

CHAIRPERSON  
DEB NOLAN

VICE-CHAIRPERSON  
REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
DEBBIE DE LEON, CHAIR  
CAROL KOENIG  
VICTOR CELENTINO  
DIANNE HOLMAN  
DEB NOLAN  
PENELOPE TSERNOGLOU  
RANDY MAIVILLE

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JULY 16, 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 [June 18, 2013](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer - CDBG Status Update
2. Register of Deeds - Resolution to Contract with [Legal Services](#) of South Central Michigan to take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer
3. Drain Commissioner - Resolution Pledging Full Faith and Credit to [Maple Shade Drain](#) Drainage District 2013 Bonds or Notes
4. Farmland and Open Space Preservation Board
  - a. Resolution Authorizing [Contracts](#) with Appraisal, Survey, Engineering, Ecological, and Title Company Contractors for the Ingham County Farmland and Open Space Preservation Program
  - b. Resolution Amending Resolution #12-382 to Adjust the Purchase Price of the Kirk Mehlhaff and Wendy Villareal [Easement](#) Acquisition
  - c. Resolution Authorizing a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct [Mapping Services](#) for the Farmland and Open Space Preservation Board
5. Fair Office
  - a. Resolution to Accept \$2,485 in RAP Grant Funds from the Michigan Municipal Risk Management Authority for Reimbursement for the [Flooring](#) System Upgrade in the Ingham County Fairground Main Arena Bathrooms
  - b. Resolution Authorizing [Position Status Change](#) for the Part-Time Lead Maintenance Employee to Full-Time Lead Maintenance Employee at the Ingham County Fairgrounds
6. Human Resources - Resolution to Authorize the Temporary Assignment and Salary for the [Interim Chief Executive Officer](#), Community Health Centers and the Execution of the Related Agreement

7. Facilities
  - a. Resolution Authorizing Entering into a Contract with [Allied Mechanical Services](#) for the Installation of an Air Conditioning Unit at the Sexton High School Health Clinic
  - b. Resolution Authorizing a Two Year Service Warranty Renewal with [Astrophysics](#) for the Maintenance of the X-Ray Screening Machine at the Ingham County Family Center
  - c. Resolution Authorizing the Renewal of the Service Agreement with [Smiths](#) Detection for the Maintenance of the Two X-Ray Screening Machines at the Grady Porter Building and Veterans Memorial Courthouse
  - d. Resolution Awarding a Contract to [PM Technologies](#) to Provide Generator Services for Various Backup Generators throughout Ingham County
  - e. Resolution Authorizing Entering into a Contract with [John E. Green](#) Company for the Replacement of the Cooling Tower at the Ingham County Jail
  
8. Department of Transportation & Roads
  - a. Resolution to [Rename](#) the Ingham County Department of Transportation and Roads to the Ingham County Road Department
  - b. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Department of Transportation and Roads
  - c. Resolution to Execute Waterborne Centerline [Pavement Marking](#) Agreements with Aurelius Township, Locke Township, Onondaga Township, Stockbridge Township, and Williamstown Township
  - d. Resolution to Approve a Cost Agreement for [Traffic Signal](#) Control with the Michigan Department of Transportation
  - e. Resolution to Authorize Approval of the Preliminary Plat of [Whitehills Lakes](#) South No. 2
  - f. Resolution Authorizing an Agreement with Michigan State University for Michigan Department of Natural Resources Grant Funded Use of Crumb Rubber Modified [Asphalt Paving Mixture](#)
  - g. Resolution Authorizing an Agreement for Adding Branches to the [Hannah Farms](#) County Drain Pursuant to Sections 425 and 433 of Act No. 40 of the Public Acts of 1956, as Amended for the Department of Transportation & Roads
  
9. Controller's Office - Resolution Authorizing [Adjustments](#) to the 2013 Ingham County Budget
  
10. Board of Commissioners - Resolution Calling for the [Legislature](#) to Support Same-Sex Marriage in Michigan

Announcements  
Public Comment  
Adjournment

**PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES  
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DISRUPTION DURING THE MEETING**

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

## COUNTY SERVICES COMMITTEE

June 18, 2013

### Minutes

Members Present: Debbie De Leon, Carol Koenig, Victor Celentino, Dianne Holman, Deb Nolan, Penelope Tsernoglou, and Randy Maiville

Members Absent: None

Others Present: Becky Bennett, Kara Hope, Jared Cypher, Chuck Gray, Travis Parsons, Michelle Rutkowski, Eric Schertzing, Bill Conklin, Sandy Gower, Rick Terrill, Jim Hudgins, Jill Rhode, Michael Ashton, Sandra Dargatz and Debbie Miller.

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

#### Approval of the June 4, 2013 Minutes

The June 4, 2013 Minutes were approved as submitted.

#### Additions to the Agenda

1. Additional Information – Treasurer – Letter dated June 14, 2013 regarding Limited Tax Pledge
2. Additional Information - Department of Transportation and Roads correspondence dated June 14, 2013 regarding Cost Histories for Road Department Propane and Dust Control
- 2f. Substitute - Resolution to Approve Local Road Agreement with Leslie Township for the Ingham County Department of Transportation and Roads
- 2g. Substitute - Resolution to Approve Local Road Agreement with Williamstown Township for the Ingham County Department of Transportation and Roads
- 2j. Substitute - Resolution to Approve Local Road Agreement with Alaiedon Township for the Ingham County Department of Transportation and Roads
- 2q. Late - Resolution to Approve Local Road Agreement with Wheatfield Township for the Ingham County Department of Transportation and Roads (Resolution to be Distributed at Meeting)
- 2r. Late - Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Department of Transportation and Roads (Resolution to be Distributed at Meeting)

- 2s. Late - Resolution to Approve Local Road Agreement with Aurelius Township for the Ingham County Department of Transportation and Roads (Resolution to be Distributed at Meeting)
- 5a. Additional Information – Resolution Approving a Letter of Understanding with the UAW Local 2256 - Technical, Office, Para-Professional and Service Employees
- 5b. Substitute - Resolution Authorizing a Re-Organization in the Facilities Department
- 6. Additional Information - Fair Office - Discussion: Fairgrounds Update: Brochure, Activity Review and 2013 Premium Book
- 9. Pulled - Farmland and Open Space Preservation Board - Resolution Authorizing a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland and Open Space Preservation Board

Limited Public Comment

None.

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

- 1. Treasurer - Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2007A Note and Series 2009A Note
- 2. Department of Transportation and Roads
  - a. Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads
  - b. Resolution Authorizing the Purchase of Three Propane Tanks & One Year of Propane Service for the Department of Transportation & Roads
  - c. Resolution Authorizing the Extension of a Contract for Gravel Road Dust Control Service for the Department of Transportation & Roads
  - d. Resolution to Approve Local Road Agreement with Stockbridge Township for the Ingham County Department of Transportation and Roads
  - e. Resolution to Approve Local Road Agreement with Bunker Hill Township for the Ingham County Department of Transportation and Roads
  - f. Resolution to Approve Local Road Agreement with Leslie Township for the Ingham County Department of Transportation and Roads
  - g. Resolution to Approve Local Road Agreement with Williamstown Township for the Ingham County Department of Transportation and Roads
  - h. Resolution to Approve Local Road Agreement with Ingham Township for the Ingham County Department of Transportation and Roads
  - i. Resolution to Approve Local Road Agreement with Leroy Township for the Ingham County Department of Transportation and Roads

- j. Resolution to Approve Local Road Agreement with Alaieton Township for the Ingham County Department of Transportation And Roads
  - k. Resolution to Approve Local Road Agreement with Lansing Township for the Ingham County Department of Transportation and Roads
  - l. Resolution to Approve Waterborne Pavement Marking Agreement with City of Williamston for the Ingham County Department of Transportation and Roads
  - m. Resolution to Approve Waterborne Pavement Marking Agreement with City of Leslie for the Ingham County Department of Transportation and Roads
  - n. Resolution to Approve Waterborne Pavement Marking Agreement with City of Mason for the Ingham County Department of Transportation and Roads
  - o. Resolution to Approve Waterborne Pavement Marking Agreement with Stockbridge Township for the Ingham County Department of Transportation and Roads
  - p. Resolution to Approve Waterborne Pavement Marking Agreement with Village of Webberville for the Ingham County Department of Transportation and Roads
  - q. Resolution to Approve Local Road Agreement with Wheatfield Township for the Ingham County Department of Transportation and Roads (Resolution to be Distributed at Meeting)
  - r. Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Department of Transportation and Roads (Resolution to be Distributed at Meeting)
  - s. Resolution to Approve Local Road Agreement with Aurelius Township for the Ingham County Department of Transportation and Roads (Resolution to be Distributed at Meeting)
3. Economic Development - Resolution Approving the 2013-2016 Momentum Lansing Region Comprehensive Economic Development Strategy
  4. Facilities - Resolution Authorizing Entering into a Contract with Perfitt Excavating, Inc. for the Replacement of the Asphalt Parking Lot at the Human Services Building
  5. Human Resources
    - a. UAW Local 2256 - Technical, Office, Para-Professional and Service Employees Letter of Understanding – Parking Allowance
    - b. Resolution Authorizing a Re-Organization in the Facilities Department
  6. Fair Office
    - a. Resolution Authorizing Entering into a Contract with Straub Pettitt Yaste to Provide Architectural and Engineering Services for the Tension Fabric Horse Practice Arena at the Ingham County Fairgrounds
    - b. Resolution Authorizing Entering into a Contract with Superior Electric of Lansing, Inc. for Improvement of Fairground Camping Electrical Service
  7. Financial Services - Resolution to Authorize a Retiree Health Care Actuarial Study

8. Management Information Services
  - a. Resolution to Approve Entering into an Agreement with the FD Hayes Electric Company for Data and Voice Wiring Services
  - b. Resolution to Authorize Entering into Contract with Gravityworks Design + Development
  - c. Resolution to Approve the Renewal of the MUNIS Software Annual Support Agreement from Tyler Technologies

Comm. Maiville recognized the Department Directors for providing detailed information and doing good work.

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

6. Fair Office
  - c. Discussion: Fairgrounds Update

Ms. Dargatz provided additional information: Brochure, Activity Review and 2013 Premium Book

Ms. Dargatz informed the Committee she is continuing to engage young people and young families to the Fair. She stated that billboards for the Fair will be geared toward Facebook, Twitter and Pinterest because young people are mobile and use social media. She further stated that print, radio and television will also be used. She described an opportunity with Fox 47, The Morning Blend. She noted she continues to look for new ways to reach out and talk about the Fair along with the many events held during the year.

Ms. Dargatz described the condition of the Fair's buildings and explained there will be a focus on sustainable building practices. She explained that materials like poly-resin will be used for signage, vinyl for fascia and solar will be used to reduce heating and ventilation costs.

Ms. Dargatz announced some of the 2013 Fair Sponsorships and Donations. She described the annual coloring contest and Project RED (Rural Education Day). She noted that the Fair's gate attendant's t-shirts will be new this year.

Ms. Dargatz overviewed the capital improvements including: the Community Hall roofing project, campground upgrades, dance floor replacement, quartz flooring system in the main arena, bathroom and showers. Upcoming improvements include: a covered practice arena and the main arena heating project. She described the advantages of a covered practice arena including an increase in revenue.

Ms. Dargatz overviewed grants received, new partnerships and events. The Committee asked when the Extreme Canines Stunt Dog Show will be held. Ms. Dargatz stated September 21, 2013.

Chairperson De Leon thanked Ms. Dargatz for the report stating it is exactly what the Board of Commissioners wants to see and acknowledged there is so much potential for the Fair. Ms. Dargatz stated that she has drawn on the strengths of everyone involved.

Comm. Koenig asked for more information on the Covered Practice Arena. Ms. Dargatz described the design and engineering stating the money spent to date is for engineering. Comm. Koenig thanked Ms. Dargatz for reaching out and coordinating events with County Departments such as the Animal Control and Parks Departments. Comm. Koenig stated she would like to see more Departments do the same.

Chairperson De Leon asked that Ms. Dargatz email the Calendar of Events to the Commissioners. Ms. Dargatz agreed to do so and stated there can be a few emails a month. She noted that Mr. Cypher receives a bi-weekly email with Fair updates.

The Committee suggested that men should be encouraged to enter the Homemaker of the Year Contest.

10. Board Referral - Letter from Lansing Mayor Virg Bernero Regarding the City of Lansing Parks and Recreation Department's Intention Not to Renew the License Agreement Between the City of Lansing and Ingham County for the Kenneth A. Hope Soccer Complex Property

Comm. Nolan informed the Committee that a follow-up letter was sent to the Mayor as discussed in caucus that clarified the first letter.

Comm. Nolan expressed her concern that there is a misconception of the County's interest in the Hope Soccer Complex property and it did not need to be saved.

The Committee discussed the grant funding for development, ownership, lease terms, lease extension, mutual agreements, existing commitments and/or contracts along with the Parks Commission discussions and communications. The Committee expressed their concern that this is a regional facility that was developed with public grant funding and will be managed by a private entity. In addition, they expressed their concern of increased costs including parking.

The Committee agreed the County would be ready to take on the complex then discussed the impact to the budget and noting it would be minimal.

The Committee asked to be notified with the response to the second letter.

The Board Referral was received and placed on file.

Announcements

Comm. Nolan informed the Committee that the Ingham County Health Department 75<sup>th</sup> Anniversary event went well.

Comm. Maiville informed the Committee that the employees recognized that Comm. Nolan was in attendance for the entire event and that was received well.

Comm. Maiville thanked Comm. Nolan for bringing Ms. Schmidt to the Human Services Meeting stating it was a pleasure to meet her.

Public Comment

Chuck Gray, UAW, stated in regard to Agenda Item #5 he would like to thank the Board of Commissioners for thinking of the employees and Human Resources willingness to talk. He stated this will help offset other concessions that employees made.

Comm. De Leon reminded the Committee this is the last meeting before the summer schedule and the next meeting will be July 16, 2013. Comm. Holman stated there may be some Department of Transportation and Roads issues that will need to be addressed this summer.

The meeting adjourned at approximately 6:59 p.m.

Respectfully submitted,

Julie Buckmaster



# JULY 16, 2013 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

## ACTION ITEMS:

**The Assistant Deputy Controller is recommending approval of the following resolutions:**

2. Register of Deeds - Resolution to Contract with Legal Services of South Central Michigan to take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer

This resolution would renew the contract with Legal Aid of South Central Michigan to refer clients who have been affected by the foreclosure process. The contract will not exceed \$60,000 and will be taken from the Delinquent Tax Fund.

3. Drain Commissioner - Resolution Pledging Full Faith and Credit to Maple Shade Drain Drainage District 2013 Bonds or Notes

This resolution grants full faith and credit of the County for the Note or Bonds that will finance the Maple Shade Drain petition project.

4a. Farmland and Open Space Preservation Board - Resolution Authorizing Contracts with Appraisal, Survey, Engineering, Ecological, and Title Company Contractors for the Ingham County Farmland and Open Space Preservation Program

This resolution authorizes three-year contracts with various appraisal, survey, engineering, ecological and title company contractors. All contractors submitted proposals to the County Purchasing Department through the RFP Process, and were selected based on criteria established by the Purchasing and FOSP Director's. The Farmland and Open Space Board has allocated funds for these specific services in the 2013 budget.

4b. Farmland and Open Space Preservation Board - Resolution Amending Resolution #12-382 to Adjust the Purchase Price of the Kirk Mehlhaff and Wendy Villareal Easement Acquisition

This resolution allows the landowners to amend their donation commitment from \$6,000 to \$1,000. This amendment will change the easement purchase price from \$54,000 to \$59,000, a \$5,000 difference.

4c. Farmland and Open Space Preservation Board - Resolution Authorizing a Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland and Open Space Preservation Board

This resolution authorizes a three year contract with MSU RS&GIS, not to exceed \$20,000 for the purpose of data collection and preparation, geospatial modeling and the development of land use cover maps. The Farmland and Open Space Board has sufficient funds for these services in the budget.

5a. Fair Office - Resolution to Accept \$2,485 in RAP Grant Funds from the Michigan Municipal Risk Management Authority for Reimbursement for the Flooring System Upgrade in the Ingham County Fairground Main Arena Bathrooms

This resolution authorizes the acceptance of \$2,485 in RAP grant funding from the Michigan Municipal Risk Management Authority for 50% reimbursement for the quartz flooring system upgrade in the Ingham County Fairgrounds Main Arena bathrooms.

5b. Fair Office - Resolution Authorizing Position Status Change for Dan Burnham from Part-Time Lead Maintenance Employee to Full-Time Lead Maintenance Employee at the Ingham County Fairgrounds

This resolution authorizes the position status change for the part-time lead maintenance employee to full-time maintenance employee, effective August 1, 2013. This status change has a total budget impact for 2013 of \$24,764 and is included in the personnel costs for the 2014 proposed budget.

6. *Human Resources - Resolution to Authorize the Temporary Assignment and Salary for the Interim Chief Executive Officer, Community Health Centers and the Execution of the Related Agreement*

This resolution authorizes the additional duties and responsibilities for the primary management and operations of the Community Health Center to be temporarily assigned to the Chief Operating Officer Barb Mastin (Position No. 601382), effective April 29, 2013 through December 31, 2013. While Ms. Mastin is temporarily assigned to perform the additional responsibilities from April 29, 2013 through December 31, 2013, Ms. Mastin's annual salary level shall be adjusted to \$93,283; and upon Ms. Mastin's ceasing to be assigned such additional duties and responsibilities, but no later than December 31, 2013, her salary shall be returned to the Chief Operating Officer MCF Pay Grade 13, Step 5 level.

7a. *Facilities – Resolution Authorizing Entering into a Contract with Allied Mechanical Services for the Installation of an Air Conditioning Unit at the Sexton High School Health Clinic*

This resolution authorizes awarding a contract to Allied Mechanical Services for the installation of an air conditioning unit at the Sexton High School health clinic. Allied Mechanical Services, who submitted the lowest responsive and responsible bid of \$30,100 were chosen after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments. The Facilities Department would also like to ask for a \$900 contingency for any unseen conditions that may arise bringing the total to a not to exceed cost of \$31,000. The funds for this project are available in the 2013 budget.

7b. *Facilities – Resolution Authorizing a Two Year Service Warranty Renewal with Astrophysics for the Maintenance of the X-Ray Screening Machine at the Ingham County Family Center*

This resolution authorizes a service warranty renewal with Astrophysics for the inspection, maintenance and/or repair services on the x-ray screening machine at the Ingham County Family Center for a cost of \$2,900 annually. This service warranty renewal is good for a period of two years from August 1, 2013 – July 31, 2015 for a total cost not to exceed \$5,800.

7c. *Facilities – Resolution Authorizing the Renewal of the Service Agreement with Smiths Detection for the Maintenance of the Two X-Ray Screening Machines at the Grady Porter Building and Veterans Memorial Courthouse*

This resolution authorizes the renewal of the service agreement with Smiths Detection for the two Hi-Scan 6040I screening machines at the Grady Porter Building and the Veterans Memorial Courthouse. This service agreement is for two units, for two years, starting on August 1, 2013 and ending on July 31, 2015. The total two year cost will not exceed \$16,846.

7d. *Facilities – Resolution Awarding a Contract to PM Technologies to Provide Generator Services for Various Backup Generators throughout Ingham County*

This resolution authorizes awarding a contract to PM Technologies to provide generator services for various back-up generators throughout Ingham County. The current contract has ended and regular preventative maintenance is required on all generators and Emergency Services 911 backup generators. The new contract will cover three (3) years with an optional two (2) year renewal for a total not to exceed cost of \$16,800. This total includes \$12,870 for the generators located at the Hilliard Building, the Human Services Building, Jail, Veteran's Memorial Courthouse, 911 Center and the Youth Center as well as \$3,930 for the Emergency Services 911 backup generators located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites. In addition, load bank testing will be provided for \$498, per generator, on an as needed basis only. Sufficient funds are included in the budget.

7e. Facilities – Resolution Authorizing Entering into a Contract with John E. Green Company for the Replacement of the Cooling Tower at the Ingham County Jail

This resolution authorizes a contract with John E. Green Company to provide replacement of the cooling tower at the Ingham County Jail. The unit is over 30 years old and is leaking. The unit is beyond repair and at the current rate of deterioration, the unit will fail and the Jail will be left without air conditioning. The John E. Green Company, who submitted the lowest responsive and responsible bid of \$123,235, was chosen after going through a competitive bidding process, and has the recommendation of both the Purchasing and Facilities Departments. The Facilities Department would also like to ask for a \$6,000 contingency for any unseen conditions that may arise with this type of project. Funds for this project are available in 2013 budget.

8a. Department of Transportation & Roads - Resolution to Rename the Ingham County Department of Transportation and Roads to the Ingham County Road Department

This resolution changes the name of the Department of Transportation and Roads to the Ingham County Road Department.

8b. Department of Transportation & Roads - Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads

This resolution approves several special and routine permits for the Ingham County Department of Transportation and Roads. Please see the attachment to the resolution for more details.

8c. Department of Transportation & Roads - Resolution to Execute Waterborne Centerline Pavement Marking Agreements with Aurelius Township, Locke Township, Onondaga Township, Stockbridge Township, and Williamstown Township

This resolution authorizes 10-year agreements with Aurelius Township, Locke Township, Onondaga Township, Williamstown Township and Stockbridge Township to provide centerline pavement marking for their local roads.

8d. Department of Transportation & Roads - Resolution to Approve a Cost Agreement for Traffic Signal Control with the Michigan Department of Transportation

This resolution authorizes entering into a Cost Agreement for Traffic Signal Control with Michigan Department of Transportation for the Zimmer Road and M-43 (Grand River Avenue) traffic signal equipment modifications, maintenance, and operation costs. The maintenance costs are estimated to be \$336 annually and is budgeted under the county road fund for signal operation and maintenance.

8e. Department of Transportation & Roads - Resolution to Authorize Approval of the Preliminary Plat of Whitehills Lakes South No. 2

This resolution approves the proposed cul-de-sac length variance and approves the Whitehills Lakes South No. 2 Preliminary Plat (lots 14 through 34) for a period of two years, in accordance with state statute.

8f. Department of Transportation & Roads - Resolution Authorizing an Agreement with Michigan State University for Michigan Department of Natural Resources Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture

This resolution authorizes entering into a subcontract with Michigan State University for the placement of the CRMA research test strips on the Cornell Road project and to receive the MDNR CRMA grant funds in the amount of \$192,000.

8g. Department of Transportation & Roads - Resolution Authorizing an Agreement for Adding Branches to the Hannah Farms County Drain Pursuant to Sections 425 and 433 of Act No. 40 of the Public Acts of 1956, as Amended for the Department of Transportation & Roads

This resolution authorizes entering into an agreement with the Drain Commissioner on behalf of the Drainage District, and the Developer to have the Branches as described in the resolution be established as part of the Hannah Farms County Drain and to license and permit the Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Branches, which include the Eyde Parkway road drainage system, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICDTR necessary for the construction, improvement and maintenance of the Drain, constructed in the road rights-of-way.

9. Controller's Office - Resolution Authorizing Adjustments to the 2013 Ingham County Budget

This resolution authorizes to the Ingham County budget for the second quarter of fiscal year 2013. The total increase to the General Fund is \$82,550. Adjustments that affect three county departments relate to staffing changes at the Potter Park Zoo. Position changes and additions related to the Zoo Director, the Curator and the Security Coordinator have all been approved by previous resolutions. This resolution will approve the necessary budget adjustments. In addition, the Parks Director and Financial Coordinator are no longer being allocated to the Zoo. The general fund cost related to this change will be covered for the most part by a new reimbursement from the Zoo Fund for 10% of the cost of the Facilities Director and Manager and an increase in the indirect cost reimbursement as calculated in the most recent cost allocation plan.

Another sizable adjustment is the establishment of a budget for the Community Development Block Grant (CDBG) Fund. This budget was inadvertently omitted from the 2013 Adopted Budget. The 2013 budget does include a transfer of \$40,000 from the Delinquent Tax Revolving Fund to the CDBG Fund for administrative costs. This resolution will increase that transfer to \$75,000. This is the current estimate from the Treasurer's Office and Financial Services of the amount necessary to balance the fund.

**OTHER ITEMS:**

1. Treasurer – CDBG Status Update

10. Board of Commissioners - Resolution Calling for the Legislature to Support Same-Sex Marriage in Michigan

**Agenda Item 2**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO CONTRACT WITH LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN TO TAKE CLIENT REFERRALS FROM INGHAM COUNTY REGISTER OF DEEDS AND INGHAM COUNTY TREASURER**

WHEREAS, Ingham County and its residents have been hit especially hard by the foreclosure crisis; and

WHEREAS, Ingham County Register of Deeds Curtis Hertel Jr. has uncovered potential fraudulent documents in his office that call into question the legality of thousands of foreclosures in his office; and

WHEREAS, the foreclosure crisis has directly impacted the county budget by lowering property values across the county and increased the counties tax foreclosure costs; and

WHEREAS, Legal Services of South Central Michigan has served over 250 Ingham County Residents in the last 2 years based on the county's funding; and

WHEREAS, Legal Services and the Register of Deeds Office was part of a dozen town halls across the County helping to explain the problem foreclosures present to our communities, and to find victims of illegal foreclosures; and

WHEREAS, Legal Services has helped uncover cases of notary and foreclosure fraud that have been referred to the Attorney General's office and FBI for investigation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Register of Deeds office and the County Treasurer to continue its contract with Legal Services of South Central Michigan, to refer clients who have been effected by this crisis in the amount of \$60,000 to be taken from the delinquent tax fund.

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

**Memo to County Services Committee and Finance Committee**

**From:** Patrick E. Lindemann, Ingham County Drain Commissioner

**Re:** Maple Shade Drain Petition Project

July 2, 2013

I am requesting that the Board of Commissioners grant full faith and credit of the County for the Note or Bonds that will finance the Maple Shade Drain petition project. Such action by the Board is customary because it helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. The municipality with benefit at-large for this Project is the Township of Williamstown. The County of Ingham will receive an at-large assessment for benefit to county roads. There are 68 properties within the Special Assessment District for this project.

The project results from a petition submitted by property owners of the Maple Shade subdivision to alleviate flooding of their properties. The subdivision is located north of Williamston west of the intersection of Williamston Road and Sherwood Road. The Project includes extension of two branches of the drain to serve more properties directly, repairs of each branch, and repair of the drain outlet at Coon Creek.

Bids have been opened and the total computation of cost is prepared. My consulting engineers and financial advisors are comfortable with the amount of \$300,000 as the total cost of the Project. Construction is expected to commence in August, 2013 and to be completed by October, 2013.

The Project bid documents contain contract requirements for nondiscrimination and prevailing wage, all pursuant to my adopted policies and consistent with the Board of Commissioners' resolutions.

I plan on attending your Committee meetings on July 16<sup>th</sup> and July 17<sup>th</sup>, and the Board meeting on July 23<sup>rd</sup> to answer questions. Thank you for consideration of my request.

It is an honor and privilege to serve the citizens of Ingham County.

**Maple Shade Drain Drainage District  
Full Faith and Credit and S.E.V. 2013 Analysis**

The following percentages are estimates and are based on an analysis of the S.E.V. of Ingham County and Williamstown Township, the municipality in the Maple Shade Drain Drainage District. The S.E.V. values of the land in the Drainage District are based on the Ingham County Equalization SEV of the parcels within the drainage district to the total of the S.E.V. for the municipality.

The requested, not to exceed, full faith and credit is \$300,000. The Total S.E.V. for Ingham County is \$7,313,047,709.00, based on 2013 numbers. The Total S.E.V. for Williamstown Township is \$231,211,680.00, based on 2013 numbers. The Total S.E.V. for the parcels in the Drainage District is \$5,565,700.00, based on 2013 numbers. Using these numbers, the following relationships are realized:

The requested, not to exceed, full faith and credit of \$ 300,000 represents 0.0041% of the S.E.V. property value of Ingham County, while providing the maintenance and improvement for drainage of 0.01722% of land in Ingham County.

The requested, not to exceed, full faith and credit of \$300,000 represents 0.1298% of the S.E.V. property values of Williamstown Township, while providing for the maintenance and improvement for drainage of 0.3313% of land in the township.

The requested, not to exceed, full faith and credit of \$300,000 represents 5.3902% of the S.E.V. property values of the Maple Shade Drain Drainage District, while providing for the maintenance and improvement for drainage of 100% of land in the drainage district.

	Current SEV	Percentage of estimated Full Faith and Credit to Total Real & Personal Property Value
Total Real & Personal SEV Ingham County	\$7,313,047,709.00	0.0041%
Total Real & Personal SEV Williamstown Township	\$231,211,680.00	0.1298%
SEV for parcels in Drainage District	\$5,565,700.00	5.3902%

	Area in Square Miles	District as a percentage of
Total Area of Ingham County	560.265	0.01722%
Total Area of Williamstown Township	29.131	0.33126%
Total Area of Drainage District	0.0965	100%

Submitted By: Jeffrey E. Friedle, PE  
Senior Engineer  
LSG Engineers & Surveyors

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION PLEDGING FULL FAITH AND CREDIT TO  
MAPLE SHADE DRAIN DRAINAGE DISTRICT 2013 BONDS OR NOTES**

**RESOLUTION # \_\_\_\_\_**

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on July 23, 2013, at 6:30 p.m. local time.

PRESENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_

The following resolution was offered by Commissioner \_\_\_\_\_ and supported by Commissioner \_\_\_\_\_:

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the "Drain Commissioner"), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the "Act"), for the making of certain intra-county drain improvements referred to as the Maple Shade Drain Petition Project (the "Project") which is being undertaken by the Maple Shade Drain Drainage District (the "Drainage District") in the Maple Shade Drain Special Assessment District (the "Special Assessment District"); and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District's note or notes (the "Notes") or bonds (the "Bonds") in an amount not to exceed \$300,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds or Notes will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Ingham County Board of Commissioners (the "Board") may, by resolution adopted by a vote of two-thirds of the members of the Board, pledge the full faith and credit of Ingham County (the "County") for the prompt payment of the principal of and interest on the Notes pursuant to Section 434 of the Act; and

WHEREAS, the Board may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276; and

WHEREAS, the pledge of the full faith and credit of the County to the Bonds or Notes will reduce the cost of financing the Project and will be a benefit to the people of the County.



NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Notes or Bonds in a par amount not to exceed \$300,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Notes or Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Notes or Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them, are authorized and directed to take all actions necessary or desirable for the issuance of the Notes or Bonds, and to execute any documents or certificates necessary to complete the issuance of the Notes or Bonds, including, but not limited to, any applications including the Michigan Department of Treasury Application for State Treasurer's Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules or regulations.

4. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS:           Commissioners           \_\_\_\_\_

\_\_\_\_\_

NAYS:           Commissioners           \_\_\_\_\_

ABSTAIN:       Commissioners           \_\_\_\_\_

**COUNTY SERVICES:**

**Yeas:** \_\_\_\_\_

**Nays:** \_\_\_\_\_                      **Absent:** \_\_\_\_\_                      **Approved:** \_\_\_\_\_

**FINANCE:**

**Yeas:** \_\_\_\_\_

**Nays:** \_\_\_\_\_                      **Absent:** \_\_\_\_\_                      **Approved:** \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Barb Byrum, County Clerk, Ingham County

STATE OF MICHIGAN    )  
  ) SS  
COUNTY OF INGHAM    )

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on July 23, 2013, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 23<sup>rd</sup> day of July, 2013.

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Barb Byrum, County Clerk  
Ingham County

MEMORANDUM

TO: County Service and Finance Committees

FROM: Stacy Byers, Farmland and Open Space Preservation Board

DATE: July 1, 2013

SUBJECT: Resolution authorizing contracts with appraisal, survey, engineering, ecological, and title company contractors for the Ingham county farmland and open space preservation program

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Project Description:

The Ingham County Farmland and Open Space Preservation Program requires the service of many servicers to effectively administer the program. The FOSP Board wishes to engage contracts with appraisal, survey, engineering, ecological and title company contractors. All contractors submitted proposals to the County Purchasing Department through the RFP Process, and were selected based on criteria established by the Purchasing and FOSP Director's. The FOSP Board has allocated funds for these specific services in the 2013 and the 2014 budget.

**MEMORANDUM**

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: July 2, 2013

SUBJECT: Proposal Summary for Phase I Environmental Site Assessment for the Ingham County Farmland and Open Space Planning Board

Project Description:

Proposals were sought from qualified firms or individuals for the preparation annually of Phase I Environmental Site Assessments on land that is subject to a conservation easement for the Ingham County Farmland and Open Space Planning Board. The Contractor will perform Phase I Environmental Site Assessments for up to twelve properties that have been subject to a conservation easement. Assessments will be ordered on an “as needed” basis as determined by the County.

Proposal Summary:

Vendors contacted: 48            Local: 16  
 Vendors responding: 16        Local: 8

Company Name	Fee per property	Local
Environmental Consulting & Technology, Inc.	\$1,250	Yes - Lansing
Holocene Environmental LLC	\$1,255 - \$1,555	No - Paw Paw
Superior Environmental Corp	\$1,550 \$200 extra per additional parcel fee for projects that include multiple parcels	No - Wixom
The Mannik & Smith Group, Inc.	\$1,695	Yes - Lansing
Keystone Environmental Inc DBA: Applied Ecosystems	\$1,700	No- Burton
Triterra, LLC	\$1,800	Yes - Lansing
Professional Service Industries	\$1,800	Yes - Lansing
TriMedia Holdings, LLC DBA: TriMedia Environmental & Engineering Services, LLC	\$1,865	No - Ann Arbor
Villa Environmental Consultant	\$1,700 - \$1,900	No - Benton Harbor
AKT Peerless Environmental & Energy Services	\$1,700 - \$1,950	Yes - Lansing
L-TEC Group LLC	\$1,750 - \$2,500	Yes - Haslett
Global Environmental Engineering Inc.	\$2,000 - \$3,000	No - Flint
EnviroSolutions, Inc.	\$1,750 - \$2,100	No - Westland
Bradburne, Briller, & Johnson, LLC	\$2,800	No - Chicago
DLZ Michigan Inc.	\$2,939.52	Yes - Lansing
Mark Henne Environmental, LLC	Principal \$100/hr, Associate \$60-90/hr	Yes - Williamston

Other Vendors Not Responding:

Gannett Fleming of Michigan, Inc., Plymouth – No bid submitted due to heavy workload, will not have the time to complete a quality submission.

SmithGroupJJR, Ann Arbor – No bid submitted, no reason provided.

Envirologic Technologies, Inc., Kalamazoo – No bid submitted because they thought they would not be able to be competitive with a low cost bid, and they presume we will receive several low cost bids.

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option for a 2-year renewal to Triterra, LLC. at prices quoted in its June 24, 2013 response to RFP 4-13 Phase I Environmental Site Assessments.

In addition to submitting a responsive proposal, Triterra, LLC is a local vendor, is licensed and insured, has other relevant experience working on projects of similar size and scope, and has previous experience working with the County.

Advertisement:

The RFP was advertised in the City Pulse, The New Citizens Press, and posted on the Purchasing Department Web Page.

**MEMORANDUM**

TO: County Services and Finance Committees  
 FROM: Jim Hudgins, Director, Purchasing Department  
 DATE: July 2, 2013  
 SUBJECT: Proposal Summary for Real Estate Appraisers for the FOSPB

Project Description:

Proposals were sought from qualified and experienced real estate appraisers for the purpose of entering into a contract for conducting appraisals on an as needed basis for the Ingham County Farmland and Open Space Planning Board (FOSPB).

The primary need for appraisals is related to permanent conversation easements; however, the Contractor may provide consulting work as it relates to real estate appraisal services, as needed. The Contractor shall provide all labor, supervision, and materials required to perform the appraisal work.

Proposal Summary:

Vendors contacted: 16            Local: 7  
 Vendors responding: 4        Local: 2

Company Name	Self-Contained Report	Summary Report	Consult. Fees/Hr.	Local
Yankee Appraisal Associates	\$2,600	\$2,500	\$75	Yes - East Lansing
Carlson Appraisal Company	\$3,500	\$3,500	\$75	Yes - Lansing
Fast Track Appraisals Inc.	\$3,250	\$2,500	\$125	No - Bryon Center
Williams & Associates Inc.	\$3,000	\$2,500	\$150	No - Marlette

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option for a 2-year renewal to Fast Track Appraisals Inc. at prices quoted in its response to RFP #11-13 Real Estate Appraisal Services. In addition to submitting a responsive proposal, Fast Track Appraisals Inc. is licensed and insured.

Advertisement:

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

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: July 2, 2013

SUBJECT: Proposal Summary for the Preparation of Baseline Documentation Reports for the FOSPB

Project Description:

Proposals were sought from qualified firms or individuals for the preparation annually of up to twelve Baseline Documentation Reports (BDR) for various Conservation Easements for the Ingham County Farmland and Open Space Planning Board (FOSPB). BDRs will be ordered on an “as needed” basis.

The awarded contractor will document property conditions, features, improvements, land use, and potential problem areas through field observations, research of available literature, and discussions with the FOSPB Director and other relevant parties. Baseline documentation shall also include a property description, background and legal information, photographs of key features, maps or aerial photos of the property, a recent site-specific resource inventory, and any information from an appraisal.

Proposal Summary:

Vendors contacted: 11            Local: 5  
 Vendors responding: 6        Local: 2

<b>Vendor</b>	<b>Local</b>
Treemore Ecology & Land Services, Inc.	No - Dexter
Fitzgerald Henne & Associates Inc	Yes - Lansing
EnviroSolutions, Inc.	No - Westland
Holocene Environmental LLC	No - Paw Paw
Golder Associates Inc.	No - Lansing (Clinton)
Triterra, LLC	Yes - Lansing

<b>Treemore Ecology &amp; Land Services, Inc.</b>
\$60/hour including travel time to and from sites. Mileage is billed at the standard rate and expenses (printing, copying, mailing) are reimbursed

<b>Fitzgerald Henne &amp; Associates Inc</b>
See below fee schedule. We do not charge a premium for early delivery if it is within our means to provide it. We generally bill on an hourly basis. When provided a scope, we will provide you with a not-to-exceed cost.

<b>Labor Classification</b>	<b>Rates Per Hour</b>
Principal	\$150
Staff Engineer	\$55-75
Senior Technician/CAD/Survey	\$90
Word Processing/Data Processing	\$45
Expenses (laboratory and testing fees, subcontract engineering services, title and database searches, field supplies, maps and other government documents, shipping charges, colored photocopies and photograph reproduction, certified mail charges, aerial photography)	Cost plus 15%

<b>EnviroSolutions, Inc.</b>	
<b>Labor Classification</b>	<b>Rates Per Hour</b>
Principal	\$130
Senior	\$110
Associate	\$100
Project	\$90
Staff	\$80
Senior Field Assistant	\$70
Field Technician	\$55
Draftsperson	\$60
Administration/Word Processing	\$55
<i>Rates Charged in quarter hour increments above</i>	
Other Direct Charges	Cost plus 10%
Standard Field Equipment	Multiple Fees, See Packet

<b>Holocene Environmental LLC</b>	
<b>Size of Property</b>	<b>Fee</b>
0-20 Acres	\$775
21-40 Acres	\$875
41-60 Acres	\$975
61-80 Acres	\$1,075
81-100 Acres	\$1,175
101+ Acres	\$1,175 plus \$4 per acre (first 100 acres included in the \$1,175)

<b>Golder Associates Inc</b>	
<b>Tasks</b>	<b>Per Report</b>
Field Visit (3 hours with travel)	\$250
Data Processing	\$150
Draft Report Preparation	\$400
Map Development	\$100
Report Finalization	\$100



Total Per Report	\$1,000
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<b><u>Triterra, LLC</u></b>		
<b><u>Staff Level</u></b>	<b><u>Standard Billing Rate</u></b>	
Principal Geologist, Scientist, Engineer	\$150	
Associate Geologist, Scientist Engineer	\$120	
Senior Geologist, Scientist, Engineer	\$105	
Project Geologist, Scientist, Engineer	\$90	
Staff Geologist, Scientist, Engineer	\$75	
Senior Technician	\$65	
Technician	\$55	
Administrative Assistant	\$50	
*Expert Witnesses Work: Will be invoiced at 1.5 times the Standard billing Rate above		
<b><u>Equipment Description</u></b>	<b><u>Rate</u></b>	<b><u>Unit</u></b>
Vehicle (Daily Rate)	\$125	day
Vehicle (mileage - local jobs only)	\$0.55	mile
Photo-ionization Detector	\$75	day
Soil Sampling Equipment	\$100	day
Water Level Probe	\$50	day
Oil/Water Interface Probe	\$75	day
Disposable Bailer	\$12	day
Groundwater Sampling Equipment	\$300	day
Metal Detector	\$50	day
Survey Equipment	\$50	day
Hand Auger	\$25	day
Air-o-Cell Sampling Cassette	\$6	each
Mold (IAQ) Sampling Equipment	\$35	day
Small Generator	\$50	each
55-gallon Drum	\$50	each
Other Misc Equipment/Materials	Varies	Varies

**Vendors not responding**

ASTI Environmental, Brighton – No bid submitted out of respect to the County’s current contractor, who is a frequent partner of theirs.

**Recommendation:**

The Evaluation Committee recommends awarding a 3-year contract with an option for a 2-year renewal to Treemore Ecology & Land Services, Inc. at prices quoted in its June 3, 2013 response to RFP#12-13 Baseline Documentation Reports.

In addition to submitting a responsive proposal, Treemore Ecology & Land Services, Inc. is licensed and insured, has other relevant experience working on projects of similar size and scope, and has previous experience working with the County.

Advertisement:

The RFP was advertised in the City Pulse, El Central, and posted on the Purchasing Department Web Page.

**MEMORANDUM**

TO: County Services and Finance Committees  
 FROM: Jim Hudgins, Director, Purchasing Department  
 DATE: July 2, 2013  
 SUBJECT: Proposal Summary for Surveyors for the FOSPB

Project Description:

Proposals were sought from qualified, experienced, and professional surveyors for the purpose of entering into a contract for conducting surveys on an as needed basis for the Ingham County Farmland and Open Space Planning Board (FOSPB).

The primary need for surveys is related to permanent conversation easements; however surveys for other reasons may also be conducted under the subsequent contract. The successful firm shall provide all labor, supervision, and materials required to perform the surveying work. In addition, the successful firm shall provide consulting work as it relates to surveying services, as needed.

Proposal Summary:

Vendors contacted: 11            Local: 5  
 Vendors responding: 8            Local: 6

<b>Company Name</b>	<b>Survey Crew Cost</b>	<b>Local</b>
Wolverine Engineers & Surveyors, Inc.	\$80-\$140	Yes - Mason
Hubbell, Roth & Clark, Inc.	\$82.51-\$194.74	Yes - Holt
Rowe Professional Services Company	\$90-\$130	No - Flint
Boss Engineering	\$118	No - Howell
Fitzgerald Henne & Associates, Inc.	\$105-\$150	Yes - Lansing
DC Engineering, P.C.	\$115	Yes - Lansing
Spicer Group, Inc.	\$100-\$157	Yes - Lansing
Enger Surveying & Engineering Co.	\$120	Yes - Mason

Local Vendor Not Responding:

Geodetic Designs Incorporated, Lansing – No bid submitted due to their work load.

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option for a 2-year renewal to Enger Surveying & Engineering Co. at prices quoted in its May 7, 2013 response to RFP# 13-13 Surveyor Services.

In addition to submitting a responsive proposal, Enger Surveying & Engineering Co. is a local vendor, is licensed and insured, has other relevant experience working on projects of similar size and scope, and has previous experience working with the County.

Advertisement:

The RFP was advertised in the City Pulse, The Michigan Bulletin, and posted on the Purchasing Department Web Page.

**MEMORANDUM**

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: July 2, 2013

SUBJECT: Title Search Proposal Summary for Ingham County Farmland and Open Space Planning Board (FOSPB)

Project Description:

Proposals were sought from qualified firms or individuals for the preparation annually of up to twelve Title Searches related to various conservation easements for the Ingham County Farmland and Open Space Planning Board (FOSPB). Title searches will be ordered on an “as needed” basis. The Contractor shall perform all services and functions associated with title search services as required in the RFP. The Contractor acting as an individual, partnership, corporation or other legal entity, must be of professional status, licensed to perform in the State of Michigan, and licensed for all applicable professional discipline(s) requiring licensing.

Proposal Summary:

Vendors contacted: 45            Local: 15  
 Vendors responding: 2        Local: 1

Company	Cost Per Title Search	Local
Capital Fund Title Services	\$400	Yes - Lansing
eTitle Agency, Inc.	\$150-\$250	No - Troy

Local vendor not responding:

FGK Title Services, Mason – No bid submitted due to their work load.

Other vendors not responding:

Colonial Title Company, St. Clair Shores – No bid submitted since there is not enough volume to be competitively priced for the County.  
 Minnesota Title Agency Inc., Livonia - No bid submitted.

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option to renew for 2 additional years to Capital Fund Title Services at prices quoted in its May 31, 2013 response to RFP #14-13 Title Search Services. Capital Fund Title Services is a local vendor, possess the required professional license, is insured, and has been in business for 20 years performing this type of work.

Advertisement:

The RFP was advertised in the City Pulse, El Central and posted on the Purchasing Department Web Page.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING CONTRACTS WITH APPRAISAL, SURVEY, ENGINEERING, ECOLOGICAL, AND TITLE COMPANY CONTRACTORS FOR THE INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION PROGRAM**

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Purchase of development Rights Ordinance in July 2004; and

WHEREAS, appraisals, title searches, baseline reports, phase I environmental assessments and surveys are required due diligence to close conservation easements; and

WHEREAS, the Purchasing Department sought proposals from experienced contractors, and after review and evaluation, the Evaluation Team is recommending that three year contracts be issued with the contractors, who were determined to be the most qualified candidates.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes three-year contracts with the following contractors:

<u>Contractor</u>	<u>Cost per service</u>
Fast Track Appraisals, Inc.	\$2700 per Appraisal
Enger Surveying & Engineering Co.	Survey Crew cost of \$120 per hour
Capital Fund Title Services	\$400 per Title Search
Treemore Ecology & Land Services, Inc.	\$60 per hour (includes travel time, printing, copying, mailing and mileage reimbursement)
Triterra, LLC	\$1800.00 per Environmental Report

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

MEMORANDUM

TO: County Service and Finance Committees  
FROM: Stacy Byers, Farmland and Open Space Preservation Board  
DATE: July 1, 2013  
SUBJECT: Resolution amending Resolution #12-382

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Project Description:

The Ingham County Board of Commissioners authorized closing on the Villareal/Mehlhoff Open Space Conservation Easement per resolution #12-382. The appraised value of the Villareal/Mehlhoff Easement was \$60,000.00 with a 10% donation of \$6,000.00 making the purchase price \$54,000.00.

After consultation with their CPA, the landowner has petitioned the Farmland and Open Space Preservation Board to amend their donation commitment of \$6000.00 to \$1000.00 due to tax implications. IRS guidelines, for a deduction of real property, states that any donation over \$5000.00 requires a state certified appraisal of the easement donation. The cost of the appraisal for the landowners was quoted at \$2500.00 – which makes the donation counter intuitive for them. It is the intent of the Farmland and Open Space Preservation Board to allow the landowners to amend their donation commitment to \$1000.00. This amendment will change the easement purchase price from \$54,000.00 to \$59,000.00 a \$5000.00 difference.

Introduced by County Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AMENDING RESOLUTION #12-382 TO ADJUST THE PURCHASE PRICE OF THE  
KIRK MEHLHAFF AND WENDY VILLAREAL EASEMENT ACQUISITION**

WHEREAS, the Ingham County Farmland and Open Space and the County Board of Commissioners approved proceeding to close on the Kirk Mehlhaff and Wendy Villareal Property, per Resolution #12-382; and

WHEREAS, the property owners wish to amend their donation from \$6,000.00 to \$1,000.00 in light of new tax implications associated with the donation; and

WHEREAS, the Farmland and Open Space Preservation Board discussed and approved the donation amendment at their April 16, 2013 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approve amending resolution #12-382 to reflect a \$1000.00 donation bringing the County's portion of the easement purchase to \$59,000.00.

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



**MEMORANDUM**

To: County Services and Finance Committee

Date: July 2, 2013

From: Stacy Byers, Director FOSP Board

RE: **RESOLUTION AUTHORIZING A CONTRACT WITH MICHIGAN STATE UNIVERSITY REMOTE SENSING AND GEOSPATIAL INFORMATION SYSTEMS TO CONDUCT MAPPING SERVICES FOR THE FARMLAND AND OPEN SPACE PRESERVATION BOARD**

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Project Description

The Ingham County Farmland Preservation Board wishes to contract with MSU RS&GIS in the Geography Department for mapping services. The FOSP Board and the County Board of Commissioners annually approves the selection criteria for ranking applications received by the FOSP Program. The purpose of the selection criteria is to prioritize properties for protection through the purchase of a conservation easement.

Many variables are used to develop this comprehensive document. The Selection Criteria consists of four categories, Agricultural Characteristics, Development Pressure, Additional Ag Protection Efforts and Other Criteria. These categories each have variables that require data for application to the selection criteria. The end product is a qualitative score that is used to objectively rank and prioritize properties for protection.

These data sets are not easily discovered or user friendly. Although most data sets are available, they are not always in a usable format or there is a significant amount of interpretation that must occur before the information is relevant to the selection criteria, leaving room for error. MSU RS&GIS has access to these required data sets and the expertise and resources to interpret them into a usable format for the FOSP Board use.

MSU RS&GIS will reduce the opportunity for subjectiveness to arise in the ranking and streamline the process to allow for better use of available data sets and technology.

**MEMORANDUM**

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: July 2, 2013

SUBJECT: Proposal Summary for a GIS Contractor for the Farmland and Open Space Preservation Board

Project Description:

The Farmland and Open Space Preservation Board is charged with Scoring and Ranking landowner applications based on criteria developed by the FOSP Board and approved by the BOC on an annual basis. The scoring criteria is an objective method for prioritizing applications based on specific characteristics such as size, soil, proximity to services etc. Much of the scoring criteria is based on data that must be developed and analyzed. The Ingham County FOSP Board sought a contractor to find/develop data pertinent to the selection criteria and to develop a system for prioritizing applications based on that data using Geospatial data or GIS. The contractor will report back to the FOSP a “score” after analyzing the data and farm characteristics, which the FOSP Board will use to rank the applications. Furthermore, the awarded contractor will create objective, repeatable and accurate GIS methods that will quickly sort through considerable amounts of geospatial data and score parcels according to the approved selection criteria and staff.

Proposal Summary:

<b>Remote Sensing &amp; GIS Research and Outreach Services (East Lansing)</b>	
Data Preparation	\$3,360
Criteria Adjustment	\$1,230
Geospatial Model Development, Adjustment and Implementation	\$8,060
Metadata and Summary Report	\$1,790
Digital Map Creation	\$770
Additional: Land Cover Mapping (Total cost based on area of interest)	\$70/square mile
<b>Total Estimated Cost, minus Land Cover Mapping</b>	<b>\$15,210</b>

The Purchasing Department was unable to locate another firm interested in bidding on this project.

Recommendation:

The Evaluation Committee recommends awarding a contract to Remote Sensing & GIS Research and Outreach Services at unit prices quoted in its November 6, 2012 response. Total value of contract is estimated to be \$20,000, which includes the \$15, 210.00, plus Land Cover Mapping on two townships and updates each year.

Introduced by County Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH MICHIGAN STATE UNIVERSITY REMOTE SENSING AND GEOSPATIAL INFORMATION SYSTEMS TO CONDUCT MAPPING SERVICES FOR THE FARMLAND AND OPEN SPACE PRESERVATION BOARD**

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004; and

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

WHEREAS, the voters of Ingham County approved a millage for Farmland and Open Space Preservation in August 2008; and

WHEREAS, the Selection Criteria approved for ranking applications to the FOSP Program, requires numerous data sets, such as soils, parcel size, geographic location, proximity to other protected properties, to calculate an objective score; and

WHEREAS, the Purchasing Department sought proposals from experienced GIS Contractors, and after review and evaluation, the Evaluation Team is recommending that a contract be awarded to Michigan State University Remote Sensing and Geographical Information Systems (MSU RS&GIS), who were determined to be the most qualified candidates; and

WHEREAS, the cost of this service is estimated at approximately \$20,000.00 and the FOSP Board has money in the budget to cover this expense.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a three year contract with MSU RS&GIS, not to exceed \$20,000.00 for the purpose of data collection and preparation, geospatial modeling and the development of land use cover maps.

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

**Memorandum**

To: County Services and Finance Committees

From: Sandra Dargatz, Manager, Ingham County Fair

Date: June 28, 2013

RE: Acceptance of Michigan Municipal Risk Authority RAP Grant Funds

The bathroom flooring in the Main Arena at the Ingham County Fairgrounds had a failing epoxy covering system, and the epoxy system was peeling and slippery.

The Michigan Municipal Risk Management Authority provides 50% project reimbursement grants for risk mitigation projects (RAP Grant), and the Ingham County Fair submitted a grant proposal for 50% reimbursement of the new quartz flooring system installed in the Main Arena bathrooms in February 2013. The new quartz flooring system is slip-resistant and eliminates the risk of pathogen transfer.

The Ingham County Fairgrounds received formal RAP grant award notification on June 10, 2013, for the amount of \$2,485.

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 TO ACCEPT \$2,485 IN RAP GRANT FUNDS FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT AUTHORITY FOR REIMBURSEMENT FOR THE FLOORING SYSTEM UPGRADE IN THE INGHAM COUNTY FAIRGROUND MAIN ARENA BATHROOMS**

WHEREAS, the bathroom flooring in the Main Arena at the Ingham County Fairgrounds had a failing epoxy covering system, and the epoxy system was peeling and slippery; and

WHEREAS, the Michigan Municipal Risk Management Authority provides 50% project reimbursement grants for risk mitigation projects (RAP Grant), and the Ingham County Fair submitted a grant proposal for 50% reimbursement of the new quartz flooring system installed in the Main Arena bathrooms in February 2013; and

WHEREAS, the Ingham County Fairgrounds received formal RAP grant award notification on June 10, 2013, for the amount of \$2,485; and

WHEREAS, the Ingham County Fair Board recommends that the Board of Commissioners authorizes the acceptance of \$2,485 in RAP grant funding from the Michigan Municipal Risk Management Authority.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of \$2,485 in RAP grant funding from the Michigan Municipal Risk Management Authority for 50% reimbursement for the quartz flooring system upgrade in the Ingham County Fairgrounds Main Arena bathrooms.

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

BE IT FURTHER RESOLVED, the Board Chairperson and County Clerk are authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.

**Memorandum**

To: County Services and Finance Committees

From: Sandra Dargatz, Manager, Ingham County Fair

Date: June 28, 2013

RE: Position Status Change for Dan Burnham

In support of the Board of Commissioners RESOLUTION # 13 – 186, which provides guidance for the development of the 2014 budget and activities for the county staff, the Fair Board would like to request the status change of our part-time lead maintenance employee, Dan Burnham, to a full-time lead maintenance employee, beginning August 1, 2013.

Moving Mr. Burnham to full-time supports our ability to provide a full service approach to the continued development of the expanding recreational offerings on the Fairgrounds throughout the year and during the week of Fair. The ability to delivery outstanding customer service for the events being produced on the Fairgrounds increases the revenue stream and allows the Fairgrounds to improve the overall financial well-being of the department.

The UAW TOPS #2256 chair, Chuck Gray, formally supports the request for status change for Dan Burnham, from part-time to full-time lead maintenance employee.

As the Fair does not require financial support from the General Fund, the status change does not require appropriation of funding from any general funds and has a total budget impact for 2013 of \$24,764.00 and is included in the personnel costs for the 2014 proposed budget.

Sincerely,

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 POSITION STATUS CHANGE FOR THE PART-TIME LEAD MAINTENANCE EMPLOYEE TO FULL-TIME LEAD MAINTENANCE EMPLOYEE AT THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Ingham County Fairgrounds has increased the recreational offerings and expanded the quantity of events on a go-forward basis; and

WHEREAS, the Ingham County Fair Board voted to support the position status change and the UAW formally supports the request for position status change for the part-time lead maintenance employee; and

WHEREAS, the Ingham County Fair does not require financial support from the General Fund, the position status change does not require appropriation of funding from any general funds and has a total budget impact for remainder of 2013, of \$24,764.00 and is included in the personnel costs for the 2014 proposed budget; and

WHEREAS, moving this position to full-time supports the Fair's ability to provide a full service approach to the continued development of the expanding recreational offerings on the Fairgrounds throughout the year and during the week of Fair. The ability to delivery outstanding customer service for the events being produced on the Fairgrounds increases the revenue stream and allows the Fairgrounds to improve the overall financial well-being of the department.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the position status change for position number 760016 from part-time lead maintenance employee to full-time maintenance employee, effective August 1, 2013.

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 County Services and Finance Committees:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE TEMPORARY ASSIGNMENT AND SALARY  
FOR THE INTERIM CHIEF EXECUTIVE OFFICER,  
COMMUNITY HEALTH CENTERS AND THE EXECUTION OF THE RELATED AGREEMENT**

WHEREAS, the Ingham County Board of Commissioners, the Ingham Community Health Center Board, and the Ingham County Health Department have entered into an agreement to provide for operation, administration and provision of certain primary care services in Ingham County, Michigan; and

WHEREAS, due to the recent departure of the Chief Executive Officer (Position No. 601003) for the Federally Qualified Health Center Look Alike Entity and the network of Community Health Centers, the County seeks to temporarily transfer most the job duties for that position to the Chief Operating Officer (Position No. 601382); and

WHEREAS, the Managerial and Confidential employee involved, being Barb Mastin, Chief Operating Officer, is qualified for and willing to temporarily assume these additional job duties and responsibilities; and

WHEREAS, the County has recognized that adjusting the employee's salary for temporarily assuming the assigned additional duties and responsibilities during this extended period is justified, and the Human Resources staff has conducted a review with the distribution of additional duties and responsibilities that has been recommended by the Health Department to the Board of Commissioners; and

WHEREAS, the County and the Community Health Center Board are agreeable to this temporary staffing arrangement and temporary salary increase.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the additional duties and responsibilities for the primary management and operations of the Community Health Center to be temporarily assigned to the Chief Operating Officer Barb Mastin (Position No. 601382), effective April 29, 2013 through December 31, 2013.

BE IT FURTHER RESOLVED, that while Ms. Mastin is temporarily assigned to perform the additional responsibilities from April 29, 2013 through December 31, 2013, Ms. Mastin's annual salary level shall be adjusted to \$93,283; and upon Ms. Mastin's ceasing to be assigned such additional duties and responsibilities, but no later than December 31, 2013, her salary shall be returned to the Chief Operating Officer MCF Pay Grade 13, Step 5 level.

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



**COUNTY OF INGHAM  
AGREEMENT AS TO ASSIGNMENT AND SALARY  
FOR THE INTERIM CHIEF EXECUTIVE OFFICER,  
COMMUNITY HEALTH CENTERS**

**WHEREAS**, the Ingham County Board of Commissioners (“Employer”), the Ingham Community Health Center Board (“Community Health Center Board”), and the Ingham County Health Department (“Health Department”) have entered into an agreement to provide for operation, administration and provision of certain primary care services in Ingham County, Michigan; and

**WHEREAS**, due to the recent departure of the Chief Executive Officer (Position No. 601003) for the Federally Qualified Health Center Look Alike Entity and the network of Community Health Centers, the Employer seeks to temporarily transfer most the job duties for that position to the Chief Operating Officer (Position No. 601382); and

**WHEREAS**, the Managerial and Confidential employees involved, being Barb Mastin, Chief Operating Officer, is qualified for and willing to temporarily assume these additional job duties and responsibilities; and

**WHEREAS**, the Employer has recognized that adjusting the employee’s salary for temporarily assuming the assigned additional duties and responsibilities during this extended period is justified, and the Human Resources staff has conducted a review with the distribution of additional duties and responsibilities that has been recommended by the Health Department to the Board of Commissioners; and

**WHEREAS**, the Employer and the Community Health Center Board are agreeable to this temporary staffing arrangement and temporary salary increase.

**NOW, THEREFORE, IT IS HEREBY AGREED** as follows:

- 1.** The parties agree that the additional duties and responsibilities for the primary management and operations of the Community Health Center shall be temporarily assigned to the Chief Operating Officer Barb Mastin (Position No. 601382), effective April 29, 2013 through December 31, 2013.
- 2.** The parties agree that while Ms. Mastin is temporarily assigned to perform the additional responsibilities from April 29, 2013 through December 31, 2013, Ms. Mastin’s annual salary level shall be adjusted to \$93,283. Upon Ms. Mastin’s ceasing to be assigned such additional duties and responsibilities, but no later than December 31, 2013, her salary shall be returned to the Chief Operating Officer MCF Pay Grade 13, Step 5 level.

**COUNTY OF INGHAM**

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Deb Nolan, Chairperson  
Ingham County Board of Commissioners

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Barb Mastin, Chief Operating Officer

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Robin Turner, Chairperson  
Ingham Community Health Center Board

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Renee Canady, Ph.D., Health Officer  
Ingham County Health Department

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 1, 2013

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH ALLIED MECHANICAL SERVICES FOR THE INSTALLATION OF AN AIR CONDITIONING UNIT AT SEXTON HIGH SCHOOL HEALTH CLINIC**

The resolution before you authorizes awarding a contract to Allied Mechanical Services for the installation of an air conditioning unit at Sexton High School.

The existing rooms in the Health Services Area do not have an air conditioning unit and it would be in the best interest of the students, guests and faculty alike to provide them with a comfortable environment.

Allied Mechanical Services, who submitted the lowest responsive and responsible bid of \$30,100.00 were chosen after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments.

The Facilities Department would also like to ask for a \$900.00 contingency for any unseen conditions that may arise bringing the total to a not to exceed cost of \$31,000.00.

The funds for this project are available within line item 511-61532-967000-02345 which has a balance of \$55,000.00 for Sexton / Special Projects.

I recommend approval of this resolution.

**MEMORANDUM**

**TO:** County Services and Finance Committees  
**FROM:** Jim Hudgins, Director, Purchasing Department  
**DATE:** July 2, 2013  
**SUBJECT:** Proposal Summary for the Installation of an Air Conditioning Unit at Sexton High School

Project Description:

Ingham County sought proposals from experienced and qualified mechanical contractors for the Installation of an Air Conditioning Unit at Sexton High School. The scope of work includes, but is not limited to, installing a new blower coil air conditioning unit and associated condensing unit to serve existing rooms at the Health Services Area at Sexton High School. This includes all associated controls, ductwork, supply diffusers, and return grilles.

Bid Summary:

Vendors contacted: 32            Local: 14  
Vendors responding: 2        Local: 1

4 vendors were at the mandatory Pre-bid Meeting.

<b>Company Name</b>	<b>Base Bid</b>	<b>Days to Complete</b>	<b>Lead Time</b>	<b>Local</b>
Allied Mechanical Services	\$30,100	60 days	4 weeks	N
T. H. Eifert	\$42,500	35 days	4 weeks	Y

Myers Plumbing & Heating, Lansing – Bid not accepted because did not attend mandatory pre-bid meeting.

Recommendation:

The Evaluation Committee recommends awarding a contract to Allied Mechanical Services in an amount not to exceed \$31,000. The cost includes \$900 in contingency for any unforeseen issues that may arise during the project. Allied Mechanical Services submitted the lowest responsive and responsible bid and is a qualified and experienced contractor.

Contractor is required to comply with the County's Prevailing Wage Policy.

Advertisement:

The bid was advertised in the City Pulse, The New Citizens Press, various plan houses, 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 ENTERING INTO A CONTRACT WITH  
ALLIED MECHANICAL SERVICES FOR THE INSTALLATION OF AN AIR  
CONDITIONING UNIT AT THE SEXTON HIGH SCHOOL HEALTH CLINIC**

WHEREAS, the existing rooms in the Health Services Area do not have an air conditioning unit and it would be in the best interest of the students, guests and faculty alike to provide a comfortable environment; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Allied Mechanical Services who submitted the lowest responsive and responsible bid to provide labor and materials to install an air conditioning unit for a not to exceed cost of \$30,100.00.00; and

WHEREAS, the Facilities Department would also like to ask for a \$900.00 contingency for any unseen conditions that may arise; and

WHEREAS, the funds for this project are available within line item 511-61532-967000-02345 which has a balance of \$55,000.00 for Sexton / Special Projects.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorize entering into a contract with Allied Mechanical Services 3100 Allied industrial Drive, Jackson, Michigan 49201 for the installation of an air conditioning unit at the Sexton High School's Health Services Area for a not exceed cost of \$31,000.00.

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.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 28, 2013

SUBJECT: **RESOLUTION AUTHORIZING A TWO YEAR SERVICE WARRANTY RENEWAL WITH ASTROPHYSICS FOR THE MAINTENANCE OF THE X-RAY SCREENING MACHINE AT THE INGHAM COUNTY FAMILY CENTER**

The resolution before you authorizes a service warranty renewal with Astrophysics for the inspection, maintenance and/or repair services on the x-ray screening machine at the Ingham County Family Center for a cost of \$2,900.00 annually. This service warranty renewal is good for a period of two years from August 1, 2013 – July 31, 2015 for a total cost not to exceed \$5,800.00.

We are confident that Astrophysics will continue to provide us with the quality of service we need to successfully maintain this unit.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A TWO YEAR SERVICE WARRANTY RENEWAL WITH  
ASTROPHYSICS FOR THE MAINTENANCE OF THE X-RAY SCREENING MACHINE AT THE  
INGHAM COUNTY FAMILY CENTER**

WHEREAS, the County currently uses Astrophysics to provide preventative maintenance and service on the x-ray screening machine at the Family Center; and

WHEREAS, the warranty has expired and the new two year warranty would run from August 1, 2013 through July 31, 2015 for an annual cost of \$2,900.00; and

WHEREAS, Astrophysics shall perform inspection, maintenance and/or repair services on the machine; and

WHEREAS, the funds for this service are available within the Facilities Maintenance Contractual line item 292-66229-931100; and

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a two year service warranty renewal to Astrophysics, Inc. 21481 Ferrero Parkway, City of Industry, CA, 91789 for the inspection, maintenance, and /or repairs of the X-ray screening machine at the Ingham County Family Center, for a total cost not to exceed \$5,800.00.

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

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 28, 2013

SUBJECT: **RESOLUTION AUTHORIZING THE RENEWAL OF THE SERVICE AGREEMENT WITH SMITHS DETECTION FOR THE MAINTENANCE OF THE TWO X-RAY SCREENING MACHINES AT THE GRADY PORTER BUILDING AND VETERANS MEMORIAL COURTHOUSE**

The resolution before you authorizes the renewal of the service agreement with Smiths Detection for the two Hi-Scan 6040I screening machines at the Grady Porter Building and the Veterans Memorial Courthouse. This service agreement is for two units, for two years, starting on August 1, 2013 and ending on July 31, 2015. The total two year cost will not exceed \$16,846.00.

We are confident that Smiths Detection will continue to provide us with the quality of service we need to successfully maintain these units

I recommend approval of this resolution.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE RENEWAL OF THE SERVICE AGREEMENT WITH SMITHS DETECTION FOR THE MAINTENANCE OF THE TWO X-RAY SCREENING MACHINES AT THE GRADY PORTER BUILDING AND VETERANS MEMORIAL COURTHOUSE**

WHEREAS, the County currently uses Smiths Detection to provide preventative maintenance and service on the two Hi-Scan 6040I screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse; and

WHEREAS, the service agreement has expired and the new contract would cover a two year period from August 1, 2013 through July 31, 2015; and

WHEREAS, Smiths Detection shall perform inspection, maintenance and/or repair services on both machines for a total not to exceed cost of \$16,846.00; and

WHEREAS, the funds for this service are available within the Veterans Memorial Courthouse Maintenance Contractual line item 631-26720-931100; and

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes renewal of the service agreement with Smiths Detection, 2202 Lakeside Boulevard Edgewood, MD 21040, for the maintenance of the two X-ray screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse, for a total not to exceed cost of \$16,846.00 for the two year period.

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.

TO: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 2, 2013

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO PM TECHNOLOGIES TO PROVIDE GENERATOR SERVICES FOR VARIOUS BACKUP GENERATORS THROUGHOUT INGHAM COUNTY**

The resolution before you authorizes awarding a contract to PM Technologies to provide generator services for various back-up generators throughout Ingham County. The current contract has ended and regular preventative maintenance is required on all generators and Emergency Services 911 backup generators.

The new contract will cover three (3) years with an optional two (2) year renewal for a total not to exceed cost of \$16,800.00. This total includes \$12,870.00 for the generators located at the Hilliard Building, the Human Services Building, Jail, Veteran's Memorial Courthouse, 911 Center and the Youth Center as well as \$3,930.00 for the Emergency Services 911 backup generators located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites. In addition, load bank testing will be provided for \$498.00, per generator, on an as needed basis only.

The funds for the back-up generators are available within the appropriate contractual operating budgets and the funds for the Emergency 911 backup generators are available within line item 261-32500-818000.

We are confident that PM Technologies will continue to provide us with the quality of service we need to successfully maintain these units.

I recommend approval of this resolution.

**MEMORANDUM**

TO: Law & Courts, County Services, & Finance Committees  
 FROM: Jim Hudgins, Director, Purchasing Department  
 DATE: July 2, 2013  
 SUBJECT: Bid Summary – Generator Preventative Maintenance Service

Project Description:

Ingham County sought proposals from qualified and experienced generator service vendors to provide preventative maintenance, repair and emergency service for Ingham County's backup generators located at various County facilities. Included in this inventory is the Ingham County Emergency Services E-911 System back-up generator.

Bid Summary:

Vendors contacted: 33 Local: 9  
 Vendors responding: 6 Local: 1

Company Name	Grand Total Preventative Cost Year 1-3	Regular Business Hourly Rate	E911 Generator Total Preventative Cost Year 1-3	Load Bank Testing Per Generator-Per Year	Local
Preventive Maintenance Technologies, LLC	\$12,870	\$96	\$3,930	\$498	No - Wixom
Michigan Cat	\$17,670	\$122	\$5,190	\$300	Yes - Holt
Wolverine Power Systems	\$17,700	\$140 (1st/2nd Year), \$145 (Third Year)	\$7,050	\$300	No - Wixom
Total Energy Systems	\$20,352	\$150	\$6,828	\$525	No - Grand Rapids
Cummins Bridgeway LLC	\$26,213	\$90	\$6,825	\$386 (1st/2nd Year Rates), \$397 (Third Year)	No - New Hudson
W.W.Williams	\$26,970	\$168	\$9,360	\$620	No - Grand Rapids

Local vendors not responding:

Some of the local firms contacted who did not respond to this solicitation cited that they do not provide generator preventative maintenance services.

Other vendors not responding:

Superior Industrial Sales & Service, Inc., Jackson – No bid submitted because upon review of the full contract packet they are unable to meet all of the contract requirements at the present time.

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option to renew for 2 additional years to Preventive Maintenance Technologies, LLC at prices quoted in its June 20, 2013 response to RFP #68-13 Generator Services. Preventive Maintenance Technologies, LLC submitted the lowest responsive and responsible bid and is a qualified and experienced contractor.

Advertisement:

The RFP was advertised in the City Pulse, El Central, and posted on the Purchasing Department Web Page.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AWARDING A CONTRACT TO PM TECHNOLOGIES TO PROVIDE GENERATOR SERVICES FOR VARIOUS BACK UP GENERATORS THROUGHOUT INGHAM COUNTY**

WHEREAS, the generators, including four (4) Emergency Services 911 back-up generators, require regular preventative maintenance, repair and emergency services; and

WHEREAS, the current contract has expired and the term of the new contract would be for three (3) years with a two (2) year option to renew for a total cost not to exceed \$16,800.00; and

WHEREAS, load bank testing is available on an as needed basis for a cost of \$498.00 per generator; and

WHEREAS, the funds for the county back-up generators located at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center and the Youth Center, totaling \$12,870.00, are available within the appropriate contractual operating budgets; and

WHEREAS, the funds for the four (4) Emergency 911 back-up generators located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites, totaling \$3,930.00, are available in line item 261-32500-818000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with PM Technologies, 29395 Wall Street, Wixom, Michigan 48393 to provide generator services for various backup generators throughout Ingham County for a total cost of \$16,800.00 for a three (3) year period with an optional two (2) year renewal. In addition, load bank testing will be provided at a cost of \$498.00 per generator, on an as needed basis.

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

**MEMORANDUM**

TO: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 1, 2013

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH JOHN E. GREEN COMPANY FOR THE REPLACEMENT OF THE COOLING TOWER AT THE INGHAM COUNTY JAIL**

The resolution before you authorizes awarding a contract to John E. Green Company to provide replacement of the cooling tower at the Ingham County Jail. The unit is over 30 years old and is leaking. The unit is beyond repair and at the current rate of deterioration, the unit will fail and the Jail will be left without air conditioning.

The John E. Green Company, who submitted the lowest responsive and responsible bid of \$123,235.00, were chosen after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments.

The Facilities Department would also like to ask for a \$6,000.00 contingency for any unseen conditions that may arise with this type of project.

The funds for this project are available in the approved CIP Line Item 245-31199-976000-3FC01 which is for the cooling tower replacement at the Jail.

I recommend approval of this resolution.

**MEMORANDUM**

**TO:** Law & Courts, County Services, & Finance Committees  
**FROM:** Jim Hudgins, Director, Purchasing Department  
**DATE:** July 2, 2013  
**SUBJECT:** Proposal Summary for Cooling Tower Replacement Project at the Ingham County Jail

Project Description:

Proposals were sought from experienced and qualified mechanical contractors for the Ingham County Cooling Tower Replacement Project at the Ingham County Jail.

The scope of work includes, but is not limited to, the following work items:

1. Remove and dispose of existing cooling tower.
2. Install new cooling tower and associated equipment/components.
3. Electrical power modifications and disconnect switch.
4. Temperature control modifications.
5. Hangars and supports.
6. Piping modifications.
7. Replacement of condenser water pumps (alternate bid item).
8. Installation of a water filtration system (alternate bid item).
9. Other incidental work items and miscellaneous components required to accomplish the design intent indicated in the Drawings and Project Manual.
10. Specified submittals, operations and maintenance manuals, record documents, warranties, and other specified project documentation.
11. Specified testing, balancing, inspections, and associated reports.

Bid Summary:

Vendors contacted: 33            Local: 15  
 Vendors responding: 4        Local: 3

8 vendors were at the mandatory Pre-bid Meeting.

Company Name	Base Bid	Alternate No. 1: Replacement of condenser water pumps	Alternate No. 2: Installation of a water filtration system	Total Bid with Alternates No. 1 & No. 2	Substitutions	Local
John E. Green Company	\$106,998	\$16,237	\$29,981	\$153,216	---	Yes - Mason
Pleune Service Company <sup>1</sup>	\$111,000	\$21,000	\$51,800	\$183,800	Alt #2 deduct \$4,800: install lakos separator in lieu of orival	Yes - Lansing

Myers Plumbing & Heating, Inc	\$122,270	\$21,100	\$42,500	\$185,870	---	No - Lansing (Clinton County)
T. H. Eifert	\$133,400	\$19,225	\$43,900	\$196,525	---	Yes - Lansing

<sup>1</sup> Qualification: Basin Sweeper not included. Add on additional \$1,500 for stainless steel hot water basin

Recommendation:

The Evaluation Committee recommends awarding a contract to John E. Green Company in an amount not to exceed \$129,235, which includes Alternate 1, Alternate 2 is not included. The cost includes a 5% contingency in the amount of \$6,000 for any unforeseen issues that may arise during the project. John E. Green Company submitted the lowest responsive and responsible bid is a local, qualified and experienced contractor.

The Contractor is required to comply with the County's Prevailing Wage Policy.

Advertisement:

The bid was advertised in the City Pulse, El Central, various plan houses, and posted on the Purchasing Department Web Page.



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH JOHN E. GREEN COMPANY FOR THE REPLACEMENT OF THE COOLING TOWER AT THE INGHAM COUNTY JAIL**

WHEREAS, the current cooling tower is over 30 years old, leaking and is in need of replacement; and

WHEREAS, the unit is beyond repair and at the current rate of deterioration it will fail, leaving the Jail without air conditioning; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to John E. Green Company who submitted the lowest responsive and responsible bid of \$123,235.00 to provide the cooling tower replacement at the Jail for a base bid amount of \$106,998.00 plus alternate #1 in the amount of \$16,237.00 for the replacement of condenser pumps; and

WHEREAS, the Facilities Department would also like to request a contingency in the amount of \$6,000.00 for any unseen conditions that may arise; and

WHEREAS, the funds for this project are available within the approved CIP Line Item 245-31199-976000-3FC01 which is for the cooling tower replacement at the Jail and has a balance of \$162,100.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with John E. Green Company 1125 North Cedar Street, Mason, Michigan 48854 to replace the cooling tower at the Ingham County Jail for a total not to exceed cost of \$129,235.00.

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 RENAME THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION  
AND ROADS TO THE INGHAM COUNTY ROAD DEPARTMENT**

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

WHEREAS, the name Department of Transportation of Roads may be potentially confusing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves renaming the Ingham County Department of Transportation and Roads to the Ingham County Road Department effective upon approval of this resolution.

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 the 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 July 2, 2013 as submitted.

**INGHAM COUNTY  
DEPARTMENT OF TRANSPORTATION AND ROADS**

DATE: July 2, 2013

LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2013-254	CONSUMERS ENERGY	GAS	PARK LANE & KELLER RD	DELHI	14
2013-261	CONSUMERS ENERGY	ELECTRIC / OH	BELLEVUE RD BET EDGAR RD & BYRUM RD	ONONDAGA	26
2013-262	AT & T	CABLE / GU	GROVE ST & AURELIUS RD	DELHI	22
2013-266	CITY OF MASON	DETOUR	COLLEGE RD BET COLUMBIA RD & CEDAR ST	DELHI/ALAIEDON	
2013-267	COMCAST	CABLE / UG	BISON DR & GARDEN GATE DR	DELHI	27
2013-268	INGHAM TOWNSHIP	SPECIAL EVENT	VARIOUS	INGHAM	
2013-269	MERIDIAN CHARTER TOWNSHIP	SPECIAL EVENT / ROAD CLOSURE	CENTRAL PARK DR BET OKEMOS RD & MARSH RD	MERIDIAN	15 & 16
2013-270	ONONDAGA TOWNSHIP	SPECIAL EVENT / ROAD CLOSURE	OAK ST BET BELLEVUE RD & SHERMAN ST	ONONDAGA	29
2013-272	AT & T	CABLE / UG	MAPLE ST BET HOLT RD & SYCAMORE ST	DELHI	23
2013-276	ABLE CONCRETE	SIDEWALK	4424 DONCASTER	DELHI	23
2013-277	RAINMAKERS LLC	CABLE / UG	QUAIL ST & MILENZ ST	MERIDIAN	2
2013-281	JOE & MARY STID TRUST	LAND DIVISION	DEXTER TR & KIPP RD	VEVAY	15
2013-282	PM ENVIRONMENTAL INC	MISCELLANEOUS	HOLT RD & AURELIUS RD	DELHI	23
2013-284	DELHI CHARTER TOWNSHIP	SPECIAL EVENT	VARIOUS	DELHI	
2013-294	MERIDIAN CHARTER TOWNSHIP	WALKWAY CONST.	VARIOUS	MERIDIAN	
2013-298	AT & T	CABLE / UG	FAY AVE BET CEDAR ST & TOLLAND AVE	DELHI	15
2013-299	AT & T	CABLE / UG	KELLER RD & PINE TREE RD	DELHI	13 & 14
2013-300	AT & T	CABLE / UG	HOWELL RD BET HAGADORN RD & OKEMOS RD	ALAIEDON	32 & 33
2013-301	CONSUMERS ENERGY	GAS	TOWAR AVE BET LAKE LANSING & BIBER ST	MERIDIAN	6
2013-302	CONSUMERS ENERGY	GAS	DONCASTER AVE BET GRAYFRIARS AVE & TUSCANY LN	DELHI	23
2013-310	MERIDIAN CHARTER TOWNSHIP	SPECIAL EVENT	OKEMOS RD/HAMILTON RD/HASLETT RD	MERIDIAN	
2013-311	AT & T	CABLE / UG	PINE TREE RD & WILLOUGHBY RD	DELHI	11

PERMIT SUPERVISOR: \_\_\_\_\_

MANAGING DIRECTOR: \_\_\_\_\_

**MEMORANDUM**

To: County Services Committee

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

Date: June 21, 2013

Subject: 10-Year Township Centerline Pavement Marking (Painting) Agreements

The Ingham County Purchasing Department solicits unit prices annually for contractor applied waterborne pavement markings. We use the bid unit prices and an estimated quantity of pavement markings to determine and recommend a contractor for the work. Once under contract, the contractor applies waterborne pavement marking paint to refresh the yellow centerline and white edgelines that define our roadway laneage. When finished, the contractor is paid for the quantity of work actually performed using the unit prices contained in their bid.

We refresh the centerline and edgeline paint on all 433 miles of our primary roads every year. We also invite the City of Mason, City of Leslie, City of Williamston, and the Village of Webberville to participate in the program, for which, they pay for the work performed. Lastly, we have long-term (either 10 year or 20 year) agreements with 10 of our 16 townships to apply centerline pavement markings, on a two-year cycle, to various local roads within the respective townships. Similar to the cities and village, the townships pay for the work performed.

The reason for this memo is to execute new long-term agreements for those existing agreements that expire this year (Aurelius Township, Locke Township, Onondaga Township, and Williamstown Township) and to execute a new long-term agreement with Stockbridge Township to provide centerline pavement marking for their local roads.

Approval of the attached resolution is recommended.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXECUTE WATERBORNE CENTERLINE PAVEMENT MARKING AGREEMENTS WITH AURELIUS TOWNSHIP, LOCKE TOWNSHIP, ONONDAGA TOWNSHIP, STOCKBRIDGE TOWNSHIP, AND WILLIAMSTOWN TOWNSHIP**

WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for contractor applied waterborne 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 Road Department refreshes the centerline and edgeline paint on all 433 miles of our primary roads every year. We also invite the City of Mason, City of Leslie, City of Williamston, and the Village of Webberville to participate in the program, for which, they pay for the work performed; and

WHEREAS, the Road Department has long-term agreements with 10 of our 16 townships to apply centerline pavement markings, on a two-year cycle, to various local roads within the respective townships, for which, the townships pay for the work performed.

WHEREAS, four of our long-term centerline pavement marking agreements expire in 2013 and Stockbridge Township desires to enter into a long-term agreement for biennial local road centerline pavement marking application.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into long-term biennial local road centerline pavement marking agreements with Aurelius Township, Locke Township, Onondaga Township, and Williamstown Township to replace the agreements set to expire in 2013.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a long-term biennial local road centerline pavement marking agreement with Stockbridge Township to initiate the centerline pavement marking program in the township.

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

DATE: June 14, 2013

SUBJECT: Cost Sharing Agreement for Traffic Signal at the Zimmer Road and M-43 (Grand River Avenue) Intersection

Earlier this month, the Michigan Department of Transportation (MDOT) and Ingham County entered into an agreement to install a traffic signal at the intersection of Zimmer Road and M-43 (Grand River Avenue) as part of the road department's Zimmer Road reconstruction project.

Initial installation of the signal is to be funded by MDOT, but pursuant to standard practice, all subsequent signal equipment modifications, maintenance, and operation costs are to be split evenly between MDOT and Ingham County. The costs are split evenly because two of the four approaches to the intersection are MDOT jurisdiction and two of the four approaches to the intersection are Ingham County jurisdiction.

The reason for this memo and resolution is to execute the MDOT and Ingham County, Cost Agreement for Traffic Signal Control.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE A COST AGREEMENT FOR TRAFFIC SIGNAL CONTROL WITH  
THE MICHIGAN DEPARTMENT OF TRANSPORTATION**

WHEREAS, the Michigan Department of Transportation and Ingham County entered into an agreement to install a traffic signal at the intersection of Zimmer Road and M-43 (Grand River Avenue) as part of the road department's Zimmer Road reconstruction project; and

WHEREAS, the initial installation of the signal is to be funded by the Michigan Department of Transportation; and

WHEREAS, pursuant to standard practice, all subsequent signal equipment modifications, maintenance, and operation costs are to be split evenly between the Michigan Department of Transportation and Ingham County. The Ingham County maintenance costs are estimated to be \$336 annually, which is budgeted under the county road fund for signal operation and maintenance.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a Cost Agreement for Traffic Signal Control with Michigan Department of Transportation for the Zimmer Road and M-43 (Grand River Avenue) traffic signal equipment modifications, maintenance, and operation costs. For which, the maintenance costs are estimated to be \$336 annually and is budgeted under the county road fund for signal operation and maintenance.

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



MEMORANDUM

To: County Services Committee

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

Date: June 19, 2013

Subject: Whitehills Lakes South No. 2 Subdivision Preliminary Plat Variance and Approval

Background: Much of the process by which a platted subdivision is developed follows state statute. The platting process essentially starts with development of a Preliminary Plat of the subdivision that shows the overall road and lot configuration, how it fits into the lands that surround it and the proposed public utilities serving those lots. Pursuant to state statute, said Preliminary Plat is concurrently reviewed and acted on by the necessary stakeholders (Township, Road Department, Drain Commissioner, etc). Once a Preliminary Plat is approved by the various stakeholders, the proprietor can then develop detailed construction plans that also go through an approval process. Once the construction plans are approved by the various stakeholders, construction can begin. After construction is completed, an acceptance process can be initiated to make the roads, drains, and township utilities part of the public domain.

The Whitehills Lakes South development is a 34 unit single-family subdivision located on 29.43 acres, north of Lake Lansing Road and west of I-69 BR (Saginaw Street). The subdivision is part of the Southwest ¼ of Section 4 and Southeast ¼ of Section 5, Meridian Township, Ingham County, Michigan. Phase 1 of the subdivision (lots 1 through 13) was constructed and accepted following the process described above. The proprietor wishes to proceed with the final phase of the subdivision (lots 14 through 34).

The reason for this memo is to revive the platting process and work towards developing the remaining phase of the subdivision. The original Preliminary Plat approval was granted in April of 2006. Per state statute, the approval expired in April 2008. The proprietor is requesting approval of a new preliminary plat called Whitehills Lakes South No. 2 that illustrates a revision to the original Preliminary Plat road layout, which requires a Board of Commissioners variance approval.

Variance Request:

The original Preliminary Plat illustrated a proposed road (Southridge Road) stretching from Whitehills Lakes Drive through to Lake Lansing Road, which complies with our public road development regulations. The new preliminary Plat truncates the road short of Lake Lansing Road and provides a cul-de-sac at its end. The variance, which is fully defended in the attached letter, violates the Ingham County Department of Transportation and Roads cul-de-sac length and connectivity requirements. To compensate, the proprietor intends to provide a non-public second access to the long cul-de-sac, from Lake Lansing Road, that can be used by emergency responders in case there is a blockage of the public road. Said non-public second access makes sense because of the topography of the site, has been vetted through the township planning staff, and will need to be approved by the township board.

RECOMMENDATION:

Road Department staff worked with the proprietor and Meridian Township to develop the proposed Preliminary Plat of Whitehills Lakes South No. 2, as submitted, and recommends approval.

Introduced by the County Services of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE APPROVAL OF THE PRELIMINARY PLAT OF  
WHITEHILLS LAKES SOUTH NO. 2**

WHEREAS, on April 4, 2006, the former Road Commission, now Ingham County Department of Transportation and Roads approved the Preliminary Plat for the residential subdivision called Whitehills Lakes South. The subdivision is part of the Southwest ¼ of Section 4 and Southeast ¼ of Section 5, Meridian Township, Ingham County, Michigan; and

WHEREAS, Phase 1 of the Whitehills Lakes South plat (lots 1 through 13) was subsequently built and the roads accepted into the county road system; and

WHEREAS, the two-year Preliminary Plat approval period, dictated by state statute, has expired and the proprietor, The Eastbrook Homes, is requesting approval of a new Whitehills Lakes South No. 2 Preliminary Plat (lots 14 through 34); and

WHEREAS, the new Whitehills Lakes South No. 2 Preliminary Plat (lots 14 through 34) contains a reasonable revision from the original road layout that exceeds the county's cul-de-sac length requirements, which requires a Board of Commissioners variance approval.

THEREFORE BE IT RESOLVED, that upon the recommendation of Road Department staff, the Ingham County Board of Commissioners approves the proposed cul-de-sac length variance and approves the Whitehills Lakes South No. 2 Preliminary Plat (lots 14 through 34) for a period of two years, in accordance with state statute.



# KEBS, INC

Engineering • Surveying

June 17, 2013

Mr. Robert Peterson, P.E.  
Ingham County Department of Transportation and Roads  
Director of Engineering  
301 N. Bush Street  
Mason, MI 48854-0038

Re: Whitehills Lakes South No. 2 – Variance Request

Mr. Peterson:

This letter is a request for a variance for Whitehills Lakes South No. 2. The variance is being requested on behalf of our client, Eastbrook Homes. The owner would like to construct Southridge Road as a cul-de-sac, instead of connecting to Lake Lansing Road, just West of M-78. According to the Board of County Road Commissioners May 2009 Procedures and Guidelines for Developing Public Roads, dead-end roads, ending in cul-de-sacs, shall not be less than 250 feet or greater than 660 feet in length as measured from the intersecting road centerline and the center of the cul-de-sac.

The length of cul-de-sac from the intersection of Whitehills Drive and Southridge Road, to the center of the cul-de-sac is 1,960 feet. The variance request is to allow an additional 1,300 feet for the proposed cul-de-sac. This variance is requested for the following reasons:

1. The existing terrain from Lake Lansing Road to the cul-de-sac location is approximately a 20' drop. To construct Southridge Road to Lake Lansing Road would require the terrain to be severely altered or the road to be installed at a steeper grade than normal (5-7%). The road commission manual suggests that 5% should be the maximum slope for road design. This could make for a potentially unsafe, steep road coming out to Lake Lansing Road.
2. Site vision at the intersection of Lake Lansing and Southridge Drive could also be a potential safety issue. There is a 10-15' embankment immediately adjacent to Lake Lansing Road. This would have to be significantly altered to provide safe sight vision for cars pulling out onto Lake Lansing Road.
3. There are potentially 20-30 mature trees that would have to be eliminated to construct the connection to Lake Lansing Road.
4. Lastly, the distance from a potential new entrance on Lake Lansing Road to the Lake Lansing-M-78 intersection would only be 300-350 feet.

The main reasons for keeping the cul-de-sac lengths relatively short are for winter maintenance and for emergency responses. In regards to emergency responses, the developer would keep the existing access driveway in place (Out to Lake Lansing Road) to serve as an emergency entrance to the far end of the cul-de-sac. The driveway would be improved to ensure it would be wide enough for a fire truck or ambulance to use in the case that a tree or debris might be blocking the street. In my opinion, the ability to access the cul-de-sac from both ends would provide emergency responders the means necessary to provide safe and adequate protection.

As far as winter maintenance goes, there could potentially be a few days a year that are difficult for some homeowners to navigate, but I don't think it is full reason to disallow a longer cul-de-sac. From my perspective (living on a cul-de-sac), I have found that homeowners are willing to work together to help clear/plow/shovel what is necessary to provide access to their homes when county maintenance has been delayed.

If you should have any questions regarding this letter please do not hesitate to contact me at (517) 339-1014, or you can email me at [gpetru@kebs.com](mailto:gpetru@kebs.com).

Sincerely,



Greg Petru, P.E.  
KEBS Inc.

MEMORANDUM

To: County Services & Finance Committees

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

Date: June 24, 2013

RE: PROPOSED RESOLUTION AUTHORIZING AN AGREEMENT WITH  
MICHIGAN STATE UNIVERSITY FOR  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANT FUNDED  
USE OF CRUMB RUBBER MODIFIED ASPHALT PAVING MIXTURE.

As the Board of Commissioners is aware, Meridian Township has proposed improvements on Cornell Road, M-43 to Orlando Drive in Meridian Township, to include, among other road improvements, asphalt resurfacing of Cornell Road as part of the Department of Transportation and Roads (Road Department) 2013 Local Road Program. Road Department staff supports this project. Other items on this meeting cycle's agenda propose resolutions authorizing a local road program agreement with Meridian Township and a construction contract based on recently taken bids for the Cornell Road project.

The Michigan Department of Natural Resources (MDNR) has made available grant funding in the amount of \$192,000 in 2013 for the Cornell Road project for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement's performance and longevity, and to help foster a market for used vehicle tires, which have been a solid waste disposal problem. In the recent past, the Road Department has accepted this funding and has placed CRMA on several county road projects including Waverly Road, Miller to Jolly Roads, and Haslett Road, Park Lake to Marsh Roads. So far CRMA is performing as expected and is ultimately expected to outlast conventional asphalt. However, since it is new to the market place, additional cost is involved for contractors to obtain the necessary equipment and materials to produce CRMA. Thus MDNR offers the CRMA grant program to help foster this market.

The remainder of the Cornell Road project's proposed paving, which is to be funded through Meridian Township and the Road Department's local road program from County Road Funds, constitutes the required local match for the MDNR CRMA grant, and no other unplanned costs are to be incurred for using the CRMA.

Michigan State University (MSU) has entered into an agreement with MDNR to research and develop the CRMA proposed for use on the Cornell Road project and to be the prime recipient of the MDNR CRMA grant funds, and in turn MSU wishes to subcontract with the County on behalf of the Road Department to implement field trial of the CRMA and to pass through the related MDNR CRMA grant funding in the amount of \$192,000 intended for the field implementation phase of the research effort.

Road Department staff has worked with MSU research staff and has reviewed and understands MSU's research findings that the CRMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and therefore recommends that the County enter into the requested subcontract with MSU to allow the placement of the CRMA research test strips on the Cornell Road project and to receive the MDNR CRMA grant funds intended for this purpose.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT WITH  
MICHIGAN STATE UNIVERSITY FOR  
MICHIGAN DEPARTMENT OF NATURAL RESOURCES GRANT FUNDED  
USE OF CRUMB RUBBER MODIFIED ASPHALT PAVING MIXTURE**

WHEREAS, Meridian Township has proposed improvements on Cornell Road, M-43 to Orlando Drive in Meridian Township, to include, among other road improvements, asphalt resurfacing of Cornell Road as part of the Department of Transportation and Roads (Road Department) 2013 Local Road Program.

WHEREAS, Road Department staff supports the Cornell Road project and proposes other resolutions on the current meeting agenda authorizing a local road cost sharing agreement with Meridian Township and a construction contract based on recently taken bids for the Cornell Road project; and

WHEREAS, the Michigan Department of Natural Resources (MDNR) has made available grant funding in the amount of \$192,000 in 2013 for the Cornell Road project for implementation and use of crumb rubber modified asphalt paving mixture (CRMA), which incorporates ground, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement's performance and longevity and to help foster a market for used vehicle tires; and

WHEREAS, the remainder of the Cornell Road project's proposed paving, which is to be funded through Meridian Township and the Road Department's local road program from 2013 budgeted County Road Funds, constitutes the required local match for the MDNR CRMA grant, and no other unplanned costs are to be incurred for using the CRMA; and

WHEREAS, Michigan State University (MSU) has entered into an agreement with MDNR to research and develop the CRMA proposed for use on the Cornell Road project and to be the prime recipient of the MDNR CRMA grant funds, and in turn MSU wishes to subcontract with the County on behalf of the Road Department to implement field trial of the CRMA and to pass through the related MDNR CRMA grant funding in the amount of \$192,000 intended for the field implementation phase of the research effort; and

WHEREAS, Road Department staff has worked with MSU research staff and has reviewed and understands MSU's research findings that the CRMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and recommends therefore that the County enter into the requested subcontract with MSU to allow the placement of the CRMA research test strips on the Cornell Road project and to receive the MDNR CRMA grant funds intended for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a subcontract with Michigan State University for the placement of the CRMA research test strips on the Cornell Road project and to receive the MDNR CRMA grant funds in the amount of \$192,000 intended for this purpose,

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

**MEMORANDUM**

To: County Services & Finance Committees

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

Date: June 24, 2013

RE: Proposed Agreement for Adding Branches to the Hannah Farms County Drain

Attached is a proposed resolution authorizing entering into an agreement with the County Drain Commissioner on behalf of the Hannah Farms County Drain District to add branches to this county drain which drain, among other areas, Eyde Parkway, a county road between Hagadorn Road and Hannah Boulevard. Eyde Parkway and its drain system were previously constructed by a developer along with various other land development in that area.

The Road department incurs no cost by entering into this agreement which transfers future maintenance responsibility of the Eyde Parkway Drainage system to the Hannah Farms County Drain District. The Road Department has been entering into these types of agreements with the Drain Commissioner in order to have road drainage systems become part of, and therefore be maintained by, the County Drain Districts to which the roads drain.

Road department staff recommends Board of Commissioners approval of the attached resolution authorizing this agreement.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AGREEMENT FOR  
ADDING BRANCHES TO THE HANNAH FARMS COUNTY DRAIN  
PURSUANT TO SECTIONS 425 AND 433 OF ACT NO. 40 OF  
THE PUBLIC ACTS OF 1956, AS AMENDED  
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Hannah Farms County Drain District (Drainage District) is an established body corporate in the County of Ingham and State of Michigan pursuant to Act 40 of the Public Acts of 1956 of the State of Michigan, as amended (“Drain Code”); and

WHEREAS, the Ingham County Drain Commissioner, pursuant to the provisions of the Drain Code is acting on behalf of the Drainage District and has complete legal jurisdiction of the Hannah Farm Drain (“Drain”), an established county drain, which services the properties in the Drainage District; and

WHEREAS, as part of the construction of Eyde Parkway, from Hagadorn Road to Hannah Blvd. in Meridian Township, a County road under the jurisdiction of the Department of Transportation & Roads (ICDTR), a road drainage system, feeding into, but separate from, the Hannah Farm Drain was constructed within the dedicated right-of-way of Eyde Parkway; and

WHEREAS, the ICDTR and Drain Commissioner agree to cooperate to assure proper drainage from properties and roads in the Drainage District and to transfer the jurisdiction and responsibility for the Eyde Parkway road drainage system to the Hannah Farm Drain; and

WHEREAS, the Developer of Eyde Parkway and certain surrounding properties, East Lansing II, LLC, (Developer) and the ICDTR, pursuant to Sections 425 and 433 of Act No. 40 of the Public Acts of 1956, as amended, wish to add branches to be known as Eyde Parkway South Branch, Eyde Parkway North Branch, and Branch 1 of Eyde Parkway North Branch, of the Hannah Farm Drain (“Branches”), to the existing Drain and to provide drainage service to the Branches and have requested that the Branches be established as part of the Drain under the jurisdiction of the Drain Commissioner; and

WHEREAS, the Developer has been advised, understands and agrees to assume the total costs necessary, and has obtained all permits required by local, state or federal law, to add the Branches to the Drain, including any engineering, inspection, easement acquisition, legal and administrative expenses and costs attendant to this Agreement; and

WHEREAS, the Developer has obtained, at its own expense, an affidavit from a registered professional engineer satisfactory to the Drain Commissioner to the effect that the Drain is the only reasonable available outlet for the Branches proposed to be added and it has sufficient capacity to provide adequate drainage service without detriment or diminution of the drainage service which the drain currently provides.



THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into an agreement with the Drain Commissioner on behalf of the Drainage District, and the Developer to have the above described Branches be established as part of the Hannah Farms County Drain and to license and permit the Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Branches, which include the Eyde Parkway road drainage system, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICDTR necessary for the construction, improvement and maintenance of the Drain, constructed in the road rights-of-way.

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

MEMORANDUM

July 2, 2013

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Second Quarter 2013 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the second quarter of fiscal year 2013. The total increase to the General Fund is \$82,550.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

Adjustments that affect three county departments relate to staffing changes at the Potter Park Zoo. Position changes and additions related to the Zoo Director, the Curator and the Security Coordinator have all been approved by previous resolutions. This resolution will approve the necessary budget adjustments. In addition, the Parks Director and Financial Coordinator are no longer being allocated to the Zoo. The general fund cost related to this change will be covered for the most part by a new reimbursement from the Zoo Fund for 10% of the cost of the Facilities Director and Manager and an increase in the indirect cost reimbursement as calculated in the most recent cost allocation plan.

Another sizable adjustment is the establishment of a budget for the Community Development Block Grant (CDBG) Fund. This budget was inadvertently omitted from the 2013 Adopted Budget. The 2013 budget does include a transfer of \$40,000 from the Delinquent Tax Revolving Fund to the CDBG Fund for administrative costs. This resolution will increase that transfer to \$75,000. This is the current estimate from the Treasurer's Office and Financial Services of the amount necessary to balance the fund.

There are also some increases for replacement computer equipment where costs are recouped through chargebacks to user departments as well as a reappropriation of Animal Control donation funds collected but not spent in 2012. Finally, there is a transfer from the MIS consultant's line item to temporary salaries to provide staffing for a much needed inventory update.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$260,671. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$353,259.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2013 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2013 Budget on October 23, 2012 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2013 BUDGET 7/1/13</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$72,677,891	\$82,550	\$72,760,441
208	Parks	1,756,261	55,110	1,811,371
258	Potter Park/Zoo	3,505,801	0	3,505,801
287	Comm. Devel. Block Grant	0	665,100	665,100
529	Delinquent Tax Revolving	4,611,631	35,000	4,646,631
636	MIS	4,389,001	1,430	4,390,431
664	Mach. & Equip. Revolving	1,037,457	47,203	1,084,660

## GENERAL FUND REVENUES

	2013 Budget – <u>7/1/13</u>	<u>Proposed</u> <u>Changes</u>	2013 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	41,058,229		41,058,229
Property Tax Adjustments	(450,000)		(450,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(25,000)		(25,000)
Industrial Facility Tax	330,000		330,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	4,725,000		4,725,000
Convention/Tourism Tax - Liquor	2,143,468		2,143,468
Court Equity Fund	1,575,000		1,575,000
Use of Fund Balance	2,692,469		2,692,469
<b>Department Generated Revenue</b>			
Animal Control	686,266	27,440	713,706
Circuit Court - Family Division	640,551		640,551
Circuit Court - Friend of the Court	342,000		342,000
Circuit Crt - General Trial	2,401,452		2,401,452
Controller	3,170		3,170
Cooperative Extension	26,325		26,325
County Clerk	630,400		630,400
District Court	2,405,108		2,405,108
Drain Commissioner/Drain Tax	339,658		339,658
Economic Development	49,462		49,462
Elections	28,950		28,950
Emergency Operations	201,813		201,813
Equalization /Tax Mapping	10,100		10,100

Facilities	148,599	22,206	170,805
Financial Services	54,742		54,742
Health Department	340,327		340,627
Human Resources	55,028		55,028
Probate Court	277,178		277,178
Prosecuting Attorney	583,371		583,371
Register of Deeds	1,646,325		1,646,325
Remonumentation Grant	80,444		80,444
Sheriff	5,029,573		5,029,573
Treasurer	4,187,672	32,904	4,220,576
Tri-County Regional Planning	62,976		62,976
Veteran Affairs	366,935		366,935
<b>Total General Fund Revenues</b>	<b>72,677,891</b>	<b>82,550</b>	<b>72,760,441</b>

#### GENERAL FUND EXPENDITURES

	2013 Budget - <u>7/1/13</u>	Proposed <u>Changes</u>	2013 Proposed <u>Budget</u>
Board of Commissioners	547,230		547,230
Circuit Court - General Trial	8,115,176		8,115,176
District Court	2,368,692		2,368,692
Circuit Court - Friend of the Court	1,377,860		1,377,860
Jury Board	1,123		1,123
Probate Court	1,425,212		1,425,212
Circuit Court - Family Division	4,277,349		4,277,349
Jury Selection	99,543		99,543
Elections	177,651		177,651
Financial Services	753,533		753,533
County Attorney	416,334		416,334
County Clerk	572,533		572,533
Controller	813,437		813,437

Equalization/Tax Services	664,640		664,640
Human Resources	621,681		621,681
Prosecuting Attorney	5,867,587		5,867,587
Purchasing	211,773		211,773
Facilities	1,863,038		1,863,038
Register of Deeds	451,827		451,827
Remonumentation Grant	80,444		80,444
Treasurer	623,707		623,707
Drain Commissioner	886,430		886,430
Economic Development	114,290		114,290
Community Agencies	185,720		185,720
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	104,960		104,960
Jail Maintenance	268,100		268,100
Sheriff	17,990,468		17,990,468
Community Corrections	141,529		141,529
Animal Control	1,412,394	27,440	1,360,501
Emergency Operations	316,269		316,269
Board of Public Works	300		300
Drain Tax at Large	345,000		345,000
Health Department	9,337,640		9,337,640
Community Health Centers	999,682		999,682
Medical Examiner	337,035		337,035
Substance Abuse	1,078,593		1,078,593
Community Mental Health	1,751,631		1,751,631
Department of Human Services	1,778,665		1,778,665
Tri-County Aging	76,225		76,225

Veterans Affairs	478,840		478,840
Cooperative Extension	503,804		503,804
Parks and Recreation	1,318,852	55,110	1,318,852
Contingency Reserves	260,671		260,671
Legal Aid	20,000		20,000
2-1-1 Project	33,750		33,750
Capital Improvements	1,605,173		1,605,173
<b>Total General Fund Expenditures</b>	<b>72,677,891</b>	<b>82,550</b>	<b>72,760,441</b>

### **General Fund Revenues**

Facilities	Begin 10% reimbursement from Zoo for wages and fringes for Faculties Director and Manager, increasing revenue \$22,206.
Treasurer	Increase indirect cost reimbursement from Zoo \$32,904 per most recent Cost Allocation Plan.
Animal Control	Increase private spay/neuter grant revenue \$27,440. Grant funds were deferred as they were collected but not spent in 2012.

### **General Fund Expenditures**

Animal Control	Increase spay/neuter expenses \$27,440. Private grant funds for this purpose were deferred as they were collected but not spent in 2012.
Parks	Increase general fund appropriation \$55,110 due to the discontinuation of the Parks Director and Financial Coordinator allocation to the Zoo Fund.

### **Non-General Fund Adjustments**

Parks (F208)	Discontinue Park Director and Financial Coordinator allocation to Zoo resulting in a revenue loss of \$57,831. Decrease controllable expenses by \$2,721. Increase general fund appropriation \$55,110 to balance budget.
Potter Park/Zoo (F258)	Increase personnel costs a net of \$1,212 for the following personnel changes: Eliminate the permanent Zoo Director (\$87,468) and create a special part-time Zoo Director (53,326) per Resolution 12-304, add new Curator (\$67,915) per Resolution 12-414, and new permanent Security Coordinator (\$35,559) and eliminate seasonal Security Coordinator (\$10,289) per Resolution 13-227, and discontinue Park Director and Financial Coordinator allocation (\$57,831). Increase indirect cost reimbursement to general fund \$32,904 per most recent

Cost Allocation Plan. Begin 10% reimbursement of wages and fringes for Faculty Director and Manager (\$22,206). Reduce Zoo contingency account \$20,000 and Zoo controllable expenses \$36,322. Net change to Zoo Fund is \$0.

Comm Dev Block Grnt  
(F287)

Setup budget for Community Development Block Grant (CDBG). Revenues and expenses will total \$665,100. Contribution from Delinquent Tax Fund to cover administrative costs will increase from \$40,000 to \$75,000.

Delinquent Tax Fund  
(F529)

Increase transfer to Community Development Block Grant Fund to cover administrative costs from \$40,000 to \$75,000.

MIS  
(F636)

Transfer funds from consultants to temporary salaries in order to provide staffing to update inventory records (\$5,000). Increase budget in order to purchase a CPU and laptop to provide spare inventory in case of need for emergency replacements (\$1,430).

Mach./Equip. Revolving  
(F664)

Increase CIP upgrade funds to purchase the following replacement equipment: laptop and docking station for the Controller's Office (\$1,053), two CPUs and monitors for Human Resources (\$2,448), Department of Transportation and Roads computer equipment upgrade (\$41,277), and two CPUs and monitors for Financial Services (\$2,425).



**2013 CONTINGENCY**

Adopted Contingency Amount	\$353,259
R13-54: Veterans Affairs Temporary	(5,012)
R13-83: District Court Reorganization	(17,506)
R13-186: 1 <sup>st</sup> Quarter Adjustment	(13,972)
R13-199: County Clerk Imaging	(18,800)
R13-218: Day Reporting Program Transitional Funding	(20,000)
R13-237: 1/3 Funding for Animal Control Volunteer Assistant	(17,298)
<b>Proposed Contingency Amount</b>	<b>\$260,671</b>

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION CALLING FOR THE LEGISLATURE TO SUPPORT  
SAME-SEX MARRIAGE IN MICHIGAN**

WHEREAS, Michigan voters in 2004 amended the state's Constitution to solely recognize the union of one man and one woman in marriage as the only agreement recognized as marriage or similar union for any purpose; and

WHEREAS, Michigan Public Act 297 of 2011 restricted the offering of domestic partner benefits to public employees; and

WHEREAS, the intention of this legislation and amendment represents nothing less than an unconscionable attack on the rights of Michigan's gay and lesbian citizens, by purposefully and disproportionately affecting the ability of individuals of a minority sexual orientation to access the rights and benefits conferred by marriage; and

WHEREAS, until Michigan Public Act 297 of 2011, Ingham County progressively offered some version of benefits to the same-sex partners of its employees; and

WHEREAS, public sentiment nationally reflected through public polls has grown increasingly in support of same-sex marriage; and

WHEREAS, the United States Supreme Court in June 2013 struck down the federal Defense of Marriage Act and opened the door to same-sex marriage in California; and

WHEREAS, as of July 2013, thirteen states, the District of Columbia, and five Native American tribes have legalized same-sex marriage; and

WHEREAS, several pieces of legislation have been introduced in the Michigan legislature to allow same-sex marriage in Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners calls on the legislature to enact HB 4742, a bill to repeal 2011 PA 297, the Public Employee Domestic Partner Benefits Restriction Act.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners calls on the legislature to enact SJR W, a bill to amend the Michigan Constitution by removing language prohibiting same-sex marriage.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners calls on the legislature to enact SB 405, a bill to make changes to Michigan's marriage laws to allow for same-sex marriage.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners calls on the legislature to enact SB 406, a bill to recognize same-sex marriages that were licensed in other states.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners calls on the legislature to enact other legislation supportive towards same-sex marriage.

BE IT FURTHER RESOLVED, that the County Clerk shall send copies of this resolution to Governor Rick Snyder, the Ingham County State Legislative Delegation, and the Michigan Association of Counties.