

CHAIRPERSON  
BRIAN McGRAIN

VICE-CHAIRPERSON  
KARA HOPE

VICE-CHAIRPERSON PRO-TEM  
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE  
VICTOR CELENTINO, CHAIR  
CAROL KOENIG  
BRYAN CRENSHAW  
TERI BANAS  
REBECCA BAHAR-COOK  
KARA HOPE  
RANDY MAIVILLE

## ***INGHAM COUNTY BOARD OF COMMISSIONERS***

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

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JULY 21, 2015 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

### Agenda

Call to Order

Approval of the [June 16, 2015](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Farmland & Open Space Preservation Board - Interviews
2. Treasurer's Office - Resolution to Utilize the County's Option to Acquire Tax Foreclosed [Property](#)
3. Health Department - Resolution to Authorize Updates to the Access to Care Project Coordinator Job Description and Changing the Job Title to Health Equity and Social Justice [Coordinator](#)
4. Innovation & Technology Department
  - a. Monthly Project Update
  - b. Resolution to Approve Entering into an Agreement with F.D. Hayes Electric Company for [Data and Voice Wiring Services](#)
5. Fair - Resolution Authorizing Entering into a Contract with Fishbeck, Thompson, Carr, & Huber, Inc. for [Architectural and Engineering Services](#) for the Construction of a New 50,000 Square Foot Exposition Center with an Attached 3,000 Seat Grandstand at the Ingham County Fairgrounds
6. Farmland & Open Space Preservation - Resolution to Amend Resolution #15-034 Approving Proceeding to Close Permanent Conservation [Easement Deed](#) on Kranz, Johnson and Hutchison Properties
7. Road Department
  - a. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item I of the 2015 Local Road Program Bid Packet 75-15 Hot in Place Recycling, Asphalt Resurfacing & Miscellaneous Repairs of Various [Meridian Township](#) Local Roads
  - b. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item II of the 2015 Local Road Program Bid Packet 75-15 Asphalt Resurfacing & Repairs of Lamb Road, Every to Meridian Roads, [Alaiedon Township](#)

- c. Resolution Authorizing the Purchase of Two New [Tandem Axle Truck Chassis](#) for the Ingham County Road Department
  - d. Resolution Authorizing the Purchase of [Equipment](#) Needed for New Tandem Axle Truck Chassis for the Ingham County Road Department
  - e. Resolution to Rescind and Replace Resolution #15-216 Approving Local Road Agreement with [Meridian Township](#)
  - f. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
8. Potter Park Zoo
- a. Resolution Recommending the Acceptance of a \$500.00 Risk Avoidance Program (RAP) Grant Award for [Vehicle Partitions](#) for the Public Safety Patrol Cars at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
  - b. Resolution Recommending the Acceptance of a \$2,650 Risk Avoidance Program (RAP) Grant Award for [Security Cameras](#) at Potter Park Zoo From the Michigan Municipal Risk Management Association (MMRMA)
9. Facilities Department
- a. Memo Regarding the Emergency Replacement of the [Chilled Water Coil](#) at the Ingham County Jail
  - b. Resolution Authorizing a Lease Agreement with Capitol Walk Parking, LLC to Lease 100 [Employee Parking Spaces](#)
  - c. Resolution Authorizing the Renewal of the Service Agreement with [Smiths](#) Detection for the Maintenance of the Two X-Ray Screening Machines at the Grady Porter Building and Veterans Memorial Courthouse
  - d. Resolution Authorizing a Three Year Service Warranty Renewal with [Astrophysics](#) for the Maintenance of the X-Ray Screening Machine at the Ingham County Family Center
  - e. Resolution Authorizing the Two Year Renewal Option as Stated in Resolution #12-220 for [Soap Slingers Window Cleaning, LLC](#) to Provide Window Cleaning Services to Various County Facilities
  - f. Resolution Authorizing the Two Year Renewal Option as Stated in Resolution #12-364 for [Len's Carpet Care & Consultants](#) to Provide Carpet Cleaning Services to Various County Facilities
  - g. Resolution Authorizing a Contract Extension as Stated in Resolution #12-76 with [Dietz Janitorial Service](#) to Provide Cleaning Services in Various County Buildings
  - h. Resolution to Authorize a Three Year Agreement Extension with [MSDS Online](#) to Manage Material Safety Data Sheets (MSDS)
10. Controller's Office
- a. Resolution to Amend [Business Travel and Reimbursement Policy](#)
  - b. Resolution Authorizing [Adjustments](#) to the 2015 Ingham County Budget
11. Board of Commissioners
- a. Resolution [Setting Fees](#) for Freedom of Information Act Requests
  - b. Resolution Honoring [Ross A. Allen](#)

12. Board Referral - Letter from [Frank Hatfield](#) Regarding the Funding of the Meridian River Front Trail

Announcements  
Public Comment  
Adjournment

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

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

COUNTY SERVICES COMMITTEE

June 16, 2015

Draft – Minutes

Members Present: Celentino, Bahar-Cook, Koenig (arrived at 6:04 p.m.), Crenshaw, Banas, Hope, and Maiville

Members Absent: None

Others Present: Drain Commissioner Pat Lindemann, Tim Dolehanty, Travis Parsons, Rick Terrill, Tim Morgan, Mike Ashton, Paul Pratt, Sherrie Graham, Kathleen Rodgers, Steve Heywood, Dave Stoker, Scott Keith, Cherry Hamrick, Becky Bennett, Ryan Buck, and others

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

Approval of the June 2, 2015 Minutes and Joint County Services and Finance Committees Meeting Closed Session Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE JUNE 2, 2015 MEETING MINUTES AND JOINT COUNTY SERVICES AND FINANCE COMMITTEES MEETING CLOSED SESSION MINUTES.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

Chairperson Celentino stated that the Committee would address Agenda Item No. 2 and then Agenda Item No. 1.

5. Road Department

- c. Resolution To Amend Resolution #15-192 which Authorized a Second Party Agreement between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department and a Third Party Agreement between Delhi Township and the Ingham County Road Department in Relation to a Federally Funded Pathway Project along Holt Road from Kahres Road to Eifert Road

- 10. Resolution Amending Resolution 76-275 by Revising the Goals of the Ingham County Women’s Commission

Substitute –

- 7. Potter Park Zoo - Resolution Authorizing a Contract with LJ Trumble, LLC, for Improvements to the Moose Exhibit at Potter Park Zoo

Limited Public Comment

None.

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

3. Innovation & Technology
  - a. Resolution to Authorize the Purchase of an Upgrade to the Software for the OnSSI Video Wall from Vidcom Solutions
  - b. Resolution to Authorize a Position Conversion from the MIS Help Desk Specialist to Computer Tech 1 for the Innovation and Technology Department
  
4. Facilities Department
  - a. Resolution Honoring Scott D. Skriba
  - b. Resolution Awarding a Contract to DLZ Michigan, Inc. to Provide Engineering Design Services for the Removal and Replacement of Two Youth Center (YC) Boilers, Two Human Services (HSB) Boilers and the Replacement of Two Air Handler Units at Forest Community Health Center (FCHC)
  
5. Road Department
  - a. Resolution to Approve Local Road Agreement with Stockbridge Township for the Ingham County Road Department
  - b. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Reconstruction Project for Kipp Road From US-127 to Dexter Trail
  - c. Resolution To Amend Resolution #15-192 which Authorized a Second Party Agreement between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department and a Third Party Agreement between Delhi Township and the Ingham County Road Department in Relation to a Federally Funded Pathway Project along Holt Road from Kahres Road to Eifert Road
  
6. Parks Department
  - a. Resolution to Rescind Resolution #15-138 to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park
  - b. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park
  
7. Potter Park Zoo - Resolution Authorizing a Contract with LJ Trumble, LLC, for Improvements to the Moose Exhibit at Potter Park Zoo
  
10. Resolution Amending Resolution 76-275 by Revising the Goals of the Ingham County Women's Commission

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

2. Drain Office - Resolution Pledging the Full Faith and Credit of the County for the Groesbeck Park Drain Drainage District Bonds

Commissioner Koenig arrived at the meeting at 6:04 p.m.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION PLEDGING THE FULL FAITH AND CREDIT OF THE COUNTY FOR THE GROESBECK PARK DRAIN DRAINAGE DISTRICT BONDS.

Chairperson Celentino introduced the following officials to the Committee:

Pat Lindemann, Drain Commissioner  
Paul Pratt, Deputy Drain Commissioner  
Kathleen Rodgers, Lansing Township Supervisor  
Steve Heywood, Lansing Township Planning Director

Drain Commissioner Lindemann provided an overview of the Groesbeck Park Drain project. He stated that by pledging full faith and credit, the bonds could be secured at a lower interest rate.

Commissioner Maiville stated that Drain Commissioner Lindemann made a good presentation about the need for this project at a recent meeting of the Michigan Townships Association. He further stated that he would vote in support of the resolution.

Drain Commissioner Lindemann provided background on the state of the drainage district and pollution issues. He further provided an overview of the flooding issues in Lansing Township.

Commissioner Bahar-Cook stated that the commissioners had received a lot of information about the township's debt ratio. She asked how the township would be able to sustain the bond payments.

Ms. Rodgers stated that the Drain Code provided two options for assessing repayment of the bond. She further stated that Board of Trustees could collect a portion of a mill from all property owners as a part of special assessment in the winter tax bill. Ms. Rodgers stated that their other option would be to pay the assessment from the township's general fund. She further stated that the township was going to go the special assessment route.

Mr. Heywood stated that if there was a delinquent taxpayer, the County Treasurer would pay the bill from their revolving fund and take action against the taxpayer.

Commissioner Hope asked what the township's bond rating was.

Ms. Rodgers stated they were recently raised from A+ to AA-. She provided an overview of the development near the Eastwood Towne Center and the development's future tax impact for the township and the County.

Commissioner Bahar-Cook asked how the Montgomery Drain was involved.

Ms. Rodgers stated that the Montgomery Drain assessment would be passed on to the property owners and would not impact the township's finances.

Commissioner Koenig asked whether the at-large assessment applied to all the property owners in the township.

Ms. Rodgers answered yes.

Commissioner Koenig clarified that in regards to the Groesbeck project, the township's chosen repayment route would not be a special assessment as the assessment would apply to all property owners in the township.

Commissioner Koenig asked if the township and their Downtown Development Authority were ever mixed or kept completely separate.

Ms. Rodgers stated that they were kept separate.

Discussion.

Commissioner Bahar-Cook stated that the Controller's Office prepared an estimated bond repayment schedule. She asked how the County would pay if it had to.

Tim Dolehanty, Controller/Administrator, stated that the County had many options, including pulling from reserves or planning for the payment in the budget process.

Commissioner Koenig stated that budgeting for a payment would be a \$500,000 endeavor.

Commissioner Hope asked what effect there would be on the County's bond rating should the township default.

Mr. Dolehanty stated that it would have no effect if the County made the payment.

THE MOTION CARRIED UNANIMOUSLY.

1. Parks & Recreation Commission - Interview

Cherry Hamrick interviewed for appointment to the Parks & Recreation Commission.

6. Parks Department

- c. Resolution Authorizing Entering into a Contract with Mannik Smith Group for the Purpose of Providing Professional Consulting Services to Assist the Ingham County Trails and Parks Task Force in Assembling a Plan for the Expenditure of Trails & Parks Millage Dollars

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MANNIK SMITH GROUP FOR THE PURPOSE OF PROVIDING PROFESSIONAL CONSULTING SERVICES TO ASSIST THE INGHAM COUNTY TRAILS AND PARKS TASK FORCE IN ASSEMBLING A PLAN FOR THE EXPENDITURE OF TRAILS & PARKS MILLAGE DOLLARS.

Commissioner Banas thanked staff for taking the time to work on this project so diligently. She asked why the Mannik Smith Group was recommended.

Tim Morgan, Parks Department Director, stated that Mannik Smith was local, had experience working with local government, had the lowest acceptable bid, had great references, one of their many goals was to leverage millage dollars with grants and other funding sources to maximize the total number of dollars available, among others.

Commissioner Bahar-Cook thanked staff for going local. She asked when this consultant's plan would be finalized.

Mr. Morgan stated that it would be seven months according to their bid.

There was a discussion about inserting a time frame into the resolution.

Mr. Morgan stated that Mannik Smith was flexible to work with so the County could start the process on the County's terms.

Commissioner Bahar-Cook stated that she did not want there to be an open ended time frame.

Commissioner Banas stated that she agreed with Commissioner Bahar-Cook's statement. Commissioner Banas provided some background on Mannik Smith's bid.

The resolution was amended as follows:

**THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Mannik Smith Group, for a total cost not to exceed \$73,514.00 from the Trails and Parks millage fund, to provide professional consulting services to assist the Ingham County Trails and Parks Task Force in assembling a plan for the expenditure of trails & parks millage dollars, of which the plan would be submitted to the Ingham County Board of Commissioners no later than 8 months from the date the contract is signed,**

There was considered a friendly amendment.



Discussion.

THE MOTION CARRIED UNANIMOUSLY.

9. Board of Commissioners - Letter from Center Park Productions Regarding Funding for the Economic Development of Common Ground Music Festival

Scott Keith, Center Park Productions, addressed the Committee. He stated that Center Park Productions was a 501(c)(3) nonprofit that facilitates the Common Ground Music Festival. Mr. Keith provided a historical overview of the festival.

Mr. Keith stated that 10% of ticket sales last year came from out of state. He further stated that 50% came from out of the county. Mr. Keith stated that the festival had a huge economic impact in the county. He further stated that he was here tonight to discuss the County's partnership with the festival. Mr. Keith stated that they expected continued growth at this year's festival.

Commissioner Bahar-Cook asked whether they were going to seek any funds from the County.

Mr. Keith stated that there were some great opportunities for the County to publicize itself. He provided an overview of a \$10,000 sponsorship as an example. Mr. Keith stated that they could tailor the sponsorship to the County's goals.

Commissioner Bahar-Cook asked if Mr. Keith had any figures on hotel/motel stays.

Mr. Keith stated that it was a challenge to get hotels/motels to track stays. He further stated that they did have partnerships with several area hotels for this type of economic tracking. Mr. Keith stated that the Radisson Hotel saw 300-500 rooms rented last year.

Mr. Keith stated that the Capital Area Regional Airport saw increased usage as well.

Chairperson Celentino stated that the Airport Authority was a sponsor of the festival. He further stated that they included it in their budget.

Commissioner Bahar-Cook asked why the funds were needed.

Mr. Keith stated that they would not be receiving funds from the hotel/motel tax this year.

Commissioner Banas asked whether the County had been a sponsor in the past.

Becky Bennett, Board Coordinator, stated that the County was a sponsor years ago. She further stated that the County sponsored the festival as a part of the community agencies process.

Commissioner Banas asked why the festival would not receive funds from the hotel/motel tax.

Mr. Keith stated that there were new entities that were chosen to be funded over the festival.

Commissioner Crenshaw asked what Mr. Keith's request would be.

Mr. Keith stated he would be interested in a \$10,000 sponsorship. He provided options for smaller amounts.

Commissioner Crenshaw asked what the Airport's sponsorship amount was.

Chairperson Celentino answered \$10,000.

Commissioner Hope asked what other information was required as part as the community agency grant program. She also asked whether the festival produced a profit.

Mr. Keith stated that it had not produced a profit in the last three years. He further stated that when it did make a profit, it was roughly \$100,000. Mr. Keith stated that the profits were earned due to a range of factors.

Chairperson Celentino stated that the airport had sponsored the festival for some time now.

There was a discussion about the festival's finances as had been reported by the City Pulse.

Commissioner Crenshaw asked where the money for a sponsorship would come from.

Mr. Dolehanty stated that the Board of Commissioners could authorize that we take it from contingency or fund balance. He further stated that there several other options.

Discussion.

Chairperson Celentino asked to review possible sources of funding for a sponsorship.

Commissioner Crenshaw asked what the timeline was for a sponsorship.

Mr. Keith stated that sooner than later was best as the festival was in early July.

**MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BAHAR-COOK, TO DIRECT STAFF TO DRAFT A RESOLUTION TO ENTER INTO A CONTRACT WITH CENTER PARK PRODUCTIONS FOR THE COUNTY TO PURCHASE A \$10,000 SPONSORSHIP AT THE 2015 COMMON GROUND MUSIC FESTIVAL. THE CONTRACT WOULD INCLUDE WAYS THE COUNTY COULD UTILIZE ITS SPONSORSHIP TO PROMOTE ECONOMIC DEVELOPMENT OPPORTUNITIES, HEALTH DEPARTMENT OPPORTUNITIES, AND OTHERS OPPORTUNITIES. THE CONTRACT WOULD ALSO CONTAIN LANGUAGE THAT EXPLICITLY STATES THAT FESTIVAL TICKETS WOULD NOT BE MADE AVAILABLE TO ANY COMMISSIONER AS A PART OF THE CONTRACT.**

Commissioner Koenig stated that she was uncomfortable with this motion because it appears quid pro quo.

Discussion.

Commissioner Maiville stated that there were many other events that may seek funding if we were to sponsor the festival.

Commissioner Hope stated she would like to see the contract include a requirement that Center Park Productions comply with the requirements that community agencies must meet for funding.

The motion was amended as follows:

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BAHAR-COOK, TO DIRECT STAFF TO DRAFT A RESOLUTION TO ENTER INTO A CONTRACT WITH CENTER PARK PRODUCTIONS FOR THE COUNTY TO PURCHASE A \$10,000 SPONSORSHIP AT THE 2015 COMMON GROUND MUSIC FESTIVAL. THE CONTRACT WOULD INCLUDE WAYS THE COUNTY COULD UTILIZE ITS SPONSORSHIP TO PROMOTE ECONOMIC DEVELOPMENT OPPORTUNITIES, HEALTH DEPARTMENT OPPORTUNITIES, AND OTHERS OPPORTUNITIES. THE CONTRACT WOULD ALSO CONTAIN LANGUAGE THAT EXPLICITLY STATES THAT FESTIVAL TICKETS WOULD NOT BE MADE AVAILABLE TO ANY COMMISSIONER AS A PART OF THE CONTRACT. **THE CONTRACT WOULD FURTHER BE CONTINGENT ON CENTER PARK PRODUCTIONS FULFILLING THOSE REQUIREMENTS THAT COMMUNITY AGENCIES MUST MEET FOR FUNDING.**

This was considered a friendly amendment.

Commissioner Bahar-Cook stated that Economic Development should be developing funding recommendations for the Board of Commissioners to consider in the future.

Commissioner Banas stated that she shared Commissioner Maiville's concern. She further stated that there was no policy that outlines how the County should or could handle this type of funding request.

Chairperson Celentino stated that the Committee could direct the Economic Development Corporation to begin to develop policies and recommendations.

Commissioner Hope stated that the County could review the hotel/motel fund grant program and how it was administered.

Commissioner Maiville stated that he would vote against this motion.

Commissioner Hope stated that we could make it a part of the contract that Center Park report back to the Board of Commissioners on the festival's outcome.

**THE MOTION CARRIED. Yeas:** Celentino, Bahar-Cook, Hope, and Crenshaw **Nays:** Koenig, Maiville, and Banas **Absent:** None.

Mr. Keith stated that he would provide contact information to the commissioners.

Chairperson Celentino stated that this would likely have to come before the Finance Committee tomorrow.

8. Controller's Office - Sick Time Accrual (Discussion)

Commissioner Bahar-Cook stated that the County had a good sick time policy for full time employees. She further stated that she would like to have a discussion about developing a sick time policy for temporary and seasonal employees as they currently do not have or earn sick time. Commissioner Bahar-Cook stated that she would be in favor of developing such a policy to provide some level of sick time benefits.

Chairperson Celentino stated that he would support a policy to provide sick time for temporary and seasonal employees.

Commissioner Hope stated that she would support a policy to provide sick time for temporary and seasonal employees.

Mr. Dolehanty stated that sick time was not considered for these types of employees because their employment duration was so short.

Commissioner Banas asked how this sick leave could be developed and implemented.

Travis Parsons, Human Resources Director, stated that the County could implement a sick time accrual calculation based on the number of hours worked.

Mr. Dolehanty stated that a potential sick time benefit would probably have only a minimal impact on the budget.

Commissioner Crenshaw asked how many temporary and seasonal employees the County had.

Mr. Parsons stated that there were roughly 120-125 temporary and seasonal employees over the year.

Commissioner Crenshaw asked whether we could develop a structure to maintain a bank of sick time hours that a temporary or seasonal employee could use when they came back in the next season.

Discussion.

Chairperson Celentino stated that staff would develop a policy recommendation for sick time accrual for temporary and seasonal employees.

Mr. Dolehanty recommended that any policy include some type of cap on the number of hours that could be accrued.

Discussion.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:25 p.m.

# JULY 21, 2015 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

## ACTION ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

2. **Treasurer's Office** - *Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property*

Acting as the Foreclosing Governmental Unit under the General Property Tax Act (MCL 211.78(8)(a)), the Treasurer proposes resolution to accept minimum bids in the name of Ingham County for certain specifically identified properties to be transferred to the Ingham County Land Bank Fast Track Authority. The statute provides a mechanism by which the County may purchase that property through payment to the foreclosing governmental unit (MCL 211.78m(1)). The cost of acquisition will be covered by the Authority utilizing a variety of funding sources.

3. **Health Department** - *Resolution to Authorize Updates to the Access to Care Project Coordinator Job Description and Changing the Job Title to Health Equity and Social Justice Coordinator*

This resolution converts a vacant Access to Care/Project Coordinator to a Health Equity and Social Justice Coordinator position. Technically, this should come before the Board as a discussion item first, then as an action item the next round. However, given the need to fill the position and the fact that the Board is on the summer meeting schedule, Human Resources is supportive of a condensed process in this case. These updates result in a reclassification of the position from an ICEA Professional 9 to an ICEA Professional 8.

4a. **Innovation and Technology Department** - *Monthly Project Update*

Chief Information Officer Michael Ashton will discuss major IT initiatives, recent challenges addressed by the IT Department, and answer Committee questions about IT matters.

4b. **Innovation and Technology Department** - *Resolution to Approve Entering into an Agreement with F.D. Hayes Electric Company for Data and Voice Wiring Services*

Formal proposals were sought from qualified and experienced contractors to furnish and install new internal and external voice and data wiring on an as-needed basis. F.D. Hayes, a local vendor, submitted the only responsive proposal. F.D. Hayes has extensive knowledge of Ingham County facilities and has completed several projects as requested during the past five years of their previous contract. The IT Department was "very pleased" with the workmanship of FD Hayes under a previous contract. The Chief Information Officer and Purchasing Director recommend approval of a resolution to enter into a contract with F.D. Hayes for voice/data wiring services over the next three years, with an option to renew-extend the contract for two additional years.

5. **Fair** - *Resolution Authorizing Entering into a Contract with Fishbeck, Thompson, Carr, & Huber, Inc. for Architectural and Engineering Services for the Construction of a New 50,000 Square Foot Exposition Center with an Attached 3,000 Seat Grandstand at the Ingham County Fairgrounds*

The structural condition of the grandstand at the Ingham County Fairgrounds no longer meets contemporary safety standards Current Exposition. In addition, Exposition Center rental capacity has been maximized through accommodation of new and ongoing fairgrounds events. Improvement of these facilities will enhance services offered to current commercial lessees and will provide an opportunity for the Fair to bid on larger regional expositions, shows, and events, thereby increasing participation and continuing to diversify Fair revenue streams. For these reasons, the Fair Board recommends approval of a resolution to authorize Fishbeck, Thompson, Carr, & Huber, Inc., to prepare architectural and engineering plans necessary for the construction of a new 50,000 square foot Exposition Center with an attached 3,000-seat grandstand at a cost not to exceed \$40,800.

6. **Farmland and Open Space Preservation** - *Resolution to Amend Resolution #15-034 Approving Proceeding to Close Permanent Conservation Easement Deed on Kranz, Johnson and Hutchison Properties*

In accordance with provisions of the Farmland and Open Space Preservation (FOSP) Ordinance, the FOSP Board scored and ranked the applications based on the approved selection criteria. After nearly two years, the FOSP Board recommends closing on the Hutchison and Kranz properties. The FOSP Board concluded it would be best to withdraw these properties from the Federal Agriculture Conservation Easement Program because the federal match would be minimal and does not justify the rigorous federal approval process. Therefore, the Hutchison and Kranz properties will be closing with 100% local funds. A revised resolution of approval will be offered for consideration, including price information.

- 7a. **Road Department** - *Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item I of the 2015 Local Road Program Bid Packet 75-15 Hot in Place Recycling, Asphalt Resurfacing & Miscellaneous Repairs of Various Meridian Township Local Roads*

The Road Department seeks approval of a resolution to execute a contract with Rieth-Riley Construction Co., Inc. for asphalt recycling, resurfacing, repairs, and related work as specified in bid document prepared by the Road Department at a cost not to exceed \$815,031.48, or as modified to a lesser amount per direction from Meridian Township.

- 7b. **Road Department** - *Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item II of the 2015 Local Road Program Bid Packet 75-15 Asphalt Resurfacing & Repairs of Lamb Road, Every to Meridian Roads, Alaiedon Township*

The Road Department seeks approval of a resolution to execute a contract with Rieth-Riley Construction Co., Inc. for asphalt resurfacing and miscellaneous repairs on Lamb Road in Alaiedon Township as specified in bid document prepared by the Road Department at a cost not to exceed \$125,531.17.

**7c. Road Department - Resolution Authorizing the Purchase of Two New Tandem Axle Truck Chassis for the Ingham County Road Department**

The Road Department recommends approval of a resolution to purchase two tandem axle Western Star truck chassis from D&K Truck Company at a cost of \$199,024. The replaced units will be sold at auction for a price to be determined, with proceeds from the sale to be placed in the Road Department equipment replacement fund.

**7d. Road Department - Resolution Authorizing the Purchase of Equipment Needed for New Tandem Axle Truck Chassis for the Ingham County Road Department**

In combination with item 7c, above, the Road Department recommends approval of a resolution to purchase certain hydraulic components from Certified Power of Perrysburg, Ohio and other truck equipment from Knapheide Truck at a total cost of \$83,484.

**7e. Road Department - Resolution to Rescind and Replace Resolution #15-216 Approving Local Road Agreement with Meridian Township**

At its June 9, 2015, meeting the Board approved Resolution 15-216 for local road projects in Meridian Township at an estimated cost of \$637,234.00. This cost is now expected to be \$666,000 plus additional possible costs for contingencies estimated at 10% based on bids recently received. Because of this change in estimated costs, the Road Department recommends that the Board rescind Resolution 15-216 and approve a new resolution reflective of the revised cost estimate.

**7f. Road Department - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department**

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary.

**8a. Potter Park Zoo - Resolution Recommending the Acceptance of a \$500.00 Risk Avoidance Program (RAP) Grant Award for Vehicle Partitions for the Public Safety Patrol Cars at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)**

Potter Park Zoo seeks approval of a resolution to accept a \$500 grant from the Michigan Municipal Risk Management Authority for the purchase of vehicle partitions to be placed in zoo patrol cars. These partitions will help to ensure officer safety when transporting people or animals.

**8b. Potter Park Zoo - Resolution Recommending the Acceptance of a \$2,650 Risk Avoidance Program (RAP) Grant Award for Security Cameras at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)**

A resolution to accept a Risk Avoidance Program grant in the amount of \$2,650 from Michigan Municipal Risk Management Authority is proposed by Potter Park Zoo. The grant will offset costs associated with the purchase of new security cameras. These cameras will be installed by the IT Department.



**9a. Facilities Department - Memo Regarding the Emergency Replacement of the Chilled Water Coil at the Ingham County Jail**

Sometime during the winter months a chilled water coil in the air handling unit at the Ingham County Jail froze and was in need of immediate replacement to avoid loss of air conditioning. Due to the amount of damage, the coil was beyond repair. Consistent with Section 412.J of the Purchasing Procedures Policy, the Controller determined immediate purchase of a new chilled water coil was essential to prevent detrimental impacts on jail employees. Subsequently, a purchase order was issued to Myers Plumbing and Heating for a total cost of \$7,491. Funds for this purchase were previously allocated to a budgeted line item earmarked for such repairs. No further action is necessary beyond the County Services Committee receipt of this report.

**9b. Facilities Department - Resolution Authorizing a Lease Agreement with Capitol Walk Parking, LLC to Lease 100 Employee Parking Spaces**

The Facilities Department seeks approval of a resolution to authorize a lease agreement with Capitol Walk Parking, LLC to lease 100 employee parking spaces. The parking lot currently used by the County, located behind the old YMCA in Lansing, is presently in a deteriorated state. Capitol Walk Parking, LLC, the new entity for the parking lot on Chestnut Street in Lansing has agreed to hold their current lease cost of \$6,000.00 per month (approximately \$60.00 per space, per month). Occupancy will begin upon full execution of the agreement for a three (3) year period with a two (2) year renewal option. Funds for parking have already been appropriated within department budgets.

**9c. Facilities Department - Resolution Authorizing the Renewal of the Service Agreement with Smiths Detection for the Maintenance of the Two X-Ray Screening Machines at the Grady Porter Building and Veterans Memorial Courthouse**

A resolution proposed by the Facilities Department would authorize renewal of a service agreement with Smiths Detection for the two Hi-Scan 6040I screening machines. One machine is stationed at the Grady Porter Building, and the other one at the Veterans Memorial Courthouse. The current service agreement will expire on July 31, 2015. The service agreement proposed in this resolution covers two units for a two year period, beginning August 1, 2015 and ending on July 31, 2017. Smith's Detection will perform inspections, maintenance and/or repair services on both machines for a total cost not to exceed \$16,846.

**9d. Facilities Department - Resolution Authorizing a Three Year Service Warranty Renewal with Astrophysics for the Maintenance of the X-Ray Screening Machine at the Ingham County Family Center**

A resolution proposed by the Facilities Department would authorize renewal of a service agreement with Astrophysics inspection, maintenance and/or repair services on the x-ray screening machine. The current service agreement will expire on July 31, 2015. The service agreement proposed in this resolution covers a three year period, beginning August 1, 2015 and ending on July 31, 2018. Astrophysics will provide these services for a total three-year cost not to exceed \$9,317.

**9e. Facilities Department - Resolution Authorizing the Two Year Renewal Option as Stated in Resolution #12-220 for Soap Slingers Window Cleaning, LLC to Provide Window Cleaning Services to Various County Facilities**

The Facilities Department seeks to exercise the two year renewal option, as stated in Resolution #12-220, with Soap Slingers Window Cleaning LLC, for the purpose of providing window cleaning services to various county facilities. Soap Slingers has agreed to hold their current pricing of \$9,876 annually for a not to exceed total cost of \$19,752 for the two year renewal period beginning August 1, 2015 and expiring July 31, 2017.

**9f. Facilities Department - Resolution Authorizing the Two Year Renewal Option as Stated in Resolution #12-364 for Len's Carpet Care & Consultants to Provide Carpet Cleaning Services to Various County Facilities**

The Facilities Department seeks to exercise the two year renewal option, as stated in Resolution #12-364, with Len's Carpet Care & Consultants, to provide carpet cleaning services to several county locations. Len's Carpet has agreed to hold their current pricing of \$44,018 annually for a not to exceed total cost of \$88,036 for the two year renewal period beginning September 1, 2015 and expiring August 31, 2017.

**9g. Facilities Department - Resolution Authorizing a Contract Extension as Stated in Resolution #12-76 with Dietz Janitorial Service to Provide Cleaning Services in Various County Buildings**

The Facilities Department seeks to exercise the one year contract extension with Dietz Janitorial Service to provide cleaning services in various county buildings. Dietz Janitorial has agreed to hold their current pricing through the extension period beginning August 1, 2015 and expiring July 31, 2016.

**9h. Facilities Department - Resolution to Authorize a Three Year Agreement Extension with MSDS Online to Manage Material Safety Data Sheets (MSDS)**

The Facilities Department seeks to a three-year agreement extension with MSDS Online to manage Ingham County's Material Safety Data Sheets, in compliance with MiOSHA regulations. MSDS Online has agreed to provide this service at a cost not to exceed \$15,260.64 through the extension period beginning September 14, 2015 and expiring August 13, 2018.

**10a. Controller's Office - Resolution to Amend Business Travel and Reimbursement Policy**

The Business Travel and Reimbursement Policy sets forth criteria to be met for approval of air travel. Whenever financially prudent, all business air travel must originate from Capital Region International Airport. Current policy requires that flights be booked from neighboring airports when flights are found at a "materially lower rate." The Controller's Office seeks approval of a resolution to amend this standing policy to allow discretion in booking flights from a neighboring airport by stating flights *may* be booked from that airport. A second group of amendments would change threshold amounts that define what constitutes a "materially lower rate."

**10b. Controller's Office - Resolution Authorizing Adjustments to the 2015 Ingham County Budget**

This proposed resolution would authorize adjustments to the Ingham County budget for the first quarter of fiscal year 2015. The total increase to the General Fund is \$660,801. Also included is an update of contingency fund spending so far this year. The current contingency amount is \$100,322.

**11a. Board of Commissioners - Resolution Setting Fees for Freedom of Information Act Requests**

A resolution is offered to formally establish fees for documents provided in response to requests submitted under the Michigan Freedom of Information Act (FOIA). Approval of this resolution is necessary in order to establish compliance with statutory provisions of FOIA.

**11b. Board of Commissioners - Resolution Honoring Ross A. Allen**

This resolution is offered to congratulate Ross A. Allen for earning the rank of Eagle Scout.

## Agenda Item 2

DATE: June 8, 2015  
TO: Finance and County Services Liaison Committees  
FROM: Eric Schertzing  
RE: Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property

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Attached for your consideration is a proposed resolution to request the County Treasurer, acting as the Foreclosing Governmental Unit under PA123 of 1999, accept the minimum bid in the name of Ingham County for certain specifically identified properties to be transferred to the Ingham County Land Bank Fast Track Authority (the "Authority").

Public Act 123 of 1999 provides mechanisms by which "the county in which that property is located may purchase that property under this section by payment to the foreclosing governmental unit of the minimum bid." The cost of acquisition will be covered by the Authority utilizing a variety of funding sources.

On June 1, 2015, the Authority passed a resolution requesting the County to acquire certain properties that meet the criteria outlined in the Authority's Priorities, Policies and Procedures.

Thank you for your consideration of this resolution. Please contact me if you have any questions.

Introduced by the County Services and Finance Committees:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO UTILIZE THE COUNTY'S OPTION  
TO ACQUIRE TAX FORECLOSED PROPERTY**

WHEREAS, the Ingham County Treasurer is acting as the foreclosing governmental unit under P.A. 123 of 1999; and

WHEREAS, the General Property Tax Act (PA123 of 1999), allows a county, under MCL 211.78m(1), to purchase tax foreclosed property for the minimum bid which is defined in statute; and

WHEREAS, the County Board of Commissioners wish to utilize their local option to acquire tax foreclosed property not otherwise optioned by the State of Michigan or other local units of government; and

WHEREAS, the Ingham County Land Bank Fast Track Authority (the "Authority") on June 1, 2015 passed a resolution requesting the County to acquire certain properties that meet the criteria outlined in the Authority's Priorities, Policies and Procedures.

THEREFORE BE IT RESOLVED, that the Board of Commissioners request the County Treasurer, acting as the Foreclosing Governmental Unit, accept the minimum bid in the name of Ingham County for the properties identified in the attached list, subject to local and state option and other deletions as required by statute and Land Bank Priorities, Policies and Procedures.

BE IT FURTHER RESOLVED, that acquisition costs shall be covered by the Ingham County Land Bank Authority.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary documents as approved to form by the County Attorney to convey said properties to the Authority.

## 2015 Foreclosures

<b>Parcel Number</b>	<b>Address1</b>	<b>Local Unit</b>
33-01-01-03-101-131	E SHERIDAN RD	Lansing City
33-01-01-03-102-141	SANFORD AVE	Lansing City
33-01-01-04-228-081	3415 N EAST ST	Lansing City
33-01-01-04-230-311	N LARCH ST (No Street Frontage)	Lansing City
33-01-01-04-230-321	N LARCH ST (No Street Frontage)	Lansing City
33-01-01-04-230-331	N LARCH ST (No Street Frontage)	Lansing City
33-01-01-04-230-341	N LARCH ST (No Street Frontage)	Lansing City
33-01-01-04-401-131	2625 CRESTON AVE	Lansing City
33-01-01-04-451-001	TURNER ST	Lansing City
33-01-01-05-107-006	WESTWOOD AVE (No Street Frontage)	Lansing City
33-01-01-05-326-135	N GRAND RIVER AVE	Lansing City
33-01-01-06-385-151	3101 CUMBERLAND RD	Lansing City
33-01-01-08-127-071	1508 OWENS AVE	Lansing City
33-01-01-08-203-051	1428 REDWOOD ST	Lansing City
33-01-01-08-228-201	1422 LANSING AVE	Lansing City
33-01-01-08-276-001	1438 N M L KING JR BLVD	Lansing City
33-01-01-08-283-082	1316 KNOLLWOOD AVE	Lansing City
33-01-01-08-334-011	1016 CLEO ST	Lansing City
33-01-01-08-406-101	1131 N M L KING JR BLVD	Lansing City
33-01-01-08-409-491	1309 W MAPLE ST	Lansing City
33-01-01-08-452-221	901 CLAYTON ST	Lansing City
33-01-01-08-454-091	818 HOLTEN ST	Lansing City
33-01-01-08-481-141	1010 W SAGINAW ST	Lansing City
33-01-01-09-127-061	W NORTH ST	Lansing City
33-01-01-09-179-081	406 EDMORE ST	Lansing City
33-01-01-09-182-131	411 PLEASANT ST	Lansing City
33-01-01-09-305-161	1111 N WALNUT ST	Lansing City
33-01-01-09-307-201	1023 N CHESTNUT ST	Lansing City
33-01-01-09-327-181	203 W WILLOW ST	Lansing City
33-01-01-09-361-171	825 N WALNUT ST	Lansing City
33-01-01-09-376-081	320 W OAKLAND AVE	Lansing City
33-01-01-09-428-131	1030 N LARCH ST	Lansing City
33-01-01-10-103-191	809 MCKINLEY ST	Lansing City
33-01-01-10-126-102	1819 NEW YORK AVE	Lansing City
33-01-01-10-127-132	1115 WHYTE ST	Lansing City
33-01-01-10-131-231	1623 MASSACHUSETTS AVE	Lansing City
33-01-01-10-153-101	1530 BALLARD ST	Lansing City
33-01-01-10-153-241	1513 N HIGH ST	Lansing City
33-01-01-10-153-251	1517 N HIGH ST	Lansing City
33-01-01-10-154-001	1562 N HIGH ST	Lansing City
33-01-01-10-154-361	1010 E NORTH ST	Lansing City
33-01-01-10-157-201	1215 N HIGH ST	Lansing City
33-01-01-10-180-241	1429 MASSACHUSETTS AVE	Lansing City
33-01-01-10-252-211	1416 E NORTH ST	Lansing City
33-01-01-10-304-241	1137 N PENNSYLVANIA AVE	Lansing City
33-01-01-10-329-391	PORTER ST	Lansing City
33-01-01-10-376-081	1007 MAY ST	Lansing City
33-01-01-10-379-331	1104 MAY ST	Lansing City
33-01-01-10-409-221	919 MAHLON ST	Lansing City
33-01-01-10-411-131	1558 E GRAND RIVER AVE	Lansing City

33-01-01-11-352-141	702 N FAIRVIEW AVE	Lansing City
33-01-01-14-109-281	307 N HAYFORD AVE	Lansing City
33-01-01-14-377-101	S MIFFLIN AVE	Lansing City
33-01-01-14-380-091	S FOSTER AVE	Lansing City
33-01-01-14-381-181	632 S MIFFLIN AVE	Lansing City
33-01-01-15-104-491	830 E GENESEE ST	Lansing City
33-01-01-15-154-001	226 N EIGHTH ST	Lansing City
33-01-01-15-306-022	211 S EIGHTH ST	Lansing City
33-01-01-15-333-021	307 BINGHAM ST	Lansing City
33-01-01-15-376-321	1022 E KALAMAZOO ST	Lansing City
33-01-01-15-377-141	420 S HOLMES ST	Lansing City
33-01-01-15-426-121	207 LATHROP ST	Lansing City
33-01-01-15-426-191	231 LATHROP ST	Lansing City
33-01-01-15-432-431	134 LESLIE ST	Lansing City
33-01-01-15-451-291	532 CLIFFORD ST	Lansing City
33-01-01-15-452-221	406 LATHROP ST 1	Lansing City
33-01-01-15-453-071	525 CLIFFORD ST	Lansing City
33-01-01-15-478-111	501 SHEPARD ST	Lansing City
33-01-01-15-479-201	536 REGENT ST	Lansing City
33-01-01-16-110-001	627 W GENESEE ST	Lansing City
33-01-01-16-457-051	523 CHERRY ST	Lansing City
33-01-01-16-479-191	616 HELEN ST	Lansing City
33-01-01-16-479-241	604 HELEN ST	Lansing City
33-01-01-17-180-042	1718 INVERNESS AVE	Lansing City
33-01-01-17-229-041	812 BANCROFT CT	Lansing City
33-01-01-17-231-021	426 N M L KING JR BLVD	Lansing City
33-01-01-17-257-091	1300 W OTTAWA ST	Lansing City
33-01-01-17-260-271	1119 W OTTAWA ST	Lansing City
33-01-01-17-383-011	509 WEST ST	Lansing City
33-01-01-17-401-131	1224 W ALLEGAN ST	Lansing City
33-01-01-17-454-152	1302 W ST JOSEPH ST	Lansing City
33-01-01-17-480-231	923 W HILLSDALE ST	Lansing City
33-01-01-20-104-281	2015 W MALCOLM X ST	Lansing City
33-01-01-20-130-001	1623 W MALCOLM X ST	Lansing City
33-01-01-20-130-161	W MALCOLM X ST	Lansing City
33-01-01-20-136-071	1803 OLDS AVE	Lansing City
33-01-01-21-205-040	223 E HAZEL ST	Lansing City
33-01-01-21-360-181	1836 OSBAND AVE	Lansing City
33-01-01-21-362-101	1847 BRADLEY AVE	Lansing City
33-01-01-21-378-181	119 MOORES RIVER DR	Lansing City
33-01-01-21-453-055	140 E BARNES AVE	Lansing City
33-01-01-21-462-016	408 ISBELL ST	Lansing City
33-01-01-21-480-120	1702 LINVAL ST	Lansing City
33-01-01-21-484-040	1825 LINVAL ST	Lansing City
33-01-01-22-208-121	1037 MCCULLOUGH ST	Lansing City
33-01-01-22-228-002	701 LESLIE ST	Lansing City
33-01-01-22-251-161	1136 BENSCH ST	Lansing City
33-01-01-22-252-031	1115 BENSCH ST	Lansing City
33-01-01-22-255-171	1234 BENSCH ST	Lansing City
33-01-01-22-305-281	1400 LYONS AVE	Lansing City
33-01-01-22-309-001	900 BAKER ST	Lansing City
33-01-01-22-352-071	1537 LYONS AVE	Lansing City

33-01-01-22-352-191	1703 LYONS AVE	Lansing City
33-01-01-22-352-661	1628 DONORA ST	Lansing City
33-01-01-22-352-771	808 BAKER ST	Lansing City
33-01-01-22-354-151	1716 LYONS AVE	Lansing City
33-01-01-23-102-152	S FAIRVIEW AVE	Lansing City
33-01-01-23-126-143	S FOSTER AVE	Lansing City
33-01-01-23-127-072	S FRANCIS AVE	Lansing City
33-01-01-27-252-041	2421 CLIFTON AVE	Lansing City
33-01-01-28-227-112	2017 RAY ST	Lansing City
33-01-01-28-351-321	W HODGE AVE	Lansing City
33-01-01-28-404-111	227 DENVER AVE	Lansing City
33-01-01-28-426-091	527 S PARK BLVD	Lansing City
33-01-01-29-230-141	2114 STIRLING AVE	Lansing City
33-01-01-29-258-153	VICTOR AVE	Lansing City
33-01-01-29-277-061	2438 S RUNDLE AVE	Lansing City
33-01-01-30-301-321	INVERARY DR	Lansing City
33-01-01-30-477-211	2219 DUNLAP ST	Lansing City
33-01-01-31-103-091	3625 BRIGHTON DR	Lansing City
33-01-01-31-307-021	4623 ANSON ST	Lansing City
33-01-01-32-203-011	1425 POMPTON CIRCLE	Lansing City
33-01-01-32-226-322	3628 BURCHFIELD DR	Lansing City
33-01-01-32-226-441	BURCHFIELD DR	Lansing City
33-01-01-32-226-451	BURCHFIELD DR	Lansing City
33-01-01-32-352-181	2052 W JOLLY RD	Lansing City
33-01-01-32-353-322	4924 CHRISTIANSEN RD	Lansing City
33-01-01-32-375-151	4632 BRISTOL ST	Lansing City
33-01-01-32-376-373	4802 BRISTOL ST	Lansing City
33-01-01-33-101-072	3437 BURCHFIELD DR	Lansing City
33-01-01-33-227-121	653 VERNON AVE	Lansing City
33-01-01-33-251-271	106 E ROUSE ST	Lansing City
33-01-01-33-378-281	5030 STAFFORD AVE	Lansing City
33-01-01-34-152-171	712 RIDGEWOOD AVE	Lansing City
33-01-01-34-155-121	4104 GLENWOOD AVE	Lansing City
33-01-01-34-402-091	E CAVANAUGH RD (No Street Frontage)	Lansing City
33-01-01-35-154-059	E CAVANAUGH RD	Lansing City
33-01-01-35-327-011	E CAVANAUGH RD	Lansing City
33-01-05-04-203-023	PERRY ROBINSON CIRCLE	Lansing City
33-01-05-04-226-121	565 ARMSTRONG RD	Lansing City
33-01-05-04-226-281	620 E JOLLY RD	Lansing City
33-01-05-05-227-061	5211 BOGART ST	Lansing City
33-01-05-05-227-121	NO STREET FRONTAGE	Lansing City
33-01-05-05-277-181	5400 S WASHINGTON AVE	Lansing City
33-01-05-05-277-191	5340 S WASHINGTON AVE	Lansing City
33-01-05-05-328-051	5824 DURWELL DR	Lansing City
33-01-05-05-376-111	5844 VALENCIA BLVD	Lansing City
33-01-05-06-355-061	3531 COACHLIGHT COMMON	Lansing City
33-01-05-06-427-065	HORACE RD (No Street Frontage)	Lansing City
33-01-05-09-152-251	6508 HILLIARD RD	Lansing City
33-01-05-10-205-133	6140 BEECHFIELD DR	Lansing City
33-02-02-03-401-001	6201 LAKE W	Meridian Township
33-02-02-10-302-010	HASLETT	Meridian Township
33-06-06-11-300-005	WILLOUGHBY	Alaiedon Township



33-08-08-10-300-011	LAND LOCKED TO I-96	Leroy Township
33-09-09-15-100-012	4757 W CURTICE RD	Aurelius Township
33-10-10-21-101-027	1031 HULL RD	Vevay Township
33-12-12-25-300-007	1953 BROGAN RD	White Oak Township
33-12-12-34-100-015	4225 CARTER RD	White Oak Township
33-13-13-29-254-004	5670 ROSSMAN RD BOX 114	Onondaga Township
33-13-13-29-431-005	4838 ONONDAGA RD.	Onondaga Township
33-14-14-19-100-002	3291 KINNEVILLE RD	Leslie Township
33-14-14-21-176-008	4260 N MAIN ST	Leslie Township
33-14-14-34-400-001	5251 JACKSON RD	Leslie Township
33-15-15-15-200-030	3606 HAYNES RD	Bunker Hill
33-17-14-21-476-004	412 KIRBY	Leslie City
33-19-10-05-252-001	930 N MASON	Mason City
33-19-10-05-252-009	862 N MASON	Mason City
33-19-10-08-151-006	US 127	Mason City
33-19-10-08-379-006	W KIPP	Mason City
33-21-01-07-352-005	3600 W SAGINAW ST	Lansing Township
33-21-01-14-406-004	313 S DETROIT ST	Lansing Township
33-21-01-18-208-023	413 N ROSEMARY AVE	Lansing Township
33-21-01-18-429-013	215 HUNGERFORD ST	Lansing Township
33-25-05-11-357-001	4443 HARDING AVENUE	Delhi Township
33-25-05-13-153-003	TIFFANY LANE	Delhi Township
33-25-05-18-251-001	2360 GILBERT ROAD	Delhi Township
33-25-05-22-351-004	EIFERT ROAD (REAR)	Delhi Township
33-25-05-32-300-012	GROVENBURG ROAD	Delhi Township
33-42-16-27-226-015	400 W MAIN ST	Stockbridge Village
33-42-16-27-287-006	S WOOD ST	Stockbridge Village
33-43-08-11-253-014	211 N MAIN ST	Webberville Village
33-43-08-12-151-010	5011 E GRAND RIVER AVE	Webberville Village

## MEMORANDUM

**TO:** Human Services Committee  
County Services Committee  
Finance Committee

**FROM:** Linda S. Vail, Health Officer

**DATE:** July 2nd, 2015

**RE:** Resolution to Authorize Updates to the Access to Care Project Coordinator Job Description and Job Title

This resolution authorizes updates to the job description for position #601013, Access to Care Project Coordinator. The previous Access to Care Project Coordinator retired May 21st, 2015 resulting in a vacancy in the Access to Care Project Coordinator position.

In reviewing the job description for the Access to Care Project Coordinator prior to posting, it was noted that the majority of duties and accountabilities performed by the incumbent had changed during his tenure, requiring the job description to be updated and the job title changed to reflect the work that he had been performing. The updated job title is Health Equity and Social Justice Coordinator, a title the incumbent had been using since 2007 but was not previously changed with Human Resources.

The job description had remained unchanged since 2000. The updates result in a classification change from an ICEA Professional 9 to an ICEA Professional 8 but were important to accurately reflect the scope and duties of the position. The budget analysis for this reclassification indicates that this change results in an annual reduction of \$2,105 in salary and fringes.

A Memo of Analysis from Human Resources is attached acknowledging their participation, analysis and approval of the changes to this job description. The ICEA PRO Chair has been notified and supports the updates to the job description. This matter is scheduled as a discussion item on the agenda of the July 20<sup>th</sup> Human Services Committee, the July 21st County Services Committee meeting, and the July 22nd Finance Committee meeting.

c: Eric Thelen w/ attachment  
Joel Murr w/ attachment

**Agenda Item 3**

TO: Joel Murr, Assistant Deputy Health Officer  
FROM: Beth Bliesener, Employment Specialist  
DATE: 7-1-15  
RE: Memo of analysis for reclassification for position #601013

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Per your request, Human Resources has updated the job description for position #601013. HR can confirm the following:

Position #601013 is currently vacant. Position #601013 currently an Access to Care/Project Coordinator will be converted to a Health Equity and Social Justice Coordinator. The essential functions have been update to reflect the work that needs to be performed to meet the needs of the Health Department. After analysis, the classification is appropriately compensated at an ICEA County Pro 08 salary range (\$55,172 - \$66,233).

The ICEA County Pro's has been notified. They support the classification and salary placement.

I have attached the updated job description and the union's response.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. You are now ready to complete the final step in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me (887-4375).

**ICEA Prof  
Grade 8 Step 1  
1.0 FTE**

Salary	55,725	55,725
Unemployment	279	
Fica	4,263	
Retirement	3,438	
Health Insurance	14,460	
Retiree Health Surcharge Chargeback	3,043	
Health Insurance Trust	2,508	
Dental	886	
Vision	121	
Workers Comp	111	
Life Insurance	122	
Disability	73	
CARES	33	
Liability Insurance	418	
		29,755
TOTAL	85,480	85,480

**Notes:**

**FY 16 salary increase in projected at 1%**

Retirement is calculated as a new hire (hybrid plan)  
 Health Insurance is calculated at the two (2) person rate  
 Fringe Benefits are calculated at the 2016 rates

**ICEA Prof  
Grade 8 Step 5  
1.0 FTE**

Salary	66,895	66,895
Unemployment	334	
Fica	5,117	
Retirement	4,127	
Health Insurance	14,460	
Retiree Health Surcharge Chargeback	3,043	
Health Insurance Trust	3,010	
Dental	886	
Vision	121	
Workers Comp	134	
Life Insurance	122	
Disability	88	
CARES	33	
Liability Insurance	502	
		31,978
<b>TOTAL</b>	<b>98,873</b>	<b>98,873</b>

**Notes:**

Retirement is calculated as a new hire (hybrid plan)  
 Health Insurance is calculated at the two (2) person rate  
 Fringe Benefits are calculated at the 2016 rates

**INGHAM COUNTY  
JOB DESCRIPTION**

**HEALTH EQUITY AND SOCIAL JUSTICE COORDINATOR  
HEALTH DEPARTMENT**

**General Summary:**

Under the direction of the Assistant Deputy Health Officer, the Health Equity and Social Justice Coordinator provides leadership to address the root causes of health inequities in Ingham County. This position collaborates internally within the Health Department to connect Community Health Center and Public Health Services practices to social justice. The work involves strengthening staff and organizational capacity to address health inequities. A major objective of the position is to identify and analyze health inequities in collaboration with the Community Health Assessment team and select, design and implement strategies to address them.

**Essential Functions:**

1. Leads the Department's internal effort to ensure that health equity is addressed in all policies, programs and funding decisions within the Department. Works collaboratively across Department divisions to coordinate and focus multiple department efforts to improve health equity.
2. Collaborates with the Health Communications Specialist to ensure health equity communication goals and messages are fully integrated into the Department's communication plan.
3. Works with the Community Health Assessment team to collect, generate and distribute local data and maps that tell the story of health inequities in Ingham County.
4. Researches, develops, and writes appropriate grant proposals for funds in support of health equity and social justice work.
5. Strengthens staff and organizational capacity to address health inequities both within the Health Department and in partner organizations. Develops mutually beneficial partnerships within the community to advance the work of health equity and social justice.
6. Engages community partners such as hospitals, churches, schools, businesses, neighborhood associations, and units of government in a continuous dialogue to promote concepts of health equity and social justice.
7. Provides assistance and advice to others in the community who are facilitating community processes related to health equity.
8. Facilitates the development of multi-sector collaborative strategies to address health inequities with current, new, and non-traditional private and public partners and organizations, with the purpose of empowering communities to plan, implement and maintain effective changes supporting health and well-being.
9. Develops evidence-based programs, strategies, and activities designed to improve community collaboration to identify and address the social determinants of health inequities. Provides resources and information to support community initiatives. Convenes community stakeholders around issues and needs. Cultivates community relationships with units of government, neighborhoods, community foundations, faith-based organizations, community agencies and area businesses.
10. Collaborates with academic partners to document innovative and evidence-based strategies to promote health equity.

11. Based on community and department priorities, advocates for local, state and national changes in policy, programs and services to impact the social determinants of health.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education/Experience:** A minimum of a Bachelor's Degree in Public Health, Human Services or related field and a minimum three years of related experience.

**OR:**

A minimum of Master's Degree in Public Health, Human Services or related field and a minimum of two years of related field.

**Other Requirements:**

- 
- 

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

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to communicable diseases, blood, other body fluids, etc.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, twisting, bending, kneeling, lifting, carrying, pushing, pulling, reaching and pinching.

- This position's physical requirements require regular stamina in sitting, standing, walking, balancing, twisting, bending, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***ICEA 08  
June 2015***



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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE UPDATES TO THE ACCESS TO CARE PROJECT  
COORDINATOR JOB DESCRIPTION AND CHANGING THE JOB TITLE TO HEALTH EQUITY  
AND SOCIAL JUSTICE COORDINATOR**

WHEREAS, the Access to Care Project Coordinator position #601013 is vacant; and

WHEREAS, the majority of duties and accountabilities had changed requiring the job description to be updated and job title changed to Health Equity and Social Justice Coordinator; and

WHEREAS, the Health Department will update the job description and job title to reflect the scope and duties of the position accurately; and

WHEREAS, these updates result in a reclassification of the position from an ICEA Professional 9 (60,342 - 72,438) to an ICEA Professional 8 (\$55,172 - \$66,233); and

WHEREAS, the ICEA PRO Chair supports the updates to the job description; and

WHEREAS, the Ingham County Human Resources Department has prepared a Memo of Analysis for Reorganization acknowledging their participation, analysis and approval of the changes to this job description; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the updates to the job description.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the updates to the Access to Care Project Coordinator position #601013 job description and job title, converting the position to Health Equity and Social Justice Coordinator and reclassifying the position from an ICEA Professional 9 (60,342 - 72,438) to an ICEA Professional 8 (\$55,172 - \$66,233).

BE IT FURTHER RESOLVED, that the Ingham County Controller is authorized to make any necessary adjustments to the budget and position allocation list consistent with this resolution.

***Ingham County Management Information Services***  
**Michael E. Ashton, Chief Information Officer - Email: [mashton@ingham.org](mailto:mashton@ingham.org)**

To: Board of Commissioners  
From: Michael E. Ashton, CIO  
Date: June 9<sup>th</sup>, 2015  
Re: Enter into a new contract with F.D. Hayes

Dear Commissioners,

---

Ingham County has been utilizing F.D. Hayes for all county wiring projects since January 2010. The contract approved under Resolution #09-415 was for three years with an option to renew for two (2) additional years. In 2013 Resolution #13-260 was approved to extend the contract for two years.

In May of this year RFP 55-15 Voice/Data Wiring Services was posted by purchasing. F.D. Hayes was the only company to submit a bid proposal to the county for this RFP and is also a local vendor and meets all prevailing wage and other vendor requirements by the county.

The Innovation and Technology Department has been very pleased with the workmanship completed by FD Hayes under the past contract. F.D. Hayes has extensive knowledge of Ingham County facilities and has completed several projects as requested during the past five years of their previous contract.

It is my recommendation along with Purchasing we enter into a contract with F.D. Hayes for the next three years for voice/data wiring services with an option to renew-extend the contract two years.

Thank you for your consideration and feel free to contact me if you have any questions at 676-7371 or [Mashton@ingham.org](mailto:Mashton@ingham.org).

**MEMORANDUM**

TO: County Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: June 8, 2015  
 SUBJECT: Voice and Data Wiring Services

Project Description:

Proposals were sought from qualified and experienced contractors for entering into a three (3) year agreement with an option to extend for two (2) additional years for the purpose of furnishing and providing for the installation of new internal and external voice and data wiring on an as-needed basis.

The request for proposal specified that any construction exceeding \$10,000 will require the most current prevailing wage determinations and the contractor is required to submit certified payrolls for all periods worked on said project.

Proposal Summary:

Vendors contacted: 26 Local: 08  
 Vendors responding: 01 Local: 01

VENDOR NAME	Local Pref	Item 1 Per Ft	Item 2 Per Ft	Item 3 Each	Item 4 Per Ft	Item 5 Per Ft	Item 6 Per Ft	Item 7 Per Ft	Item 8 Each	Reg Time Per Hr	Over Time Per Hr	Holiday Time Per Hr
FD HAYES 2301 Beal Ave., Lansing MI 48910	Yes	\$0.34	\$0.43	\$5.90	\$1.45	\$1.35	\$0.85	\$3.90	\$19.20	\$62.00	\$81.00	\$98.00

Item	Description
1	Plenum rated Category 5E cabling
2	Plenum rated Category 6E cabling
3	Modular Wall Jacks Cat 5E
4	Wire Molding
5	Multi-Mode Fiber Optic Plenum 12-strand indoor cable
6	Single-Mode Fiber Optic Plenum 12-strand indoor
7	Single-Mode Fiber optic Plenum 12-strand outdoor
8	Fiber Optic Connectors

Recommendation:

F.D. Hayes, a local vendor, submitted the only responsive proposal. They are licensed and insured.

The recommendation is to award the contract to F.D. Hayes at the above rates; which would include prevailing wages for work exceeding \$10,000.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE ENTERING INTO AN AGREEMENT WITH  
F.D. HAYES ELECTRIC COMPANY FOR DATA AND VOICE WIRING SERVICES**

WHEREAS, Ingham County has a need for on-going Telecommunications Data and Voice wiring; and

WHEREAS, the Innovation and Technology Department in conjunction with Purchasing sought proposals under RFP 55-15; and

WHEREAS, FD Hayes was the only vendor to submit a proposal to Ingham County and the committee is recommending entering into a contract with the F.D. Hayes Electric Company; and

WHEREAS, the pricing is based on a fixed hourly rate for labor and fixed rate for materials; and

WHEREAS, the length of the contract is for a period of 3 years with the option to renew for an additional 2 years.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a 3 year contract with the F.D. Hayes Electric Company for the purpose of on-gong Telecommunications Data and Voice wiring.

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 is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

**Memorandum**

To: County Services & Finance Committees

From: Sandra Dargatz, Executive Director, Ingham County Fair

Date: July 7, 2015

RE: Authorizing Entering into a Contract with Fishbeck, Thompson, Carr, & Huber, Inc. for Architectural and Engineering Services for the Construction of a new 50,000 Square Foot Exposition Center with an Attached 3,000 Seat Grandstand at the Ingham County Fairgrounds

The existing facility rental capacity has been maximized to accommodate new and ongoing fairgrounds events and the current condition of the existing grandstands no longer meets safety standards. The Ingham County Fair Board, by way of creating an additional event venue, will enhance services offered to current commercial lessees and will provide an opportunity to bid for larger regional expositions, shows, and events, thus increasing the current participation and continuing to diversify the Ingham County Fair Board revenue stream.

The Purchasing Director and Fair Board both concur that a contract be awarded to Fishbeck, Thompson, Carr, & Huber, Inc. who submitted a responsible bid in the amount not to exceed \$40,800.00 for Phase 1 – for architectural and engineering services for the construction of a new 50,000 sq. ft. Exposition Center with an attached 3,000 seat grandstand.

The Hotel/Motel reserve fund for Fairgrounds capital improvements has a current fund balance of \$44,359.69. The Fair Board requests the transfer of \$40,800.00, from the Hotel/Motel reserve funds to the 2015 Ingham County Fair CIP account # 56176900-976000.

The architectural rendering and facility design are slated for completion in early to mid-October 2015. Upon completion of the A & E component the Fair Board will seek bonding and proposed construction would begin the spring of 2016.

Attachment(s): Ingham County Fair Exposition Center Overview  
Letter of Support from the Greater Lansing Convention & Visitors Bureau

## **New Expo Center Overview - Ingham County Fair**

- Mission: The Ingham County Fair will be the premier education and entertainment venue in Michigan.
- Vision: To maintain a high quality facility through optimal use of resources, and meet the customer's needs for staging agricultural, cultural, educational, and entertainment events, paying special attention to ensure that each experience is unique

## **Market Summary**

Demonstrated growth within the industry; attracting new events to the Greater Lansing Area:

- 2013 – ESPN Timber Sports Regional Qualifier
- 2013, 2014 & 2015 – AGR Beef Preview
- 2015 – MDOT Plow Truck Training School
- 2014 & 2015 – Great Lakes Renewable Energy Fair
- 2014 & 2015 - Festival of Trees
- 2015 & 2016 – Premiere Genetics Cattle Show
- 2015 & 2016 – USA Archery Indoor Championship Team Trials
- 2015 – Pennsylvania Army National Guard – Hold Over Stay
- 2015 – Michigan Funereal Home Directors – Mass Fatality Exercise
- 2015 – Toyota Tacoma Launch Training (Verbal Commitment for Continued Partnership)

**Total New Business Revenue: \$47,450**

## **Opportunities**

- Large Educational Seminars
  - Events looking for outdoor space or flexible space within the same location
- Indoor Sporting Events
  - USA Archery looking to increase archery meets from 150 athletes to 300 – 500

## **Business Concept**

- Current facility rental has been maximized
- Move existing “people” shows out of our current Main Arena to New Expo Center
- Opens Main Arena up to increasing “animal” shows
- Increase off-season revenue by having multiple venue bookings at the same time
- Decrease cost associated with moving dirt into and out of Main Arena (\$4,550+ each change-over – Approx. \$30,000/year)
- Two 3,000 sq. ft. store fronts = \$36,000/year in increased rental revenue
- Two breakout rooms/meeting rooms rental – Increase off season revenue
- Annual Fair – Hotel/Motel Fund Bond Payment \$140,000/year

## **Project Timeline**

- Award of Architectural & Engineering Phase 1 – End of July 2015
- Facility design and outline of construction costs – Early to mid-October 2015
- Meeting with Financial Services and Controller to review bond/funding options – November 2015
- Construction and usage – Potential 2016



July 6, 2015

Ingham County Board of Commissioners  
Ingham County  
Mason, MI 48854

As the President of the Greater Lansing Convention and Visitors Bureau (GLCVB), which also supports the Greater Lansing Sports Authority (GLSA), I would like to express our support for the development of an Expo Center within the Ingham County Fairgrounds property.

Over 4.7 million visitors travel to the Greater Lansing region each year and they spend an estimated \$472 million within our community. Our destination needs local facilities to evolve and improve in order to provide opportunities that continue to make our destination a desirable location to host events.

The Ingham County Fairgrounds has proven a great partner attracting regional, national and high profile events to our region. USA Archery recently announced the Ingham County Fairgrounds as host to the U.S. Team Trials World Archery Indoor Championships, scheduled for December 2015. The Great Lakes Renewable Energy Association used the Fairgrounds as their host site for the 2015 Michigan Renewable Energy Fair. These two events alone will attract thousands of visitors to the area, generating hundreds of overnight stays at our local hotels and contributing greatly to the overall economic health and vitality of our region.

The enhancements being proposed by the Ingham County Fairgrounds will allow for a greater array of new events to be hosted and allow the Fairgrounds and its users more flexibility and growth potential when hosting events. The GLCVB and GLSA teams have already met with the Ingham County Fairgrounds Executive Director to identify new events and clients with potential to use the proposed Expo Center. This offering will greatly enhance the opportunity to host new events at the fairgrounds, generating additional revenue and positively impacting the regions image and financial well-being.

Sincerely,

Jack Schripsema, CTA  
President/CEO

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: July 7, 2015

SUBJECT: Professional Architectural and Engineering (A/E) Services for the Construction of a New 50,000 SF Exposition Center at the Ingham County Fairgrounds

Project Description:

Proposals were sought experienced and qualified A/E consultants for the purpose of entering into a contract to provide professional services for the design and construction of a new 50,000 sq. ft. exposition center at the Ingham County Fairgrounds.

Phase I is the preliminary evaluation & design services. Phase 1 includes: 1) all necessary meetings with the contractor to discuss the proposed project, program requirements, goals and desired outcomes; 2) develop of schematic design of the facility; 3) create a site plan, floor plan(s), sections, an elevation, and other illustrative materials and computer images and renderings; 4) development of preliminary construction plans, drawings and budget estimate for the proposed exposition center, as well as, the submission for review and approval.

Proposal Summary:

Vendors contacted: 96 Local: 25

Vendors responding: 08 Local: 03

Vendor Name	Local Pref	Phase I Cost
FTC & H	Yes, Lansing	\$40,800.00
Schley Architect	No, Kalamazoo	\$43,475.00
Wigen Tincknell Meyer & Assoc	No, Saginaw	\$49,500.00
O/X Studio	No, Ann Arbor	\$85,770.00
Sidock Architects	Yes, Lansing	\$99,800.00
FLEIS & VANDENBRINK	No, Grand Rapids	\$110,100.00
Straub Pettitt Yaste	No, Clawson	\$106,600.00
DLZ	Yes, Lansing	\$194,000.00

Vendors Not Bidding: KL Design Group, 726 Abbot Rd., East Lansing; due to current work load.

Recommendation:

FTC&H, a local vendor, submitted the lowest responsive proposal.

The Evaluation Committee, which includes the Fair Board, recommends awarding the Phase I contract to FTC & H, a local vendor, in an amount not to exceed \$40,800. FTC & H is highly regarded amongst other County's, and has successfully completed similar work of size and scope. This is not a construction project; therefore, prevailing wage does not apply.



Advertisement:

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH FISHBECK, THOMPSON, CARR, & HUBER, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE CONSTRUCTION OF A NEW 50,000 SQUARE FOOT EXPOSITION CENTER WITH AN ATTACHED 3,000 SEAT GRANDSTAND AT THE INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the existing facility rental capacity has been maximized to accommodate new and ongoing fairgrounds events and the current condition of the existing grandstands no longer meets safety standards, and

WHEREAS, in support of the 2015 Budget & Activity Priorities set by the Ingham County Board of Commissioners in Resolution #14-177, the Ingham County Fair Board, by way of creating an additional event venue, will enhance services offered to current commercial lessees and will provide an opportunity to bid for larger regional expositions, shows, and events, thus increasing the current participation and continuing to diversify the Ingham County Fair Board revenue stream; and

WHEREAS, the Hotel/Motel reserve fund for Fairgrounds capital improvements is currently at \$44,359.69; and

WHEREAS, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to Fishbeck, Thompson, Carr, & Huber, Inc. who submitted a responsible bid in the amount not to exceed \$40,800.00 for Phase 1 – A&E Service.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Fishbeck, Thompson, Carr, & Huber, Inc. at 5913 Executive Drive, Ste. 100, Lansing, Michigan 48911, for architectural and engineering services for the construction of a new 50,000 sq. ft. Exposition Center with an attached 3,000 seat grandstand.

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator is authorized to transfer funds from the Hotel/Motel reserve funds to the 2015 Ingham County Fair CIP account # 56176900-976000.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.

MEMORANDUM

TO: County Service and Finance Committees

FROM: Stacy Byers, Farmland and Open Space Preservation Board

DATE: July 7, 2015

SUBJECT: **RESOLUTION TO AMEND RESOLUTION #15-034 APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEED ON KRANZ, JOHNSON AND HUTCHISON PROPERTIES**

Project Description:

The Ingham County Farmland and Open Space Preservation Program has been working to close the Hutchison and Kranz properties for nearly 2 years. Both properties have presented their own challenges with the Federal Program and the FOSP Board felt it would be best to withdrawal participation with the Federal Program and close using 100% local funds. The federal match is minimal and at this point does not out weigh the rigorous process for approval to close, within the Federal Program. Since the Federal Farm Bill passed in January 2015, many changes have been implemented that impact Ingham County and the properties we have pending.

Since the 2013 Hutchison and Kranz appraisals, supplemental updates have been conducted, which illustrate an increase in value, as the market recovers from the economic downturn. This increase in value is a positive step forward for the FOSP program as we anticipate more applications to the program and a larger pool of applicants from which to choose from.

As you know, the FOSP Board has money in their budget to cover these costs and are included in the 2015 Budget.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #15-034  
APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEED  
ON KRANZ, JOHNSON AND HUTCHISON PROPERTIES**

WHEREAS, the Ingham County Board of Commissioners passed Resolution #15-034 approving closing on the Kranz, Johnson and Hutchison Properties; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has updated the appraisals of the Hutchison and Kranz properties; and

WHEREAS, the updated Hutchison and Kranz property appraisals, conducted by a State Certified Appraiser, showed an increase in value from the December 2013, 2012 appraisal; and

WHEREAS, the Hutchison property will proceed with using local funds to close; and

WHEREAS, the Kranz property will proceed with using local funds to close.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends Resolution #15-034 and approves proceeding to close on the Hutchison and Kranz properties at a price not to exceed the amount listed in the chart below:

*Based on August 10, 2013 values*

<u>Name</u>	<u>Appraisal</u>	<u>CE Price</u>	<u>Landowner</u>	<u>County</u>	<u>Federal</u>
Hutchison	-----	-----	-----	-----	-----
Kranz	-----	-----	-----	-----	-----

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

## Agenda Item 7a and 7b

TO: County Services and Finance Committees

FROM: William Conklin, Managing Director, Road Department

DATE: June 25, 2015

SUBJECT: Bid Package 75-15, 2015 Local Road Program Bid Recommendations & Resolutions

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

Attached is a bid tabulation and recommended resolutions to award contracts to bidders on various projects to be constructed by contractors. These are projects that require more asphalt paving and/or other types of work than the Road Department is equipped to perform economically. The bid tabulation and resolutions reflect bids received for Ingham County Bid Packet #75-15, which included 2 separate projects or "items" to bid on. The project bids recommended for approval will require separate contracts and thus involve separate resolutions, as they involve differing work and/or are in differing townships. The projects involve pavement recycling and asphalt resurfacing on various streets, listed in the resolutions, within Meridian and Alaiedon Townships.

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

Note that due to some bids coming in higher than estimates, the resolutions for accepting the bids include language for accepting these bids contingent upon the various Townships also accepting, modifying, or rejecting these bids at their respective upcoming Township Board meetings. We request and recommend that the Board of Commissioners approve these resolutions contingent upon the respective Townships' approvals of these bids in order to save time in executing contracts for these projects and thus get the projects completed within the current construction season, as the next opportunity for Board of Commissioner approval of the bids would not be until the August meeting. The respective contracts will then be prepared or modified commensurate with the final scope of the respective projects as approved by the respective Townships.

Also please note that a separate resolution in this agenda package to replace and rescind resolution 15-216 approved at the June 9, 2015, Board of Commissioners meeting, to authorize an agreement with Meridian Township to fund the 2015 Meridian Township local road projects to be performed by Rieth-Riley under Item I of Bid packet 75-15 provides that the currently estimated cost of the Meridian Township 2015 local road projects is \$666,000 in round figures based on Rieth-Riley's low bid unit prices applied to the quantities of expected work on these projects. This estimate differs from the total low bid of \$740,937.71 for Item I of Bid Packet 75-15 due to the fact that the bid includes contingent quantities and items of work, most if not all, of which contingencies are not expected to be needed on these projects.

Nonetheless, as the county road fund match amount is fixed, and to have full County authorization for most any possible outcome moving forward, the full amount of the low bid plus another 10% contingency are requested for approval in the accompanying resolution to approve a contract with Rieth-Riley for Item I of Bid Packet 75-15, again subject to approval of Meridian Township for any final costs greater than 10% above the currently estimated project cost of \$666,000 as provided in the concurrent replacement resolution for approving an agreement with Meridian Township for this project. The contract with Rieth-Riley can and will be modified at any point prior to the work being done per a contract change order in order to comply with Meridian Township's limitations on this project.

Approval of the attached resolutions is therefore recommended.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: July 25, 2015
SUBJECT: 75-15 Local Road Resurfacing Program

Project Description:

Bids were sought from qualified and experienced asphalt companies for the purpose of furnishing the Ingham County Road Departments 2015 season's Local Road Program. There are two locations included in this proposal, Meridian and Alaiedon Townships.

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.

Summary of bid opening:

Table with 5 columns: Vendor Name, Address, County, Meridian Twp Total Bid, Alaiedon Twp Total Bid. Rows include Rieth Riley and Michigan Paving & Mtls.

Recommendation:

The Evaluation Committee recommends awarding Reith Riley, the lowest responsive bidder, the Local Road Surfacing Program for Meridian and Alaiedon Townships at the not to exceed costs listed in their proposal and summarized above.

Advertisement:

The RFP was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE) websites, The County Road Association of Michigan (CRAM) bid information website, 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 A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO., INC.  
FOR ITEM I OF THE 2015 LOCAL ROAD PROGRAM BID PACKET 75-15  
HOT IN PLACE RECYCLING, ASPHALT RESURFACING & MISCELLANEOUS REPAIRS  
OF VARIOUS MERIDIAN TOWNSHIP LOCAL ROADS**

WHEREAS, Meridian Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing, failed pavement area replacement, and miscellaneous curb and sidewalk ramp repairs are needed on the Meridian Township local roadways identified on the list attached to this resolution due to normal deterioration over time; and

WHEREAS, in Resolution #15-216, approved on June 9, 2015, the Ingham County Board of Commissioners, authorized entering into an agreement with Meridian Township to fund these repairs under the 2015 Local Road Program; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet No. 75-15, Item I, being the Meridian Township 2015 local road resurfacing program; and

WHEREAS, Rieth-Riley Construction Co., Inc., of Lansing, Michigan, submitted the lowest responsive and responsible bid at \$740,937.71, (i.e. base bid of \$666,000.00 plus additional contingent costs of \$74,937.71) for Item I of Bid Packet No. 75-15; and

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

WHEREAS, a separate resolution has also been submitted for approval by the Ingham County Board of Commissioners to rescind and replace Resolution #15-216 to authorize an agreement with Meridian Township to fund the 2015 Meridian Township local road projects to be performed by Rieth-Riley under Item I of Bid Packet No. 75-15 in order to have this resolution and the Township Agreement reflect updated estimated costs for this project based on the low bid unit prices received after Resolution #15-216 was approved; and

WHEREAS, the above-mentioned concurrent replacement Meridian Township agreement authorization resolution provides that the currently estimated cost of the Meridian Township 2015 local road projects is \$666,000 in round figures based on Rieth-Riley's low bid unit prices applied to the quantities of expected work on these projects; and

WHEREAS, the above mentioned \$666,000 estimate differs from the total low bid of \$740,937.71, for Item I of Bid Packet No. 75-15 due to the fact that the bid includes contingent quantities and items of work, most if not all, of which contingencies are not expected to be needed on these projects; and



WHEREAS, the scope of the project may need to be reduced to fit available Meridian Township budget, which may be determined by the Meridian Township in the future; and

WHEREAS, a contract with Rieth-Riley can and will be modified at any point prior to the work being done per a contract change order in order to comply with any Meridian Township's limitations on this project; and

WHEREAS, subject to approval of Meridian Township for any final costs greater than 10% above the currently estimated project cost of \$666,000, and to provide current County approval for any higher possible outcomes, an additional contingency is being requested in the amount of \$74,093.77, which is 10% of the low bid, for any additional work Meridian Township may request, and/or for any unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the Township Agreement to be approved per the concurrent resolution rescinding and replacing Resolution #15-216.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc., of Lansing, Michigan, for the asphalt recycling, resurfacing, repairs, and related work as specified in the Ingham County Road Department's Bid Packet No. 75-15, Item I, for the low bid cost which with base bid and contingencies is \$740,937.71 with an additional 10% contingency of \$74,093.77 for a combined not to exceed total of \$815,031.48, or as modified per direction to be received from Meridian Township.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.

2015 MERIDIAN TOWNSHIP LOCAL ROAD RESURFACING PROGRAM:

Section	Street	From	To	Verified Length (ft)	Verified Width (ft)	Pav't (syd)
8	Highgate	Colony	Lake Lansing Rd	1064	33	3901
8	Highgate	Crestwood	Colony	393	27	1179
8	Patriot	Still Valley	Lake Lansing Rd	1220	33	4473
10	Bois Isle Dr (all)	Haslett Rd	Lake Lansing Rd	1885	27	5655
	" (width change)	"	"	1783	27	5349
17	Wardcliff	S end, not incl bulb.	Heather	2023	20	4496
20	Comanche	Mt. Hope Rd	Sequoia Trail	600	27	1800
21	Ottawa	Chippewa	Nakoma	1520	20	3378
21	Woodcraft	Arrowhead	Ottawa	1345	18	2690
22, 27	Manitou	Birchwood	Hamilton	3175	30	10583
	" (width change)	"	"	1074	27	3222
25	Victorian Hills	Chimney Oaks	Meridian Rd	1660	22	4058
25	Chimney Oaks	Not Incl CDS	Meridian Rd	2500	22	6111
29	Comanche	Copperhill	Mt. Hope Rd (entr)	166	21	387
	" (width change)		(trans)	100	50	556
	" (width change)		(straight)	990	33	3630
35	Scenic Lake Ct	Ponderosa	S end	270	16	480
35	Trails End Ct	Bonanza	S end	1030	22	2518
28	Maumee Court	off Apache	End	500	11	611
Total Quantities				23298		65077
Total Miles				4.4		

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO., INC.  
FOR ITEM II OF THE 2015 LOCAL ROAD PROGRAM BID PACKET 75-15  
ASPHALT RESURFACING & REPAIRS OF LAMB ROAD, EVERY TO MERIDIAN ROADS,  
ALAIEDON TOWNSHIP**

WHEREAS, Alaiedon Township and the Ingham County Road Department have agreed that asphalt resurfacing and miscellaneous repairs are needed on Lamb Road, Every to Meridian Roads, which is necessary due to normal pavement deterioration over time; and

WHEREAS, per Resolution #15-215 approved on June 9, 2015, the Ingham County Board of Commissioners, authorized entering into an agreement with Alaiedon Township to fund these repairs under the 2015 Local Road Program; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #75-15, Item II; and

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

WHEREAS, Rieth-Riley Construction Co., of Lansing, Michigan, submitted the lowest responsive and responsible bid at \$114,119.25, for Item II of Bid Packet #75-15; and

WHEREAS, a contingency is being requested in the amount of \$11,411.92, which is 10% of the bid amount, for any additional work found necessary, and/or unidentified and unforeseen problems that may occur during the project with said additional cost, if incurred, to be funded per the Township Agreement approved per Resolution #15-215.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., of Lansing, Michigan, for the asphalt resurfacing and miscellaneous repairs on Lamb Road, Every to Meridian Roads, in Alaiedon Township as specified in the Ingham County Road Department's Bid Packet #75-15, Item II, for the low bid cost \$114,119.25 with 10% contingency of \$11,411.92 for a combined not to exceed total of \$125,531.17.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.

**Agenda Item 7c and 7d**

July 6, 2015

To: Ingham County BOC  
From: Jim Benjamin, Director of Operations, Ingham County Road Department  
Re: RFP 40-15 and 41-15

Dear County Commissioners:

The intention of this letter is to better explain the objective of RFP #40-15 and #41-15. Snow Plow Trucks are not something that can be purchased in "ready to go" form. The trucks begin as a specified cab and chassis which have necessary components and equipment added to make them a functioning snow plow/dump truck. Another point of interest, our shop staff builds these trucks "in house" which saves over \$50,000.00 per completed truck.

Hopefully this explains the connection of the two resolutions.

If you have any further questions regarding this issue, please feel free to call me at 517-676-9722 extension 2310.

cc: William Conklin, Managing Director, Ingham County Road Department

**MEMORANDUM**

TO: County Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: June 16, 2015  
 SUBJECT: New Conventional Truck Cab on Tandem Axle Chassis

Project Description:

Bids were sought for one (1), possibly two (2), new conventional truck cab on tandem axle chassis for the Road Department.

Proposal Summary:

Vendors contacted: 15 Local: 03  
 Vendors responding: 04 Local: 01

VENDOR NAME	Local Pref	Truck Model	Truck Year	Truck Warranty	Engine Make (horsepower & torque)	Transmission (make & model)	Rear Axles (make & ratio)	Total Cost of One (1) New Truck Cab w/Tandem Axle Chassis	Total Cost of Two (2) New Truck Cab w/Tandem Axle Chassis
Capital City International	Yes, Lansing	International 7600	2015	Yes	N13 Navistar (365HP & 1250lbs)	Allison (3000 RDS)	Meritor (MT-40-14X-4DER-P)	\$103,911	\$207,822
D&K Truck Company	Yes, Lansing	Western Star 4700	2016	Yes	Cummins 8.9 liter ISL (370HP & 1250lbs)	Allison (3000 RDS)	Meritor (MT-40-14X)	\$99,321	\$198,642
D&K Truck Company	Yes, Lansing	Freightliner 1145D	2016	Yes	Cummins 8.9 liter ISL (370HP & 1250lbs)	Allison (3000 RDS)	Meritor (MT-40-14X)	\$96,000	\$192,000
Canon Truck Equipment	No, Shelby Twp	Freightliner 1145D	2016	Yes	Detroit DD13 12.8 liter (410HP & 1650lbs)	Eaton Fuller (FO-16E308LL-VCS)	Meritor (RT-46-160)	\$109,156	\$218,312
Michigan Kenworth	No, Grand Rapids	Kenworth T470	2016	Yes	Cummins 8.9 liter ISL (370HP & 1250lbs)	Allison (3000 RDS)	Dana Spicer (D40-170 - 6.14)	\$107,493	\$214,986

Recommendation:

D & K Truck Company, a local vendor, submitted the lowest responsive proposal.

The Evaluation Committee recommends awarding the contract to D & K Truck Company as follows: Two (2) 2016 Model 4700 Western Star Trucks for a not to exceed price of \$199,024.00. (\$198,642.00 (2 trucks) + \$382.00 (Dash Switch option-\$191/each))

Advertisement:

The RFP was advertised in the Lansing State Journal, the MI-ITA Michigan Infrastructure and Transportation Association, The County Road Association of Michigan (CRAM) bid information website, 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 TWO NEW TANDEM AXLE TRUCK CHASSIS FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Road Department needs to replace two of its existing tandem axle dump trucks which have aged past the point of economical serviceability; and

WHEREAS, the Road Department adopted 2015 budget includes in capital road equipment expenditures, funds for this purchase as it is also included in the 2015 road equipment replacement plan; and

WHEREAS, bids for new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase two Western Star truck chassis from D&K Truck Company of Lansing Michigan, at a cost of \$199,024.00. The replaced units will be sold at auction for a price yet to be determined which will be placed in the equipment replacement fund.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid and authorizes the purchase of two Western Star truck chassis from D&K Truck Company of Lansing Michigan.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.

MEMORANDUM

TO: County Services and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: May 26, 2015  
 SUBJECT: Equipment for New Conventional Truck Cab on Tandem Axle Chassis

Project Description:

Bids were sought for equipment to outfit one, possibly two, new conventional truck cabs on tandem axle chassis for the Road Department.

Proposal Summary:

Vendors contacted: 15 Local: 01  
 Vendors responding: 06 Local: 00

Vendor Name	Local Pref	Dump Body	Hydraulic Tanks	Hydraulic Pump and Valves	Hydraulic Controls	Spreader Controls	Underbody Scraper	Dump Body Tarp Cover	Misc.	Total Cost to outfit One (1) New truck Cab	Total Cost to outfit Two (2) New Truck Cabs
Cannon Equipment	No, Shelby Twp MI	See Total Price								\$96,472.60	\$192,945.20
Shultz Equipment	No, Ithaca MI	\$15,457.00	\$973.00	\$9,585.00		\$7,933.00	\$7,509.00	\$2,141.00	\$732.00	\$44,330.00	\$88,660.00
Certified Power	No, Perrysburg OH	No Bid	\$728.15	\$10,406.58	\$6,536.68		No Bid	No Bid	Proximity Switch \$86.49	\$17,758.00	\$35,516.00
AM-DYN-IC	No, Chesterfield MI	No Bid	No Bid	\$5,257.90	No Bid	No Bid	No Bid	No Bid	No Bid	\$5,257.90	\$10,515.80
Heights Machinery	No, Williamsburg MI	\$15,257.00	\$18,970.00				\$9030.00 /\$9114.00	\$1,732.00	\$1,300.00	\$46,289.00	\$92,578.00
Knapheide Truck	No, Clinton County MI	\$15,500.00	\$885.00	\$3,000.00	\$7,862.00	\$7,862.00	\$7,377.00	\$1,107.00	Included in Dump Body Price	\$43,593.00	\$87,186.00

Recommendation:

Certified Power and Knapheide Truck submitted the lowest responsive proposals. The Evaluation Committee recommends awarding the contract to Certified Power in an amount not to exceed \$35,516.00 and Knapheide Truck Equipment in an amount not to exceed \$47,968.00

Certified Power: Two (2) Hydraulic Tanks (\$728.15/each), Two (2) Hydraulic Pump and Valves (\$10,406.58/each), Two (2) Hydraulic Controls (\$6,536.68/each), Two (2) Spreader Controls (Included in Hydraulics), Two (2) proximity switches (\$86.49 each), **Total Price \$35,516.00**

Knapheide Truck Equipment: Two (2) Henderson Dump Bodies (\$15,500.00/each), Two (2) Henderson Underbody Scrapers (\$7,377.00/each), Two (2) Dump Body Tarp Systems (\$1107.00/each), Two (2) Poly Fenders (included in dump body price), **Total Price \$47,968.00.**

Advertisement:

The RFP was advertised in the Lansing State Journal, the MI-ITA Michigan Infrastructure and Transportation Association, The County Road Association of Michigan (CRAM) bid information website, 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 EQUIPMENT NEEDED FOR NEW TANDEM AXLE TRUCK CHASSIS FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the Road Department needs to replace two of its existing tandem axle dump trucks which have aged past the point of economical serviceability; and

WHEREAS, the Road Department adopted 2015 budget includes in capital road equipment expenditures, funds for this purchase as it is also included in the 2015 road equipment replacement plan; and

WHEREAS, equipment and components are needed to complete the new tandem axle truck chassis in Resolution 40-15; and

WHEREAS, bids for equipment to complete the new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to award contracts to Certified Power of Perrysburg, Ohio for hydraulic components at a cost not to exceed \$35,516.00 and to Knapheide Truck of Clinton County MI for truck equipment at a cost not to exceed \$47,968.00, resulting in an overall cost of \$83,484.00.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of components and equipment needed to complete the new tandem axle truck chassis at a cost not to exceed \$83,484.00.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.



**Agenda Item 7e**

To: County Services & Finance Committees

From: William Conklin, Managing Director  
Road Department

Date: June 1, 2015

RE: Resolution to rescind and replace Resolution 15-216 with attached resolution with updated cost estimate for approving a local road agreement with Meridian Township.

At its June 9, 2015, meeting the Ingham County Board of Commissioners in Resolution No. 15-216 approved the Meridian Township local road projects at an estimated cost of \$637,234.00. However this cost is now expected to be \$666,000 plus additional possible costs for contingencies estimated at 10% based on bids recently received. Thus on the advice of the County Attorney's office, Resolution No. 15-216 needs to be rescinded and the Local Road Agreement with Meridian Township needs to be reauthorized per the attached resolution.

Further explanation and recommendation of the bids received for this project is provided in the separate memo and resolution for bid packet 75-15 submitted concurrently.

Approval of the attached resolution is therefore recommended.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO RESCIND AND REPLACE RESOLUTION #15-216  
APPROVING LOCAL ROAD AGREEMENT WITH MERIDIAN TOWNSHIP**

WHEREAS, Meridian Township desires that improvements be performed on the streets listed below this resolution, a total distance of approximately 4.4 miles, to include Hot In Place Recycling (HIPR) and complete paving of one course asphalt at 1 inch thickness, with sidewalk ramp upgrades, curb and gutter repair, manhole adjustment, and other miscellaneous repairs where necessary, at an estimated cost of \$666,000, which is necessary due to normal deterioration of the pavement; and

WHEREAS, at its June 9, 2015 meeting the Ingham County Board of Commissioners in Resolution #15-216 approved the Meridian Township local road projects at an estimated cost of \$637,234.00, however this cost is now expected to be \$666,000 plus additional possible costs for contingencies based on bids recently received such that Resolution #15-216 needs to be rescinded and the Local Road Agreement with Meridian Township needs to be reauthorized; and

WHEREAS, Meridian Township may elect to reduce the scope of this project to fit available budget, which would be determined by its Township Board of Trustees at their next regularly scheduled meeting; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund under the 2015 Local Road Program; and

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

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contracts per bid to be let and to be approved in separate resolutions by the Board of Commissioners during the construction season of the 2015 calendar year subject to final approval by, or as modified by the Meridian Township Board of Trustees at their next regularly scheduled meeting.

BE IT FURTHER RESOLVED, that for 2015, the County on behalf of the Road Department has allocated to Meridian Township's local roads, a maximum sum of \$115,000.00 from the County Road Fund, which shall be matched equally by the Township to the extent used.

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

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to \$230,000.00 (2 times the maximum match available of \$115,000), and then be split evenly between the parties for any final cost amounts below \$230,000.00.

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

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

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

BE IT FURTHER RESOLVED, that Resolution #15-216 is hereby rescinded and replaced by this resolution.

MERIDIAN TOWNSHIP PROPOSED 2015 LOCAL ROAD PROGRAM:

Section	Street	From	To	Verified Length (ft)	Verified Width (ft)	Pav't (syd)
8	Highgate	Colony	Lake Lansing Rd	1064	33	3901
8	Highgate	Crestwood	Colony	393	27	1179
8	Patriot	Still Valley	Lake Lansing Rd	1220	33	4473
10	Bois Isle Dr (all)	Haslett Rd	Lake Lansing Rd	1885	27	5655
	" (width change)	"	"	1783	27	5349
17	Wardcliff	S end, not incl bulb.	Heather	2023	20	4496
20	Comanche	Mt. Hope Rd	Sequoia Trail	600	27	1800
21	Ottawa	Chippewa	Nakoma	1520	20	3378
21	Woodcraft	Arrowhead	Ottawa	1345	18	2690
22, 27	Manitou	Birchwood	Hamilton	3175	30	10583
	" (width change)	"	"	1074	27	3222
25	Victorian Hills	Chimney Oaks	Meridian Rd	1660	22	4058
25	Chimney Oaks	Not Incl CDS	Meridian Rd	2500	22	6111
29	Comanche	Copperhill	Mt. Hope Rd (entr)	166	21	387
	" (width change)		(trans)	100	50	556
	" (width change)		(straight)	990	33	3630
35	Scenic Lake Ct	Ponderosa	S end	270	16	480
35	Trails End Ct	Bonanza	S end	1030	22	2518
28	Maumee Court	off Apache	End	500	11	611
Total Quantities				23298		65077
Total Miles				4.4		

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 ROAD DEPARTMENT**

WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated July 7, 2015 as submitted.

## INGHAM COUNTY ROAD DEPARTMENT

DATE: July 7, 2015

### 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>
2015-241	COMMUNITY MENTAL HEALTH	SANITARY	WILLOUGHBY RD	DELHI	16
2015-242	CONSUMERS ENERGY	ELECTRIC / OH	EVERY RD & LAMB RD	ALAIEDON	25
2015-244	VILLAGE OF WEBBERVILLE	SPECIAL EVENT	VARIOUS	LEROY	
2015-245	FRONTIER	CABLE / UG	SEARLS RD & HOWELL RD	WHITE OAK	2
2015-253	CONSUMERS ENERGY	GAS	ZIMMER RD & LOUNSBURY RD	WILLIAMSTOWN	3
2015-255	COMCAST	CABLE / UG & OH	HARPER RD & EIFERT RD	DELHI	28
2015-256	COMCAST	CABLE / UG & OH	LEGACY PKWY & DUNKEL RD	DELHI	2
2015-257	COMCAST	CABLE UG & OH	MARSH RD & GRAND RIVER	MERIDIAN	22
2015-258	AYLES TREE SERVICE	TREE REMOVAL	SUNHOLLOW ST	WILLIAMSTOWN	3
2015-259	COMCAST	CABLE / UG	TIMES SQUARE DR	MERIDIAN	15
2015-272	US SIGNAL COMPANY	CABLE / UG	EYDE PKWY & ESOTERIC WAY	MERIDIAN	20
2015-273	ACD.NET	CABLE / UG	FERNWOOD LN & CLIPPERT ST	LANSING	14
2015-274	CONSUMERS ENERGY	GAS	CEDAR ST & DELHI COMM.	DELHI	15
2015-275	CONSUMERS ENERGY	GAS	LAKE DR & MARSH RD	MERIDIAN	12
2015-279	ROBERT HAWKINS	LAND DIVISION	BUDD RD & OAKLEY RD	STOCKBRIDGE	4
2015-280	MERIDIAN TOWNSHIP	SIDEWALK	VARIOUS	MERIDIAN	
2015-281	CONSUMERS ENERGY	GAS	WALLINE RD & HOLT RD	ALAIEDON	22
2015-284	ACD.NET	CABLE / OH	OLD LANSING RD & WAVERLY RD	LANSING	19
2015-286	COMCAST	CABLE / UG	KALAMAZOO ST & BUSINESS CTR	LANSING	10
2015-287	COMCAST	CABLE / OH	MARSH RD & TIHART RD	MERIDIAN	15
2015-285	ACD.NET	CABLE / OH & UG	LAKE LANSING RD & WOOD ST	LANSING	2
2015-297	CONSUMERS ENERGY	GAS / ELECTRIC	HULETT RD & OKEMOS RD	MERIDIAN	28
2015-304	MERIDIAN TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	CENTRAL PARK DR BET OKEMOS RD & MARSH RD	MERIDIAN	15 & 16
2015-305	CONSUMERS ENERGY	GAS	BISHOP RD BET WAVERLY RD & M-99	DELHI	7
2015-306	CONSUMERS ENERGY	ELECTRIC / OH	LAKE LANSING RD BET SAGINAW ST & LAC DU MONT DR	MERIDIAN	9
2015-311	ALAIEDON TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	SANDHILL RD BET OKEMOS RD & HAGADORN RD	ALAIEDON	4 & 5
2015-312	MERIDIAN TOWNSHIP	SPECIAL EVENT	VARIOUS	MERIDIAN	

## Agenda Item 8a

To: Board of Commissioners  
From: James Tissue, Director of Public Safety  
Date: 06/04/2015  
RE: Vehicle Partitions

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This is a resolution to accept \$ 500.00 from the Michigan Municipal Risk Management Authority for the purchase of vehicle partitions for the patrol cars at the zoo. These partitions ensure safety of the officer in the event of transporting people or animals.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION RECOMMENDING THE ACCEPTANCE OF A \$500.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR VEHICLE PARTITIONS FOR THE PUBLIC SAFETY PATROL CARS AT POTTER PARK ZOO FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)**

WHEREAS, the Potter Park Zoo participated in a grant opportunity with MMRMA; and

WHEREAS, MMRMA provides financial assistance for the purchase of materials relating to providing a safer and more efficient facility; and

WHEREAS, the grant funds will reimburse Potter Park Zoo for 50% of the cost vehicle partitions at Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of the grant funds from MMRMA in the amount of \$500.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).



## Agenda Item 8b

To: Board of Commissioners  
From: James Tissue, Public Safety Coordinator  
Date: 06/03/2015  
RE: Security Cameras

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This is a resolution to accept \$2,650 from the MMRMA for a RAP Grant that was used for purchase of security cameras. These cameras will be installed by the County IT Department. Installation of these cameras will help assist us in keeping the zoo a safe place to work and visit.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION RECOMMENDING THE ACCEPTANCE OF A \$2,650 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR SECURITY CAMERAS AT POTTER PARK ZOO FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)**

WHEREAS, the Potter Park Zoo participated in a grant opportunity with MMRMA; and

WHEREAS, MMRMA provides financial assistance for the purchase of materials relating to providing a safer and more efficient facility; and

WHEREAS, the grant funds will reimburse Potter Park Zoo for 50% of the cost for the purchase of security cameras at Potter Park Zoo; and

WHEREAS, use of these cameras will help keep the zoo a more safe and secure facility.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of the grant funds from MMRMA in the amount of \$2,650 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

**MEMORANDUM**

TO: County Services and Finance Committees  
FROM: Rick Terrill, Facilities Director  
DATE: June 23, 2015  
SUBJECT: Replace Chilled Water Coil at the Ingham County Jail

This memo is to inform you of an emergency purchase that was made prior to receiving approval from the County Services and Finance Committees.

Sometime over the winter months a chilled water coil in the air handling unit, that serves the receiving area at the jail, froze. It was in need of immediate replacement in order to avoid loss of the air conditioning. Due to the amount of damage, the coil was beyond repair.

Due to the attire that the officers have to wear in that area, it was imperative that we keep the temperatures as cool as possible for them. A Purchase Order was issued to Myers Plumbing and Heating for a total cost of \$7,491.00.

Funds for this purchase are available in Line Item 667-85112-890200.

Both the Controller and Facility Director approved this purchase.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 2, 2015

SUBJECT: **RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH  
CAPITOL WALK PARKING, LLC TO LEASE 100 EMPLOYEE  
PARKING SPACES**

The resolution before you authorizes a lease agreement with Capitol Walk Parking, LLC to lease 100 employee parking spaces.

Due to the poor condition of the lot the county is currently using behind the old YMCA, the county is relocating their parking spaces to the lot on South Chestnut Street in Lansing.

Capitol Walk Parking, LLC, the new entity for the parking lot on Chestnut Street in Lansing has agreed to hold their current lease cost of \$6,000.00 per month which is approximately \$60.00 per space, per month.

Occupancy will begin upon full execution of the agreement for a three (3) year period with a two (2) year renewal option.

The County will not be responsible for any maintenance to the lot, only snow removal and salting will be provided by the County.

The County will have preference of the spaces closest to Walnut Street.

Funds for parking have already been accounted and approved for in each department's individual line items.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH CAPITOL WALK  
PARKING, LLC TO LEASE 100 EMPLOYEE PARKING SPACES**

WHEREAS, Ingham County currently leases 100 employee parking spaces in the vacant lot behind the old YMCA in Lansing; and

WHEREAS, the lot is in very poor condition; and

WHEREAS, the county is relocating their parking spaces from the vacant lot behind the old YMCA in Lansing to South Chestnut Street in Lansing; and

WHEREAS, Capitol Walk Parking, LLC, the new entity for the parking lot on Chestnut Street in Lansing, is willing to hold their current lease cost of \$6,000.00 per month which is approximately \$60.00 per space, per month; and

WHEREAS, funds for parking have already been accounted and approved for in each department's individual line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a lease agreement with Capitol Walk Parking, LLC, 2152 Commons Way Parkway, Okemos, Michigan 48864 for the use of 100 employee parking spaces located on South Chestnut Street in Lansing for a not to exceed lease cost of \$6,000.00 per month which is approximately \$60.00 per space, per month.

BE IT FURTHER RESOLVED, occupancy will begin upon full execution of the agreement for a three (3) year period with a two (2) year renewal option.

BE IT FURTHER RESOLVED, the County will not be responsible for any maintenance to the lot, only snow removal and salting will be provided by the County.

BE IT FURTHER RESOLVED, the County will have preference of the spaces closest to Walnut Street.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any documents necessary to implement this resolution upon approval as to form by the County Attorney.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 29, 2015

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

The resolution before you authorizes the renewal of the service agreement with Smiths Detection for the two Hi-Scan 6040I screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse. The current service agreement will expire on July 31, 2015.

This new service agreement is for two units, for a two year period, beginning August 1, 2015 and ending on July 31, 2017. Smiths Detection shall perform inspections, maintenance and/or repair services on both machines for a total cost not to exceed \$16,846.00.

Funds for this service are available within the Veterans Memorial Courthouse Maintenance Contractual line item 631-26720-931100.

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

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

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

WHEREAS, the current service agreement will expire on July 31, 2015; and

WHEREAS, the new agreement is once again for two units for a two year period beginning August 1, 2015 and ending on July 31, 2017; and

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

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

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson 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: July 1, 2015

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

The resolution before you authorizes a three year service warranty renewal with Astrophysics for the inspection, maintenance and/or repair services on the x-ray screening machine. The current service warranty will expire on July 31, 2015. The new three year service warranty renewal will begin on August 1, 2015 and expire on July 31, 2018 for a total not to exceed cost of \$9,317.00, as follows:

<u>Year</u>	<u>Annual Cost</u>
Year 1:	\$3,090.00
Year 2:	\$3,090.00
Year 3:	<u>\$3,137.00</u>
	\$9,317.00

Funds for this service are available within the Ingham County Family Center's Maintenance Contractual Line Item 292-66229-931100.

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

I recommend approval of this resolution.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

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

WHEREAS, Astrophysics currently performs all inspections, maintenance and repair services on the x-ray screening machine at the Ingham County Family Center; and

WHEREAS, the current service warranty will expire on July 31, 2015; and

WHEREAS, the funds for this service are available within the Ingham County Family Center's Maintenance Contractual Line Item 292-66229-931100.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a three year service warranty renewal with Astrophysics, Inc., 21481 Ferrero Parkway, City of Industry, California 91789 for the inspection, maintenance, and repair of the x-ray screening machine at the Ingham County Family Center.

BE IT FURTHER RESOLVED, the three year service warranty renewal will begin August 1, 2015 and end on July 31, 2018 for a total not to exceed cost of \$9,317.00 as follows:

<u>Year</u>	<u>Annual Cost</u>
Year 1:	\$3,090.00
Year 2:	\$3,090.00
Year 3:	<u>\$3,137.00</u>
	\$9,317.00

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson 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: Richard Terrill, Facilities Director

DATE: June 30, 2015

SUBJECT: **RESOLUTION AUTHORIZING THE TWO YEAR RENEWAL OPTION AS STATED IN RESOLUTION #12-220 FOR SOAP SLINGERS WINDOW CLEANING LLC TO PROVIDE WINDOW CLEANING SERVICES TO VARIOUS COUNTY FACILITIES**

The current contract for window cleaning will expire on July 31, 2015.

The Facilities Department would like to exercise the two year renewal option, as stated in Resolution #12-220, with Soap Slingers Window Cleaning LLC, for the purpose of providing window cleaning services to various county facilities.

Soap Slingers has agreed to hold their current pricing of \$9,876.00 annually for a not to exceed total cost of \$19,752.00 for the two year renewal period beginning August 1, 2015 and expiring July 31, 2017.

Funds for these services are available within the appropriate 931100 Maintenance Contractual accounts.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE TWO YEAR RENEWAL OPTION AS STATED IN  
RESOLUTION #12-220 FOR SOAP SLINGERS WINDOW CLEANING, LLC TO PROVIDE  
WINDOW CLEANING SERVICES TO VARIOUS COUNTY FACILITIES**

WHEREAS, the current contract for window cleaning will expire on July 31, 2015; and

WHEREAS, the Facilities Department would like to exercise the two year renewal option, as stated in Resolution #12-220; and

WHEREAS, Soap Slingers has agreed to hold their current pricing of \$9,876.00 annually for a not to exceed total cost of \$19,752.00; and

WHEREAS, the two year renewal period will begin on August 1, 2015 and end on July 31, 2017; and

WHEREAS, funds for these services are available in the appropriate 931100 Maintenance Contractual accounts.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the two year renewal option as stated in Resolution #12-220, with Soap Slingers Window Cleaning, LLC, 1305 South Cedar Street #606, Lansing, Michigan 48910, to provide semi-annual window cleaning services to various county facilities for a not to exceed total cost of \$19,752.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson 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: Richard Terrill, Facilities Director

DATE: June 30, 2015

SUBJECT: **RESOLUTION AUTHORIZING THE TWO YEAR RENEWAL OPTION AS STATED IN RESOLUTION # 12-364 WITH LEN'S CARPET CARE & CONSULTANTS TO PROVIDE CARPET CLEANING SERVICES TO SEVERAL COUNTY LOCATIONS**

The current carpet cleaning contract is due to expire on August 31, 2015.

The Facilities Department would like to exercise the two year renewal option, as stated in Resolution #12-364, with Len's Carpet Care & Consultants, to provide carpet cleaning services to several county locations.

Len's Carpet Care & Consultant has agreed to hold their current pricing of \$44,018.00 annually for a not to exceed total cost of \$88,036.00 for the two year renewal period beginning September 1, 2015 and ending on August 31, 2017.

Funds for said services are available within the appropriate 931100 Maintenance Contractual Line Items.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE TWO YEAR RENEWAL OPTION AS STATED IN  
RESOLUTION #12-364 FOR LEN'S CARPET CARE & CONSULTANTS TO PROVIDE  
CARPET CLEANING SERVICES TO VARIOUS COUNTY FACILITIES**

WHEREAS, the current carpet cleaning contract is due to expire on August 31, 2015; and

WHEREAS, the Facilities Department would like to exercise the two year renewal option, as stated in Resolution #12-364; and

WHEREAS, Len's Carpet Care & Consultants has agreed to hold their current pricing of \$44,018.00 annually for a not to exceed total cost of \$88,036.00; and

WHEREAS, the two year renewal period will begin on September 1, 2015 and end on August 31, 2017; and

WHEREAS, the funds for said services are located within the appropriate 931100 Maintenance Contractual Line Items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the two year renewal option as stated in Resolution #12-364 with Len's Carpet Care & Consultants, 3436 Franette Road, Lansing, Michigan 48906, to provide carpet cleaning services beginning September 1, 2015 and ending on August 31, 2017 for a not to exceed total cost of \$88,036.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson 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: Richard Terrill, Facilities Director

DATE: July 2, 2015

SUBJECT: **RESOLUTION AUTHORIZING A CONTRACT EXTENSION AS STATED IN RESOLUTION #12-76 WITH DIETZ JANITORIAL SERVICE TO PROVIDE CLEANING SERVICES IN VARIOUS COUNTY BUILDINGS**

The resolution before you authorizes a one (1) year contract extension with Dietz Janitorial Service to provide cleaning services in various county buildings.

Although Resolution #12-76 authorizes a two year extension, both the Facilities Department and Dietz Janitorial Service have agreed to a one (1) year extension.

Dietz Janitorial Service will hold their current pricing while also complying with the Living Wage Policy.

Funds for said services are located within the appropriate building Contractual Line Items.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT EXTENSION AS STATED IN RESOLUTION #12-76  
WITH DIETZ JANITORIAL SERVICE TO PROVIDE CLEANING SERVICES  
IN VARIOUS COUNTY BUILDINGS**

WHEREAS, the current janitorial contract is due to expire on July 31, 2015; and

WHEREAS, Resolution #12-76 authorized a two year renewal option; and

WHEREAS, the Facilities Department and Dietz Janitorial have agreed and would like to extend the contract for one (1) year beginning August 1, 2015 and ending July 31, 2016; and

WHEREAS, the funds for said services are located within the appropriate building Contractual Line Items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a one (1) year contract extension with Dietz Janitorial Service, 6910 Cedar Street, Suite 3, Lansing, Michigan 48911 beginning August 1, 2015 and ending July 31, 2016 to provide janitorial services in various county buildings.

BE IT FURTHER RESOLVED, Dietz Janitorial Service will hold their current pricing while also complying with the Living Wage Policy.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson 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: July 2, 2015

SUBJECT: **RESOLUTION AUTHORIZING A THREE YEAR AGREEMENT  
EXTENSION WITH MSDS ONLINE TO MANAGE MATERIAL SAFETY  
DATA SHEETS (MSDS)**

The resolution before you authorizes a three (3) year agreement extension with MSDS Online to manage Ingham County's Material Safety Data Sheets. Employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace and the complexity of administering numerous MSDS across multiple departments exposes the County to the risk of being out of compliance with MI OSHA regulations.

The current agreement expires on September 13, 2015. The Facilities Department is requesting a three (3) year agreement extension for the management of the County's MSDS. The three (3) year extension will be effective September 14, 2015 and it will end on August 13, 2018 for a total, not to exceed cost of \$15,260.64.

Funds for said services are available through the Workers Compensation Fund.

The Facilities Department is confident that MSDS Online will continue to administer MSDS that meet the county's needs.

I recommend approval of this resolution.



Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A THREE YEAR AGREEMENT EXTENSION WITH  
MSDS ONLINE TO MANAGE MATERIAL SAFETY DATA SHEETS (MSDS)**

WHEREAS, employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace; and

WHEREAS, the complexity of administering numerous MSDS across multiple departments exposes the County to the risk of being out of compliance with MI OSHA regulations; and

WHEREAS, the current agreement expires on September 13, 2015; and

WHEREAS, the Facilities Department is requesting a three (3) year agreement extension for the management of the MSDS; and

WHEREAS, the three (3) year extension will be effective September 14, 2015 and it will end on August 13, 2018 for a total not to exceed cost of \$15,260.64; and

WHEREAS, funds for said services are available through the Workers Compensation Fund; and

WHEREAS, the Facilities Department is confident that MSDS Online will continue to administer MSDS that meet the county's needs.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a three (3) year agreement extension with MSDS Online, 350 Orleans Street, Suite 950, Chicago, Illinois 60654 to manage the County's MSDS beginning September 14, 2015 and ending on September 13, 2018, for a not to exceed total cost of \$15,260.64.

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

## MEMORANDUM

**TO:** County Services Committee  
Finance Committee

**FROM:** Timothy J. Dolehanty, ICMA-CM, AICP, Controller/Administrator

**DATE:** July 7, 2015

**RE:** Amendments to Business Travel and Reimbursement Policy

The Business Travel and Reimbursement Policy sets forth criteria to be met for approval of air travel. Whenever financially prudent, all business air travel must originate from Capital Region International Airport. Current policy requires that flights be booked from neighboring airports when flights are found at a “materially lower rate.”

Policy amendments proposed in the attached resolution would allow discretion in booking flights from a neighboring airport by stating flights *may* be booked from that airport. The second group of amendments would change threshold amounts that define what constitutes a “materially lower rate.” Proposed changes are presented below.

Air Travel. The policy of Ingham County is that airline travel by County employees on official business shall, whenever financially prudent, originate from Capital Region International Airport (CRIA). If a flight out of a neighboring airport can be found at a materially lower rate, the flight ~~will~~ *may* be booked from that airport. If the CRIA flight exceeds the cost of a flight from a neighboring airport by more than ~~\$100~~ *\$200* for an individual or ~~\$200~~ *\$400* for a group, the flight ~~will~~ *may* be booked from the neighboring airport. The ~~\$100 or \$200~~ *\$200 or \$400* difference is for the inclusive cost of the flight including mileage and parking.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AMEND BUSINESS TRAVEL AND REIMBURSEMENT POLICY**

WHEREAS, the Ingham County Board of Commissioners has adopted official policies and procedures to govern business travel and reimbursement (Resolution #10-327); and

WHEREAS, the approved policy sets forth criteria to be met for approval of air travel; and

WHEREAS, the Ingham County Board of Commissioners seeks to establish criteria for air travel that promotes use of Capital Region International Airport and maintains economic judiciousness.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amendments to the Business Travel and Reimbursement Policy as follows:

N. Travel Arrangements

3. Air Travel. The policy of Ingham County is that airline travel by County employees on official business shall, whenever financially prudent, originate from Capital Region International Airport (CRIA). If a flight out of a neighboring airport can be found at a materially lower rate, the flight may be booked from that airport. If the CRIA flight exceeds the cost of a flight from a neighboring airport by more than \$200 for an individual or \$400 for a group, the flight may be booked from the neighboring airport. The \$200 or \$400 difference is for the inclusive cost of the flight including mileage and parking.

MEMORANDUM

July 7, 2015

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Second Quarter 2015 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the second quarter of fiscal year 2015. The total increase to the General Fund is \$660,801.

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

There are a few major adjustments to the general fund this quarter. The largest is due to a negotiated wage increase of 2.5% for 2015. The budget had projected an increase of only 1%. This will be a total increase of about \$1.1 million, \$716,558 to the general fund. Luckily, there are some revenue and expenditure adjustments that will offset this increase.

Due to a higher than budgeted increase in taxable value (3.4% compared to the projected 2.5%), property tax revenue can be increased by \$400,000. Not included in the 2015 budget was a revenue increase of \$125,480 in the Delhi Township police services contract. And included in the budget was a debt service payment of \$191,078 for the Trane Energy project. The last payment for this project was made in 2014, so the budget for this item can be eliminated.

Other adjustments in the general fund are made in the Sheriff's Office to account for insurance proceeds used to replace two damaged vehicles and reimbursement revenue from local units to offset special election costs.

Adjustments outside of the general fund include transfers to personnel cost categories and increases in use of fund balance which require Board approval.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$100,322. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of \$317,183.

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

**2015 CONTINGENCY**

Adopted Contingency Amount	\$317,183
R14-483: Digital Aerial Imagery	(15,000)
R14-494: District Court Enforcement/Court Officer	(33,876)
R15-104: Oasis Supervised Visitation and Safe Exchange Center	(40,000)
R15-229: Assessment/Study Sheriff, LPD, 55 <sup>th</sup> and 54A District Courts	(127,985)
<b>Current Contingency Amount</b>	<b>\$100,322</b>

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2015 INGHAM COUNTY BUDGET**

WHEREAS, the Board of Commissioners adopted the 2015 Budget on October 28, 2014 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2015 BUDGET 7/1/15</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$80,857,125	\$660,801	\$81,517,926
208	Parks	2,064,656	0	2,064,656
245	Public Improvements	941,467	11,255	952,722
292	Family Div. Child Care	13,218,366	16,500	13,234,866
664	Mach. & Equip. Revolving	1,347,518	842	1,348,360

## GENERAL FUND REVENUES

	2015 Budget – <u>7/1/15</u>	Proposed <u>Changes</u>	2015 Proposed <u>Budget</u>
<b>Tax Revenues</b>			
County Property Tax	43,359,737	400,000	43,759,737
Property Tax Adjustments	(300,000)		(300,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(10,000)		(10,000)
Industrial Facility Tax	300,000		300,000
Trailer Fee Tax	15,000		15,000
<b>Intergovernmental Transfers</b>			
State Revenue Sharing	6,088,744		6,088,744
Convention/Tourism Tax - Liquor	2,630,338		2,630,338
Court Equity Fund	1,450,000		1,450,000
Use of Fund Balance	3,082,523		3,082,523
<b>Department Generated Revenue</b>			
Animal Control	704,992		704,992
Circuit Court - Family Division	1,103,831		1,103,831
Circuit Court - Friend of the Court	512,000		512,000
Circuit Crt - General Trial	2,320,737		2,320,737
Community Mental Health	1,182,830		1,182,830
Controller	3,170		3,170
Cooperative Extension	6,219		6,219
County Clerk	644,210		644,210
District Court	2,674,823		2,674,823
Drain Commissioner/Drain Tax	363,758		363,758
Economic Development	55,188		55,188
Elections	66,550	77,299	143,849

Emergency Operations	53,582		53,582
Equalization /Tax Mapping	10,100		10,100
Facilities	194,123		194,123
Financial Services	48,052		48,052
Health Department	150,000		150,000
Human Resources	80,822		80,822
Probate Court	277,178		277,178
Prosecuting Attorney	562,839		562,839
Register of Deeds	2,036,729		2,036,729
Remonumentation Grant	103,370		103,370
Sheriff	6,331,424	183,502	6,514,926
Treasurer	4,298,087		4,298,087
Tri-County Regional Planning	62,976		62,976
Veteran Affairs	378,193		378,193
<b>Total General Fund Revenues</b>	<b>80,857,125</b>	<b>660,801</b>	<b>81,517,926</b>

#### **GENERAL FUND EXPENDITURES**

	2015 Budget - <u>7/1/15</u>	Proposed <u>Changes</u>	2015 Proposed <u>Budget</u>
Board of Commissioners	557,349		557,349
Circuit Court - General Trial	8,447,849		8,447,849
District Court	2,937,115		2,937,115
Circuit Court - Friend of the Court	1,448,189		1,448,189
Jury Board	1,106		1,106
Probate Court	1,477,972		1,477,972
Circuit Court - Family Division	5,347,223		5,347,223
Jury Selection	104,598		104,598
Elections	185,202	77,299	262,501
Financial Services	707,695		707,695



County Attorney	441,158		441,158
County Clerk	866,498		866,498
Controller	1,028,746		1,028,746
Equalization/Tax Services	715,509		715,509
Human Resources	951,842		951,842
Prosecuting Attorney	6,137,474		6,137,474
Purchasing	203,715		203,715
Facilities	2,041,808		2,041,808
Register of Deeds	725,386		725,386
Remonumentation Grant	103,370		103,370
Treasurer	541,796		541,796
Drain Commissioner	915,545		915,545
Economic Development	128,645		128,645
Community Agencies	200,000		200,000
Ingham Conservation District	8,029		8,029
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	111,480		111,480
Jail Maintenance	204,750		204,750
Sheriff	20,205,217	58,022	20,263,239
Tri-County Metro Squad	75,000		75,000
Community Corrections	142,538		142,538
Animal Control	1,576,782		1,576,782
Homeland Sec./Emergency Ops.	196,901		196,901
Board of Public Works	300		300
Drain Tax at Large	430,000		430,000
Health Department	5,014,379		5,014,379

Community Health Centers	2,917,390		2,917,390
Jail Medical	1,902,084		1,902,084
Medical Examiner	334,575		334,575
Substance Abuse	1,319,484		1,319,484
Community Mental Health	2,996,298		2,996,298
Department of Human Services	2,016,850		2,016,850
Tri-County Aging	76,225		76,225
Veterans Affairs	519,083		519,083
Cooperative Extension	481,519		481,519
Library Legacy Costs	88,163		88,163
Parks and Recreation	1,618,906		1,618,906
Contingency Reserves	100,322		100,322
Legal Aid	20,000		20,000
2-1-1 Project	45,750		45,750
Community Coalition for Youth	27,000		27,000
Capital Improvements	2,210,810	(191,078)	2,019,732
Wage Increase (to be spread across departments)	0	716,558	716,558
<b>Total General Fund Expenditures</b>	<b>80,857,125</b>	<b>660,801</b>	<b>81,517,926</b>

### **General Fund Revenues**

Property Tax	Increase property tax revenue \$400,000 based on 2015 taxable value. (Increase of 2.5% was budgeted. Actual increase was 3.4%.)
Elections	Increase revenue budget \$77,299 to reflect reimbursements for special election costs.
Sheriff	Increase Delhi Township police services contract revenue \$125,480 to reflect new contract as authorized by Resolution 14-418. Increase insurance proceeds \$58,022 to replace two damaged vehicles.

## **General Fund Expenditures**

Elections	Increase supplies budget \$77,299 for special election costs. Costs were reimbursed by other governmental units.
Sheriff	Increase budget \$58,022 to replace two damaged vehicles. Cost will be reimbursed from insurance proceeds.
Debt Service	Decrease debt service budget by \$191,078. Trane Energy project debt was paid off in 2014, but budget was not eliminated in 2015.
County-wide	Increase wages and fringes \$716,558 for 2.5% wage increase. (An increase of only 1% was included in the adopted budget. Increased cost across all funds is \$1.1 million)

## **Non-General Fund Adjustments**

Parks (F208)	Transfer funds from permanent wages and fringes to equipment repair and maintenance. (\$19,920) Two staff vacancies have required equipment to be sent out for repair.
Public Improvements (F245)	Increase budget for office redesign to accommodate relocation of employees from Financial Services and the Road Department to space within the Budget Office (\$11,255.)
Family Div. Child Care (F292)	Reappropriate unspent funds for First Step Program and Parenting Wisely curriculum authorized by Resolution 14-327. (\$16,500) Transfer funds from contractual services to temporary salaries to provide funding for a garden coordinator at the Ingham County Family Center. (\$4,500)
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to purchase replacement CPU in Board of Commissioners Office (\$842).

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION SETTING FEES FOR FREEDOM OF INFORMATION ACT REQUESTS**

WHEREAS, the Board of Commissioners adopted Resolution #15-220, Resolution Establishing A Freedom of Information Act (FOIA) Policies And Guidelines, Public Summary Of Procedures And Guidelines, And FOIA Operational Procedures For Ingham County to comply with changes in the Michigan Freedom of Information, (MCL 15.231); and

WHEREAS, it is necessary to establish fees for FOIA requests received by the County; and

WHEREAS, fees for cd/dvds and copies were based on the actual costs of copying a document and the price of a cd/dvd; and

WHEREAS, in order to have uniform charges county-wide for personnel costs, the fees were arrived at by calculating the hourly wage of the lowest paid employee in each category plus 50% of the hourly cost of benefits.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes the following fees to be utilized by departments when processing Freedom of Information Act requests:

Copies	\$ .01 per page
CD/DVD	\$ .30 each

BE IT FURTHER RESOLVED, the following personnel costs will be established for the different classifications of those completing the request:

Clerical/Clerk	\$16.00 per hour
Computer Technician	\$24.08 per hour
Manager	\$27.85 per hour
Sheriff's Deputy	\$19.53 per hour
Assistant Prosecuting Attorney	\$24.57 per hour

BE IT FURTHER RESOLVED, that these fees will be reviewed on an annual basis as part of the annual fees resolution and will supersede any other resolution establishing fees for FOIA.

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION HONORING ROSS A. ALLEN**

WHEREAS, Ross A. Allen graduated in 2014 from Williamston High School where he was captain of the Model United Nations team, played varsity tennis and participated in the National Honor Society; and

WHEREAS, he began his scouting career in 2002 and attained Cub Scouting's highest honor, the Arrow of Light in 2007, he joined Williamston's Boy Scout Troop 63 in the spring of 2007; and

WHEREAS, his scout leadership history includes Senior Patrol Leader, he attended numerous campouts, summer trips and a high adventure sailing trip (Seabase) and also served as a camp counselor at Northwoods Scout Reservation; and

WHEREAS, Ross's eagle project entailed the design, construction and installation of sixteen wooden benches for use at the Williamston Community School's tennis courts, he spent 172 hours in service and leadership of fellow scouts, friends and adults to complete this project; and

WHEREAS, Ross has recently earned the highest rank attainable in Scouting, the Eagle Scout; and

WHEREAS, to achieve the Eagle rank, a scout must demonstrate leadership and citizenship while earning 21 merit badges before reaching the age of 18.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners congratulates Ross A. Allen for earning the rank of Eagle Scout and extends its sincere appreciation to Ross for serving as a positive role model for the youth in our community.

1578 Sylvan Glen Rd.  
Okemos, MI 48864

May 19, 2015

Mr. Brian M<sup>c</sup>Grain, Chair, Ingham County Board of Commissioners  
Ingham County Courthouse, P.O.B. 319  
Mason, MI 48854

RECEIVED

MAY 21 2015

Cc: Ms. Carla Close, Deputy Drain Commissioner

Dear Mr. M<sup>c</sup>Grain:

Meridian Township submitted a request for funding from the county trails millage. A portion of that funding is for a proposed "Meridian River Front Trail." That project would diminish existing recreational opportunities and degrade the natural environment, without providing significant transportation benefits. There may be public opposition.

The proposed Meridian River Front Trail would extend 1.8 miles from the end of a suburban street to a parking lot, traversing the Red Cedar Glen Preserve and Meridian Riverfront Park, and passing through Harris Nature Center. I understand that the trail would be eight feet wide, hard surfaced, compliant with ADA grade limits, and that maintenance would include snow removal.

Construction required to create an eight-foot wide trail with ADA-compliant grades would be extensive, requiring tree removal and extensive earth moving to cut down hills, fill low areas, and build slopes along the sides of cuts and fills. These alterations would significantly degrade the natural environment.

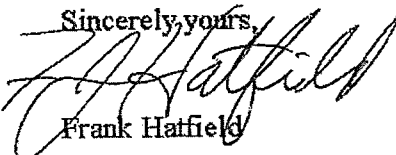
The topography and narrowness of the preserve and park dictate that much of the proposed paved trail would replace existing unpaved trails. These trails are located in natural surroundings and currently are used by cross-country runners (teams and individuals), mountain bikers, and cross-country skiers. Natural surfaces and grades are conducive to mountain biking and cross-country running; pavement and leveled terrain are not appropriate. Snow removal would eliminate cross-country skiing. A wide, paved trail carved into the landscape would diminish the natural ambiance enjoyed by folks who just walk. In short, the proposed trail would nearly destroy existing recreational opportunities.

Especially problematic is the section of trail located in the Red Cedar Glen Preserve. Paving, tree removal, and earth moving are contrary to the intent of the Meridian Township ordinance that established the land preservation program "to protect, preserve and enhance the township's open space and special natural features." Furthermore, a county drain recently was established in the preserve, with associated improvements that included planting trees and building two bridges. The proposed project would destroy some of the plantings. The banks of the waterways are steep, so higher, longer bridges may be needed to comply with grade limits.

Neither terminus of the proposed Meridian River Front Trail is a destination in itself, and Harris Nature Center is accessible by road and existing trails. The transportation benefit of the proposed project is negligible compared to the extreme loss of recreational value and damage to the natural environment.

The Meridian River Front Trail should not be funded.

Sincerely, yours,



Frank Hatfield