004 and ending December 31, 2011; and

WHEREAS, the current vendor has leased the premises on a month to month basis since December 31, 2011; and

WHEREAS, the Fair Manager has negotiated an amendment to the lease extending the term and setting the rent for the premises, established at $3,240 per year ($270 per month); and

WHEREAS, the Fair Board is recommending that the proposed extension and amendment of the lease agreement be approved.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an amendment to the lease with Edward and Marilyn Taylor, doing business as Crest View Tack Shop, to extend the term of the lease through December 31, 2013.

BE IT FURTHER RESOLVED, that rent for the premises is established at $3,240 per year ($270 per month) effective January 1, 2013.

BE IT FURTHER RESOLVED, that the current vendor will pay the property tax on the leased premises billed by the City of Mason, on Parcel No. 33-19-09-400-800. The property taxes to be paid by the current vendor shall include the Summer and Winter taxes.

BE IT FURTHER RESOLVED, that the current vendor will obtain and pay for at its own expense trash removal service for the leased premises.

BE IT FURTHER RESOLVED, that all other terms and conditions of the lease agreement shall remain unchanged.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign the amendment to the lease as prepared by the County Attorney.
TO: Ingham County Board of Commissioners County Services and Finance Committees
FROM: Sandra Gower, Economic Development Coordinator
SUBJECT: Lansing Township Request for Ingham County to Borrow Funds from the MDEQ Revolving Loan Fund
DATE: March 21, 2013

This item was tabled at the March 19, 2013 County Services Committee meeting. Per the discussion at the meeting a revised resolution is attached. The following provisions were added to the resolution:

- Lansing Township will place in escrow an amount equal to two years of loan payments.
- The Township will agree to assume the loan as soon as the Township’s debt level allows
- The Township agrees to not borrow funds for any other purpose until the loan has either reverted back to the Township or is paid in full
- The Township will assume the loan payments should the Tax Increment financing capture be insufficient to cover the loan payments.

If approved the County and the Township would enter into an inter-local agreement specifying the above conditions.

Also attached is a copy of the supplemental information supplied by the Township at the March 19th meeting.
Memorandum

March 6, 2013

Re: MDEQ revolving loan for brownfield redevelopment

Background
The Charter Township of Lansing is the current owner of tax-reverted property located at 2400 and 2907 West St. Joseph Street (see property description below). The properties had previously been used as a shipping terminal for automobiles produced by General Motors at several plants in the greater Lansing region. In 2007, the operator of the facility declared bankruptcy and the properties were abandoned. The bankruptcy court unsuccessfully attempted to market the properties. Real estate taxes were not paid for several years and the Township acquired the properties in 2012 through the property tax foreclosure process. Proposals for redevelopment were solicited in March of that year. A developer was selected, and the Township and developer have been working collaboratively to remove the primary obstacle to redevelopment of the properties.

Unlike other brownfield projects, the primary obstacle to redevelopment in this case is environmental contamination by hazardous materials and the estimated cost of abatement and remediation. During the period when the buildings were vacant they suffered significant theft and vandalism. The careless removal of asbestos-wrapped piping by thieves caused the release of friable asbestos throughout the large building located at 2400 W. St. Joseph. Preliminary environmental studies have been conducted including Phase 1 ESA and ACM inspection.

Despite these and other significant challenges, the Township and the private sector redeveloper firmly believe that redevelopment is economically viable and would be beneficial for the neighborhood and community at large. With 30 acres of developable land served by existing urban infrastructure and transportation networks, the properties represent a unique redevelopment opportunity in the greater Lansing region. Local and national businesses have consistently expressed interest in locating there, even with minimal marketing. Based on the strength of this opportunity, the developer is committed to making substantial investments in the existing building as well as site improvements in anticipation
of future development. It is anticipated that these investments will result in a true cash value of $2,000,000 by 2014 and $5,000,000 by 2017. (The estimates only assume renovation of the existing building and development of 3 outlots—it does not assume any development of 2907 W. St. Joseph and the vacant 3 acre parcel between Hungerford and Clare Streets.) Under these assumptions the development would create at least 50 jobs within a neighborhood that has been severely impacted by the loss of 3 General Motors plants.

Statement of need
The expense of assessment, remediation, demolition, and due care activities is the primary obstacle to redevelopment of these properties. The Lansing Township Brownfield Redevelopment Authority (LTBRA) has approved a brownfield plan for 2400 and 2907 W. St. Joseph that will provide tax increment financing for these costs. Eligible expenses identified in the brownfield plan would be reimbursed to the developer or LTBRA, because the LTBRA does not possess the resources to pay for expenses as they are incurred—that burden would fall upon the developer in almost all cases. This would limit the ability of the developer to remediate, renovate, and return the property to beneficial income-generating use in one, seamless process; instead the developer would be forced to conduct remediation and renovation in a less efficient, incremental manner.

The Michigan Department of Environmental Quality administers a loan program that addresses the problem faced by brownfield redevelopment authorities or other public entities that lack capital resources needed to support private sector redevelopment projects. It enables local units of government and other public entities to obtain funds that can be used to capitalize local brownfield initiatives. The process is simple: the MDEQ loans a public entity the necessary funds on terms that are extremely attractive: low interest (currently 1.5%), a 15 year maximum payback period, and no-interest and no-payments for the first 5 years of the loan term. The public entity can then repay the loan using brownfield TIF revenues. The 5 year grace period affords both the public entity and private developer the time needed to complete redevelopment and begin generating income for the developer and tax revenues for the brownfield TIF district.

In order to apply for the loan, the applicant may not have exceeded its maximum statutory net indebtedness. For charter townships, the limit is 10% of total taxable value. Lansing Township's total taxable value for 2013 is approximately $282,000,000 (down from $329,000,000 in 2010). With the 2010 issuance of revenue bonds for the construction of a parking garage, associated infrastructure and other site improvements within its Downtown Development Authority, and three successive years of reductions in taxable value, Lansing Township's maximum allowable net indebtedness is $28,200,000 (10% of $282,000,000) while its current debt load is $32,000,000. The LTBRA would not, therefore qualify for the loan program.
Lansing Township therefore requests that Ingham County act as the applicant for the loan for the following reasons:

1. **Regional significance.** Although the property is located within Lansing Township, it is visible from I-496 and abuts a limited highway interchange. It is unlikely that anyone passing the property would be aware of the unit of government in which it is situated—only that it is obviously vacant and in deteriorating condition. In addition, the demise of the property was closely connected with the collapse of the domestic automotive industry, a collapse from which this region is just beginning to recover. New users have been identified by the developer that have a strong potential to diversify the regional economy and draw attention to an exciting story of revitalization and success rather than distress and failure.

2. **Benefit to surrounding neighborhood and community.** The property, particularly the large building, have suffered substantial theft and vandalism and are attractive nuisances that pose a threat to public health, safety, and welfare. Lansing Township provides public safety services for these properties and continued disuse and vacancy impose real and potential liabilities for Township public safety personnel. Numerous studies have found that the blighting effect of vacant properties suppresses the value of surrounding properties. Instead of a detriment to the community the expeditious redevelopment of these properties would provide significant benefits including job opportunities and an improved built environment.

3. **Fiscal benefit to taxing jurisdictions.** The current taxable value of these properties is $0. As such, no taxing jurisdiction will collect any revenues until the properties are returned to beneficial, taxable use. The faster that redevelopment occurs, the sooner these properties will begin generating taxes upon which local units of government, schools, and other civic institutions depend.

4. **Minimization of risk.** The loan will be paid through a brownfield TIF that has already been approved by the Lansing Township Brownfield Redevelopment Authority. That TIF is projected to generate $383,553 (only local tax capture) to $550,000 (local and school tax capture) over a 6 year period. Even assuming that the taxable value only returns to its pre-forfeiture level of $988,000, the TIF will generate $310,000 (only local tax capture) to $532,000 (local and school tax capture) over a 10 year period. The TIF could be escrowed during the first 5 years of the loan period (during which no payments are due), and then released to repay the loan.

In addition to the TIF, the Township is willing to contribute 2 years of loan payments (approximately $118,000) to an escrow account in order to ensure that County would be shielded from any liability for 7 years. Within that time, in fact within the next 3 years, it is anticipated that the Township’s taxable value will have increased enough for the Township to assume all legal liability for repayment of the loan.
These and other terms and conditions would be codified through an interlocal agreement between Lansing Township and Ingham County.

### CMI Brownfield Loan Application Activities

- Ingham County applies to MDEQ for CMI Brownfield loan on the behalf of Lansing Township.

- Ingham County and Lansing Township create and ratify an interlocal agreement defining contractual responsibilities of each party.

- MDEQ transfers funds to County; property is transferred to private ownership; remediation and redevelopment activities; LTBRA begins collecting TIF (2014).

### CMI Brownfield Loan Repayment Activities

- LTBRA escrows TIF and proceeds from sale of property for 1-4 years.

- LTBRA continues to collect TIF and repays loan.
Property Description

Property Address(es):
1. 2400 W. St. Joseph Street
2. 2400 W. St. Joseph Street (vacant)
3. 2907 W. St. Joseph Street

Parcel #:
1. 33-21-01-18-479-003
2. 33-21-01-18-479-004
3. 33-21-01-19-201-006

Zoning:
The property is zoned "G" General Business. Please see Appendix A, for more detailed description of permitted and special uses, dimensional, and bulk regulations.

Future Land Use Map designations: WP2 (medium intensity, workplace oriented heavy commercial and light industrial land uses)

Land area (gross): +/- 33.32 acres

Building (gross area): +/- 50,424 square feet total; 13,698 gsf office, 36,726 gsf light industrial/commercial

Construction type: block and steel frame, brick cladding, steel and built-up roof

Utilities: All 3 parcels are served by municipal sanitary sewer, water, natural gas, electric and a variety of telecommunications.

Current use: vacant

Past uses: The property has been used as a truck maintenance facility and shipping yard for several decades.

Taxable Value: $987,700 (all from 2010-prior to tax foreclosure)
1. 2400 W. St. Joseph Street, $625,300
2. 2400 W. St. Joseph Street (vacant), $155,500
3. 2907 W. St. Joseph Street, $207,200
COMMERCIAL DEVELOPMENT SITES

21.4 ACRES

COMMERCIAL DEVELOPMENT SITE
7.9 ACRES

COMMERCIAL DEVELOPMENT SITES
21.4 ACRES

TRUCK FUEL AND WASH
3.1 ACRES

COMMERCIAL DEVELOPMENT SITE
7.9 ACRES

LANSING REGIONAL BUSINESS PARK

1210 N. Cross Rd, Suite B
Lansing, Michigan 48906
Phone: (517) 633-7886
### Table 2: Summary of TIF and Reimbursement of Eligible Activities
Former Lease Way Motorcar Transport
2400 W. St. Joseph Street
Lansing Township, MI

<table>
<thead>
<tr>
<th>Year</th>
<th>FV After Improvement</th>
<th>Total Captured FV</th>
<th>Cumulative Captured FV</th>
<th>Local Tax Increment</th>
<th>State/Local School Tax Increment</th>
<th>Annual Total Tax Capture</th>
<th>Cumulative Reimbursement</th>
<th>Remaining Local School Tax Increment Reimbursement</th>
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**Notes:**
- FV: Future Value
- TIF: Tax Increment Financing
- Local School Tax: Local School Property Tax
- State/Local School Tax: State/Local School Sales Tax
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<tr>
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<tr>
<td>Cumulative Captured Taxes-State</td>
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<td>$0.00</td>
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### Villages

#### Townships
- **Annual Total Captured Taxes-Local Only**: $0.00
- **Annual Total Captured Taxes-All**: $0.00
- **Cumulative Captured Taxes-Local Only**: $0.00
- **Cumulative Captured Taxes-State**: $0.00

#### Counties
- **Annual Total Captured Taxes-Local Only**: $0.00
- **Annual Total Captured Taxes-All**: $0.00
- **Cumulative Captured Taxes-Local Only**: $0.00
- **Cumulative Captured Taxes-State**: $0.00

#### State(s)
- **Annual Total Captured Taxes-Local Only**: $0.00
- **Annual Total Captured Taxes-All**: $0.00
- **Cumulative Captured Taxes-Local Only**: $0.00
- **Cumulative Captured Taxes-State**: $0.00

### Footnotes

- Total Captured Captured by Loan Year 5-Local Only: $109,156
- Total Captured Captured by Loan Year 5-All: $187,156
Parcel: 33-21-01-18-479-003

Unit Information
Lansing Township

Property Address
2400 W ST JOSEPH ST
LANSING, MI 48917

Owner Information
LANSING CHARTER TOWNSHIP
3209 W MICHIGAN
LANSING, MI 48917

Taxpayer Information
LANSING CHARTER TOWNSHIP
3209 W MICHIGAN
LANSING, MI 48917

General Information for 2010 Winter
- School District: 33215
- Taxable Value: $625,300
- Property Class: 201
- Tax Bill Number: 03056
- Last Payment Date: 0

Base Tax: $18,660.23
Admin Fees: $176.83
Interest Fees: $746.41
Total Tax & Fees: $19,583.47

Legal Information for 33-21-01-18-479-003
THAT PT OF E 1/2 OF SE 1/4 LYING S OF HILLSDALE ST-EXC E 45 FT- SEC 18, T4NR2W.

Tax Bill Breakdown for 2010 Winter

<table>
<thead>
<tr>
<th>Taxing Authority</th>
<th>Millage Rate</th>
<th>Amount</th>
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Admin Fees: $176.83
Interest Fees: $746.41

Totals: 28.574300  $19,583.47  $0.00
Parcel: 33-21-01-18-479-003

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Privacy Policy
**Parcel:** 33-21-01-18-479-003

**Unit Information**

Lansing Township

**Property Address**

2400 W ST JOSEPH ST
LANSING, MI 48917

**Owner Information**

LANSING CHARTER TOWNSHIP
3209 W MICHIGAN
LANSING, MI 48917

**Taxpayer Information**

LANSING CHARTER TOWNSHIP
3209 W MICHIGAN
LANSING, MI 48917

**Legal Information for 33-21-01-18-479-003**

THAT PT OF E 1/2 OF SE 1/4 LYING S OF HILLSDALE ST-EXC E 45 FT- SEC 18, T4NR2W.

**General Information for 2010 Summer**

| School District: | 33215 |
| Taxable Value: | $625,300 |
| Property Class: | 201 |
| Tax Bill Number | 03023 |
| Last Payment Date: | |
| Base Tax: | $21,066.01 |
| Admin Fees: | $210.66 |
| Interest Fees: | $1,895.94 |
| Total Tax & Fees: | $23,172.61 |

**Tax Bill Breakdown for 2010 Summer**

<table>
<thead>
<tr>
<th>Taxing Authority</th>
<th>Millage Rate</th>
<th>Amount</th>
<th>Amount Paid</th>
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Admin Fees: $210.66
Interest Fees: $1,895.94

**Totals:** 33.689500

$23,172.61

$0.00
Parcel: 33-21-01-18-479-003

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Privacy Policy
Introducing the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING BORROWING $550,000 FROM THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY BROWNFIELD REDEVELOPMENT LOAN ON BEHALF OF THE CHARTER TOWNSHIP OF LANSING**

WHEREAS, the Charter Township of Lansing is the current owner of tax-reverted property at 2400 and 2907 West St. Joseph Street; and

WHEREAS, the Charter Township of Lansing Brownfield Redevelopment Authority has approved a Brownfield Redevelopment Plan for this property pursuant to PA 381 of 1996; and

WHEREAS, the Charter Township of Lansing would like to assist in the redevelopment of this property by providing funding to the developer for the eligible brownfield expenses identified in the Plan; and

WHEREAS, The Charter Township of Lansing has adopted a Tax Increment Financing Plan to recover the costs of eligible brownfield expenses identified in the plan; and

WHEREAS, the Michigan Department of Environmental Quality Brownfield Redevelopment Loan program allows a governmental entity to borrow funds for eligible Brownfield Redevelopment expenses; and

WHEREAS, the Charter Township of Lansing is already at its maximum statutory indebtedness level and is unable to borrow additional funds; and

WHEREAS, the Charter Township of Lansing has agreed to place in an escrow account an amount of money equal to two years of payments of the loan, assume the loan as soon as the Township’s debt level allows, agree to not borrow funds for any other purpose until this loan has reverted back to the township or is paid in full, and will assume the loan payments should the Tax Increment Financing capture be insufficient to cover the costs of the loan payments.

THEREFORE BE IT RESOLVED, that Ingham County will on behalf of the Charter Township of Lansing borrow $550,000 from the Michigan Department of Environmental Quality Brownfield Redevelopment Loan program for the property at 2400 and 2907 West St. Joseph Street upon executing an intergovernmental agreement.

BE IT FURTHER RESOLVED, that the intergovernmental agreement will provide that the Charter Township of Lansing will place in an escrow account an amount of money equal to two years of payments of the loan, assume the loan as soon as the Township’s debt level allows, agree to not borrow funds for any other purpose until this loan has reverted back to the township or is paid in full, and will assume the loan payments should the Tax Increment Financing capture be insufficient to cover the costs of the loan payments.

BE IT FURTHER RESOLVED, that the Board of Commissioners is willing to enter into the inter-local agreement because of the unique circumstances associated with this brownfield project, especially its ties related to the economic downturn in the auto industry.

BE IT FURTHER RESOLVED, that because of these unique circumstances the Board of Commissioners is asserting that it is not establishing a precedent in terms of other local units.
To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: March 21st, 2013
Re: Completion of Cisco IP phone solution for Ingham County

Dear Commissioners,

In reviewing the County’s current phone systems, it has been determined that supporting two separate phone systems is not cost effective. The county determined back in 2008 that the county’s phone standard would be a Cisco IP phone solution. This year the MIS department did a full review of both Cisco and Avaya to verify the best solution for Ingham County. After a full review, the CIO recommends we implement the Cisco Unified Communications System, IP phone solution provided by ISI.

ISI would do a full stack assessment to ensure the county sees at least the savings indicated below. ISI will do the installation and configuration of the entire phone system and will work hand in hand with MIS staff throughout the project. ISI projects the project to take approximately 4-5 months to complete.

Currently the County is paying $254,957 per year for phone service and maintenance for the existing solution. Long distance charges are about $67,000+ per year. The total yearly operating cost of the Ingham County phone system is $321,957. The five (5) year operating cost is $1,609,785. The county is currently spending approximately $120,000 – $175,000 per year on upgrading/replacing Avaya phones to Cisco IP phones as well. Factoring in replacement costs, the 5 year cost raises to $2,209,785. Years 6-10 would continue at approximately $322,000 per year.

The SPSS Avaya solution was a less expensive capital cost, but total operating cost was much higher. Avaya would cost the county $559,864.41 up front plus $88,365.40 for yearly maintenance, plus the current operating cost of $321,957. The first five (5) year cost to the county is $2,611,476.41. Years 6-10 would cost approximately $361,957 per year.

The ISI Cisco solution offers many new features and moves the county phone system to current standards and offers many more options than currently available on the existing phone systems. The Cisco solution moves the county to a true IP based phone system resulting in a lower yearly operating cost. The 5 year cost of Service would be $30,000. The full phone system implementation as recommended would cost $1,607,900.80. Cisco has also offered this at a 5 year same as cash 0% interest. The yearly cost of implementing the system would be $351,580.16. The five (5) year cost is $1,757,900.80. Years 6-10 would cost approximately $70,000 per year.

By moving forward with implementing the Cisco Unified Communications Systems solution now, Ingham County can actually start seeing some savings from the current upgrade plans and a total Return on Investment within 5 years, and net a savings of at least $250,000 per year in years 6-10.

Thank you in advanced for your consideration. If you have any questions please feel free to contact me at 517-676-7371.
RESOLUTION TO AUTHORIZE THE PURCHASE AND INSTALLATION CISCO’S UNIFIED COMMUNICATIONS SYSTEM BY ISI

WHEREAS, the Department of Management Information Systems recommends moving off of the 20+ year old Avaya phone system and fully implement a Cisco IP Unified Communications System; and

WHEREAS, after reviewing both Cisco and Avaya phone solutions MIS determined ISI’s Cisco Solution along with recommendations from other counties that have implemented the Cisco Unified Communications System is the best choice for Ingham County; and

WHEREAS, ISI is a registered vendor with Ingham County and currently provides Cisco products and support and is a part of the WSCA III agreement for competitive government pricing; and

WHEREAS, the cost to maintain the current dual phone systems cost the county annually $321,957; and

WHEREAS, Cisco’s Unified Communications System would cost $351,580.16 for the first 5 years and $70,000 in operating and Maintenance cost each year after year 5; and

WHEREAS, Cisco is offering the county a 0% 5 year financing offering on their system; and

WHEREAS, the cost for hardware, Maintenance, and support for 5 years is $1,607,900.80; and

WHEREAS, the Chief Information Officer recommends the purchase and implementation of the Cisco Unified Communications System by ISI under the WSCA III Contract for the purchase of $1,607,900.80 paid over 5 years at 0% financing with CISCO.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase of Cisco’s Unified Communications System IP phones solution from ISI for a total cost of $1,607,900.80 paid from the Revolving Telephone Account 636-26600-921050.

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.
Employee benefits are a specialized area of legal work. When I have needed assistance in the past, Peter Cohl has recommended that I contact Fraser, Trebilcock, Davis & Dunlap. We have been very happy with the service we have received to date.

There are many legal issues and resulting documentation which will need to be completed in 2013 for many reasons but practically related to Federal Health Care Reform. We will need assistance throughout the year along with year-end open enrollment including guidance with the required notices which will need to be distributed to employees.

I am requesting that we be authorized to spend up to $10,000 to Fraser, Trebilcock, Davis & Dunlap to provide legal service for employee benefits during 2013. The funding for this will be provided by the Employee Benefit Fund.

If you have any questions or wish to discuss, please let me know.
Agenda Item 6a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

AUTHORIZE LEGAL FEES FOR EMPLOYEE BENEFITS WITH FRASER, TREBILCOCK, DAVIS & DUNLAP

WHEREAS, Ingham County Financial Services Department is in need of specialized legal services for employee benefits

WHEREAS, Fraser Trebilcock Davis & Dunlap is familiar with the County’s benefit plans

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes $10,000 in legal services with Fraser Trebilcock Davis & Dunlap for 2013 to be paid from the Employee Benefit Fund.

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.
In November, 2012, the County’s Benefits and Insurance Administrator left the County to take a position with the State of Michigan. At the time of her departure, it was concluded that we did not need to fill this position as currently described.

It was determined that much of the day to day duties could be absorbed by the Insurance Billing Coordinator. Since November, she has been doing an excellent job with these duties.

After detailed discussions with Human Resources, we agreed that we need additional resources to coordinate all leave related activities including Family Medical Leave and Worker’s Compensation along with ADA related questions. Currently, much of this work is being tracked and coordinated on the Department level. We feel very strongly that it is in the County’s and our employee’s best interest for this to be centralized within the Benefit’s office.

In addition, I have been coordinating the worker’s compensation medical treatment since November and these duties will be included in this new position.

We are recommending that the following changes be made to the staffing in the Financial Services Department.

1. That the Insurance Billing Coordinator position be increased from a MCF 3 to a MCF 5 due to the added responsibilities transferred to this position.

2. That the Benefits and Insurance Administrator (MCF 8) position be eliminated

3. That a new position, Benefits/Leave Analyst (MCF 7) be added

Both of these positions are paid for from the Employee Benefit Fund and the Worker’s Compensation Fund so the cost can be spread to all Funds and Departments. Attached is a cost calculation for the change. Since the position has been vacant for part of the year, the first year savings is $39,650 and the 2014 savings is $12,492. The long term cost for making the change is only $1,124.

Attached is a resolution authorizing this change. If you have any questions or wish to discuss, please let me know.
TO: Jill Rhode, Director of Financial Services
FROM: Beth Bliesener, Human Resources Analyst
DATE: 3/19/2013
RE: Support of Reorganization

Regarding your upcoming reorganization, HR can confirm the following information:

1. A Benefits and Insurance Administrator position number 201003 is compensated at a MCF 8 salary grade ($49,404-$59,301.)
2. Recently the Benefits and Insurance Administrator position number 201003 became vacant.
3. Since becoming vacant part of the work started to be absorbed by the Insurance Billing Coordinator.
4. As a result of the work being absorbed the Insurance Billing Coordinator has been re-classified.
5. An Insurance Billing Coordinator position number 201008 has been newly classified to be compensated at a MCF 5 salary grade (38,710-$46,467).
6. The Benefits and Insurance Administrator position number 201003 is being converted to a newly created position titled Benefits / Leave Analyst.
7. A Benefits / Leave Analyst shall be compensated at a MCF 7 salary grade ($45,144-$54,190)

Please use this memo as acknowledgement of Human Resources’ participation and analysis of your reorganization proposal. You are now ready to complete the final step in the reorganization process: contact Budgeting, write a memo of explanation and prepare a resolution.

If I can be of further assistance, please email or call me (887-4375).
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<td>146,821</td>
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INGHAM COUNTY
JOB DESCRIPTION

INSURANCE BILLING COORDINATOR

General Summary:
Under the supervision of the Financial Services Director, maintains employee’s health insurance benefits records with the health care provider and within the County’s payroll system monitors and tracks claims and follows-up on insurance claims that are questioned. With access to confidential Human Resources and Labor Relations material; conducts new employee orientations and the open enrollment process and explains insurance plans and benefits to employees. Responds to inquiries related to insurance coverage of employees and retirees and assists them in the processing of claims.

Essential Functions:

1. Processes additions and deletions to employee insurance programs and ensures that accurate records are kept on the County’s payroll system and with insurance provider.

2. Responds to questions of employees and retirees regarding insurance coverage. Interprets the billing of health care providers and explains coverage issues, reimbursement procedures and related insurance issues. When requested by the employee or retiree, contacts health care providers to obtain service and billing information and resolves related questions.

3. Researches unpaid claims that are questioned. Reviews provisions of the insurance plan and follow-ups with the plan administrator or carrier.

4. Processes Personnel Action Requests on employee status changes and enters the information into the payroll system and notifies the insurance provider. Maintains the payroll data base for health waivers and maintains all corrections to the employee’s fringe benefit deductions.

5. Conducts orientation session with all new employees to explain and enroll them in the County benefit programs.

6. Processes retirement or termination letters to those employees severing employment with the County and maintains such records. Explains health insurance continuation under COBRA to County employees and maintains the COBRA data base.

7. Coordinates the annual employee and retiree open enrollment process. With the assistance of the Director of Financial Service, designs the enrollment packets, conducts enrollment meetings, collects and processes enrollment forms and makes all needed adjustments to the County’s payroll system.

8. Takes, transcribes and distributes the joint/labor management Health Coalition Committee’s meeting minutes.

9. Forwards all medical bills and reports to the County’s worker’s compensation third party administrator. Maintains the injury data base in the County’s payroll system.

10. Processes liability claims with the County property and liability insurance provider.
11. Maintains the voluntary life insurance data base and process all life insurance claims.

12. Explains and assist all employees with disability issues including filing claims with the County’s disability insurance carrier.

Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: This position requires a minimum of a high school graduation or equivalent and 1 year specialized college training. A preference is given for training in insurance or related area.

Experience: Two years of experience in a medical or insurance setting providing familiarity with medical terminology and claims processing with some data processing experience.

Other Requirements:
(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:
- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Occasionally, travel to other sites is required and exposure to unusual elements such as inclement weather, smoke, unpleasant odors, loud noises and extreme temperatures rises.

MCF 05
January 2013
INGHAM COUNTY
JOB DESCRIPTION

BENEFITS / LEAVE ANALYST

General Summary:
Under the supervision of the Finance Services Director in conjunction with the Human Resources Director, serves as the Worker’s Compensation and FMLA Coordinator and assists the ADA Coordinator. Responsible for all claims related to Worker’s Compensation and the Family Medical Leave Act (FMLA) policy. Will assist the ADA Coordinator to ensure compliance with the American with Disabilities Act (ADA). Work will often involve handling private/confidential information. Provides information and general guidance regarding local, state and federal laws and County policy.

Essential Functions:


14. Receives reports and maintains files for work related injuries.

15. Serves as the FMLA coordinator. Will administer FMLA paperwork, review the documentation, determines employee eligibility, make recommendations to approve or deny request, compliance with Federal Regulations.

16. Responsible for keeping all confidential FMLA records. Works with the Supervisor or Department Head tracking employees FMLA time used.

17. Assists the ADA Coordinator to ensure appropriate processes are in place to provide prompt resolutions of complaints and inquiries from County employees, as well as the public regarding compliance with the American with Disabilities Act (ADA). Investigates, gathers information, conducts interviews, coordinates ergonomic assessments and prepares an analysis for the ADA Coordinator.

18. Fields employee ergonomic concerns, evaluates solutions makes recommendation, possible with the consultation from third party ergonomic specialist.

19. Maintains data on all worker’s compensation, FMLA, disability and accommodations and the resolutions of each, evaluates data and may generate compiled reports from data collected.

20. Develops and facilitates training sessions as requested by Department Managers in regards to FMLA and ADA.

21.Explains and assist all employees with leave procedures in accordance with County policies and collective bargaining agreements.

22. Acts as the HIPAA Privacy Official. Establishes privacy policies in compliance with HIPAA and trains staff. Implements complaint process and establishes systems to monitor regulatory compliance.
23. Assists the Human Resources Specialist with arranging safety training activities, facilitating inspections and ensuring MIOSHA compliance. Helps assist with monitoring and maintaining required records, postings and other OSHA/MIOSHA requirements.

24. Provides information and general guidance regarding local, state and federal laws. Examples include FMLA, ADA, FLSA, EEO, HIPAA, Worker’s Compensation, OSHA and MIOSHA.

Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A Bachelor’s Degree in Business Administration, Human Resources, Risk Management, Public Administration or a related field is required.

Experience: A minimum of 2 years experience in FMLA, Worker’s Compensation/Safety and handling ADA requests is required.

Other Requirements:
Demonstrate proficiency in Microsoft Word and Excel.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:
- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Occasionally, travel to other sites is required and exposure to unusual elements such as inclement weather, smoke, unpleasant odors, loud noises and extreme temperatures rises.

MCF 7
March 18, 2013
Agenda Item 6b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE REORGANIZATION WITHIN THE
FINANCIAL SERVICES BENEFITS DIVISION

WHEREAS, the Financial Services Department would like to reorganize its Benefit’s Division to provide more resources to Worker’s Compensation and other leave related activities

WHEREAS, the Financial Services Department has had a vacancy in a position within the benefit division since November 2012; and

WHEREAS, the Human Resources Department has drafted new job descriptions to more accurately reflect the duties and responsibilities of the new Benefits/Leave Analyst and the existing Insurance Billing Coordinator; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners grants authorization to implement the Financial Service’s departmental reorganization as follows:

- Position 201003 Benefits and Insurance Administrator (MCF 8) be eliminated
- Position 201008 Insurance Billing Coordination (MCF 3) be changed to (MCF 5)
- A new position titled Benefits/Leave Analyst (MCF 7) be established

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

TO: County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: March 21, 2013
SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH FOSTER SPECIALTY FLOORS TO REMOVE AND REPLACE THE EXISTING FLOORING IN THE RHINO BARN AT POTTER PARK ZOO

The resolution before you authorizes entering into a proprietary flooring contract with Foster Specialty Floors to remove and replace the existing flooring in the Rhino Barn at Potter Park Zoo.

The synthetic flooring product that will be used is unique to Foster Specialty Floors and has been used in several Michigan State University large animal housing facilities with great success.

The Purchasing Department did not solicit bids for this project as the product is only available through this local vendor, and comes highly recommended by Michigan State University.

The funds for this project are available in the Potter Park Zoo Millage # 258-69900-977000-12107.

I recommend approval of this resolution.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH FOSTER SPECIALTY FLOORS TO REMOVE AND REPLACE THE EXISTING FLOORING IN THE RHINO BARN AT POTTER PARK ZOO

WHEREAS, the flooring is failing and in need of replacement; and

WHEREAS, the synthetic flooring product that will be used is unique to Foster Specialty Floors and has been used in several Michigan State University large animal housing facilities with great success; and

WHEREAS, the Purchasing Department did not solicit bids for this project as the product is only available through this local vendor, and comes highly recommended by Michigan State University; and

WHEREAS, both the Purchasing and Facilities Departments recommend awarding a proprietary flooring contract to Foster Specialty Floors; and

WHEREAS, funds for this project are available in the Potter Park Zoo Millage # 258-69900-977000-12107.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorize entering into a proprietary flooring contract with Foster Specialty Floors 30681 Wixom Road PO Box 930382 Wixom, Michigan 48393 for the removal and replacement of the flooring in the Rhino Barn for a not to exceed cost of $24,000.00.

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.
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, as of June 1, 2012, the Ingham County Road Commission becomes the Ingham County Department of Transportation and Roads per Resolution #12-123; and

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 March 21, 2013 as submitted.
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<th>R/W PERMIT#</th>
<th>R/W APPLICANT /CONTRACTOR</th>
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<td>CABLE / UG</td>
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<td>TEMP CONSTRUCTION DRIVE</td>
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<td>ALAIEDON</td>
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<td>ACD.NET</td>
<td>CABLE / UG</td>
<td>FIVE OAKS DR BET DUNKEL RD AND LEGACY PKWY</td>
<td>DELHI</td>
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<td>ACD.NET</td>
<td>CABLE / UG</td>
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<td>KINNEVILLE ROAD</td>
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<td>HITCHCOCK BROTHERS</td>
<td>TREE REMOVAL</td>
<td>THATCATER RD AND GRAND RIVER</td>
<td>WILLIAMSTOWN</td>
<td>28 &amp; 33</td>
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<td>2013-085</td>
<td>SIMON BROTHERS</td>
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<td>VARIOUS</td>
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PERMIT SUPERVISOR: ______________________________ MANAGING DIRECTOR: ______________________________
MEMORANDUM

To: County Services Committee
   Finance Committee

From: Robert Peterson, Director of Engineering
      Department of Transportation & Roads

Date: March 19, 2013

Subject: 2013 Pavement Marking Contracts

This memo contains a recommendation for the Board of Commissioners to accept the unit price bid results for the Road Department’s annual Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program.

The Ingham County Purchasing Department solicits unit prices annually for a vast array of contractor applied pavement markings. We use the bid unit prices and an estimated quantity of pavement markings to determine and recommend contractor(s). Once under contract, the contractor(s) apply waterborne pavement marking paint to refresh the yellow and white longitudinal lines that define road laneage and white rolled plastic material, such as arrows, stop bars and school symbols to further direct motorists. When finished, the contractor is paid for the quantity of work actually performed using the unit prices contained in their bid.

The Purchasing Department advertised and received three bids for each of the pavement marking items – Waterborne Pavement Markings and Cold Plastic Common Text & Symbols. This year’s recommended bidder for Waterborne Pavement Markings is M&M Pavement Markings, Inc., Grand Blanc, Michigan. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled $402,000.00. Their unit prices and total costs are in-line with those received last year and fit within the 2013 Road Department budget.

This year’s recommended bidder for Cold Plastic Common Text & Symbols is P.K Contracting, Inc., Troy, Michigan. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled $47,812.60. Their unit prices and total costs are in-line with those received last year and fit within the 2013 Road Department budget.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the unit price bid results for Waterborne Pavement Markings from M&M Pavement Markings, Inc., Grand Blanc, Michigan and Cold Plastic Common Text & Symbols from P.K Contracting, Inc., Troy, Michigan.
MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 21, 2013
SUBJECT: Proposal Summary for the 2013 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program for the Ingham County Department of Transportation & Roads

Project Description:
Proposals were sought from experienced contractors for the purpose of entering into a contract to provide pavement markings for the 2013 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program. The contractor will be responsible for providing all necessary machinery, tools, labor, apparatus and other means of construction, do all work and furnish all the materials.

Proposal Summary:
Vendors contacted: 4  Local: 0
Vendors responding: 3  Local: 0

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<tr>
<th>Company</th>
<th>Waterborn Pavement Marking - Longitudinal Lines</th>
<th>Cold Plastic Pavement Marking - Common Text &amp; Symbols</th>
<th>Local</th>
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<tr>
<td>M&amp;M Pavement Markings Inc</td>
<td>$402,000.00</td>
<td>$63,438.00</td>
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<td>P.K. Contracting</td>
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<td>$47,812.60</td>
<td>No, Troy</td>
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<td>R.S. Contracting Inc</td>
<td>$503,750.00</td>
<td>$49,113.00</td>
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Recommendation:
It is the recommendation of the Evaluation Committee to award one contract to M&M Pavement Marking, Inc. at unit prices quoted in its March 8, 2013 response to RFP #35-13 – Waterborne Pavement Markings; and one contract to P.K Contracting, Inc. at unit prices quoted in its March 18, 2013 response to RFP #35-13 – Cold Plastic Common Text & Symbols.

Advertisement:
The RFP was advertised in the City Pulse, El Central and posted on the Purchasing Department Web Page.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONSTRUCTION CONTRACTS
FOR WATERBORNE PAVEMENT MARKINGS TO M&M PAVEMENT MARKINGS, INC., GRAND BLANC, MICHIGAN AND COLD PLASTIC COMMON TEXT & SYMBOLS FROM P.K CONTRACTING, INC., TROY, MICHIGAN

WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for a vast array of contractor applied pavement markings, on behalf of the Road Department; and

WHEREAS, the Road Department uses the bid unit prices and a estimated quantity to determine and recommend a contractor to perform the work; and

WHEREAS, the bid unit prices and total estimated cost are accounted for in the Road Department’s 2013 road maintenance budget; and

WHEREAS, the Director of Purchasing and the Road Department, Director of Engineering recommend that the Board of Commissioners accept the unit price bid results for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols and authorize contracts with the responsive low bidders.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with M&M Pavement Marking, Inc., Grand Blanc, Michigan, at unit prices quoted in its March 18, 2013 response to Ingham County’s Request for Proposals #35-13 – Waterborne Pavement Markings.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with P.K Contracting, Inc., Troy, Michigan, at unit prices quoted in its March 18, 2013 response to Ingham County’s Request for Proposals #35-13 – Cold Plastic Common Text & Symbols.

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.
MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 21, 2013
SUBJECT: Proposal Summary for one Spray Injection Patch Unit for the Department of Transportation and Roads

Project Description:
Proposals were sought for one Spray Injection Patch Unit to clear debris, inject coated aggregate, and transport and heat asphalt emulsion materials necessary for the injection patching of streets and highway.

Proposal Summary:
Vendors contacted: 5  Local: 2
Vendors responding: 5  Local: 2

<table>
<thead>
<tr>
<th>Company</th>
<th>New Model</th>
<th>New Model Cost</th>
<th>Demo Model</th>
<th>Demo Model Cost</th>
<th>Demo Model Hours</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Cat</td>
<td>Rosco RA2000</td>
<td>$65,000.00</td>
<td>Rosco RA2000</td>
<td>$50,275.00</td>
<td>597</td>
<td>Y - Mason</td>
</tr>
<tr>
<td>Alta Equipment</td>
<td>DuraCo Durapatcher 125DJT</td>
<td>$57,673.00</td>
<td>2012 DuraCo Durapatcher 125DJT</td>
<td>$52,403.00</td>
<td>89</td>
<td>N - Wixom</td>
</tr>
<tr>
<td>Equipment Marketing</td>
<td>Total Patcher Vortex</td>
<td>$68,200.00</td>
<td>Total Patcher Vortex</td>
<td>$67,200.00</td>
<td>100</td>
<td>N - Cloverdale</td>
</tr>
<tr>
<td>National Highway Maintenance System</td>
<td>Craftco Magnum</td>
<td>$52,999.50</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N - Akron</td>
</tr>
<tr>
<td>Southeastern Equipment</td>
<td>Schwarze SP550</td>
<td>$54,314.50</td>
<td>Schwarze Road Patcher Truck Unit</td>
<td>$95,000.00</td>
<td>615</td>
<td>Y - Holt</td>
</tr>
</tbody>
</table>

Recommendation:
It is the recommendation of the Evaluation Committee to issue a purchase order to Alta Equipment in the amount of $52,403.00 for the (Demo Model) 2012 DuraCo Durapatcher 125DJT.

Advertisement:
The RFP was posted on the Department of Transportation and Roads Web Page.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF ONE SPRAY-PATCHER UNIT FOR THE DEPARTMENT OF TRANSPORTATION & ROADS

WHEREAS, the Department of Transportation and Roads needs to purchase one additional spray-patch unit for additional road maintenance capacity; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in capital road equipment expenditures funds for this purchase as it is also included in the 2012 road equipment plan; and

WHEREAS, bids for spray patch units were solicited per Bid Packet 42-13 and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase a 2012 DuraCo Durapatcher model 125DJT demonstrator spray patching unit having 89 hours of demonstration use from Alta Equipment of Wixom, Michigan at a cost of $52,403.00.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of a 2012 DuraCo Durapatcher model 125DJT demonstrator spray patching unit having 89 hours of demonstration use from Alta Equipment of Wixom, Michigan at a cost of $52,403.00.

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.
TO:   County Service and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE:  March 21, 2013
SUBJECT:  Proposal Summary for an Aerial Lift on Truck Chassis for the Ingham County Department of Transportation and Roads

**Project Description:**
Proposals were sought for one new Aerial Lift on Truck Chassis for the Department of Transportation and Roads. This will be a one-time order with delivery (F.O.B. destination) required to the Department of Transportation and Roads.

**Proposal Summary:**
Vendors contacted: 14  Local: 3  
Vendors responding: 5  Local: 2

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Truck Model</th>
<th>Aerial Lift Model</th>
<th>Trade-In Option</th>
<th>Total Cost for one New Unit Delivered</th>
<th>Total Cost for one New Unit Delivered Less Trade-In</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jorgensen Ford Sales Inc.</td>
<td>2013 Ford F-750: Cummins 6.7 ISB 200 horsepower</td>
<td>Versalift Model VST-6000I</td>
<td>$3,500</td>
<td>$140,000</td>
<td>$136,500</td>
<td>No – Detroit</td>
</tr>
<tr>
<td>D&amp;K Truck Company</td>
<td>2014 Freightliner M2 106: Cummins 6.7 ISB 200 horsepower</td>
<td>Versalift Model VST-6000I</td>
<td>$3,500</td>
<td>$146,727</td>
<td>$143,227</td>
<td>Yes – Lansing</td>
</tr>
<tr>
<td>LaFontaine Ford of Lansing</td>
<td>2013 Ford F-750: Cummins 6.7 ISB 200 horsepower</td>
<td>Versalift Model VST-6000I</td>
<td>$1,000</td>
<td>$146,584.20</td>
<td>$145,584.20</td>
<td>Yes – Lansing</td>
</tr>
<tr>
<td>Dueco Inc.</td>
<td>2013 Ford F-750: Cummins 6.7 ISB 200 horsepower</td>
<td>Terex TL-Series</td>
<td>$0</td>
<td>$149,885</td>
<td>$149,885</td>
<td>No – Waukesha, WI</td>
</tr>
<tr>
<td>Altec Industries Inc.</td>
<td>2014 Freightliner M2 106: Cummins 6.7 ISB 200 horsepower</td>
<td>Altec</td>
<td>$1,000</td>
<td>$154,945</td>
<td>$153,945</td>
<td>No – Indianapolis, IN</td>
</tr>
<tr>
<td>Altec Industries Inc.</td>
<td>2014: Maxxforce DT 215 horsepower</td>
<td>Altec</td>
<td>$1,000</td>
<td>$161,269</td>
<td>$160,269</td>
<td>No – Indianapolis, IN</td>
</tr>
</tbody>
</table>
**Recommendation:**
It is the recommendation of the Evaluation Committee to issue a purchase order to Jorgensen Ford Sales Inc. in amount of $136,500.00 (total new unit cost $140,000.00 minus our trade – in $3,500.00, a 1991 Ford 700 5 CYD self-loading dump-truck having 110,500 miles and no longer used by the Road Department) for the 2013 Ford F-750 Truck with the Versalift VST-6001.

**Advertisement:**
The RFP was advertised in the 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 AUTHORIZING THE PURCHASE OF ONE AERIAL LIFT ON TRUCK CHASIS FOR THE DEPARTMENT OF TRANSPORTATION & ROADS

WHEREAS, the Department of Transportation and Roads needs to purchase one additional aerial personnel lift truck for additional tree maintenance capacity; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in capital road equipment expenditures funds for this purchase as it is also included in the 2013 road equipment plan; and

WHEREAS, bids for aerial personnel lift trucks were solicited per Bid Packet 29-13 and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase a new 2013 Ford F-750 truck chassis with Cummins 6.7 ISB 200 horsepower engine and an attached Versalift Model VST-6000I personnel lift from Jorgensen Ford Sales Inc. of Detroit, Michigan at a cost of $136,500, net of $3,500 trade in value offered by Jorgenson Ford for a 1991 Ford F-700 5 CYD self-loading dump-truck having 110,500 miles and no longer used by the Road Department.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of a new 2013 Ford F-750 truck chassis with Cummins 6.7 ISB 200 horsepower engine and an attached Versalift Model VST-6000I personnel lift from Jorgensen Ford Sales Inc. of Detroit, Michigan at a cost of $136,500, net of $3,500 trade in value offered by Jorgenson Ford for a 1991 Ford F-700 5 CYD self-loading dump-truck having 110,500 miles and no longer used by the Road Department.

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.
MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 21, 2013
SUBJECT: Proposal Summary for One Used Self-Propelled Asphalt Paver

Project Description:
Proposals were sought for one used Self-Propelled Asphalt Paver for the Department of Transportation and Roads.

Proposal Summary:
Vendors contacted: 8  Local: 3
Vendors responding: 2  Local: 1

<table>
<thead>
<tr>
<th>Company</th>
<th>Yr./Make/Model</th>
<th>Hours on Unit</th>
<th>Total Cost</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Cat</td>
<td>2007 Bomag, #815</td>
<td>1,673</td>
<td>$25,500</td>
<td>Y – Mason</td>
</tr>
<tr>
<td>Alta Equipment</td>
<td>2008 John Deere, #4239</td>
<td>827</td>
<td>$66,500</td>
<td>N – Byron Center</td>
</tr>
</tbody>
</table>

Recommendation:
It is the recommendation of the Evaluation Committee to issue a purchase order to Michigan Tractor & Machinery Co. DBA: Michigan Cat in the amount of $25,500 for the 2007 Bomag #815 used asphalt paver.

Advertisement:
The RFP was advertised in the City Pulse, The New Citizens Press and posted on the Purchasing Department Web Page.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF
ONE COMPACT SELF-PROPELLED ASPHALT PAVER
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS

WHEREAS, the Department of Transportation and Roads needs to replace its existing compact asphalt paver used for small area road maintenance paving, which has aged and obsolesced past the point of efficient productivity, but which will be kept as a back-up unit; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in capital road equipment expenditures funds for this purchase as it is also included in the 2013 road equipment replacement plan; and

WHEREAS, bids for replacement, compact, self-propelled asphalt pavers were solicited per Bid Packet 25-13 and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase a used model year 2007 Bomag model 815 self-propelled compact asphalt paver having 1673 hours of usage from Michigan Cat, Mason, Michigan at a cost of $25,500.00; and

WHEREAS, Road Department staff has inspected the recommended unit, and finds that it will provide most if not all of the service life and functionality of new unit, which would cost approximately 8 times as much as the recommended unit.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of one used model year 2007 Bomag model 815 self-propelled compact asphalt paver having 1673 hours of usage from Michigan Cat, Mason, Michigan at a cost of $25,500.00.

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.
INHERALND COUNTY BOARD OF COMMISSIONERS

RESOLUTION IN HONOR OF THE 2013 STATE ARBOR DAY CELEBRATION

WHEREAS, Arbor Day was first celebrated in 1872 to promote conservation efforts and has become a cherished and respected tradition in Michigan; and

WHEREAS, Arbor Day is a time to celebrate trees and their importance in our lives and represents an opportunity to emphasize that tree planting is an important personal demonstration of stewardship; and

WHEREAS, Arbor Day helps remind Ingham County residents that healthy natural resources are vital and that each of us can play a role in ensuring the quality of life in our community; and

WHEREAS, the Board of Commissioners wish to recognize the outstanding efforts of all involved with the success of Arbor Day including the Michigan Arbor Day Alliance, Michigan Forestry and Park Association, the Michigan Department of Natural Resources Forest, Mineral and Fire Management Division, City of Lansing’s Parks & Recreation and Forestry Division, and Ingham County Parks Department; and

WHEREAS, the 2013 State Arbor Day Celebration will take place Friday, April 26, 2013 at 11:30 am at Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby endorses Arbor Day and extends their congratulations and best wishes to all of those involved in the 2013 State Arbor Day Celebration.
RESOLUTION NAMING SARA GRIFFON AS A 2013 RECIPIENT OF THE LUCILE E. BELEN EVERYDAY HEROINE AWARD

WHEREAS, Sara Griffon is known for her volunteer activities with Lunch with a Purpose, whose mission is to uplift communities through contributions of personal time, effort, and talents helping local charities and non-profit organizations; and

WHEREAS, Sara is a “Poster Woman” in the campaign for changing the world one hour at a time by simply giving one’s lunch hour to the Greater Good; and

WHEREAS, Lunch with a Purpose started as an idea and became a reality with volunteers working each week for a different community organization whether it's cooking food, distributing a neighborhood newsletter house by house, planting flowers at Riddle Elementary School, making and writing cards to military men and women serving overseas, preparing neighborhood gardens, fundraising for Nyaka AIDS Foundation, or folding bed sheets; and

WHEREAS, Sara is representative of the many volunteers in the Greater Lansing Area, each week Lunch with a Purpose continues to grow and welcomes all to share their time and talents bettering our community; and

WHEREAS, Sara 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 Lunch with a Purpose and its accomplishments; and

WHEREAS, Sara Griffon is deep and tenacious in her service to others, she works quietly, always with the aim of somehow making life better; and

WHEREAS, Sara has been described as a treasure to Lunch with a Purpose 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 Ingham County Women’s Commission in naming Sara Griffon as a 2013 recipient of the Lucile E. Belen Everyday Heroine Award in recognition of her contributions to individuals, families, and community outreach.

BE IT FURTHER RESOLVED, that the Board wishes Sara continued success in all of her future endeavors.
WHEREAS, Sara Griffon is known for her volunteer activities with Lunch with a Purpose, whose mission is to uplift communities through contributions of personal time, effort, and talents helping local charities & non-profit organizations

WHEREAS, Sara is a “Poster Woman” in the campaign for changing the world one hour at a time—by simply giving one’s lunch hour to the Greater Good

WHEREAS, Lunch with a Purpose started as an idea and became a reality with volunteers working each week for a different community organization—whether it's cooking food, distributing a neighborhood newsletter house by house, planting flowers at Riddle Elementary School, making and writing cards to military men and women serving overseas, preparing neighborhood gardens, fundraising for Nyaka AIDS Foundation, or folding bed sheets

WHEREAS, Sara is representative of the many volunteers in the Greater Lansing Area, each week Lunch with a Purpose continues to grow and welcomes all to share their time and talents bettering our community

WHEREAS, Sara 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 Lunch with a Purpose and its accomplishments

WHEREAS, Sara Griffon is deep and tenacious in her service to others. She works quietly, always with the aim of somehow making life better. Sara has been described as a treasure to Lunch with a Purpose and to the wide circle of people to whom she is connected.

THEREFORE BE IT RESOLVED, that the Ingham County Women’s Commission name Sara Griffon as a 2013 recipient of the Lucile E. Belen Everyday Heroine Award in recognition of her contributions to individuals, families, and community outreach.