

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, MAY 7, 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 [April 23, 2013](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Clerk's Office - Resolution to Authorize Entering into an Agreement with [ImageSoft](#) to Implement Office Automation and Imaging for the County Clerk's Office
2. Facilities
 - a. Resolution Authorizing Entering into a Contract with [Myers Plumbing & Heating](#) to Provide the Labor and Materials to Install a Vestibule Cabinet Heater at Entrance #3 in the Human Services Building
 - b. Resolution Authorizing Entering into a Contract with [Laux Construction, LLC](#) to Provide Tuck-Pointing Services for Exterior Repairs at the Human Services Building Maintenance Garage and Ingham County Family Center
 - c. Resolution Authorizing Entering into a Contract with [Laux Construction, LLC](#) for the Removal of the Gymnasium Stage at the Ingham County Family Center
 - d. Resolution Authorizing Entering into a Contract with [C2AE](#) for Architectural and Engineering (A&E) Design Services for the Replacement of One Roof at the Sheriff's Office and the Roof of Pavilion #2 at Potter Park Zoo
 - e. Resolution Authorizing Entering into a Contract with [J.H. Construction](#) for the Removal and Replacement of the Steps on the East Side of the Mason Courthouse
3. Department of Transportation & 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 2013 Seasonal Requirement of [Sand](#) and Gravel for the Department of Transportation & Roads
 - c. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of 29A [Aggregate](#) for the Department of Transportation & Roads

- d. Resolution Authorizing the Purchase of 2013 Seasonal Requirements of Smooth-Lined Corrugated Polyethylene Pipe & Helically Corrugated Steel [Pipe](#) for the Department of Transportation & Roads
 - e. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of [Bituminous](#) Surface Mixture for the Department of Transportation & Roads
 - f. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of [Asphalt](#) Emulsions for the Department of Transportation & Roads
4. Parks
- a. Resolution Authorizing a Reciprocal [Arrangement](#) Between the Parks and Fair
 - b. Limited [Smoking Areas](#) in Ingham County Parks (*Informational Purposes Only*)
5. Controller's Office - Resolution Updating Various [Fees](#) for County Services
6. Board of Commissioners - Resolution Rescinding Resolution #02-212 and Revising Certain Policies Pertaining to Appointed [Advisory Boards and Commissions](#)

Announcements
Public Comment
Adjournment

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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.

COUNTY SERVICES COMMITTEE

April 23, 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, Mary Lannoye, Travis Parsons, Michelle Rutkowski, Chuck Gray, Jamie McAloon Lampman, Jim Hudgins, Sandra Dargatz, Bill Conklin, Willis Bennett, Sandra Gower, Dennis Stepanovich, Matt Brinkley, Alan Hooper, Vince Dragonetti and others.

The meeting was called to order by Chairperson De Leon at 6:01 p.m. in the Personnel Conference Room "D & E" of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the April 2, 2013 Minutes

The April 2, 2012 Minutes were approved as submitted.

Additions to the Agenda

- 1a. Pulled - Update on the Status of Community Development Block Grant (No Materials)
- 5b. Substitute - Resolution Establishing Priorities to Guide the Development of the 2014 Budget and Activities of County Staff
6. Substitute - Resolution Authorizing Borrowing \$550,000 from the Michigan Department of Environmental Quality Brownfield Redevelopment Loan on Behalf of the Charter Township of Lansing
8. Late – Update on Filling the Controller Position

Limited Public Comment

Brian True, Lee and Associates, informed the Committee he has been working with a potential buyer who made an offer on the Leaseway property in Lansing Township; however, the buyer walked away after receiving an unrealistic response from the Township. He noted the potential buyer has investigated the environmental issues associated with the property and is not seeking a partner for remediation. He informed the Committee this buyer may still be interested in the property and asked the Committee not approve the resolution, Agenda Item 6.

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

1. Treasurer
 - b. Resolution to Renew Service Contracts for the Purpose of Conducting Title Searches

2. Fair - Resolution Authorizing Entering into a Contract with T.V. Concessions to Provide Concession Services for the Ingham County Fairgrounds Main Arena Building for Non-Fair Events

3. Animal Control - Resolution to Authorize the County to Seek Architectural/Engineering Proposals to Conduct a Building Assessment of the Ingham County Annex Facility in Mason

4. Department of Transportation & Roads
 - a. Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads
 - b. Resolution Setting a Public Hearing for a Proposed Local Road Improvement Project on Cornell Road, Grand River Avenue to Orlando Drive, Meridian Township as Required by the Michigan Natural Resources & Environmental Protection Act, PA 451 of 1994, as Amended
 - c. Resolution to Approve Proposed 2013 Ingham County Bridge Funding Applications for Submission to the Local Bridge Program Manager
 - d. Resolution to Approve a Second Party Agreement Between MDOT and the Ingham County Department of Transportation and Roads and a Third Party Agreement Between Meridian Township and the Ingham County Department of Transportation and Roads in Relation to Federally Funded Road Project Located on Marsh Road Between Tihart Road and Grand River Avenue
 - e. Resolution to Approve a Second Party Agreement with MDOT and a Third Party Agreement with Meridian Township for the Ingham County Department of Transportation and Roads in Relation to a Federally Funded Enhancement Project on Okemos Road - Jolly Road to Clinton Street, Meridian Township
 - f. Resolution to Approve a Second Party Agreement Between MDOT and the Ingham County Department of Transportation and Roads and a Third Party Agreement Between Delhi Township and the Ingham County Department of Transportation and Roads in Relation to a Federally Funded Enhancement Project from Willoughby Road to the Jolly & Aurelius Road Intersection
 - g. Resolution to Approve a Second Party Agreement Between MDOT and the Ingham County Department of Transportation and Roads and a Third Party Agreement Between Meridian Township and the Ingham County Department of Transportation and Roads in Relation to a Bridge Replacement Project for the Van Atta Road Over the Red Cedar River
 - h. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Department of Transportation and Roads in Relation to Federally Funded Road Project Located on Zimmer Road Between the CN Railroad and Haslett Road

7. Board of Commissioners
 - a. Resolution Honoring Albert Schulien for his Service to the Ingham County Historical Commission
 - b. Resolution Amending the Ingham County Board Rules

MOTION CARRIED UNANIMOUSLY.

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

MOTION CARRIED UNANIMOUSLY.

5. Controller's Office
 - a. Resolution Updating Various Fees for County Services

Chairperson De Leon informed the Committee this is for discussion purposes and provided a brief history of the annual fee process.

Comm. Maiville stated that Comm. Vickers expressed his concern at the Human Services Committee meeting that some Law Enforcement fees are not at 100% giving the example of tethering. The Committee discussed jail and tethering costs as well as grant funding. Ms. Lannoye will provide more information on the Law Enforcement fees specifically relating to tethering.

Comm. Holman asked if there has been a review of the pollution program (P2). The Committee agreed it would be beneficial to have a P2 update since the program is newer.

- b. Resolution Establishing Priorities to Guide the Development of the 2014 Budget and Activities of County Staff

Ms. Lannoye pointed out the changes made by the Controller's Office, Law & Courts Committee and Human Services Committee.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2014 BUDGET AND ACTIVITIES OF COUNTY STAFF.

Ms. Lannoye informed the Committee this resolution will go to the Finance Committee then the Full Board for approval.

MOTION CARRIED UNANIMOUSLY.

- c. First Quarter 2013 Budget Adjustments and Contingency Fund Update

Ms. Lannoye informed the Committee that this item is an explanation of Item 5d. She highlighted the major changes in revenues and expenses. The Committee discussed the budget adjustments and contingency fund.

d. Resolution Authorizing Adjustments to the 2013 Ingham County Budget

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2013 INGHAM COUNTY BUDGET.

MOTION CARRIED UNANIMOUSLY.

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

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING BORROWING \$550,000 FROM THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY BROWNFIELD REDEVELOPMENT LOAN ON BEHALF OF THE CHARTER TOWNSHIP OF LANSING.

Ms. Lannoye pointed out the Therefore Be It Resolved addressing an inter-local agreement and reviewed the loan terms along with the seventh whereas which requires Lansing Township to escrow an amount equal to two years of payments of the loan, assume the loan as soon as their debt level allows, agrees not to borrow funds for any other purpose until loan has reverted back to the Township or is paid in full, and will assume the loan payments should the tax increment financing capture be insufficient to cover the costs of the loan payments. She also pointed out the changes in bold indicating why this would not set a precedent. She stated she is unsure if the Township is willing to accept the new terms.

Comm. Celentino asked for clarification that Lansing Township will assume the loan when their debt level goes down. Ms. Lannoye answered yes. Comm. Koenig asked if the Controller approves of the resolution with the changes. Ms. Lannoye answered no because it is her opinion it sets a precedent. Comm. Maiville expressed his concern that it does set a precedent and nothing has been offered as security for the three years the County could become responsible for the loan as a co-signer. Chairperson De Leon stated it is her understanding that the Township offered to agree in writing they would not take on any more loans through the inter-local agreement. Mr. Brinkley stated he could not speak for the Township Board; however, they are accepting of the application and constraints. He further stated the conditions are not difficult for the Township to accept because of their maximum indebtedness and statute.

Comm. Maiville noted that the Township has stated it has other options beyond this but he has not heard what those options were. Mr. Brinkley explained self financing with the proceeds of the sale and local site revolving funds. He noted that these funds are significantly less than the \$550,000.

Alan Hooper introduced himself as an environmental consultant with a firm in Lansing. He informed the Committee he was the only person who responded to the RFP a year ago. He stated the building has sat idle for a long time then described the condition of the building, environmental issues and how the \$550,000 would be used. He noted that it may not be necessary to use the entire \$550,000.

Mr. Hooper explained the DEQ loan, the vetting process, and that it is set up specifically to address real environmental issues with Brownfield redevelopment. Mr. Hooper stated he wants to make clear there is real responsibility and accountability to the Township and the State. Furthermore, a lot of time and effort went into securing the property over a course of a year boarding up the building and chasing people out of this building in addition to legal fees developing an agreement to partner with Lansing Township on this project.

Comm. Nolan thanked Ms. Gower and Mr. Hooper for their efforts. She informed the Committee that she and Comm. Holman inspected the property and understand the condition of the property and why this is critical to the Township. However, having said that she referenced a Lansing State Journal article written June 5, 2011 where a MSU Professor states it is not the role of townships or cities to become developers then stating her opinion it is not the role of the County either. She expressed her concerns of Lansing Township's parking structure, upcoming drainage and bonding issues then suggested a 425 Agreement with the City of Lansing because they have the ability to borrow money.

Comm. Celentino stated that this does not set a precedent because each issue that comes before the Board of Commissioners is different and unique. Additionally, if the Township does not accept the County's provisions and inter-local agreement the loan does not happen; therefore, the County is proceeding cautiously. Comm. Celentino asked Ms. Gower if the EDC recommended approval of this. Ms. Gower stated the Brownfield Authority reviewed the plan presented by the Lansing Township Brownfield Authority and thought it was a reasonable development plan; the Township did not ask the EDC to take a stand on borrowing.

Comm. Celentino pointed out that most of the development is on the east side of Lansing Township and he is pleased to see interest in the west side. Mr. Brinkley agreed stating that it will be some time before the General Motors properties will be developed because environmental studies are not completed. Comm. Celentino explained when General Motors closed it hurt Lansing Township's tax base and it was necessary to increase taxes to maintain police and fire services. He described the recent millages. Mr. Brinkley described how the Township will repay the loan.

Comm. Holman questioned the concept that governments are not in the business of development because the County has a Land Bank. She stated that as far as a precedent every property is unique and it may be a good idea to set criteria on what could be considered. She noted that if a bank were to go through this it would take six months to a year to finalize.

Comm. Koenig expressed her concern that the County has not been given any documentation showing the background work that has been done. She questioned the benefit to the County. Mr. Hooper stated this will eliminate blight describing the value of the construction and infrastructure of the building stating once the environmental issues are gone the building is very marketable. He estimated taxable value fully developed stating it now it collects zero dollars.

The Committee discussed the location of the property, how the property was acquired and speculative buyers. They discussed development plans, zoning, ownership, tenants along with the number of jobs that could be created. The Committee then discussed the abatement of the environmental concerns.

Chairperson. De Leon asked for a timeline. Mr. Hooper stated the building will be marketable in three to four months and on the tax rolls starting in 2014. Chairperson De Leon stated she believes the County should be a partner in cleaning up the site one way or another because it is dangerous.

MOTION FAILED with Comms. Nolan, Tsernoglou, Maiville and Koenig Voting “no”.

8. Update on Filling the Controller Position

Chairperson De Leon asked for an update on filling the Controller position. Comm. Nolan stated the deadline for applications is tomorrow and interviews will be scheduled if there are a sufficient number of qualified applicants. Comm. Nolan reviewed the process and Committees involved with hiring the Controller. Chairperson De Leon asked that Ms. Bennett provide the interviewing Committee the questions asked from the last interview process.

Announcements

Comm. Nolan announced the Eastern High School Ingham County Clinic is having their Grand Opening April 25th at 12:00.

Comm. Nolan announced the Potter Park Zoo is holding an Arbor Day Celebration April 26 at 11:30 a.m.

Comm. Tsernoglou announced she is selling raffle tickets for the Friends of Ingham County Parks at the cost of \$10.00 per ticket.

Public Comment

Brian True, Lee & Associates, informed the Committee that the party interested in the Lansing Township Leaseway property would like to use the property as a truck maintenance facility. He stated he is unable to disclose the brand; however, this is a great opportunity.

The meeting adjourned at approximately 7:26 p.m.

Respectfully submitted,

Julie Buckmaster

MAY 7, 2013 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

ACTION ITEMS:

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

1. *Clerk's Office - Resolution to Authorize Entering into an Agreement with ImageSoft to Implement Office Automation and Imaging for the County Clerk's Office*

This resolution authorizes the purchasing of services with Imagesoft for office automation and imaging of the county Clerk's office for \$18,800, paid from the contingency fund. There is currently \$316,769 in the 2013 Contingency Fund.

2. *Facilities*

a. *Resolution Authorizing Entering into a Contract with Myers Plumbing & Heating to Provide the Labor and Materials to Install a Vestibule Cabinet Heater at Entrance #3 in the Human Services Building*

This resolution authorizes awarding a contract to Myers Plumbing & Heating to provide labor and materials to install a vestibule cabinet heater at entrance #3, in the Human Services Building at a cost not to exceed \$6,900.00. Currently there is not a heater at that entrance and each time the door is utilized, the vestibule fills with cold air with no system in place to remove it. The funds for this project are available in the approved CIP Line Item, which has a balance of \$15,000.00 for vestibule heaters.

b. *Resolution Authorizing Entering into a Contract with Laux Construction, LLC to Provide Tuck-Pointing Services for Exterior Repairs at the Human Services Building Maintenance Garage and Ingham County Family Center*

This resolution authorizes entering into a contract with Laux Construction, LLC, to provide Tuck-pointing services at two County facilities: 1) exterior repairs at the HSB Maintenance Garage for a not to exceed cost of \$6,800.00 plus a \$2,500.00 contingency, and 2) exterior repairs at the ICFC for a not to exceed cost of \$57,139.00 plus an \$8,500.00 contingency for a complete total cost of \$74,939.00. Funds are available within the Capital Improvement Plan Budget.

c. *Resolution Authorizing Entering into a Contract with Laux Construction, LLC for the Removal of the Gymnasium Stage at the Ingham County Family Center*

This resolution authorizes entering into a contract with Laux Construction, LLC for the removal of the gymnasium stage at the Ingham County Family Center for a not exceed cost of \$17,595.00. This stage is being removed for safety reasons and Funds are available within the Capital Improvement Plan Budget.

d. *Resolution Authorizing Entering into a Contract with C2AE for Architectural and Engineering (A&E) Design Services for the Replacement of One Roof at the Sheriff's Office and the Roof of Pavilion #2 at Potter Park Zoo*

This resolution authorizes an agreement with C2AE for A&E design services for the replacement of one roof at the Sheriff's Office at a cost not to exceed \$6,800.00 and the roof of Pavilion #2 at Potter Park Zoo at a cost not to exceed \$7,500.00. Both of the roofs are old, deteriorating and in need of replacement.

Funds for the Sheriff's Office roof are available in the Building Improvement Fund which has a balance of \$36,290.00 for Sheriff's Office roof replacement.

Funds for the Pavilion #2 roof replacement are available in the Leasehold Improvement Fund which has a balance of \$100,000.00 for the Pavilion #2 roof.

e. Resolution Authorizing Entering into a Contract with J.H Construction for the Removal and Replacement of the Steps on the East Side of the Mason Courthouse

This resolution authorizes a contract with J.H Construction to remove and replace the steps on the East side of the Mason Courthouse. The steps have deteriorated and pose a danger to guests and employees of the courthouse. Funding for the project is available within line item #245-90212-931000-3FC11. The cost of the project is \$6,171.45 plus a \$1,200.00 contingency for any unseen circumstances that may arise for a total not to exceed cost of \$7,371.45.

3. Department of Transportation & Roads

a. 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.

b. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of Sand and Gravel for the Department of Transportation & Roads

This resolution authorizes the purchase of various types of sand and gravel on an as-needed, unit price basis from three vendors with various delivery options, based on Road Department staff's judgment as to which supplier and delivery method is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method.

c. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of 29A Aggregate for the Department of Transportation & Roads

This resolution authorizes the purchase on an as-needed, unit price basis of 29A slag from Edw. C. Levy Co., and of 29A crushed natural aggregate from three other vendors as shown in the resolution, based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on availability of required material, with preference based on lowest bid unit price.

d. Resolution Authorizing the Purchase of 2013 Seasonal Requirements of Smooth-Lined Corrugated Polyethylene Pipe & Helically Corrugated Steel Pipe for the Department of Transportation & Roads

This resolution authorizes the purchase on an as-needed, unit price basis of smooth lined corrugated polyethylene pipe from Advanced Drainage Systems, and helically corrugated steel pipe—both galvanized and aluminized coated, from Contech Engineered Solutions, LLC.

e. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of Bituminous Surface Mixture for the Department of Transportation & Roads

This resolution authorizes the purchase of bituminous surface mixture (asphalt) on an as-needed, unit price basis from all three respondents to RFP #45-13 based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material

f. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of Asphalt Emulsions for the Department of Transportation & Roads

This resolution authorizes the purchase of the various types of asphalt emulsions on an as-needed, unit price basis from Terry Materials Inc. based on their lowest qualified bid for each and all of the various types of asphalt emulsions, and to Rieth-Riley Construction Co. for local pick-up of SS-1h, when in the judgment of Road Department staff this is in the best interest of the County to save overall costs by minimizing transportation for small loads.

4. Parks

a. *Resolution Authorizing a Reciprocal Arrangement between the Parks and Fair*

This resolution authorizes a reciprocal arrangement where between July 1, 2013 and the last day of the Fair a \$1.00 off admission to the 2013 Ingham County Fair will be printed on every vehicle entrance receipt at Lake Lansing Park-South, Hawk Island, and Burchfield Parks. In addition, the Fair Booklet will include a \$1.00 off coupon for refreshments from any park food concession at any Ingham County Park.

5. Controller's Office

a. *Resolution Updating Various Fees for County Services*

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2013, for the Park and Zoo winter seasonal fees on November 1, 2013, and for all other departments on January 1, 2014. If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$160,000. Any additional revenue will be recognized in the 2014 Controller Recommended Budget.

OTHER ITEMS:

4. Parks

b. *Limited Smoking Areas in Ingham County Parks (Informational Purposes Only)*

6. Board of Commissioners - *Resolution Rescinding Resolution #02-212 and Revising Certain Policies Pertaining to Appointed Advisory Boards and Commissions*

Ingham County Management Information Services
Michael E. Ashton, Chief Information Officer - Email: mashton@ingham.org

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: April 26, 2013
Re: County Clerk Imaging Project

Dear Commissioners,

Management Information Systems along with the Ingham County Clerk's office has completed a review of the Clerk's Office imaging system. The County Clerk and CIO visited Ottawa County to review their implementation of electronic filing and office automation using ImageSoft. After further review it has been determined that the ImageSoft solution would allow more features and provide better service to the citizens of Ingham County.

The county is heavily invested into ImageSoft with the PA's Office, Friend of the Court, Probate Court, Sheriff's office and several other county departments. Utilizing ImageSoft for the clerk's office will also allow for more electronic collaboration with county departments and provide more efficient services to other county departments as well.

The cost for a complete analysis review of the Clerk's processes to help ensure the most efficient system is quoted to be around \$18,800. Ingham County Clerk Barb Byrum and CIO Michael Ashton recommend the county move forward with its continued office automation and imaging projects with imageSoft. Funding will come from the county's contingency fund.

Thank you in advanced for your consideration. If you have any questions please feel free to contact me at 517-676-7371.

Agenda Item 1

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH IMAGESOFT TO IMPLEMENT OFFICE AUTOMATION AND IMAGING FOR THE COUNTY CLERK'S OFFICE

WHEREAS, the Department of Management Information Systems recommends moving forward with the county imaging and automation efforts; and

WHEREAS, the county clerk's office would like to enhance the services to Ingham County citizens; and

WHEREAS, Image soft is the current added value reseller of the county's current office Automation and imaging systems; and

WHEREAS, the cost to complete a full analysis of the County Clerk's office process is expected to cost \$18,800; and

WHEREAS, continued yearly licensing and support cost of estimated around \$8,000 per year; and

WHEREAS, the current county clerk's imaging systems currently cost \$14,000 per year; and

WHEREAS, a return on investment is expected to be received within three years and yearly cost savings of around \$7,000 in licensing and support after implementation; and

WHEREAS, the Chief Information Officer recommends entering into a agreement with ImageSoft, the current county vendor to complete the analysis and design of the clerk's office automation system.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchasing of services with ImageSoft for office automation and imaging of the county Clerk's office for \$18,800 paid from the contingency fund.

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

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 15, 2013

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MYERS PLUMBING & HEATING TO PROVIDE LABOR AND MATERIALS TO INSTALL A VESTIBULE CABINET HEATER AT ENTRANCE #3 IN THE HUMAN SERVICES BUILDING

The resolution before you authorizes awarding a contract to Myers Plumbing & Heating to provide labor and materials to install a vestibule cabinet heater at entrance #3, in the Human Services Building. Currently there is not a heater at that entrance and each time the door is utilized, the vestibule fills with cold air with no system in place to remove it.

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 Myers Plumbing & Heating who submitted the lowest responsive and responsible bid to provide labor and materials to install a vestibule cabinet heater at entrance #3, in the Human Services Building, for a not to exceed cost of \$6,900.00.

The funds for this project are available in the approved CIP Line Item 631-23304-976000-3FC04 which has a balance of \$15,000.00 for vestibule heaters.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 25, 2013

SUBJECT: Proposal Summary for the Installation of a Vestibule Cabinet Heater at the Human Services Building Entrance #3

Project Description:

Proposals were sought from vendors to provide labor and materials to install a vestibule cabinet heater at entrance #3 in the Human Services Building.

Proposal Summary:

Vendors contacted: 3 Local: 2
Vendors responding: 3 Local: 2

| Company Name | Total | Local |
|-------------------------------|--------------|------------------------------|
| Myers Plumbing & Heating Inc. | \$6,900 | No – Lansing, Clinton County |
| John E. Green Company | \$8,950 | Yes – Mason |
| T.H. Eifert Inc. | \$12,480 | Yes – Lansing |

Recommendation:

The Evaluation Committee recommends awarding a contract to Myers Plumbing & Heating Inc. The cost of the project is \$6,900. Myers Plumbing & Heating Inc. submitted the lowest responsive and responsible proposal.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH
MYERS PLUMBING & HEATING TO PROVIDE THE LABOR AND MATERIALS
TO INSTALL A VESTIBULE CABINET HEATER AT ENTRANCE #3 IN THE
HUMAN SERVICES BUILDING**

WHEREAS, entrance #3 does not currently have a vestibule cabinet heater; and

WHEREAS, each time the door is utilized, that area fills with cold air and there is no system in place to remove it; 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 Myers Plumbing & Heating who submitted the lowest responsive and responsible bid to provide labor and materials to install a vestibule cabinet heater at entrance #3 in the Human Services Building for a not to exceed cost of \$6,900.00; and

WHEREAS, the funds for this project are available within CIP Line Item 631-23304-976000-34C04 which has a balance of \$15,000.00 for vestibule heaters.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorize entering into a contract with Myers Plumbing & Heating 16825 Industrial Parkway Lansing, Michigan 48906 to provide labor and materials to install a vestibule cabinet heater at entrance #3 in the Human Services Building for a not exceed cost of \$6,900.00.

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: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 24, 2013

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LAUX CONSTRUCTION, LLC TO PROVIDE TUCK-POINTING SERVICES FOR EXTERIOR REPAIRS AT THE HUMAN SERVICES BUILDING MAINTENANCE GARAGE AND INGHAM COUNTY FAMILY CENTER

The resolution before you authorizes entering into an agreement with Laux Construction, LLC to provide Tuck-pointing services for exterior repairs at both the Human Services Building (HSB) Maintenance Garage and the Ingham County Family Center (ICFC).

The HSB Maintenance Garage brick veneer has sustained a substantial amount of deterioration from salts and moisture and the ICFC building exterior has experienced a considerable amount of deterioration caused by an attempt to remove graffiti, through sandblasting.

The purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments that a contract be awarded to Laux Construction, LLC who submitted the lowest responsive and responsible bid in the amount of \$74,939.00 to provide Tuck-pointing services for exterior repairs at the HSB Maintenance Garage and the ICFC.

Due to the type of project the Facilities Department is asking for a \$2,500.00 contingency for the HSB Maintenance Garage and an \$8,500.00 contingency for the ICFC.

The HSB Maintenance Garage project will be completed for a base bid cost of \$3,870.00 plus alternate #2 being \$2,930.00 as well as a \$2,500.00 contingency for a total cost not to exceed \$9,300.00. Funds totaling \$16,274.00 are available from CIP line item 631-23304-931000-2FC15 which was approved for HSB Maintenance Garage Tuck-pointing.

The ICFC project will be completed for a base bid cost of \$53,909.00 plus alternate #3 being \$3,230.00 as well as an \$8,500.00 contingency for a total cost not to exceed \$65,639.00. Funds totaling \$77,216.00 are available from CIP line item 264-66400-931000-2FC01 which was approved for ICFC Tuck-pointing.

Both projects will be competed for a total cost of \$74,939.00.

I recommend approval of this resolution.

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 23, 2013
SUBJECT: Proposal Summary for the Ingham County Family & Human Services Garage Exterior Repairs

Project Description:

Proposals were sought from experienced and qualified firms for the purpose of entering into a contract to make exterior repairs to the Ingham County Family Center and the Human Services Building. Scope of work includes brick staining, tuck pointing, and joint sealant application.

Proposal Summary:

Vendors contacted: 23 Local: 5
 Vendors responding: 6 Local: 2

| Company | Base Bid | Alt #2 ¹ | Alt #3 ² | Total | Bid Bond | Local |
|--|-----------|---------------------|---------------------|-----------|----------|------------------|
| Laux Construction, LLC | \$57,779 | \$2,930 | \$3,230 | \$63,939 | Yes | Yes - Holt |
| Cusack's Masonry Restoration | \$59,870 | \$6,130 | \$7,500 | \$73,500 | Yes | No - Hubbardston |
| National Restoration Inc | \$68,800 | \$8,000 | \$4,500 | \$81,300 | Yes | No - Milford |
| M One Limited DBA: Mark 1 Restoration Services | \$64,240 | \$16,850 | \$14,325 | \$95,415 | Yes | No - Detroit |
| Moore Trosper | \$99,900 | \$4,800 | \$10,000 | \$114,700 | Yes | Yes - Holt |
| Grunwell-Cashero Co | \$126,965 | \$6,187 | \$47,312 | \$180,464 | Yes | No - Detroit |

¹ Alternate #2 – Replacement of Doors

² Alternate #3 – Repair Soffits

A total of 12 vendors attended the mandatory Pre-proposal meeting.

Recommendation:

The Evaluation Committee recommends awarding a contract to Laux Construction, LLC. The cost of the project is \$63,939 which is reflective of the payment of prevailing wages plus an \$11,000 contingency for any unseen circumstances that may arise for a total not to exceed cost of \$74,939.

In addition to submitting the lowest responsive and responsible proposal, Laux Construction, LLC is a registered local vendor, bonded, insured, and highly referenced.

Advertising:

The Request for Proposals was advertised in the City Pulse, The New Citizens Press, various construction plan houses, and posted on the Purchasing Department Web Page.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LAUX
CONSTRUCTION, LLC TO PROVIDE TUCK-POINTING SERVICES FOR EXTERIOR
REPAIRS AT THE HUMAN SERVICES BUILDING MAINTENANCE GARAGE AND
INGHAM COUNTY FAMILY CENTER**

WHEREAS, the Human Services Building (HSB) Maintenance Garage and the exterior of the Ingham County Family Center (ICFC) are need of repair due to deterioration over time; and

WHEREAS, the HSB Maintenance Garage brick veneer has sustained a substantial amount of deterioration from salts and moisture; and

WHEREAS, the ICFC building exterior has experienced a considerable amount of deterioration caused by an attempt to remove graffiti, through sandblasting; and

WHEREAS, after careful review of bids the Purchasing and Facilities Departments both agree that a contract be awarded to Laux Construction, LLC who submitted the lowest responsive and responsible bid in the amount of \$74,939.00 to provide Tuck-pointing services for exterior repairs at the HSB Maintenance Garage and the ICFC; and

WHEREAS, due to the type of project the Facilities Department is asking for a \$2,500.00 contingency for the HSB Maintenance Garage and an \$8,500.00 contingency for the ICFC; and

WHEREAS, the HSB Maintenance Garage base bid is \$3,870.00 plus alternate #2 being \$2,930.00 for a total of \$6,800.00; and

WHEREAS, the ICFC base bid is \$53,909.00 plus alternate #3 being \$3,230.00 for a total of \$57,139.00; and

WHEREAS, the funds for the HSB Maintenance Garage are available within CIP Line Item 631-23304-931000-2FC15 which has a balance of \$16,274.00 for HSB Garage Tuck-pointing; and

WHEREAS, the funds for the ICFC are available within CIP Line Item 264-66400-931000-2FC01 which has a balance of \$77,216.00 for ICFC Tuck-pointing.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Laux Construction, LLC, 4218 Charlar Drive, Holt, Michigan 48842 to provide Tuck-pointing services for exterior repairs at the HSB Maintenance Garage for a not to exceed cost of \$6,800.00 plus a \$2,500.00 contingency and for exterior repairs at the ICFC for a not to exceed cost of \$57,139.00 plus an \$8,500.00 contingency for a complete total cost of \$74,939.00.

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: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 18, 2013

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LAUX CONSTRUCTION, LLC FOR THE REMOVAL OF THE GYMNASIUM STAGE AT THE INGHAM COUNTY FAMILY CENTER**

The resolution before you authorizes awarding a contract to Laux Construction, LLC, for the removal of the gymnasium stage at the Ingham County Family Center.

The stage is no longer used and is dangerous to children that are playing in the gym; they are running into it as well as using it as a hiding place.

Laux Construction, LLC who submitted the lowest responsive and responsible bid of \$17,595.00, were chosen after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments.

Funding for the project is available within the Juvenile Justice Millage Fund #264-66400-976000-3FC03.

I recommend approval of this resolution.

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 23, 2013

SUBJECT: Proposal Summary for the Ingham County Family Center Gymnasium Stage Removal

Project Description:

Proposals were sought from experienced and qualified firms for the purpose of entering into a contract to remove the gymnasium stage at the Ingham County Family Center. The scope of work includes, but is not limited to, removal of the wood framed stage, divider wall and hardwood flooring; subsequent installation of new VCT flooring and resilient base and painting of CMU walls; relocation of existing exit lights, receptacles, power panel, lighting control panel, and network lighting switches; disconnecting the existing inoperable ventilation system; and touching up adjacent surfaces and associated ancillary work.

Proposal Summary:

Vendors contacted: 42 Local: 15
 Vendors responding: 4 Local: 4

| Company Name | Base Bid | Bid Bond | Local |
|-------------------------------|----------|----------|---------------|
| Laux Construction, LLC | \$17,595 | Yes | Yes - Holt |
| L.J. Trumble Builders | \$21,989 | Yes | Yes - Lansing |
| Century Construction Inc | \$28,255 | Yes | Yes - Lansing |
| Moore Trospen Construction Co | \$32,842 | Yes | Yes - Holt |

A total of 7 vendors attended the mandatory Pre-proposal meeting.

Local vendor not responding:

Nielsen Commercial Construction Company, Holt – Bid returned to vendor because it did not include a bid bond.

Recommendation:

The Evaluation Committee recommends awarding a contract to Laux Construction, LLC in an amount not to exceed \$17,595 which is reflective of the payment of prevailing wages. In addition to submitting the lowest responsive and responsible proposal, Laux Construction, LLC is a registered local vendor, bonded, insured, and highly referenced.

Advertising:

The Request for Proposals was advertised in the City Pulse, The New Citizens Press, various construction 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 LAUX
CONSTRUCTION, LLC FOR THE REMOVAL OF THE GYMNASIUM STAGE AT THE
INGHAM COUNTY FAMILY CENTER**

WHEREAS, the stage is no longer being used, it is dangerous and in the way of the children playing in the gym;
and

WHEREAS, removing the stage will allow for a safer environment for which the children can play; 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 Laux Construction, LLC, who submitted the lowest responsive and responsible bid for the removal of the gymnasium stage at the Ingham County Family Center, for a not to exceed cost of \$17,595.00; and

WHEREAS, the funds for this project are available within the Juvenile Justice Millage #264-66400-976000-3FC03 which has a balance of \$20,000.00 for stage removal.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorize entering into a contract with Laux Construction, LLC., 4218 Charlar Drive, Holt, Michigan 48842 for the removal of the gymnasium stage at the Ingham County Family Center for a not exceed cost of \$17,595.00.

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: Law & Courts County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 24, 2013

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH C2AE FOR ARCHITECTURAL AND ENGINEERING (A&E) DESIGN SERVICES FOR THE REPLACEMENT OF ONE ROOF AT THE SHERIFF'S OFFICE AND THE ROOF OF PAVILION #2 AT POTTER PARK ZOO

The resolution before you authorizes entering into an agreement with C2AE for A&E design services for the replacement of one roof at the Sheriff's Office and the roof of Pavilion #2 at Potter Park Zoo.

Both of the roofs are old, deteriorating and in need of replacement.

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 C2AE who submitted the lowest responsive and responsible bid to provide A&E design services for the replacement of one roof at the Sheriff's Office for a not to exceed cost of \$6,800.00 and the roof of pavilion #2 at Potter Park Zoo for a not to exceed cost of \$7,500.00.

Funds for the Sheriff's Office roof are available in the Building Improvement Fund #245-30199-976000-2FC11 which has a balance of \$36,290.00 for Sheriff's Office roof replacement.

Funds for the Pavilion #2 roof replacement are available in the Leasehold Improvement Fund #258-69900-977000-1208Z which has a balance of \$100,000.00 for the Pavilion #2 roof.

I recommend approval of this resolution.

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: April 23, 2013
SUBJECT: Architectural & Engineering Services for Replacement of Two Roofs

Project Description:

Proposals were sought from qualified and experienced architectural and engineering firms for the purpose of entering into a contract to provide evaluation, design, and construction administration services for the replacement of two roofs one at the Sheriff’s Office and the other at the Tiger Den Pavilion at Potter Park Zoo.

The contractor will be responsible for working directly with the Facilities Department to evaluate the current conditions of and make recommendations for the two buildings. Work will meet all state, local and federal guidelines and standards. The Contractor will furnish all expertise, labor and resources for complete design and engineering services for the project in accordance with the requirements of RFP #33-13 Architectural & Engineering Services for Replacement of Two Roofs and subsequent contract.

Proposal Summary:

Vendors contacted: 70 Local: 20
Vendors responding: 8 Local: 5

| Company Name | Sheriff’s Office Roof | Potter Park Zoo Pavilion Roof | Alt 1: brick chimney | Total | Local |
|--|-----------------------|-------------------------------|----------------------|----------|---------------|
| Capital Consultants, Inc DBA: C2AE | \$6,800 | \$6,700 | \$800 | \$14,300 | Yes - Lansing |
| Roger L. Donaldson, AIA P.L.C. | \$6,050 | \$8,000 | \$760 | \$14,810 | Yes - Holt |
| GAV Associates Inc. | \$5,850 | \$8,350 | \$1,000 | \$15,200 | No - Flint |
| Straub Pettitt Yaste Architects | \$6,100 | \$9,600 | \$300 | \$16,000 | No - Clawson |
| DLZ Michigan, Inc. | \$8,800 | \$7,600 | \$500 | \$16,900 | Yes - Lansing |
| Professional Service Industries, Inc. (PSI) | \$11,150 | \$10,850 | \$1,000 | \$23,000 | Yes - Lansing |
| Hobbs+Black Associates, Inc. | \$7,932 | \$19,166 | \$2,510 | \$29,608 | Yes - Lansing |
| Building Technology Associates, Inc. (BTA) | \$13,686 | \$20,284 | \$4,000 | \$37,970 | No - Oak Park |

A total of 11 vendors attended the mandatory pre-proposal meeting.

Local vendors not responding:

Keystone Design Group, Lansing – No bid submitted, no reason provided.

K L Design Group, LLC., East Lansing – No bid submitted due to scheduling conflicts.

Other vendors not responding:

TowerPinkster, Kalamazoo; Integrated Architecture, Grand Rapids; Wigen Tincknell Meyer & Associates Architects & Planners, Saginaw; and Diekema Hamann Architture & Engineering, Kalamazoo – No bid submitted due to their work load.

Schley Architects, Kalamazoo – No bid submitted due to scale of project and magnitude of local preference incentive makes it difficult to be competitive.

Recommendation:

The Evaluation Committee recommends awarding a contract to Capital Consultants, Inc DBA: C2AE in an amount not to exceed \$14,300. In addition to submitting a responsive bid, Capital Consultants, Inc DBA: C2AE is a local vendor, licensed, 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, numerous construction plan houses, and posted on the Purchasing Department Web Page.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH C2AE FOR ARCHITECTURAL AND ENGINEERING (A&E) DESIGN SERVICES FOR THE REPLACEMENT OF ONE ROOF AT THE SHERIFF'S OFFICE AND THE ROOF OF PAVILION #2 AT POTTER PARK ZOO

WHEREAS, the Sheriff's Office and Pavilion #2 roofs are old and deteriorating and are in need of replacement; and

WHEREAS, after careful review of bids the Purchasing and Facilities Departments both agree that a contract be awarded to C2AE, who submitted the lowest responsive and responsible bid to provide Architectural and Engineering (A&E) design services for the replacement of one roof at the Sheriff's Office for \$6,800.00 and the roof of Pavilion #2 at Potter Park Zoo for \$7,500.00; and

WHEREAS, funds for the Sheriff's Office roof replacement are available in the Building Improvement Fund #245-30199-976000-2FC11 which has a balance of \$36,290.00 for Sheriff's Office roof replacement; and

WHEREAS, funds for the Pavilion #2 roof replacement are available in the Leasehold Improvement Fund #258-69900-977000-1208Z which has a balance of \$100,000.00 for the Pavilion #2 roof.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with C2AE 725 Prudden Street, Lansing, Michigan 48906 to provide A&E design services for the replacement of the roof at the Sheriff's Office for a cost not to exceed \$6,800.00 and the Pavilion #2 roof at Potter Park Zoo for a cost not to exceed \$7,500.00.

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: April 18, 2013

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH J.H CONSTRUCTION FOR THE REMOVAL AND REPLACEMENT OF THE STEPS ON THE EAST SIDE OF THE MASON COURTHOUSE**

The resolution before you authorizes awarding a contract to J.H Construction to remove and replace the steps on the East side of the Mason Courthouse.

The steps have deteriorated and pose a danger to guests and employees of the courthouse.

J.H Construction, a local company, who submitted the lowest responsive and responsible bid were chosen, after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments.

Funding for the project is available within line item #245-90212-931000-3FC11. The cost of the project is \$6,171.45 plus a \$1,200.00 contingency for any unseen circumstances that may arise for a total not to exceed cost of \$7,371.45.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 23, 2013
SUBJECT: Proposal Summary for the Replacement of the Mason Courthouse Steps

Project Description:

Proposals were sought from experienced and qualified general contractors for the removal and replacement of the steps on the east side of the Mason Courthouse.

Proposal Summary:

Vendors contacted: 3 Local: 3
Vendors responding: 3 Local: 3

| Company Name | Total | Local |
|--------------------------------|--------------|--------------------|
| JH Construction | \$6,171.45 | Yes - Mason |
| Hosford Brothers Concrete Inc. | \$9,172.00 | Yes - East Lansing |
| Able Concrete Inc. | \$9,958.00 | Yes - Lansing |

Recommendation:

The Evaluation Committee recommends awarding a contract to JH Construction. The cost of the project is \$6,171.45 plus a \$1,200.00 contingency for any unseen circumstances that may arise for a total not to exceed cost of \$7,371.45. JH Construction is a local vendor and submitted the lowest responsive and responsible proposal.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH J.H.
CONSTRUCTION FOR THE REMOVAL AND REPLACEMENT OF THE STEPS ON
THE EAST SIDE OF THE MASON COURTHOUSE**

WHEREAS, the steps have deteriorated and are in need of repair to ensure the safety of guests and employees of the courthouse; 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 J.H. Construction who submitted the lowest responsive and responsible bid for the removal and replacement of the steps on the East side of the Mason Courthouse; and

WHEREAS, the cost for the project will be \$6,171.45 and due to the type of project, the Facilities Department is asking for a \$1,200.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, funding for this project is available within line item #245-90212-931000-3FC11.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorize entering into a contract with J.H. Construction 1167 South Aurelius Road, Mason, Michigan 48854 for the removal and replacement of the steps on the East side of the Mason Courthouse for a cost of \$6,171.45 plus a \$1,200.00 contingency for any unsean circumstances that may arise for a total not to exceed cost of \$7,371.45.

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS

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

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of 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 April 25, 2013 as submitted.

**INGHAM COUNTY
DEPARTMENT OF TRANSPORTATION AND ROADS**

DATE: April 25, 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> |
|--------------------|----------------------------------|----------------------------|---|--------------------------|--------------------|
| 2013-119 | CONSUMERS ENERGY | ELECTRIC / OH | OLD PLANK RD & STONE RD | ONONDAGA | 28 |
| 2013-121 | AT & T | CABLE / UG | CEDAR ST & HALL ST | DELHI | 23 |
| 2013-122 | CONSUMERS ENERGY | GAS | WILLOUGHBY RD & AURELIUS RD | DELHI | 10 |
| 2013-123 | BILL SAVITSKI | SANITARY | WASHTENAW ST & GARCE ST | LANSING | 18 |
| 2013-128 | DAN THOMAS LAWN SPRINKLER | ANNUAL LAWN / SPRINKLER | VARIOUS | VARIOUS | |
| 2013-129 | GREAT LAKES LAWN & SPRINKLERS | ANNUAL LAWN / SPRINKLER | VARIOUS | VARIOUS | |
| 2013-130 | MAKE-A-WISH MICHIGAN | SPECIAL EVENT | VARIOUS | VARIOUS | |
| 2013-136 | GRANT NELSON | LAND DIVISION | DEXTER TR BET CATHOLIC CHURCH RD & ADAMS RD | STOCKBRIDGE | 16 |
| 2013-137 | EDS IRRIGATION | ANNUAL LAWN / SPRINKLER | VARIOUS | VARIOUS | |
| 2013-140 | AT & T | CABLE / UG | LEGION DR & CEDAR ST | VEVAY | 6 |
| 2013-141 | AT & T | CABLE / UG | JOLLY RD, MERIDIAN RD, LINN RD | ALAIEDON / WHEATFIELD | 36 4 & 5 |
| 2013-143 | WILLIAMSTOWN TOWNSHIP | SPECIAL EVENT | VARIOUS | WILLIAMSTOWN | |
| 2013-144 | G.A. HUNT | SANITARY | GREENCLIFF DR BET BLUE HAVEN DR & PARK LAKE DR | MERIDIAN | 17 |
| 2013-145 | CONSUMERS ENERGY | GAS / ROAD CLOSURE | DENNIS RD BET M-52 AND SEARLS RD | LEROY | 27 & 34 |
| 2013-146 | DAVID LOHR LAND SURVEYOR | MISCELLANEOUS | VARIOUS | VARIOUS | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

PERMIT SUPERVISOR: _____

MANAGING DIRECTOR: _____

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: April 25, 2013
 SUBJECT: Proposal Summary for Processed Road Gravel and 2NS Sand

Project Description:

Proposals were sought from qualified and experienced companies for the purpose of furnishing pricing for Processed Road Gravel and 2NS Sand for the Ingham County Department of Transportation and Roads.

Proposal Summary:

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

**Prices per Ton*

| Vendor | 21AA | 22A | 23A | 2NS Sand | 21AA | 22A | 23A | 21AA | 22A | 23A | 2NS Sand | Local |
|-------------------------|-------------------|--------|--------|------------|------------------|---------|---------|----------------------|---------|---------|-----------|-------------------------------|
| | Stockpiled Gravel | | | Stockpiled | Delivered/Spread | | | Delivered Gravel | | | Delivered | |
| Carrick Trucking Inc. | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No - Houghton Lake |
| Sunrise Aggregates LLC. | \$9.65 | \$4.25 | \$4.25 | \$2.85 | \$13.15 | \$7.85 | \$7.85 | \$12.40 ¹ | \$7.10 | \$7.10 | \$5.60 | Yes - Dansville |
| Carl Schlegel Inc. | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | \$12.15 | \$8.85 | \$8.85 | \$7.50 | No - Lansing (Clinton County) |
| Stoneco | No Bid | \$4.00 | \$4.00 | No Bid | No Bid | \$12.00 | \$12.00 | No Bid | \$10.00 | \$10.00 | No Bid | Yes - Lansing |

**Price per Cubic Yard*

| Vendor | 22A | 23A |
|-------------------------|-------------------|--------|
| | Stockpiled Gravel | |
| Carrick Trucking Inc. | \$5.35 | \$5.35 |
| Sunrise Aggregates LLC. | No Bid | No Bid |
| Carl Schlegel Inc. | No Bid | No Bid |
| Stoneco | \$6.00 | \$6.00 |

Recommendations:

Due to the distance between the worksites and garages, and product availability, the Evaluation Committee is recommending multiple contracts for the various categories of material being purchased. The vendors being recommended and associated costs are highlighted in bold in the above tables. Having this flexibility ensures that we are purchasing quality materials, in required quantity and at the lowest prices while minimizing transportation costs. Orders will be processed with preference to the lowest bidder inclusive of transportation costs. Stoneco is not being recommended due to its pit being located in St. Johns.

¹Sunrise Aggregates LLC., a local vendor, has agreed to match Carl Schlegel Inc.'s bid of \$12.15/ton for 21AA Delivered/Spread, a non-local vendor, in accordance with the Local Purchasing Preference Policy.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF
2013 SEASONAL REQUIREMENT OF SAND AND GRAVEL
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Department of Transportation and Roads (Road Department) annually purchases approximately 10,000 to 15,000 tons of various types of processed road gravel and sand for use in various road maintenance operations; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for various types of processed road gravel and sand were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #31-13, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase the various types of sand and gravel, with associated delivery methods, on an as-needed, unit price basis from the three bidders shown in the table below based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the purchase of various types of sand and gravel on an as-needed, unit price basis from the three respondents to RFP #31-13 shown in the table below with the various delivery options also shown, based on Road Department staff’s judgment as to which supplier and delivery method is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method.

****Prices per Ton***

| Vendor | 21AA | 22A | 23A | 2NS Sand | 21AA | 22A | 23A | 21AA | 22A | 23A | 2NS Sand |
|-------------------------|-------------------|--------|--------|------------|------------------|--------|--------|------------------|--------|--------|-----------|
| | Stockpiled Gravel | | | Stockpiled | Delivered/Spread | | | Delivered Gravel | | | Delivered |
| Sunrise Aggregates LLC. | \$9.65 | \$4.25 | \$4.25 | \$2.85 | \$13.15 | \$7.85 | \$7.85 | \$12.15 | \$7.10 | \$7.10 | \$5.60 |
| Carl Schlegel Inc. | | | | | | | | \$12.15 | \$8.85 | \$8.85 | \$7.50 |

****Price per Cubic Yard***

| Vendor | 22A | 23A |
|-----------------------|-------------------|--------|
| | Stockpiled Gravel | |
| Carrick Trucking Inc. | \$5.35 | \$5.35 |

BE IT FURTHER RESOLVED, that the Department of Transportation and Roads and Purchasing Department are hereby authorized to execute purchase orders with all three above listed suppliers and purchase the various types of sand and gravel material as needed and budgeted.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: April 25, 2013
 SUBJECT: Proposal Summary for 29A Slag and 29A Crushed Natural Aggregate

Project Description:

Proposals were sought from qualified and experienced companies for the purpose of furnishing and delivering 29A Slag and 29A Crushed Natural Aggregate for the Ingham County Department of Transportation and Roads.

Proposal Summary:

Vendors contacted: 16 Local: 2
 Vendors responding: 6 Local: 2

**Prices per Ton*

| Vendor | 29A Slag delivered to Western Garage | 29A Slag delivered to Eastern Garage | 29A Crushed Natural Aggregate delivered to Western Garage | 29A Crushed Natural Aggregate delivered to Eastern Garage | Local |
|----------------------------|--------------------------------------|--------------------------------------|---|---|-----------------|
| EDW C. Levy Co. | \$23.59 | \$21.91 | No Bid | No Bid | No - Dearborn |
| Aggregate Industries | No Bid | No Bid | \$15.63 | \$16.18 | No - Grass Lake |
| Sunrise Aggregates LLC. | \$24.50 | \$24.50 | \$17.30 | \$17.30 | Yes - Dansville |
| Gerken Materials Inc. | No Bid | No Bid | \$18.15 | \$18.65 | No - Adrian |
| Stoneco of Michigan / CYDI | No Bid | No Bid | \$19.00 | \$19.00 | Yes - Lansing |
| Verplank Trucking Co. | \$29.20 | \$30.20 | No Bid | No Bid | No - Ferrysburg |

Recommendations:

29A Slag:

It is the recommendation of the Evaluation Committee to award the contract for 29A Slag delivered to the Western and Eastern Garages to Edw. C. Levy Co. at \$23.59/ton and \$21.91/ton respectively.

29A Crushed Gravel:

For the 29A Crushed Gravel contract, it is the recommendation of the Evaluation Committee to award multiple contracts to Aggregate Industries, Sunrise Aggregates LLC., and Gerken Materials Inc. at the prices quoted in their responses. Awarding multiple contracts provides the Road Department the flexibility to ensure adequate product availability and quality, and also minimizes transportation costs with respect to proximity to the worksite and garages. Orders will be processed with preference to Aggregate Industries, followed by Sunrise Aggregates LLC., and then Gerken Materials Inc.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF
2013 SEASONAL REQUIREMENT OF 29A AGGREGATE
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Department of Transportation and Roads (Road Department) annually purchases approximately 18,000 tons of grade 29A slag and natural aggregates for use in road chip-sealing and various other road maintenance operations; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for 29A slag and natural aggregate were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #32-13, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase on an as-needed, unit price basis 29A slag from Edw. C. Levy Co., and 29A crushed natural aggregate from the three next three bidders shown in the table below based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on availability of required material, with preference based on lowest bid unit price.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the purchase on an as-needed, unit price basis of 29A slag from Edw. C. Levy Co., and of 29A crushed natural aggregate from the three next three bidders shown in the table below based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on availability of required material, with preference based on lowest bid unit price.

**Prices per Ton*

| Vendor | 29A Slag delivered to Western Garage | 29A Slag delivered to Eastern Garage | 29A Crushed Natural Aggregate delivered to Western Garage | 29A Crushed Natural Aggregate delivered to Eastern Garage |
|-------------------------|---|---|--|--|
| Edw. C. Levy Co. | \$23.59 | \$21.91 | | |
| Aggregate Industries | | | \$15.63 | \$16.18 |
| Sunrise Aggregates LLC. | | | \$17.30 | \$17.30 |
| Gerken Materials Inc. | | | \$18.15 | \$18.65 |

BE IT FURTHER RESOLVED, that the Department of Transportation and Roads and Purchasing Department are hereby authorized to execute purchase orders with all four above listed suppliers and purchase the 29A slag from Edw. C. Levy Co., and 29A crushed natural aggregate from the three next three bidders shown in the table above as needed and budgeted.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 25, 2013

SUBJECT: Proposal Summary for Smooth-lined Corrugated Polyethylene Pipe and Helically Corrugated Steel Pipe

Project Description:

Proposals were sought from qualified and experienced companies for the purpose of furnishing the Ingham County Department of Transportation and Roads 2013 season’s requirements of Smooth-lined Corrugated Polyethylene Pipe and Helically Corrugated Steel Pipe.

Proposal Summary:

Vendors contacted: 15 Local: 1
 Vendors responding: 5 Local: 2

| Company Name | Local |
|---------------------------------------|-----------------|
| Advanced Drainage Systems | No - Owosso |
| Contech Engineered Solutions | Yes - Mason |
| Jensen Bridge & Supply Company | No - Sandusky |
| St. Regis Culvert Inc | No - Charlotte |
| Sunshine Products of Mid-Michigan LLC | Yes - Dansville |

Item 1: Smooth-lined Corrugated Polyethylene Pipe and Couplers

| Pipe Diameter | Price per Linear ft. | | |
|-----------------------|--------------------------------|---------------------------------------|---------------------------|
| | Jensen Bridge & Supply Company | Sunshine Products of Mid-Michigan LLC | Advanced Drainage Systems |
| 6 Inch | No Bid | \$2.00 | \$1.57 |
| 8 Inch | No Bid | \$2.95 | \$2.78 |
| 10 Inch | No Bid | \$3.65 | \$3.19 |
| 12 Inch Self Coupling | \$6.32 | \$4.95 | \$4.32 |
| 15 Inch Self Coupling | \$8.85 | \$6.25 | \$6.16 |
| 18 Inch Self Coupling | \$13.57 | \$9.70 | \$8.38 |
| 24 Inch Self Coupling | \$20.87 | \$14.90 | \$14.65 |
| 30 Inch Self Coupling | No Bid | \$22.05 | \$21.48 |
| 36 Inch Self Coupling | No Bid | \$27.60 | \$26.64 |

| Solid Sleeve Couplers | Price Each | |
|-----------------------|---------------------------------------|---------------------------|
| | Sunshine Products of Mid-Michigan LLC | Advanced Drainage Systems |
| 6 Inch | \$1.95 | \$2.80 |
| 8 Inch | \$4.30 | \$3.56 |

| | | |
|---------|----------|---------|
| 10 Inch | \$4.85 | \$5.25 |
| 12 Inch | \$5.30 | \$5.94 |
| 15 Inch | \$7.80 | \$9.88 |
| 18 Inch | \$10.35 | \$16.84 |
| 24 Inch | \$16.15 | \$23.74 |
| 30 Inch | \$42.50 | \$55.19 |
| 36 Inch | \$113.85 | \$76.79 |

Item 2: Helically Corrugated Galvanized Type 1 Coated Steel Pipe and Couplers

| <i>Galvanized Pipe Diameter</i> | <i>Gage</i> | Price per Linear ft. | | |
|---------------------------------|-------------|-------------------------------------|---|------------------------------|
| | | Contech Engineered Solutions | Jensen Bridge & Supply Company | St. Regis Culvert Inc |
| 8 Inch Galvanized | 18 | \$6.50 | No Bid | \$7.60 |
| 8 Inch Galvanized | 16 | \$6.50 | \$6.24 | No Bid |
| 8 Inch Galvanized | 14 | No Bid | No Bid | No Bid |
| 12 Inch Galvanized | 16 | \$6.05 | \$11.29 | \$5.95 |
| 12 Inch Galvanized | 14 | \$7.26 | \$17.31 | \$7.60 |
| 12 Inch Galvanized | 12 | \$9.68 | \$23.73 | \$10.80 |
| 15 Inch Galvanized | 16 | \$7.26 | \$14.43 | \$7.60 |
| 15 Inch Galvanized | 14 | \$9.08 | \$21.46 | \$9.25 |
| 15 Inch Galvanized | 12 | \$12.10 | \$26.66 | \$13.00 |
| 18 Inch Galvanized | 16 | \$9.08 | \$16.98 | \$9.25 |
| 18 Inch Galvanized | 14 | \$10.89 | \$25.64 | \$10.90 |
| 18 Inch Galvanized | 12 | \$14.52 | \$36.18 | \$15.25 |
| 24 Inch Galvanized | 16 | \$11.50 | \$23.45 | \$11.45 |
| 24 Inch Galvanized | 14 | \$14.52 | \$34.62 | \$14.20 |
| 24 Inch Galvanized | 12 | \$19.97 | \$49.73 | \$20.50 |
| 30 Inch Galvanized | 16 | \$14.52 | \$31.35 | \$14.25 |
| 30 Inch Galvanized | 14 | \$18.15 | \$43.87 | \$17.60 |
| 30 Inch Galvanized | 12 | \$22.99 | \$57.63 | \$22.95 |
| 36 Inch Galvanized | 14 | \$19.55 | \$39.75 | \$21.80 |
| 36 Inch Galvanized | 12 | \$24.78 | \$51.16 | \$28.65 |
| 48 Inch Galvanized | 14 | \$29.65 | \$71.20 | \$31.40 |
| 48 Inch Galvanized | 12 | \$39.60 | \$98.04 | \$41.75 |
| 60 Inch Galvanized | 12 | \$53.36 | \$183.82 | \$62.60 |
| 72 Inch Galvanized | 10 | \$93.80 | \$254.44 | \$119.80 |

| <i>Aluminized Type 2 Pipe Diameter</i> | <i>Gage</i> | Price per Linear ft. | | |
|--|-------------|-------------------------------------|---|------------------------------|
| | | Contech Engineered Solutions | Jensen Bridge & Supply Company | St. Regis Culvert Inc |
| 8 Inch Spiral Aluminized Type 2 | 14 | No Bid | No Bid | No Bid |
| 12 Inch Spiral Aluminized Type 2 | 14 | \$7.15 | \$17.13 | \$12.45 |
| 15 Inch Spiral Aluminized Type 2 | 14 | \$9.98 | \$21.46 | \$15.60 |
| 18 Inch Spiral Aluminized Type 2 | 14 | \$11.97 | \$25.64 | \$18.75 |
| 24 Inch Spiral Aluminized Type 2 | 14 | \$15.97 | \$34.62 | \$24.90 |
| 30 Inch Spiral Aluminized Type 2 | 14 | \$19.97 | \$43.87 | \$31.10 |
| 36 Inch Spiral Aluminized Type 2 | 14 | \$21.50 | \$51.16 | \$37.40 |
| 48 Inch Spiral Aluminized Type 2 | 14 | \$43.56 | \$62.22 | \$49.80 |
| 60 Inch Spiral Aluminized Type 2 | 12 | \$58.70 | \$122.36 | \$85.95 |
| 72 Inch Spiral Aluminized Type 2 | 12 | \$103.18 | \$145.91 | \$132.00 |

| Connecting Bands | Gage | Width | Price Each | | |
|--------------------|------|-------|------------------------------|--------------------------------|-----------------------|
| | | | Contech Engineered Solutions | Jensen Bridge & Supply Company | St. Regis Culvert Inc |
| 8 Inch Galvanized | 18 | 12" | \$9.00 | No Bid | \$10.00 |
| 8 Inch Galvanized | 16 | 12" | \$9.00 | \$12.48 | No Bid |
| 8 Inch Galvanized | 14 | 12" | \$9.00 | No Bid | No Bid |
| 12 Inch Galvanized | 16 | 12" | \$10.25 | \$22.58 | \$11.00 |
| 12 Inch Galvanized | 14 | 12" | \$10.25 | \$34.62 | No Bid |
| 12 Inch Galvanized | 12 | 12" | \$10.25 | \$47.46 | No Bid |
| 12 Inch Galvanized | 16 | 24" | \$14.00 | \$22.58 | \$21.00 |
| 12 Inch Galvanized | 14 | 24" | \$14.00 | \$34.62 | No Bid |
| 12 Inch Galvanized | 12 | 24" | \$14.00 | \$47.46 | No Bid |
| 15 Inch Galvanized | 16 | 12" | \$12.50 | \$28.86 | \$14.00 |
| 15 Inch Galvanized | 14 | 12" | \$12.50 | \$42.92 | No Bid |
| 15 Inch Galvanized | 12 | 12" | \$12.50 | \$53.32 | No Bid |
| 15 Inch Galvanized | 16 | 24" | \$16.00 | \$28.86 | \$22.00 |
| 15 Inch Galvanized | 14 | 24" | \$16.00 | \$42.92 | No Bid |
| 15 Inch Galvanized | 12 | 24" | \$16.00 | \$53.32 | No Bid |
| 18 Inch Galvanized | 16 | 24" | \$18.00 | \$33.96 | \$24.50 |
| 18 Inch Galvanized | 14 | 24" | \$18.00 | \$51.28 | No Bid |
| 18 Inch Galvanized | 12 | 24" | \$18.00 | \$72.36 | No Bid |
| 24 Inch Galvanized | 16 | 24" | \$24.00 | \$46.90 | \$27.50 |
| 24 Inch Galvanized | 14 | 24" | \$24.00 | \$69.24 | No Bid |
| 24 Inch Galvanized | 12 | 24" | \$24.00 | \$99.46 | No Bid |
| 30 Inch Galvanized | 16 | 24" | \$30.00 | \$62.70 | \$34.00 |
| 30 Inch Galvanized | 14 | 24" | \$30.00 | \$87.74 | No Bid |
| 30 Inch Galvanized | 12 | 24" | \$30.00 | \$115.26 | No Bid |
| 36 Inch Galvanized | 14 | 24" | \$38.00 | \$79.50 | \$46.00 |
| 36 Inch Galvanized | 12 | 24" | \$38.00 | \$102.32 | No Bid |
| 48 Inch Galvanized | 14 | 24" | \$60.00 | \$142.40 | \$105.00 |
| 48 Inch Galvanized | 12 | 24" | \$60.00 | \$196.08 | No Bid |
| 60 Inch Galvanized | 12 | 24" | \$110.00 | \$367.64 | \$165.00 |
| 72 Inch Galvanized | 10 | 24" | \$200.00 | \$508.88 | \$225.00 |
| 12 Inch Aluminized | 14 | 24" | \$14.50 | \$34.62 | \$15.00 |
| 24 Inch Aluminized | 14 | 24" | \$30.00 | \$69.24 | \$22.00 |

Recommendation:

It is the recommendation of the Evaluation Committee to award the Smooth-lined Corrugated Polyethylene Pipe portion of RFP#46-13 Smooth-lined Corrugated Polyethylene Pipe and Helically-Corrugated Steel Pipe to Advanced Drainage Systems at unit prices quoted in its April 17, 2013 response and to award the Corrugated Steel Pipe portion to Contech Engineered Solutions at unit prices quote in its April 9, 2013 response.

Advanced Drainage Systems was the low bid on virtually every item the Road Department uses. Additionally, the pipe and couplers that the Road Department has on hand are ADS compatible whereas past research has shown that the brand supplied by Sunshine Products is not compatible. Contech Engineered Solutions was the overall low bid, and they are a local Mason company which makes material pickup and delivery convenient.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF
2013 SEASONAL REQUIREMENTS OF
SMOOTH-LINED CORRUGATED POLYETHYLENE PIPE
& HELICALLY CORRUGATED STEEL PIPE
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Department of Transportation and Roads (Road Department) annually purchases approximately 3500 lineal feet of various sizes of both smooth lined corrugated polyethylene pipe and helically corrugated steel pipe—both galvanized and aluminized coated, for use as road drainage culverts and piping; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for both smooth lined corrugated polyethylene pipe and helically corrugated steel pipe—both galvanized and aluminized coated, were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #46-13, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase on an as-needed, unit price basis smooth lined corrugated polyethylene pipe from Advanced Drainage Systems, and helically corrugated steel pipe—both galvanized and aluminized coated, from Contech Engineered Solutions, LLC, as shown in the tables below.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the purchase on an as-needed, unit price basis of smooth lined corrugated polyethylene pipe from Advanced Drainage Systems, and helically corrugated steel pipe—both galvanized and aluminized coated, from Contech Engineered Solutions, LLC, as shown in the tables below:

Item 1: Smooth-lined Corrugated Polyethylene Pipe and Couplers

| <i>Pipe Diameter</i> | Advanced Drainage Systems (\$/L Ft.) |
|-----------------------|---|
| 6 Inch | \$1.57 |
| 8 Inch | \$2.78 |
| 10 Inch | \$3.19 |
| 12 Inch Self Coupling | \$4.32 |
| 15 Inch Self Coupling | \$6.16 |
| 18 Inch Self Coupling | \$8.38 |
| 24 Inch Self Coupling | \$14.65 |
| 30 Inch Self Coupling | \$21.48 |
| 36 Inch Self Coupling | \$26.64 |

| <i>Solid Sleeve Couplers</i> | Advanced Drainage Systems (\$/Each) |
|------------------------------|--|
| 6 Inch | \$2.80 |
| 8 Inch | \$3.56 |
| 10 Inch | \$5.25 |
| 12 Inch | \$5.94 |
| 15 Inch | \$9.88 |
| 18 Inch | \$16.84 |
| 24 Inch | \$23.74 |
| 30 Inch | \$55.19 |
| 36 Inch | \$76.79 |

Item 2: Helically Corrugated Galvanized Type 1 Coated Steel Pipe and Couplers

| <u><i>Galvanized Pipe Diameter</i></u> | <u><i>Gage</i></u> | Contech Engineered Solutions (\$/L Ft.) |
|--|--------------------|--|
| 8 Inch Galvanized | 18 | \$6.50 |
| 8 Inch Galvanized | 16 | \$6.50 |
| 8 Inch Galvanized | 14 | |
| 12 Inch Galvanized | 16 | \$6.05 |
| 12 Inch Galvanized | 14 | \$7.26 |
| 12 Inch Galvanized | 12 | \$9.68 |
| 15 Inch Galvanized | 16 | \$7.26 |
| 15 Inch Galvanized | 14 | \$9.08 |
| 15 Inch Galvanized | 12 | \$12.10 |
| 18 Inch Galvanized | 16 | \$9.08 |
| 18 Inch Galvanized | 14 | \$10.89 |
| 18 Inch Galvanized | 12 | \$14.52 |
| 24 Inch Galvanized | 16 | \$11.50 |
| 24 Inch Galvanized | 14 | \$14.52 |
| 24 Inch Galvanized | 12 | \$19.97 |
| 30 Inch Galvanized | 16 | \$14.52 |
| 30 Inch Galvanized | 14 | \$18.15 |
| 30 Inch Galvanized | 12 | \$22.99 |
| 36 Inch Galvanized | 14 | \$19.55 |
| 36 Inch Galvanized | 12 | \$24.78 |
| 48 Inch Galvanized | 14 | \$29.65 |
| 48 Inch Galvanized | 12 | \$39.60 |
| 60 Inch Galvanized | 12 | \$53.36 |
| 72 Inch Galvanized | 10 | \$93.80 |

| <i>Aluminized Type 2 Pipe Diameter</i> | <i>Gage</i> | Contech Engineered Solutions (\$/L Ft.) |
|--|-------------|--|
| | | |
| 8 Inch Spiral Aluminized Type 2 | 14 | |
| 12 Inch Spiral Aluminized Type 2 | 14 | \$7.15 |
| 15 Inch Spiral Aluminized Type 2 | 14 | \$9.98 |
| 18 Inch Spiral Aluminized Type 2 | 14 | \$11.97 |
| 24 Inch Spiral Aluminized Type 2 | 14 | \$15.97 |
| 30 Inch Spiral Aluminized Type 2 | 14 | \$19.97 |
| 36 Inch Spiral Aluminized Type 2 | 14 | \$21.50 |
| 48 Inch Spiral Aluminized Type 2 | 14 | \$43.56 |
| 60 Inch Spiral Aluminized Type 2 | 12 | \$58.70 |
| 72 Inch Spiral Aluminized Type 2 | 12 | \$103.18 |

| <i>Connecting Bands</i> | <i>Gage</i> | <i>Width</i> | Contech Engineered Solutions (\$/Each) |
|-------------------------|-------------|--------------|---|
| | | | |
| 8 Inch Galvanized | 18 | 12" | \$9.00 |
| 8 Inch Galvanized | 16 | 12" | \$9.00 |
| 8 Inch Galvanized | 14 | 12" | \$9.00 |
| 12 Inch Galvanized | 16 | 12" | \$10.25 |
| 12 Inch Galvanized | 14 | 12" | \$10.25 |
| 12 Inch Galvanized | 12 | 12" | \$10.25 |
| 12 Inch Galvanized | 16 | 24" | \$14.00 |
| 12 Inch Galvanized | 14 | 24" | \$14.00 |
| 12 Inch Galvanized | 12 | 24" | \$14.00 |
| 15 Inch Galvanized | 16 | 12" | \$12.50 |
| 15 Inch Galvanized | 14 | 12" | \$12.50 |
| 15 Inch Galvanized | 12 | 12" | \$12.50 |
| 15 Inch Galvanized | 16 | 24" | \$16.00 |
| 15 Inch Galvanized | 14 | 24" | \$16.00 |
| 15 Inch Galvanized | 12 | 24" | \$16.00 |
| 18 Inch Galvanized | 16 | 24" | \$18.00 |
| 18 Inch Galvanized | 14 | 24" | \$18.00 |
| 18 Inch Galvanized | 12 | 24" | \$18.00 |
| 24 Inch Galvanized | 16 | 24" | \$24.00 |
| 24 Inch Galvanized | 14 | 24" | \$24.00 |
| 24 Inch Galvanized | 12 | 24" | \$24.00 |
| 30 Inch Galvanized | 16 | 24" | \$30.00 |
| 30 Inch Galvanized | 14 | 24" | \$30.00 |
| 30 Inch Galvanized | 12 | 24" | \$30.00 |
| 36 Inch Galvanized | 14 | 24" | \$38.00 |
| 36 Inch Galvanized | 12 | 24" | \$38.00 |
| 48 Inch Galvanized | 14 | 24" | \$60.00 |
| 48 Inch Galvanized | 12 | 24" | \$60.00 |
| 60 Inch Galvanized | 12 | 24" | \$110.00 |
| 72 Inch Galvanized | 10 | 24" | \$200.00 |
| 12 Inch Aluminized | 14 | 24" | \$14.50 |
| 24 Inch Aluminized | 14 | 24" | \$30.00 |

BE IT FURTHER RESOLVED, that the Department of Transportation and Roads and Purchasing Department are hereby authorized to execute purchase orders with Advanced Drainage Systems for smooth lined corrugated polyethylene pipe, and Contech Engineered Solutions, LLC, for helically corrugated steel pipe—both galvanized and aluminized coated, as shown in the tables above, as needed and budgeted.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: April 25, 2013
 SUBJECT: Proposal Summary for Bituminous Surface Mixture

Project Description:

Proposals were sought from qualified and experienced companies for the purpose of furnishing the Ingham County Department of Transportation and Roads its 2013 season’s requirements of Bituminous Surface Mixture No. 13A and 36A.

Proposal Summary:

Vendors contacted: 3 Local: 1
 Vendors responding: 3 Local: 1

| Company Name | Bituminous Mix 13A | | Bituminous Mix 36A | | Total Bid Price | Plant Location | Local |
|--|--------------------|-------------------|--------------------|-------------------|-----------------|--|-------|
| | Unit Price | Est. Total Amount | Unit Price | Est. Total Amount | | | |
| Lansing Asphalt / Division of Superior Asphalt, Inc. | \$47.00 | \$470,000 | \$50.00 | \$50,000 | \$520,000 | 3888 S. Canal, Lansing MI | N |
| Michigan Paving & Materials Company | \$48.90 | \$489,000 | \$53.00 | \$53,000 | \$542,000 | 16777 Wood St, Lansing MI | N |
| Rieth Riley Construction Co., Inc. | \$49.00 | \$490,000 | \$54.75 | \$54,750 | \$544,750 | Kipp Rd, Mason OR Creys Rd, Lansing | Y |

Recommendation:

Due to the distance between the worksites and garages, and product availability, the Evaluation Committee is recommending multiple unit price contracts with Lansing Asphalt / Division of Superior Asphalt, Inc.; Michigan Paving & Materials Company; and Rieth Riley Construction Co., Inc. Orders will be processed with preference to the lowest bidder, Lansing Asphalt / Division of Superior Asphalt, Inc., as the first choice whenever logistically practical and desired material is available. Having this flexibility ensures that we are purchasing quality materials, in required quantity and at the lowest prices while minimizing transportation costs.

In accordance with Resolution #13 – 119, the Local Purchasing Preference Policy was not applied in this solicitation as the Purchasing Director determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals, since there were only three vendors identified, and of those, only one was local, Rieth Riley Construction Co, Inc.

Advertisement:

The RFP was advertised in the City Pulse, The Michigan Bulletin, posted on the Michigan Infrastructure and Transportation Association (MITA) Web Page, and Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF
2013 SEASONAL REQUIREMENT OF BITUMINOUS SURFACE MIXTURE
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Department of Transportation and Roads (Road Department) annually purchases approximately 10,000 to 15,000 tons of bituminous surface mixture (asphalt) for placement by Road Department crews in various road maintenance operations and in the Local Road Program; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for maintenance asphalt were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #45-13, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase asphalt on an as-needed, unit price basis from all 3 responding bidders based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the purchase of bituminous surface mixture (asphalt) on an as-needed, unit price basis from all three respondents to RFP #45-13 based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material, as shown in the following table:

| Company Name | Bituminous Mix 13A | | Bituminous Mix 36A | | Total Bid Price | Plant Location |
|--|--------------------|-------------------|--------------------|-------------------|-----------------|--|
| | Unit Price | Est. Total Amount | Unit Price | Est. Total Amount | | |
| Lansing Asphalt / Division of Superior Asphalt, Inc. | \$47.00 | \$470,000 | \$50.00 | \$50,000 | \$520,000 | 3888 S. Canal, Lansing MI |
| Michigan Paving & Materials Company | \$48.90 | \$489,000 | \$53.00 | \$53,000 | \$542,000 | 16777 Wood St, Lansing MI |
| Rieth Riley Construction Co., Inc. | \$49.00 | \$490,000 | \$54.75 | \$54,750 | \$544,750 | Kipp Rd, Mason OR Creys Rd, Lansing |

BE IT FURTHER RESOLVED, that the Department of Transportation and Roads and Purchasing Department are hereby authorized to execute purchase orders with all three above listed suppliers and purchase asphalt material as needed and budgeted.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 25, 2013

SUBJECT: Proposal Summary for Emulsified Asphalt

Project Description:

Proposals were sought from qualified and experienced companies for the purpose of furnishing the Ingham County Department of Transportation and Roads 2013 season's requirements of Emulsified Asphalt.

Proposal Summary:

Vendors contacted: 15 Local: 1

Vendors responding: 3 Local: 1

| Vendor | SS-1H Plant Pickup | HFRS-2 Delivery | HFRS-2M Delivery | AE-90 Plant Pickup | Detention Rate | Total Cost for SS-1H | Total Cost for HFRS-2 | Total Cost for HFRS-2M | Total Cost for AE-90 | Local |
|--|--------------------|-----------------|------------------|--------------------|---------------------|----------------------|-----------------------|------------------------|----------------------|---------------|
| Terry Asphalt Materials Inc ¹ | \$2.05 | \$1.88 | \$2.07 | \$1.91 | \$90.hr after 3 hr. | \$6,150 | TBD | \$724,500 | \$38,200 | No - Alma |
| Rieth - Riley Construction | \$3.00 | No Bid | No Bid | No Bid | N/A | \$9,000 | \$0.00 | \$0.00 | \$0.00 | Yes - Mason |
| Bit - Mat Products | \$2.08 | No Bid | \$2.23 | \$2.08 | \$90.hr after 3 hr. | \$6,240 | \$0.00 | \$780,500 | \$41,600 | No - Bay City |

¹Terry Asphalt quoted TS-SP and TS-WP as an alternative to AE-90.

TS-SP \$1.88 per gallon

TS-WP \$1.98 per gallon

Recommendation:

It is the recommendation of the Evaluation Committee to award a contract to Terry Asphalt Materials Inc. for all requested emulsions at unit prices quoted in its April 8, 2013. Terry Asphalt Materials Inc. was the low bidder and has proven to provide a quality product along with delivery as scheduled.

Additionally, it is the recommendation to award Rieth - Riley Construction for SS-1H, (tack) at \$3.00 per gallon quoted in its April 9, 2013 response. The reason for this recommendation is to allow small quantity pickup, (under 500 gallons) by the Road Department's crews as needed. Without on-site emulsion storage, they often need to purchase SS-1H in small quantities to maintain efficiency in the paving operation, especially when transitioning to or from chip seal.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF
2013 SEASONAL REQUIREMENT OF ASPHALT EMULSIONS
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Department of Transportation and Roads (Road Department) annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program in the following approximate, estimated quantities and for the following purposes: SS-1h for asphalt pavement tack (bond) coat—3,000 gallons, HFRS-2M for chip-sealing sealer—350,000 gallons, HFRS-2 for chip-sealing sealer—as needed where HFRS-2M may not be necessary, AE-90 for spray-patching oil—20,000 gallons; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for the various types of asphalt emulsions were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #43-13, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase the various types of asphalt emulsions on an as-needed, unit price basis from Terry Materials Inc. based on their lowest qualified bid for each and all of the various types of asphalt emulsions as shown in the table below, and to Rieth-Riley Construction Co. for local pick-up of SS-1h, also as shown below.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the purchase of the various types of asphalt emulsions on an as-needed, unit price basis from Terry Materials Inc. based on their lowest qualified bid for each and all of the various types of asphalt emulsions as shown in the table below, and to Rieth-Riley Construction Co. for local pick-up of SS-1h, when in the judgment of Road Department staff this is in the best interest of the County to save overall costs by minimizing transportation for small loads, also as shown in the following table:

| Vendor | SS-1H Plant Pick up | HFRS-2 Delivery | HFRS-2M Delivery | AE-90 Plant Pickup | Detention Rate | Total Cost for SS-1H | Total Cost for HFRS-2 | Total Cost for HFRS-2M | Total Cost for AE-90 |
|--|---------------------|-----------------|------------------|--------------------|---------------------|----------------------|-----------------------|------------------------|----------------------|
| Terry Asphalt Materials Inc ¹ | \$2.05 | \$1.88 | \$2.07 | \$1.91 | \$90/hr after 3 hr. | \$6,150 | TBD | \$724,500 | \$38,200 |
| Rieth - Riley Construction | \$3.00 | No Bid | No Bid | No Bid | N/A | \$9,000 | \$0.00 | \$0.00 | \$0.00 |

BE IT FURTHER RESOLVED, that the Department of Transportation and Roads and Purchasing Department are hereby authorized to execute purchase orders accordingly with Terry Materials Inc. and Rieth-Riley Construction Co., and purchase asphalt emulsions as needed and budgeted.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: April 24, 2013
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing a Reciprocal Arrangement Between the Parks & Fair

The Fair and Parks Directors determined it would be mutually beneficial to both venues to offer a coupon for refreshments at the Parks and reduced entry to the Ingham County Fair.

This resolution authorizes a reciprocal arrangement where between July 1, 2013 and the last day of the Fair a \$1.00 off admission to the 2013 Ingham County Fair will be printed on every vehicle entrance receipt at Lake Lansing Park-South, Hawk Island, and Burchfield Parks. In addition, the Fair Booklet will include a \$1.00 off coupon for refreshments from any park food concession at any Ingham County Park.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A RECIPROCAL ARRANGEMENT
BETWEEN THE PARKS AND FAIR**

WHEREAS, the Fair and Parks Directors have determined it would be mutually beneficial to offer a coupon for reduced refreshments at the Parks and reduced entry to the Ingham County Fair.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a reciprocal arrangement between the Parks and Fair where from July 1, 2013 through the end of the Fair a \$1.00 off admission to the 2013 Ingham County Fair will be printed on every vehicle entrance receipt at Lake Lansing, Hawk Island, and Burchfield Parks.

BE IT FURTHER RESOLVED, as a part of this arrangement the Ingham County Fair will provide space in their Fair Booklet advertising the Ingham County Parks and as a part of this advertisement a coupon will be included for use at any Ingham County Park offering \$1.00 off refreshments from any Parks Department operated food concession.

MEMO

Date: April 24, 2013
To: County Services Committee
From: Willis Bennett
Re: Limited Smoking Areas in Ingham County Parks

The Ingham County Parks Commission supports the Parks and Recreation industry's efforts to promote smoke free parks throughout the country which helps to provide a healthier and cleaner facility for our guests to enjoy. Towards that end they recently passed a resolution designating specific smoking areas within the county parks. The Parks Department has received many comments and letters requesting banning smoking from certain areas of the parks and has chosen to ban smoking from all areas within the parks with the exception of parking areas within any Ingham County Park and a designated area within the maintenance storage areas located at each park.

Per Parks & Recreation Commission Resolution #12-13 passed on April 22, 2013, smoking will only be permitted in the parking areas within any Ingham County Park and a designated area within the maintenance storage areas located at each park. This resolution becomes effective November 1, 2013 and signs will be installed in appropriate locations.

Pursuant to the Ingham County Park Rules and Regulation, Section 3, "*B. Any park or park lands, or portions thereof, may be closed entirely or closed to certain uses for such period of time as may be determined by the County or its designated representative.*" This article permits the department to limit smoking to certain areas within the parks and to enforce the rule.

The Parks and Recreation Commission wished to share this information with the Board of Commissioners and welcomes any comments.

Encl: Parks Resolution #12-13
Parks Rules & Regulations

INGHAM COUNTY PARKS & RECREATION COMMISSION

Meeting of April 22, 2013
RESOLUTION #12-13

RESOLUTION AMENDING PARKS RESOLUTION #33-09 AND DESIGNATING SMOKING AREAS WITHIN THE INGHAM COUNTY PARKS SYSTEM

WHEREAS, Parks Resolution #33-09 prohibited smoking within 100 feet of children's play areas, beach areas, concession areas in all parks and the Splash Pad® area at Hawk Island Park; and

WHEREAS, the Ingham County Parks Commission supports the Parks and Recreation industry's efforts in promoting smoke free parks throughout the country which provides for a healthier, cleaner and safer environment for all visitors; and

WHEREAS, visitor comments and requests indicate support for discouraging smoking within the County Parks system.

THEREFORE BE IT RESOLVED, that the Ingham County Parks and Recreation Commission recommends that, in accordance with Section 3, Paragraph B, of the County Ordinance governing the Ingham County Parks rules and regulations, smoking is prohibited within all Ingham County Parks except within designated areas.

THEREFORE BE IT FURTHER RESOLVED, that the designated smoking areas shall consist of the parking areas within any Ingham County Park and a designated area within the maintenance storage areas located in each park.

THEREFORE BE IT FURTHER RESOLVED, that this resolution becomes effective November 1, 2013 and that signs be installed in appropriate locations indicating smoking is prohibited except within that designated area.

Moved by Matt Bennett and **Supported by** Commissioner Tsernoglou that Resolution #12-13 be approved as amended. **Yes-6; No-0. MOTION CARRIED.**

INGHAM COUNTY PARK RULES AND REGULATIONS

Adopted June 27, 1998 - Modified June 12, 2007

Section 1. Ordinance Title. The title of this Ordinance shall be the Ingham County Park Rules and Regulations.

Section 2. Definitions.

“Authorized Local Official” means the Parks Director, Parks Law Enforcement Officers, or other personnel of the County legally authorized to issue municipal civil infraction citations

“Business Day” means a day of the year, exclusive of a Saturday, Sunday, or legal holiday.

“Citation” means a written complaint or notice to appear in District Court upon which an authorized local official records the occurrence or existence of one (1) or more violations of this Ordinance by the party cited.

“Civil Infraction” means a parking violation prohibited by this Ordinance, for which civil sanctions may be ordered.

“County” means the County of Ingham, Michigan.

“District Court” means the 55th Judicial District Court.

“Misdemeanor” means a violation of this Ordinance which is not designated as a municipal civil infraction by this Ordinance.

“Municipal Civil Infraction” means an act or omission that is prohibited by this Ordinance, but which is not a misdemeanor under this Ordinance, and for which civil sanctions including without limitations, fines, damages, expenses and costs may be ordered, as authorized by Chapter 87 of Act No. 236 of the Public Acts of 1961, as amended.

“Municipal Civil Infraction Action” means a civil action in which the defendant is alleged to be responsible for a municipal civil infraction.

“State” means the State of Michigan.

“Violation” means an act which is prohibited by this Ordinance. A violation shall include any omission or failure to act where the action is required by this Ordinance.

Section 3. Park Hours.

- A. All parks under the jurisdiction of the County shall be open one half hour before sunrise for pedestrian access, 8:00am for vehicle access, and close one half hour after sunset, unless otherwise posted or unless permission has been granted by the County or its designated representative.
- B. Any park or park lands, or portions thereof, may be closed entirely or closed to certain uses for such period of time as may be determined by the County or its designated representative.
- C. No person or vehicle shall be within any park except when such park or portion thereof is open unless camping is approved by a permit issued by the County or its designated representatives.
- D. All Potter Park Zoo visitors are required to leave within 60 minutes after posted closing times.

Section 4. Conduct on Park Property.

- A. Preservation of Property. No person shall willfully disturb, destroy, deface, alter, change, or remove any part of any park or any facility, building, sign, structure, equipment, utility or other property found herein.
- B. Preservation of Natural Resources and Plant Life. No person shall:
 - (1) Remove, or cause to be removed, any sod, earth, humus, peat, boulder, gravel or sand found within any park without the written permission of the County or its authorized representatives.
 - (2) Cut, remove, dig, injure, pick, damage, deface or destroy any tree, flower, shrub or plant, whether alive or dead, found within the park without written permission of the County or its authorized representatives.
- C. Preservation of Wildlife. No person shall hunt, trap, bait, pursue, injure, feed, kill, or in any manner disturb any amphibian, reptile, bird, or mammal on any land or waters under the jurisdiction of the County unless written permission has been granted by the County or its designated representative.
- D. Exotic Species. No person shall introduce an exotic species into county park lands and waters, except as authorized by the Parks Board. Exotic species are defined as “all species of plants and animals not native to Michigan.”
- E. Fires.
 - (1) No person shall build a fire within any park except in grills or fire rings provided for such purpose. Fires in the beach area are expressly forbidden. Firewood may be collected to be used within the parks only if it is dead and not standing.
- F. Disposal or Refuse. No person shall:
 - (1) Deposit or abandon in any park or in any waters in or adjacent to any park or on the ice thereof any garbage, refuse, trash, waste or other obnoxious material, except, in receptacles provided for such purposes.
 - (2) Bring into any park refuse or litter originating outside any park for the purpose of depositing such in park receptacles.

- G. Fireworks, Firearms and Other Weapons. No person shall:
- (1) Have in their possession or control any slingshot, BB Gun, paint ball guns, fireworks or explosives within any park.
 - (2) Have in their possession or control any bow or arrow within any park except by prior written permission of the County.
 - (3) Discharge any rifle, shotgun, pellet gun, air rifle, pistol, or other firearm in any park for any reason, provided that this rule shall not apply to any law enforcement officer acting in the course of his or her employment.
- H. Alcoholic Beverages.
- (1) No person shall have in their possession within the park boundaries any alcoholic beverages stronger than beer or wine.
 - (2) Alcoholic beverages must be brought to the park in original containers, and said containers shall not exceed 67.6 fluid ounces (2 liters) in capacity.
 - (3) All allowed alcoholic beverages as defined shall be confined to the picnic and ball field area within the parks unless written permission has been granted by the County or the area is otherwise posted.
 - (4) Possession and/or use of alcoholic beverages within Lake Lansing Park-South, Rayner Park, Burchfield Park winter sports area, Hawk Island County Park, the Kenneth A. Hope Soccer Complex, *Potter Park*, and *Potter Park Zoo* is prohibited.
 - (5) *Notwithstanding any provision set forth to the contrary, beer or wine may be sold for consumption on the premises, and may be consumed, at public or private events or functions within the grounds of Potter Park Zoo Exploration and Discovery Center and Plaza, provided:*
 - a. *Dispensing of beer or wine shall be conducted by persons or entities not affiliated with Potter Park Zoo or any of its auxiliary organizations;*
 - b. *No beer or wine may be sold or dispensed during hours when the Potter Park Zoo is open to the general public;*
 - c. *For sales of beer and wine for consumption on the premises an appropriate license shall be obtained from the Michigan Liquor Control Commission; furthermore, prior approval from the Parks and Recreation Commission and/or their designee is required.*
 - d. *Intoxicating liquors (i.e. distilled rather than fermented alcoholic beverages) may not be sold on the premises.*
- I. Disorderly Conduct.
- (1) No person shall be a disorderly person within the park boundaries. A person is a disorderly person if the person is any of the following:
 - a. A person who is intoxicated in a public place and who is either endangering directly the safety of another person or of property or is acting in a manner that causes a public disturbance.
 - b. A person who is engaged in indecent or obscene conduct in a public place.
 - (2) No person shall interfere with any park employee in the discharge of his or her duties, or fail or refuse to obey any lawful command issued by them.
- J. Audio Devices.
- (1) No person shall use or operate any radio, musical instrument, phonograph, television or other machine or device that produces or reproduces sound in such a manner that produces excessive noise. The use of such a machine or device such that the sound produced therefrom is audible in any direction at a distance in excess of 100 feet, shall be deemed a prima facie violation of this section, unless written permission has been obtained from the County Parks or its designated representatives.
 - (2) No person, group or organization using any picnic shelter within any Ingham County Park, with or without having reserved or rented said picnic shelter, shall use or operate any radio, musical instrument, phonograph, television, compact disc player, tape player or other machine or device that produces or reproduces sound or music, regardless of its audio volume, within, or within 150 feet of, any picnic shelter, unless specific written permission has been obtained from the County or its designated representative. Such written permission shall be in the form of a County-approved Special Event Permit, and shall include the name of the person responsible for the control of such equipment, the type of equipment authorized for use, hours of use and any other information or restrictions regarding the audio equipment's use that shall be deemed necessary by the Ingham County Parks Department. This rule does not apply to the use of a machine or device equipped with a headphone or an earphone where the sound or music would be limited to or confined to the user in control of the machine or device while the headphone or earphone is in use for its intended purpose. The responsible party named in the written permit shall be on site and available to park officials at all times while the audio equipment is in use. Such permit may be revoked at any time by the County or its designated representative.
- K. Other.
- (1) No person shall use metal detectors in any turf areas within the County park system.
 - (2) No person shall play frisbee and/or ball games within the beach areas of Lake Lansing Park-South, Hawk Island County Park, and William M. Burchfield Park.

(3) No person shall operate a hot air balloon or model rocket vehicle, model aircraft, or model watercraft, which are powered by battery, gas, fuel or fuel pellet, on any park lands without the permission of the County or its designated representative.

(4) The launching of trailered watercraft is prohibited at Hawk Island County Park without written permission of the County or its designated representative. Non-motorized watercraft that are capable of being hand carried are permitted to be launched at Hawk Island County Park at designated locations only. Non-electric motors are prohibited at Hawk Island County Park.

Section 5. Potter Park Zoo.

- A. No person under the age of 15 shall be allowed entrance in to the zoo, unless accompanied by an adult at least 18 years of age.
- B. All school groups and youth organizations (high school and below) must be supervised at all times by teachers, aides, or parents while in the zoo.
- C. No bicycles, skates, rollerblades, or skateboards are allowed in the zoo.
- D. All zoo visitors must remain behind public barricades.
- E. No person shall add any material to any exhibit, facility, building, structure or other property found herein.
- F. No person shall in any manner willfully disturb any animal found herein.
- G. Zoo visitors are not allowed to feed zoo animals except in designated areas.
- H. Reckless operation of ADA vehicles is prohibited.

Section 6. Swimming, Bathing and Wading.

- A. No person shall swim, bathe or wade except within those areas so designated, and swimming is prohibited within those designated areas when so posted.
- B. Children 8 years of age and under shall be accompanied by an adult at least 18 years of age while in the swimming area of County park beaches.
- C. Beach and swim areas during the regular summer season shall be open from 9:00 a.m. to sunset, unless otherwise posted.
- D. Air mattresses, inner tubes, life jackets or any other devices inflatable or otherwise, used in the aid of swimming are prohibited unless otherwise posted. U.S. Coast Guard approved personal flotation devices may be worn by individuals whose physical disability is such that without such aid use of the swimming area would be impossible.
- E. Alcoholic beverages, glass containers and pets are not allowed within the posted limits of the beach area.

Section 7. Dogs and Pets.

- A. Dogs or other pets shall be kept on a leash no greater than 6 feet in length. The only exception is within the designated off-leash areas.
- B. All dogs or other pets must be under the immediate control of a responsible adult and shall not be allowed to disturb or annoy park visitors.
- C. Dogs or other pets are allowed in Lake Lansing Park-North, Burchfield Park, Baldwin Park and McNamara Landing, except in areas posted. Pets are not allowed in Lake Lansing Park-South, the Lake Lansing Boat Launch, Hawk Island County Park, Rayner Park, the Kenneth A. Hope Soccer Complex, Riverbend Natural Area at Burchfield Park, Potter Park Zoo, and Potter Park picnic area unless otherwise posted. Pets are not allowed within the designated bathing beaches, park buildings, shelters and on the ski trails when they are open for skiing. Dogs or other pets may be allowed as a condition of an approved Special Event Application, or when transporting a dog or pet directly from an automobile to a watercraft at the Lake Lansing Boat Launch.
- D. Pets must not be left unattended or left in a vehicle or trailer. Owners must clean up pet droppings.
- E. Guide or leader dogs, hearing dogs, and service dogs for disabled persons are permitted in all areas, as provided under Michigan Compiled Laws 750.502c, as amended.

Section 9. Horses. It shall be a violation for a person to ride, lead or allow a horse to be upon any property not designated as a horse trail which is administered by or under the jurisdiction of the County unless prior written permission has been obtained from the County or its designated representatives.

Section 10. Bicycles. Bicycles shall be permitted on designated trails only. No person shall operate a bicycle upon any sidewalk or trail which is posted against such use.

Section 11. Natural Area and Nature Trails.

- A. Nature trails shall be for pedestrian traffic only, unless otherwise posted.
- B. Fires are prohibited within any nature study areas unless written permission has been granted by the County or its designated representatives.

C. Bicycles, horses and pets are also prohibited within such areas.

Section 12. Motor Vehicles.

A. It shall be unlawful for any person to:

- (1) Operate a motor driven vehicle in excess of fifteen (15) miles per hour within the park, except where otherwise posted.
- (2) Operate any motor driven vehicle of any kind or nature except on designated public roads.
- (3) Operate a motor driven vehicle in violation of posted traffic control signs or devices.
- (4) Operate an unlicensed motor vehicle upon any park road or parking area.

B. State Laws. All motor driven vehicles operated on park roadways or parking lots shall be subject to the laws of the State of Michigan as set forth in the Michigan Motor Vehicle Code.

Section 13. Parking.

A. Parking in Prohibited Areas. It shall be unlawful for any person to:

- (1) Park any motor vehicle within any area not designated as a parking area or space.
- (2) Stop, stand or park any motor vehicle at any place where official signs prohibit.
- (3) Park any motor vehicle in any space designated by sign for use by a disabled person without displaying an official placard or registration plate issued to a disabled person.

B. Use of Parking Areas.

- (1) The county park parking lots in all county parks are hereby closed to all park activities except parking of vehicles and entry and exit from vehicles. No park land usage, including, but not limited to, picnicking, frisbee throwing, games or other activities shall be permitted in the county parking lots of county parks. All park activities except traversing to and from county parking lots and/or parking of vehicles in case of emergencies are prohibited.
- (2) When posted, parking at the Lake Lansing Boat Launch is hereby restricted on weekends and holidays to vehicles with boats only.

C. Obstructing Traffic.

- (1) It shall be unlawful for the operator of any vehicle to stop, stand, or park such vehicle upon any roadway or in any parking area in such a manner as to form an obstruction to traffic.
- (2) Whenever any police officer finds a vehicle unattended upon a roadway or in a parking area and where such vehicle constitutes an obstruction to traffic, such officer is hereby authorized to provide for the removal of such vehicle to the nearest garage or other place of safety.
- (3) The necessary costs for such removal shall become a lien upon such vehicle and the person into whose custody the vehicle is given may retain it until all expenses involved have been paid.

Section 14. Commercial Activities and Advertising. No person or organization shall advertise, vend, sell, post or distribute any service, food, beverage, merchandise, commercial leaflet, or poster within any park, except by prior written permit from the County or its designated representatives.

Section 15. Camping. No person shall camp within any park except in those areas or buildings designated for that purpose, unless permission is provided in writing by the County or its representatives.

Section 16. Fees, Charges and Permits.

- A. It shall be a violation for any person to use any facility, building, land area or equipment for which a fee or charge has been established by the County without payment of such fee or charge.
- B. It shall be a violation for any person, group or organization to occupy, use or fail to vacate any facility, building land area or equipment for which a permit has been granted to another person, group or organization.

Section 17. Violations and Penalties.

- A. Any person violating any provision of this Ordinance, except provisions of the Motor Vehicle Code incorporated herein, parking violations, and Section 4.H.(1), shall be responsible for a municipal civil infraction. Repeat violations under this Ordinance shall be subject to increased fines or misdemeanor penalties as provided in Sections 18 and 19 of this Ordinance.
- B. Any person violating the provisions of the Motor Vehicle Code shall be subject to the fines and penalties set forth in that Code. Any person violating any provision of Sec.13.A regarding parking violations shall be responsible for a civil infraction.
- C. Persons continuing to violate any of the above provisions after being cited may also be evicted from said park or park land for the remainder of the day of the offense.

Section 18. Municipal Civil Infraction Citations; Issuance and Service. Municipal civil infraction citations shall be issued and served by an authorized local official as follows:

- A. The time for appearance specified in a citation shall be within ten (10) days after the citation is issued.
- B. The place for appearance specified in a citation shall be the District Court.
- C. Each citation shall be numbered consecutively and shall be in a form approved by the State Court Administrator. The original citation shall be filed with the District Court. Copies of the citation shall be retained by the County and issued to the alleged violator as provided by Section 8705 of Act No. 236 of the Public Acts of 1961, as amended.
- D. A citation for a municipal civil infraction signed by an authorized local official shall be treated as made under oath if the violation alleged in the citation occurred in the presence of the official signing the complaint and if the citation contains the following statement immediately above the date and signature of the official: "I declare under the penalties of perjury that the statements above are true to the best of my information, knowledge and belief."
- E. An authorized local official who witnesses a person commit a municipal civil infraction shall prepare and subscribe, as soon as possible and as completely as possible, an original and required copies of a citation.
- F. An authorized local official may issue a citation to a person if:
 - (1) Based upon investigation, the official has reasonable cause to believe that the person is responsible for a municipal civil infraction; or
 - (2) Based upon investigation of a complaint by someone who allegedly witnessed the person commit a municipal civil infraction, the official has reasonable cause to believe that the person is responsible for an infraction and if the County Prosecuting Attorney approves in writing the issuance of the citation.
- G. Municipal civil infraction citations shall be served personally by serving a copy of the citation upon the alleged violator.

Section 19. Municipal Civil Infraction Citations; Contents.

- A. A municipal civil infraction citation shall name the County as plaintiff and shall contain the name and address of the defendant, the municipal civil infraction alleged, the place where the defendant shall appear in court, the telephone number of the court, and the time at or by which the appearance shall be made.
- B. Further, the citation shall inform the defendant that he or she may do one of the following:
 - (1) Admit responsibility for the municipal civil infraction by mail, in person, or by representation, at or by the time specified for appearance.
 - (2) Admit responsibility for the municipal civil infraction "with explanation" by mail by the time specified for appearance or, in person, or by representation.
 - (3) Deny responsibility for the municipal civil infraction by doing either of the following:
 - a) Appearing in person for an informal hearing before the Judge or Magistrate of the District Court without the opportunity of being represented by an attorney, unless a formal hearing before the District Court's Judge is requested by the County.
 - b) Appearing in the District Court for a formal hearing before the District Court's Judge, with the opportunity of being represented by an attorney.
 - (4) The citation shall also inform the defendant of all of the following:
 - a) That if the defendant desires to admit responsibility "with explanation" in person or by representation, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time for an appearance.
 - b) That if the defendant desires to deny responsibility, the defendant must apply to the District Court in person, by mail, by telephone, or by representation within the time specified for appearance and obtain a scheduled date and time to appear for a hearing, unless a hearing date is specified on the citation.
 - c) That a hearing shall be an informal hearing unless a formal hearing is requested by the defendant or the County.
 - d) That, at an informal hearing, the defendant must appear in person before the District Court's Judge or Magistrate, without the opportunity of being represented by an attorney.
 - e) That, at a formal hearing, the defendant must appear in person before the District Court's Judge with the opportunity of being represented by an attorney.
 - (5) The citation shall contain a notice in boldfaced type that the failure of the defendant to appear within the time specified in the citation or at the time scheduled for a hearing or appearance is a misdemeanor and will result in the entry of a default judgment against the defendant on the municipal civil infraction.

Section 20. Establishment of Schedule of Civil Fines.

- A. A schedule of civil fines for violations of this Ordinance is hereby established. The fines for the violations shall be as follows:
 - (1) For the first citation issued to a defendant who admits or is found by the District Court to have violated this Ordinance, the civil infraction fine shall be \$50.00 for the first violation cited and an additional \$50.00 for each

additional violation listed within the citation, up to, but not to exceed, \$500.00. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.

(2) For a second citation issued to a defendant who admits or is found by the District Court to have committed repeated violations of this Ordinance, the civil infraction fine shall be up to \$500.00 for each repeat violation. As used in this section, "repeat violations" means a second violation of the same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant admits responsibility or is determined to be responsible. In addition to such fines, the defendant shall pay such costs and damages and expenses as may be set by the District Court, as authorized by Section 8727 of Act No. 236 of the Public Acts of 1961, as amended.

- B. Failure to appear at the District Court within the time specified in a citation or at the time scheduled for a hearing or an appearance is a misdemeanor and will result in entry of a default judgment against the defendant on the municipal civil infraction.
- C. Failure to comply with an order, judgment or default in payment of a civil fine, costs, damages, or expenses, so ordered may result in enforcement actions, including, but not limited to, imprisonment on civil contempt which shall not exceed one (1) day for each \$30.00 due, collections, placement of liens or other remedies as permitted by Chapter 87 of Act 236 of Public Acts of 1961, as amended.
- D. A municipal civil infraction is not a lesser included offense of a criminal offense or an ordinance violation that is not a civil infraction.
- E. Civil infractions for violations of Sec.11.A. regarding parking are punishable by a fine of \$50 plus costs for a first offense, \$100 plus costs for a second offense, and \$250 plus costs for a third offense, except that violations of Sec.13.A.(3) shall be punishable by a fine of \$250 plus costs for a first or subsequent offense.

Section 21. Misdemeanor Violations.

- A. Any person convicted of violating Section 4.H.(1) relating to disorderly persons shall be guilty of a misdemeanor.
- B. A third and subsequent repeated violation of this Ordinance shall be a misdemeanor. As used in this section, "repeat violations" means a third or subsequent violation of the same requirement or provision (i) committed by a defendant within any one (1) year period, and (ii) for which the defendant admits responsibility or is determined by the District Court to be responsible.
- C. Actions or omissions which are a misdemeanor under this Ordinance shall be punishable upon conviction by a fine of not to exceed \$500.00 (plus other costs), imprisonment for a term of not to exceed ninety (90) days, or both.

Section 22. Construction. When not inconsistent with the context, words used in the present tense include the future. Words in the singular include the plural and words in the plural include the singular. Masculine shall include the feminine and neuter. The word "shall" is always mandatory and not merely directive. Words or terms not defined herein shall be interpreted as defined in statutes, regulations or codes to which they apply or if not so defined shall be defined in the manner or their common meaning. Headings shall be deemed for convenience and shall not limit the scope of any section of this Ordinance.

Section 23. Severability. The various parts, sections, subsections, paragraphs, sentences, phrases and clauses of this Ordinance are hereby declared to be severable. If any part, section, subsection, paragraph, sentence, phrase or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, it shall be considered severed from this Ordinance and shall not be construed as affecting the validity of the remaining portions of this Ordinance.

Section 24. Repealer Clause. Any ordinance or parts of ordinance in conflict herewith are hereby repealed only to the extent necessary to give this Ordinance full force and effect.

Section 25. Savings Clause. This Ordinance does not affect rights and duties matured, penalties that were incurred, and proceedings that were begun, before its effective date.

Section 26. Effective Date. This Ordinance shall become effective on the 12th day of June, 2007.

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Mary Lannoye, Controller

DATE: April 26, 2013

SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2013, for the Park and Zoo winter seasonal fees on November 1, 2013, and for all other departments on January 1, 2014. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at the previous round of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$160,000. Any additional revenue will be recognized in the 2014 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller's Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution 02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the consumer price index, a rate of 2.4%, was used for the cost increase factor due to the continuous decline in budgets; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in Attachments A and B at the rates established effective January 1, 2014 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2013 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2013.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions 05-166 and 05-242.

ATTACHMENT A: FEES WHICH ARE ADJUSTED

County Services Committee

| Loc of Svc | Fee Description | 2013 Fee | 2014 Fee | Target % |
|--------------|---|------------|------------|----------|
| BOC | FOIA Request Copies | \$0.16 | \$0.17 | 100% |
| Drain Comm. | Photography | \$265.00 | \$275.00 | 100% |
| Drain Comm. | Topography | \$535.00 | \$550.00 | 100% |
| Drain Comm. | Floodplain/wetland | \$105.00 | \$110.00 | 100% |
| Drain Comm. | Preliminary Comm. Site Plan Review | \$655.00 | \$670.00 | 75% |
| Drain Comm. | Preliminary Plat Review | \$655.00 | \$670.00 | 75% |
| Drain Comm. | Plat and Commercial Drainage Review | | | |
| Drain Comm. | Plat and Commercial Drainage Review - First acre | \$655.00 | \$670.00 | 100% |
| Drain Comm. | Re-submission Admin fee | \$210.00 | \$220.00 | 100% |
| Drain Comm. | Plat Drain Administration Fee | \$2,200.00 | \$2,300.00 | 75% |
| Drain Comm. | Drain Crossing Permits, Review (Commercial) | \$470.00 | \$480.00 | 100% |
| Drain Comm. | Tap in Permit - Residential | \$95.00 | \$100.00 | 75% |
| Drain Comm. | Tap-in Permit - Commercial | \$385.00 | \$390.00 | 75% |
| Drain Comm. | Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less | \$570.00 | \$580.00 | 100% |
| Drain Comm. | Soil Erosion (12 mo.) - Commercial- each additional acre | \$57.00 | \$58.00 | 100% |
| Drain Comm. | Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less | \$500 | \$510.00 | 100% |
| Drain Comm. | Soil Erosion (9 mo.) - Commercial- each add'l acre | \$50.00 | \$51.00 | 100% |
| Drain Comm. | Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less | \$430.00 | \$440.00 | 100% |
| Drain Comm. | Soil Erosion (6 mo.) - Commercial- each add'l acre | \$43.00 | \$44.00 | 100% |
| Drain Comm. | Escrow account-1/2 acre or less | \$535.00 | \$550.00 | 100% |
| Drain Comm. | Escrow account - 1/2 to 1 acre | \$1,600.00 | \$1,650.00 | 100% |
| Drain Comm. | Escrow account - 1 to 5 acres | \$3,200.00 | \$3,300.00 | 100% |
| Drain Comm. | Escrow account - 5 to 10 acres | \$5,300.00 | \$5,500.00 | 100% |
| Drain Comm. | Escrow account - each add'l 10 acres | \$2,600.00 | \$2,700.00 | 100% |
| Drain Comm. | Soil Erosion Permit-Residential-12 mo. | \$240.00 | \$250.00 | 100% |
| Drain Comm. | Soil Erosion Permit - 9 month duration | \$235.00 | \$240.00 | 75% |
| Drain Comm. | Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection | \$295.00 | \$300.00 | 75% |
| Drain Comm. | Violation and Cease&Desist Order | \$280.00 | \$285.00 | 100% |
| Equalization | Digitally Produced Paper Maps- Parcel Layer | | | |
| Equalization | 34" x 44" | \$36.00 | \$37.00 | 100% |
| Equalization | Digitally Produced Paper Maps - Parcel layer w/2005 Digital Photo Layer | | | |
| Equalization | 17" x 22" | \$36.00 | \$37.00 | 100% |
| Equalization | 22" x 34" | \$48.00 | \$49.00 | 100% |
| Equalization | 28" x 40" | \$60.00 | \$61.00 | 100% |
| Equalization | 34" x 44" | \$72.00 | \$74.00 | 100% |
| Equalization | Custom Maps | \$67.00 | \$69.00 | 100% |
| Parks | Administrative/Office Fees | | | |
| Parks | Cancellation Fee (for all park reservations) | \$15.00 | \$20.00 | 100% |
| Parks | Shelters - 60 Person Capacity | | | |
| Parks | Burchfield Deer Run | \$60.00 | \$75.00 | 100% |
| Parks | Burchfield Pine Knoll | \$60.00 | \$75.00 | 100% |

ATTACHMENT A: FEES WHICH ARE ADJUSTED

County Services Committee (cont'd)

| Loc of Svc | Fee Description | 2013 Fee | 2014 Fee | Target % |
|------------------------|--|----------|----------|----------|
| Parks | Cabanas - Mini semi permanent shelters/30 p cap. - NEW | | | |
| Parks | Hawk Island | NEW | \$75.00 | 100% |
| Parks | Lake Lansing South | NEW | \$75.00 | 100% |
| Parks | Burchfield | NEW | \$75.00 | 100% |
| Parks | Wedding Gazebo - NEW | | | |
| Parks | Lake Lansing Wedding Gazebo | NEW | \$250.00 | 100% |
| Parks | Boating Fees | | | |
| Parks | Boat Launch - Daily NEW | NEW | \$5.00 | 100% |
| Parks | Boat Launch - Annual NEW | NEW | \$50.00 | 100% |
| Parks | Snow Tube Rental -Burchfield | | | |
| Parks | Burchfield - Tube Rental (2 hours) | \$1.00 | \$2.00 | 100% |
| Parks | Utility Vehicle/Golf Cart Rental - NEW FEE | | | |
| Parks | 1/2 day = up to 4 hours | NEW | \$50.00 | 100% |
| Parks | full day = up to 8 hours | NEW | \$100.00 | 100% |
| Law & Courts Committee | | | | |
| Loc of Svc | Fee Description | 2013 Fee | 2014 Fee | Target % |
| Animal Control | Enforcement/Dog License Fees | | | |
| Animal Control | Sterilized - Delinquent | \$40.00 | \$45.00 | 25% |
| Animal Control | Un-Sterilized | \$60.00 | \$65.00 | 75% |
| Animal Control | Un-Sterilized - Delinquent | \$130.00 | \$135.00 | 75% |
| Animal Control | Un-Sterilized - 3 year License | \$145.00 | \$150.00 | 75% |
| Animal Control | Boarding Fee-Dangerous Animals | \$67.00 | \$70.00 | 100% |
| Animal Control | Adoption Fee | | | |
| Animal Control | Puppies(age-four months or less) | \$106.00 | \$110.00 | 75% |
| Animal Control | Kittens(age-four months or less) | \$49.00 | \$59.00 | 75% |
| Animal Control | Animal Redemption | | | |
| Animal Control | Animal Redemption - 3rd offense | \$94.00 | \$100.00 | 100% |
| Animal Control | Animal Redemption - after 3rd offense | \$147.00 | \$150.00 | 100% |
| Animal Control | Euthanasia Fee | \$125.00 | \$100.00 | 100% |
| Animal Control | Owner Pick-up Fee | \$40.00 | \$44.00 | 100% |
| Animal Control | Rabies Decap | \$40.00 | \$50.00 | 100% |
| Animal Control | Tranqu. at-large fee | \$40.00 | \$45.00 | 100% |
| Animal Control | Spay/neuter deposit-Owners redeeming pet | \$75.00 | \$78.00 | 100% |
| Pros Atty | Diversion - Felony Offender | \$770.00 | \$780.00 | 50% |
| Pros Atty | Costs-eligible convictions - Guilty Plea | \$105.00 | \$106.00 | 75% |
| Pros Atty | Costs for eligible convictions - Trial | \$210.00 | \$220.00 | 10% |
| Jail | Day Rate | \$52.44 | \$52.81 | 100% |
| Sheriff | Costs for Command (2) per hour | \$62.35 | \$62.79 | 100% |

ATTACHMENT A: FEES WHICH ARE ADJUSTED

Human Services Committee

| Loc of Svc | Fee Description | 2013 Fee | 2014 Fee | Target % |
|--------------|--|------------|------------|----------|
| Comm. Health | INS Vaccination Verif Form I-693 | \$36.00 | \$37.00 | 100% |
| Comm. Health | Immigration Physical Exams | \$180.00 | \$190.00 | 100% |
| Imm. Clinic | Internat'l Travel Consult | \$59.00 | \$60.00 | 100% |
| OYC | Consultation Request (per hr.) | \$69.00 | \$71.00 | 100% |
| OYC | Agency Training Request- Base, 1.5 hr. | \$205.00 | \$210.00 | 100% |
| OYC | Agency Training Request- Base, 2.5 hr. | \$340.00 | \$350.00 | 100% |
| OYC | Agency Training Request- Base, 3.0 hr. | \$420.00 | \$430.00 | 100% |
| OYC | Agency Training Request- Base, 5.0 hr. | \$675.00 | \$685.00 | 100% |
| OYC | Agency Train. Request- Base, 2.5 hr, each add. | \$20.00 | \$21.00 | 100% |
| OYC | OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending) | \$25.00 | \$28.00 | 100% |
| OYC | OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending) | \$30.00 | \$33.00 | 100% |
| OYC | OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending). | \$65.00 | \$68.00 | 100% |
| OYC | OYC - Advanced Training - 10 hrs./per person | \$105.00 | \$108.00 | 100% |
| OYC | OYC - Administrator Training - 16 hrs./per person | \$133.00 | \$136.00 | 100% |
| Env. Health | FIXED FOOD SERVICE ESTAB-PROFIT | | | |
| Env. Health | FSE Initial License incl.2 hrs Plan Rev | \$1,300.00 | \$1,320.00 | 50% |
| Env. Health | FSE Restricted License Renewal (w/o PR) | \$650.00 | \$660.00 | 50% |
| Env. Health | FSE Initial License (Mobile) | \$460.00 | \$470.00 | 50% |
| Env. Health | MOBILE UNIT RENEWAL LICENSE (4 hours) | \$230.00 | \$235.00 | 50% |
| Env. Health | FSE Renewal Lic -At least \$750,000 | \$1,050.00 | \$1,100.00 | 50% |
| Env. Health | FSE Renewal Lic-At least \$500,000,less than \$750,000 | \$880.00 | \$900.00 | 50% |
| Env. Health | FSE Renewal Lic-At least \$250,000,less than \$500,000 | \$685.00 | \$700.00 | 50% |
| Env. Health | FSE Renewal Lic-Less than \$250,000 | \$480.00 | \$500.00 | 50% |
| Env. Health | FSE Non-profit License Renewal | \$240.00 | \$250.00 | 25% |
| Env. Health | Fixed Food Svc Estab Nonprofit - INITIAL License incl. 2 hr plan rev | \$650.00 | \$675.00 | 25% |
| Env. Health | Reinstatement of Susp FSE | \$580.00 | \$600.00 | 100% |
| Env. Health | Surcharge-Fail submit plans/chg own | \$575.00 | \$600.00 | 100% |
| Env. Health | Critical Follow-up Inspection fee | \$135.00 | \$140.00 | 100% |
| Env. Health | Special food svc estab surchrge 2nd step of formal hearing | \$500.00 | \$510.00 | 100% |
| Env. Health | Special food svc estab surchrge 3rd step of formal hearing | \$1,000.00 | \$1,020.00 | 100% |
| Env. Health | Seasonal Renewal License, FSE | | | |
| Env. Health | FSE Seasonal Renewal -Gross sales exc. \$750,000 | \$650.00 | \$660.00 | 50% |
| Env. Health | FSE Seasonal renewal- at least \$500,000,less \$750,000 | \$530.00 | \$540.00 | 50% |
| Env. Health | FSE Seasonal Renewal -at least \$250,000,less \$500,000 | \$410.00 | \$420.00 | 50% |
| Env. Health | FSE Seasonal renewal -less than \$250,000 | \$290.00 | \$300.00 | 50% |
| Env. Health | FSE - DOE Schools Program - Production Kitchen | \$520.00 | \$530.00 | 50% |
| Env. Health | FSE - DOE Schools Program - Satellite Kitchen | \$330.00 | \$340.00 | 50% |
| Env. Health | Change of Ownership of FSE | \$385.00 | \$395.00 | 50% |
| Env. Health | Initl Lic Fee Exmpt(plan reww only) Govt | \$220.00 | \$230.00 | 50% |
| Env. Health | late renewal - additional | \$130.00 | \$135.00 | 100% |

ATTACHMENT A: FEES WHICH ARE ADJUSTED

Human Services Committee (cont'd)

| Loc of Svc | Fee Description | 2013 Fee | 2014 Fee | Target % |
|-------------|---|------------|------------|----------|
| Env. Health | STFU (Special Transitory Food Unit) | | | |
| Env. Health | Initial STFU license Incl. Plan Review * | \$321.00 | \$350.00 | 50% |
| Env. Health | STFU late inspection request | \$150.00 | \$160.00 | 100% |
| Env. Health | TEMPORARY LICENSE | | | |
| Env. Health | Temp FSE - Non-Profit | \$110.00 | \$115.00 | 25% |
| Env. Health | Temp Nonprf FSE-Ops Beg Bef Licg (double) | \$220.00 | \$230.00 | 25% |
| Env. Health | Temp FSE- Preparation Type - For Profit | \$225.00 | \$230.00 | 50% |
| Env. Health | Temp FSE-Ops Began Before Licg (double) | \$450.00 | \$460.00 | 50% |
| Env. Health | Temp FSE-each add'l lic.after 2 at 1 loc | \$73.00 | \$75.00 | 50% |
| Env. Health | Temp Event Inspection Request - Late Fee | \$430.00 | \$460.00 | 100% |
| Env. Health | VENDING | | | |
| Env. Health | Vending:1-3 Licensable Mach. in Same Loc. | \$80.00 | \$85.00 | 50% |
| Env. Health | Vending: 4-6 Licensable Mach. in Same Loc. | \$105.00 | \$110.00 | 50% |
| Env. Health | Vending: 7-10 Licensable Mach. in Same Loc. | \$140.00 | \$150.00 | 50% |
| Env. Health | Surcharge-Failure to apply for vending license- Fee | \$190.00 | \$195.00 | 100% |
| Env. Health | POOL | | | |
| Env. Health | Public Pool Inspection | \$230.00 | \$235.00 | 100% |
| Env. Health | DHS LICENSING | | | |
| Env. Health | DHS Licensing Inspection - municipal | \$215.00 | \$220.00 | 100% |
| Env. Health | DHS Licensing Inspection - well & septic | \$355.00 | \$360.00 | 100% |
| Env. Health | DHS Licensing - well & septic only | \$135.00 | \$140.00 | 100% |
| Env. Health | DHS Initial Licensing Plan Review | \$405.00 | \$410.00 | 100% |
| Env. Health | BODY ART (TATTOO) | | | |
| Env. Health | Body Art Business Initial License | \$575.00 | \$600.00 | 50% |
| Env. Health | Body Art License Renewal | \$200.00 | \$225.00 | 50% |
| Env. Health | Body Art Lic-late renewal-additional | \$135.00 | \$140.00 | 50% |
| Env. Health | Body Art w/o initial license/reinstatement of revoked | \$575.00 | \$590.00 | 50% |
| Env. Health | Reinstmt of Susp Body Art License (fine) | \$215.00 | \$220.00 | 100% |
| Env. Health | Body Art Initial License after July 1 | \$295.00 | \$300.00 | 100% |
| Env. Health | Body Art Temp License (1-14 days) | \$105.00 | \$110.00 | 100% |
| Env. Health | DEMAND PROGRAM (per hour) | | | |
| Env. Health | Sewage Inspection (Only) | \$800.00 | \$825.00 | 100% |
| Env. Health | Well (Only) Inspection -private | \$590.00 | \$600.00 | 100% |
| Env. Health | Combined Well & Septic Inspection | \$1,130.00 | \$1,150.00 | 100% |
| Env. Health | Vacant Land Evaluation | \$570.00 | \$580.00 | 100% |
| Env. Health | On-Site Sewage repair/replace | \$800.00 | \$825.00 | 100% |
| Env. Health | Well Repair | \$300.00 | \$325.00 | 100% |
| Env. Health | Altern On-site Sewage Syst Plan Revw | \$430.00 | \$440.00 | 100% |
| Env. Health | Subdivision Evaluation of Preliminary Plat | \$360.00 | \$370.00 | 100% |
| Env. Health | Septic or Well ownershp trsfr,not installed at time of transfer | \$190.00 | \$195.00 | 100% |
| Env. Health | Combined Well & Septic Repair | \$915.00 | \$950.00 | 100% |
| Env. Health | BATHING BEACHES | | | |
| Env. Health | Bathing Area Operational Permit | \$230.00 | \$235.00 | 100% |
| Env. Health | Sanitary Surv for Prop. Bathg Beach | \$460.00 | \$470.00 | 100% |

ATTACHMENT A: FEES WHICH ARE ADJUSTED

Human Services Committee (cont'd)

| | | | | |
|--------------|---|----------|----------|------|
| Env. Health | CAMPGROUNDS | | | |
| Env. Health | Campground Inspection 0-99 Sites | \$155.00 | \$160.00 | 100% |
| Env. Health | Campground Inspection 100-199 Sites | \$235.00 | \$240.00 | 100% |
| Env. Health | Campground Inspection 200+ Sites | \$310.00 | \$320.00 | 100% |
| Env. Health | Campground 0-99 sites -after July 1 fine for late inspection - 150% | \$232.00 | \$240.00 | 100% |
| Env. Health | Campground 100-199 Sites after July 1 fine for late inspection 150% | \$352.00 | \$360.00 | 100% |
| Env. Health | Campground 200+ Sites after July 1 fine for late inspection 150% | \$465.00 | \$480.00 | 100% |
| Env. Health | Campground 0-99 Sites after Sept 1 fine for late inspection 200% | \$310.00 | \$320.00 | 100% |
| Env. Health | Campground 100-199 Sites after Sept 1 fine for late inspection 200% | \$470.00 | \$480.00 | 100% |
| Env. Health | Campground 200+ Sites fine for late inspection after Sept 1 - 200% | \$620.00 | \$640.00 | 100% |
| Env. Health | MISC EH PROGRAMS | | | |
| Env. Health | Type II Non Community - Sanitary Survey | \$450.00 | \$470.00 | 100% |
| Env. Health | POINT OF SALE PROGRAM | | | |
| Env. Health | Point of Sale- appl processing fee | \$200.00 | \$205.00 | 100% |
| Env. Health | Waste Treatment Inspection by ICHD (excludes pumping fees) | \$235.00 | \$240.00 | 100% |
| Env. Health | Well Inspection by ICHD (includes water samples for bacteria and partial chemicals) | \$165.00 | \$170.00 | 100% |
| Env. Health | TOBACCO PROGRAM | | | |
| Env. Health | License- Tobacco Sales- 1yr.- Retailer-East Lansing | \$275.00 | \$285.00 | 100% |
| Env. Health | License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing | \$320.00 | \$330.00 | 100% |
| Env. Health | License- Tobacco Sales- 1yr.- Vend. Mach. | \$320.00 | \$330.00 | 100% |
| Env. Health | Tobacco -Temporary Sampling Permit Fee | \$125.00 | \$130.00 | 100% |
| Env. Health | Tobacco -Temporary Sampling Permit Fee - Late Notice Fee (Less than 30 days before event) | \$200.00 | \$205.00 | 150% |
| Env. Health | License- Tobacco Sales- 1yr.- Retailer-East Lansing - Late Fee | \$420.00 | \$450.00 | 150% |
| Env. Health | License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing - Late Fee | \$500.00 | \$525.00 | 150% |
| Env. Health | Tobacco Change of Ownership Fee - Non - East Lansing | \$145.00 | \$150.00 | 100% |
| Env. Health | Tobacco Chge of Ownership Fee-E.Lansing | \$125.00 | \$130.00 | 100% |
| Env. Health | Tobacco Failure to change ownership | \$180.00 | \$185.00 | 100% |
| Env. Health | POLLUTION PREVENTION PROGRAM | | | |
| Env. Health | Cat 1: 0-500 Gal report fee | \$62.50 | \$70.00 | 50% |
| Env. Health | Cat 2: 501-5000 Gal report fee | \$125.00 | \$140.00 | 50% |
| Env. Health | Cat 3: 5001 Gal report fee | \$187.50 | \$210.00 | 50% |
| Env. Health | Cat 1: 0-500 Gal Inspection fee | \$125.00 | \$140.00 | 50% |
| Env. Health | Cat 2: 501-5000 Gal Inspection fee | \$200.00 | \$230.00 | 50% |
| Env. Health | Cat 3: 5001 plus Gal Inspection fee | \$300.00 | \$340.00 | 50% |
| Vet. Affairs | County User Fee | \$25.00 | \$25.60 | 100% |

| ATTACHMENT B: FEES FOR WHICH AN ADJUSTMENT IS RECOMMENDED | | | | |
|---|--------------------------|----------|----------|------|
| Law & Courts Committee | | | | |
| Circuit Court | Felony Case Costs | \$625.00 | \$635.00 | 100% |
| Circuit Court | Show Cause - Probation | \$125.00 | \$130.00 | 100% |
| Family Division | Delinquency Court Costs | \$225.00 | \$230.00 | 100% |
| Family Division | Tether | \$25.00 | \$30.00 | 25% |
| Family Division | Traffic - Fail to Appear | \$24.00 | \$25.00 | 25% |
| FOC | FOC Bench Warrants | \$250.00 | \$260.00 | 100% |

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION RESCINDING RESOLUTION #02-212 AND REVISING CERTAIN POLICIES
PERTAINING TO APPOINTED ADVISORY BOARDS AND COMMISSIONS**

WHEREAS, the Board of Commissioners has created a number of boards and commissions to serve in an advisory capacity in order to advance the welfare of the citizens of Ingham County; and

WHEREAS, Resolution #02-012 has established a policy to assure that citizen appointees are attending meetings fulfilling the mandates of their board or commission, and a policy limiting time served by citizen representatives on boards or commissions to provide a greater opportunity for more people to participate in County government; and

WHEREAS, it is desirable to update certain policies pertaining to its appointed boards and commissions.

THEREFORE BE IT RESOLVED, that citizen appointees who have 2 consecutive unexcused absences from their regular meetings shall receive a letter inquiring about their absences and advising that committee members who miss 3 meetings in a 4 month period, unless barred by statute, are automatically deemed to have resigned from that board or commission and appropriate steps will be taken to fill the vacancy.

BE IT FURTHER RESOLVED, that the Chairperson or secretary of Ingham County's advisory boards and commissions shall send a copy of their minutes from each meeting to the Board of Commissioners' Office within 10 business days of said meeting.

BE IT FURTHER RESOLVED, that time served by citizen appointees on boards and commissions is limited to two consecutive terms, or six consecutive years, whichever is greater.

BE IT FURTHER RESOLVED, requests to waive any requirements of this policy must be submitted in writing to the Board of Commissioners setting forth the specific reasons for the waiver.

BE IT FURTHER RESOLVED, that approval of such requests shall be determined by the Board of Commissioners.

BE IT FURTHER RESOLVED, that Resolutions #02-212 is hereby rescinded.

BE IT FURTHER RESOLVED, notification of this policy will be provided to all current advisory boards and commissions and citizens requesting applications for appointment.