

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, MARCH 17, 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 [March 3, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer
 - a. Resolution to Provide Funding for Low [Income Tax Preparation](#)
 - b. Resolution Authorizing Ingham County Land Bank to Join Ingham County's Self-Insured [Dental and Vision Plan](#) for the Purchase of Dental and Vision Insurance Coverage for Land Bank Employees
2. Circuit Court/Family Division - Resolution Authorizing a Contract with [Therapy Dogs International](#) and Amending the Ingham County Pet in the Workplace Policy
3. Innovation & Technology (IT) Department
 - a. Discussion Regarding a General Overview of Projects and Current Status
 - b. Resolution Authorizing the Purchase of [Six \(6''\) Ortho Photography](#) from the 2015 Tri-County Regional Planning Commission Contract of Digital Aerial Imagery of Ingham County
 - c. Resolution Authorizing the Purchase of a Replacement [Dell Blade Chassis System](#) for the Virtual Server Environment
4. Farmland & Open Space Preservation Board – Resolution Approving the Farmland and Open Space Preservation Board's (FOSP) Recommended Selection Criteria (Scoring System) for the 2015 Farmland and Open Space Application Cycles and Approving the FOSP Board to Host a [2015 Application Cycle](#)
5. Equalization
 - a. Resolution Approving Entering into a Grant with the Michigan Department of Licensing and Regulatory Affairs and Appointing Douglas A. Stover as County [Grant Administrator](#) for the 2015 Remonumentation Project

- b. Resolution to Contract with [Ronnie M. Lester](#) as County Representative for the Ingham County Monumentation and Remonumentation Project in 2015
 - c. Resolution to Contract with Bumstead Land Surveys, Enger Surveying and Engineering, Geodetic Design, Inc., David R. Lohr Surveying, Co., Reynolds Heritage Land Surveying and Mapping and Wolverine Engineers & Surveyors, P.C., as [Project Surveyors](#) for the 2015 Ingham County Remonumentation Project
 - d. Resolution to Appoint Anthony Bumstead, David Clifford, Ronald Enger, Gilbert Barish, David Van Denberghe, David Lohr, Brian Reynolds and Greg Vaughn, as [Peer Review Group Members](#) for the 2015 Ingham County Remonumentation Project
6. Road Department
- a. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
 - b. Resolution to Approve Conveyance of an [Easement](#) to Michigan State University Adjacent to Hagadorn Road for a Proposed State Building Authority Grant
 - c. Resolution to Approve Proposed 2015 Ingham County [Bridge Funding](#) Applications for Submission to the Local Bridge Program Manager
 - d. Resolution to Award Construction Contracts for [Waterborne Pavement Markings](#) to M&M Pavement Markings, Inc., of Grand Blanc, Michigan and Cold Plastic Common Text & Symbols to P.K Contracting, Inc., Troy, Michigan
 - e. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Road Department in Relation to [State Funded Bridge Projects](#) Located at Meech Road Over Doan Creek, Holt Road Over Doan Creek, Clark Road Over Deer Creek – MDOT Contract No. 15-5001
7. Human Resources
- a. Resolution Approving the Letter of Understanding with the Fraternal Order of Police, Capital City Lodge No. 141 – Corrections Unit Regarding Vacation Maximum Accumulation (*Materials Available at Meeting*)
 - b. Collective Bargaining Update (*Closed Session*)

Announcements
Public Comment
Adjournment

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

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

COUNTY SERVICES COMMITTEE
March 3, 2015
Draft Minutes

Members Present: Celentino, Koenig, Bahar-Cook, Banas, Crenshaw, Hope and Maiville

Members Absent: None

Others Present: Tim Dolehanty, Travis Parsons, Bill Conklin, Becky Bennett, Carmen Thomas, Katie VanSchoick and others.

The meeting was called to order by Chairperson Celentino at 6:03 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the February 17, 2015 Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE FEBRUARY 17, 2015 MEETING.

Commissioner Hope amended the minutes to strike Brent Riley from others present and to add Jeremy Orr.

Commissioner Hope amended the minutes to state “The Committee interviewed Michael Bansk, Rev. Pamela June Anderson, Toya Williams and ~~Brent Riley~~ **Jeremy Orr** for the Equal Opportunity Committee (EOC).”

These amendments were considered friendly.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

Additions to the Agenda

None.

Limited Public Comment

None.

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

2. Human Resources
 - a. Resolution Approving an Amendment Agreement Regarding Salary Placement for Original Hires and Promotions with Fraternal Order of Police, Capital City Lodge No. 141 – Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit

- b. Resolution Approving a Collective Bargaining Agreement 2015 Wage Reopener with Local 512 Office and Professional Employees International Union - Supervisory Unit
- 3. Innovation & Technology Department - Resolution Authorizing the Engagement of Conway, Dierking & Hillman, Inc. d/b/a C/D/H in a Time and Material Agreement for the Implementation of Microsoft's System Center Configuration Manager (SCCM)
- 4. Road Department
 - b. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
 - c. Resolution to Approve and Certify the Ingham County 2014 Public Road Mileage Report
 - d. Resolution Authorizing the Purchase of 2015 Seasonal Requirement of Sand and Gravel for the Ingham County Road Department
 - e. Resolution Authorizing the Purchase of 2015 Seasonal Requirement of 29A Aggregate for the Ingham County Road Department
 - f. Resolution to Authorize a Professional Services Contract with Great Lakes Engineering Group, LLC
- 5. Board of Commissioners
 - b. Resolution Declaring March 31, 2015 as "Cesar E. Chavez Day" in Ingham County

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY.

- 1. Women's Commission - Interviews

The Committee interviewed Carmen Thomas for the Ingham County Women's Commission.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CRENSHAW, TO RECOMMEND THE APPOINTMENT OF CARMEN THOMAS TO THE INGHAM COUNTY WOMEN'S COMMISSION.

THE MOTION CARRIED UNANIMOUSLY.

Chairperson Celentino thanked Ms. Thomas for attending and congratulated her on the recommendation. He stated that the Board of Commissioners would vote on her appointment at the next Board meeting. Chairperson Celentino stated that Ms. Thomas would be contacted by Becky Bennett, Board Coordinator, when the Board of Commissioners takes action on her appointment.

4. Road Department

a. Discussion Regarding Mailbox Replacement Policy and County Road Intersection Crash Ranking Report

Bill Conklin, Road Department Director, addressed the Committee. Mr. Conklin stated that he had emailed Commissioner Banas about the issue of the mailbox replacement policy.

Commissioner Banas stated that she had been contacted by a constituent whose mailbox was knocked down by a snow plow truck. She informed the Committee that she had learned that the current policy was that a mailbox would be replaced by the County if it were to be knocked over by a snowplow truck, but not if the snow pushes the box down.

Commissioner Banas stated she had attended a New Commissioner Workshop where the issue was discussed. She further stated that Hillsdale County initially would send someone out to assess the damage first, however they had discovered that this was expensive. Commissioner Banas stated that instead, Hillsdale County would now just replace the mailbox for the elderly and/or infirm. She stated that she had sent an email inquiry to Mr. Conklin to see whether he had any input on adapting Hillsdale County's idea for Ingham County.

Mr. Conklin stated that he had brought copies of his email response that he had sent to Commissioner Banas. He provided copies of the email to the commissioners.

Commissioner Banas provided copies of the email inquiry that she had sent to Mr. Conklin.

Mr. Conklin stated that the issue would become a slippery slope of who would be qualified for new mailboxes. He further stated that the Road Department currently reimburses only in cases where the snow plow itself would hit the mailbox and cause damage. He further stated that built up snow was not cause for the Road Department to replace the mailbox currently.

Discussion.

Tim Dolehanty, Controller/Administrator, asked how many complaints the Road Department would receive to address in a year.

Mr. Conklin answered that they had about 147 instances where an individual had called during business hours to lodge a complaint last year. He further answered that they received about 300 calls last year.

Commissioner Banas asked whether all the complaints were reviewed by the Road Department.

Mr. Conklin stated that they send a crew leader out on a regular route, usually after large snow accumulations. He further stated that if the plows were not working on the shoulder that day, the complaints were categorically denied.

Discussion.

Commissioner Koenig asked how much the County had paid in mailbox repair last year.

Mr. Conklin answered that he did not know exactly, but that he could get the information to the Committee. He stated that his mini-claims budget was about \$1,500.

Chairperson Celentino asked what the policies were in neighboring counties.

Mr. Conklin stated that he believed neighboring counties had similar policies.

Discussion.

Chairperson Celentino asked whether the Committee was interested in changing the policy.

Commissioner Bahar-Cook stated that without a resolution to consider, she was not necessarily open to changing the policy.

Commissioner Koenig stated that her first reaction would be to defer the issue to the Road Department.

Discussion.

Commissioner Banas stated that she was satisfied with the answers that she received from Mr. Conklin. She thanked Mr. Conklin for the time he put into the issue.

Chairperson Celentino stated that the directive for Mr. Conklin was to leave the policy as is.

Chairperson Celentino asked Mr. Conklin to discuss the County Road Intersection Crash Ranking Report.

Commissioner Bahar-Cook asked what the acronym, "PDO" meant.

Mr. Conklin stated that "PDO" stood for property damage only.

Commissioner Bahar-Cook asked what the acronym, "EPDO" meant.

Mr. Conklin stated that "EPDO" stood for equivalent property damage only, which converted accident data via a mathematical equation into costs.

There was a discussion about the data the County Road Intersection Crash Ranking Report provided.

Commissioner Maiville stated that visual aids or diagrams would be helpful in analyzing reports.

Discussion.

Commissioner Banas asked whether federal funds were still available for intersections where structural flaws needed to be addressed.

Mr. Conklin stated that the Road Department was able to apply for federal grants every year. He further stated that the Road Department did not apply in 2014 however.

Mr. Conklin provided a list of examples of grants and projects.

Mr. Conklin stated that most years, the Road Department applied for the federal funds.

Commissioner Koenig asked if there was any science behind decisions to place additional signage at intersections.

Mr. Conklin stated that the Manual on Uniform Traffic Control Devices sets standards for intersections. He further stated that the federal government issued this manual of which Michigan had adopted. Mr. Conklin further stated that there were standards of when to elevate traffic control.

Chairperson Celentino thanked Mr. Conklin for his answers and information this evening.

5. Board of Commissioners

a. Resolution Authorizing the Release of Attorney/Client Privileged Communication

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING THE RELEASE OF ATTORNEY/CLIENT PRIVILEGED COMMUNICATION.

Chairperson Celentino stated that the County Attorney had issued an attorney/client privileged opinion regarding holding times for stray animals. He further stated that Law & Courts Committee Chairperson Tsernoglou had requested that this legal opinion be released.

Commissioner Maiville asked whether the resolution went through the Law and Courts Committee.

Chairperson Celentino stated that it had not and resolutions such as these would only come through the County Services Committee.

THE MOTION CARRIED UNANIMOUSLY.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at approximately 6:43 p.m.

MARCH 17, 2015 COUNTY SERVICES AGENDA

STAFF REVIEW SUMMARY

ACTION ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1a. County Treasurer - Resolution to Provide Funding for Low Income Tax Preparation

The Asset Independence Coalition (AIC), under the umbrella of the Power of We Consortium (Ingham County Human Services Collaborative), coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizens. AIC has successfully assisted thousands of low and moderate income taxpayers and helped achieve refunds over several million dollars, including substantial amounts from the Earned Income Tax Credit. These efforts assist the economic condition of low and moderate income citizens and, according to the County Treasurer, income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County. In order to support ongoing funding needs associated with AIC's VITA coordination efforts, the Treasurer proposes a resolution to authorize funding of \$12,000 from the Delinquent Tax Administration fund.

1b. County Treasurer - Resolution Authorizing Ingham County Land Bank to Join Ingham County's Self-Insured Dental and Vision Plan for the Purchase of Dental and Vision Insurance Coverage for Land Bank Employees

Ingham County Land Bank Fast Track Authority was granted authorization to purchase health insurance coverage for its employees through Ingham County effective January 1, 2015 (see Resolution #14-485). However, that authorization did not include participation in the Ingham County self-insured dental and vision plans. The proposed resolution would allow Land Bank employees to have access to these benefits as well.

2. Circuit Court/Family Division - Resolution Authorizing a Contract with Therapy Dogs International and Amending the Ingham County Pet in the Workplace Policy

The Circuit Court Family Division seeks approval of a Memorandum of Understanding with Therapy Dogs International to provide therapeutic services to residents of the Youth Center and other appropriate Court programs. The proposed resolution also waives customary insurance requirements as Therapy Dogs International will not provide the service with those coverage requirements. In addition, this proposal amends Resolution #09-373 to allow for certified therapy dogs in Ingham County facilities. It should be noted that the County does have some liability exposure as the County is self-funded and would be liable for the first \$150,000 in costs associated with any litigation or settlement.

3a. Innovation and Technology (IT) Department - Discussion Regarding General Overview of Projects and Current Status

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

3b. Innovation and Technology (IT) Department - Resolution Authorizing the Purchase of Six (6”) Ortho Photography from the 2015 Tri-County Regional Planning Commission Contract of Digital Aerial Imagery of Ingham County

The IT Department proposes a resolution to authorize additional funding to secure an enhanced level of imagery through the 2015 Tri-County Digital Aerial Imagery Project for Ingham County. Ingham County agreed to participate in this project in 2014 through a \$15,000 budget allocation to obtain photo imagery at the 12” orthophoto resolution. Four Ingham County departments (Ingham County 9-1-1, Drain Commissioner, Environmental Health Division and the Road Department) expressed a desire to obtain enhanced imagery at the 6” orthophoto resolution level for their use. Each department will pay \$8,067.72 to cover additional costs. This supplemental appropriation of \$32,270.86 will bring the total cost to of the project to \$47,270.86.

3c. Innovation and Technology (IT) Department - Resolution Authorizing the Purchase of a Replacement Dell Blade Chassis System for the Virtual Server Environment

The IT Department proposes a resolution to authorize purchase of a Dell Blade Chassis to replace the six-plus year old virtual server environment for Ingham County. Department personnel have been working with Dell to design a solution that meets the functional needs of the County within approved budget allocations. Moving to a chassis server model provides a cost benefit while at the same time making it easier to manage the servers. Total project costs, including a contingency allocation, will not exceed \$75,000.

4. Farmland and Open Space Preservation - Resolution Approving the Farmland and Open Space Preservation Board’s (FOSP) Recommended Selection Criteria (Scoring System) for the 2015 Farmland and Open Space Application Cycles and Approving the FOSP Board to Host a 2015 Application Cycle

This resolution seeks Board approval the 2015 Farmland and Open Space Selection Criteria (Scoring System) for ranking landowner applications. The Ingham County Farmland and Open Space Preservation Board recommended approval of the Selection Criteria for both the Farmland and Open Space Preservation programs.

5a. Equalization Department - Resolution Approving Entering into a Grant with the Michigan Department of Licensing and Regulatory Affairs and Appointing Douglas A. Stover as County Grant Administrator for the 2015 Remonumentation Project

A grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs, for the sole purpose of receiving funds to implement Ingham County’s Monumentation and Remonumentation Plan. The Ingham County Remonumentation Committee consulted with and took into account the preferences and needs of local units of government, the Ingham County Road Department, local surveyors, and area real estate developers in choosing areas in which to work. The proposed resolution would approve entering into an agreement with the Michigan Department of Licensing and Regulatory Affairs for the purpose of receiving \$103,370 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2015, and to appoint Equalization Director Douglas A. Stover as Grant Administrator, as required by statute (MCL 54.269a). The grant amount represents a decrease of \$4,181 (3.8%) from 2014.

5b. Equalization Department - Resolution to Contract with Ronnie M. Lester as County Representative for the Ingham County Monumentation and Remonumentation Project in 2015

Michigan statute (MCL 54.269a) requires appointment of the County Surveyor as County Representative for Monumentation and Remonumentation Projects. The Ingham County Remonumentation Committee recommends approval of a contract with Ronnie M. Lester, P.S., to fulfill this obligation. The contract would take effect upon approval of the 2015 Grant Application by the State.

5c. Equalization Department - Resolution to Contract with Bumstead Land Surveys, Enger Surveying and Engineering, Geodetic Design, Inc., David R. Lohr Surveying, Co., Reynolds Heritage Land Surveying and Mapping and Wolverine Engineers & Surveyors, P.C., as Project Surveyors for the 2015 Ingham County Remonumentation Project

Michigan statute (MCL 54.270) requires that any monumentation or remonumentation work be performed under a negotiated contract. The Ingham County Remonumentation Committee recommends approval of contracts for services of County Project Surveyors as follows:

Bumstead Land Surveys	\$ 13,500
Enger Surveying and Engineering	\$ 13,500
Geodetic Design, Inc.....	\$ 13,500
David R. Lohr Surveying, Co.	\$ 13,500
Reynolds Heritage Land Surveying and Mapping.....	\$ 13,500
Wolverine Engineering and Surveyors, Inc.....	\$ 13,500

Funding for these survey and remonumentation contracts was authorized in the 2015 budget.

5d. Equalization Department - Resolution to Appoint Anthony Bumstead, David Clifford, Ronald Enger, Gilbert Barish, David Van Denberghe, David Lohr, Brian Reynolds and Greg Vaughn, as Peer Review Group Members for the 2015 Ingham County Remonumentation Project

Michigan statute (MCL 54.269b) requires that the county board of commissioners appoint a county peer review group to act as a panel of surveyors. The purpose of this group is to review and provide advice on original public land survey corners or protracted public land survey corners presented by surveyors. Such review and advice must be sought before the County accepts the original public land survey corners or protracted public land survey corners for filing under the County plan. The proposed resolution names eight qualified individuals to full this role, with terms expiring on December 31, 2015.

6a. Road Department - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

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

6b. Road Department - Resolution to Approve Conveyance of an Easement to Michigan State University Adjacent to Hagadorn Road for a Proposed State Building Authority Grant

Michigan State University (MSU) seeks an easement to gain interest in a 10-foot wide strip of land deeded to the Ingham County in 1979 for a pathway. Acquisition of this easement is necessary in order for MSU to grant the State Building Authority access to a proposed Bioengineering facility by crossing that land. The proposed resolution would approve the Hagadorn Road easement conveyance and authorize the County Attorney to work with MSU attorneys in preparation of an Easement Agreement for the Board Chairperson's signature.

6c. Road Department - Resolution to Approve Proposed 2015 Ingham County Bridge Funding Applications for Submission to the Local Bridge Program Manager

Major county bridge repair, replacement, and preventative maintenance projects are typically funded by the Local Bridge Program, which is funded by a combination of federal and state transportation revenue. The Local Bridge Program is a rolling three-year program in which applications approved in the first year of the program receive funding in the third year. Local Bridge Program applications for this year are due May 1 for fiscal year 2018 funding. Each agency is limited to five applications per year and if awarded a project, the program funds 95% of construction costs and the County would need to fund the remaining 5%.

The County Road Advisory Board recommends that the County submit five applications for fiscal year 2018 Local Bridge Program funding as follows:

1. Replacement of the Dietz Road Bridge over the Red Cedar River, Locke Township
2. Replacement of the Bobel Road Bridge over Deer Creek, Wheatfield Township
3. Replacement of the Gale Road Bridge over the Columbia Creek, Aurelius Township
4. Rehabilitation of the Holt Road Bridge over Doan Creek, Leroy Township
5. Preventative maintenance repairs on:
 - Howell Road Bridge over Doan Creek, Wheatfield and Ingham Townships
 - Olds Road Bridge over the Huntoon Lake Drain, Leslie Township
 - Olds Road Bridge over the Perry Creek, Leslie Township

6d. Road Department - Resolution to Award Construction Contracts for Waterborne Pavement Markings to M&M Pavement Markings, Inc., of Grand Blanc, Michigan and Cold Plastic Common Text & Symbols to P.K Contracting, Inc., Troy, Michigan

The Road Department recommends adoption of a resolution to enter into an agreement for waterborne pavement markings from with M&M Pavement Markings, Inc., of Grand Blanc, Michigan at a total cost not to exceed \$419,375. The Department further recommends an agreement for cold plastic common text and symbols from P.K Contracting, Inc., of Troy, Michigan at a total cost not to exceed \$19,434.75.

6e. Road Department - Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Meech Road Over Doan Creek, Holt Road Over Doan Creek, Clark Road Over Deer Creek – MDOT Contract No. 15-5001

The Road Department recommends approval of an agreement with the State of Michigan/MDOT to effect rehabilitation and preventative maintenance work on the Meech Road Bridge over Doan Creek, the Holt Road Bridge over Doan Creek, and the Clark Road Bridge over Deer Creek for a total estimated cost of \$577,000. Funding sources for this project include \$471,960 in state Local Bridge Program funding and \$105,040 from the Road Department.

7a. Human Resources - Resolution Approving the Letter of Understanding with the Fraternal Order of Police, Capital City Lodge No. 141 – Corrections Unit Regarding Vacation Maximum Accumulation (Materials available at meeting)

A tentative agreement was reached between representatives of Ingham County and the Fraternal Order of Police – Corrections Officer Unit on limits to vacation time accrual.

7b. Human Resources – Collective Bargaining Update (Closed Session)

Human Resources Director Travis Parsons will discuss the current status of collective bargaining initiatives. It is necessary to enter into closed session for this discussion as provided by Michigan statute (MCL 15.268(c)).

Agenda Item 1a

DATE: March 4, 2015
TO: Finance and County Services Liaison Committees
FROM: Eric Schertzing
RE: Resolution to fund Volunteer Income Tax Assistance program.

Attached is a proposed resolution authorizing the County Treasurer to fund \$12,000 to the Asset Independence Coalition to support its free tax preparation services for low to moderate income citizens.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION

WHEREAS, the Asset Independence Coalition (AIC), under the umbrella of the Power of We Consortium (Ingham County Human Services Collaborative), coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizens; and

WHEREAS, the group has successfully assisted thousands of low and moderate income taxpayers and helped achieve refunds over several million dollars, including substantial amounts from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a coordinator position hosted and administered by the United Way; and

WHEREAS, the request for this base funding is being made to the Counties of Clinton, Eaton and Ingham and the City of Lansing; and

WHEREAS, these efforts assist the economic condition of low and moderate income citizens and income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes funding for the AIC's VITA coordination efforts of \$12,000 from the Delinquent Tax Administration fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low and moderate income tax preparation assistance and asset building.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that a copy of this resolution shall be forwarded to all local taxing authorities in Ingham County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING INGHAM COUNTY LAND BANK TO
JOIN INGHAM COUNTY'S SELF-INSURED DENTAL AND VISION PLAN
FOR THE PURCHASE OF DENTAL AND VISION INSURANCE COVERAGE
FOR LAND BANK EMPLOYEES**

WHEREAS, Ingham County has a self-insured dental and vision plan through which County-affiliated entities may purchase dental and vision insurance for their employees; and

WHEREAS, the Ingham County Land Bank Fast Track Authority desires to join Ingham County's self-insured dental and vision plans in order to purchase dental and vision insurance coverage for its employees; and

WHEREAS, the Land Bank Board has adopted a resolution approving the Land Bank joining Ingham County's self-insured dental and vision plans and requesting that the Board of Commissioners authorize the same.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Land Bank Fast Track Authority to join Ingham County's self-insured dental and vision plans in order to purchase dental and vision insurance coverage for its employees.

MEMORANDUM

TO: Law and Courts and County Services Committees

FROM: Maureen Winslow

DATE: March 2, 2015

RE: Memorandum of Understanding with Therapy Dogs International

This resolution requests the Ingham County Board of Commissioners to authorize entering into a no cost Memorandum of Understanding with Therapy Dogs International to provide therapeutic services to residents of the Ingham County Youth Center and other appropriate Court programming.

In addition, it amends Resolution #09-373 (see attached) to allow for certified therapy dogs in Ingham County facilities.

As the Law & Courts Committee is aware, I have reached an impasse over obtaining these beneficial therapeutic services for Youth Center residents due to insurance requirements. Therapy Dogs International has insurance in effect which only covers the volunteer dog handler and the dog. They will not obtain additional insurance coverage as recommended by our Attorney and the Michigan Municipal Risk Management Authority (MMRMA).

The Court understands that our Attorney and MMRMA are doing their best to protect the County from liability exposure; however, Therapy Dogs International is doing this service on a volunteer basis.

For the above reason the County Attorney cannot approve the Memorandum of Understanding as to form unless the Board of Commissioners waives the customary contractual insurance requirements. Specifically, the provision that Therapy Dogs International name Ingham County as an additional insured on its liability insurance and the requirement of Therapy Dogs International to, at its own expense, indemnify and hold harmless Ingham County and its agents for all claims, damages, costs etc. arising from this agreement.

The Circuit Court Family Division is requesting that the Ingham County Board of Commissioners approve the no cost Memorandum of Understanding with Therapy Dogs International as we feel the benefits to our residents in the Youth Center and eventually to other Court programming such as the Family Center, outweigh the liability risks of providing these services.

ADOPTED - NOVEMBER 10, 2009

Agenda Item No. 2

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING A PET IN THE WORKPLACE POLICY

RESOLUTION #09-373

WHEREAS, a need has developed to address the issue of a Pet in the Workplace; and

WHEREAS, the Employer has a duty to keep the Workplace free of potential hazards, promote health, safety and orderly conduct.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes the following Ingham County Pet in the Workplace Policy:

Ingham County Pet in the Workplace Policy

Animals in County Facilities: Animals not (used) as service animals (for law enforcement, leaders for the blind or other animals assisting the disabled) are not permitted in Ingham County facilities as a matter of security, health and safety.

COUNTY SERVICES: Yeas: Celentino, Holman, Copedge, Vickers

Nays: None **Absent:** Koenig, Grebner **Approved 11/3/09**

Agenda Item 2

Introduced by the Law and Courts and County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH THERAPY DOGS INTERNATIONAL AND AMENDING THE INGHAM COUNTY PET IN THE WORKPLACE POLICY

WHEREAS, the Ingham County Circuit Court Family Division manages the Youth Center, a detention facility for juveniles under the jurisdiction of the Court; and

WHEREAS, there is a great deal of research surrounding the benefits of a therapy dog in similar environments, including providing the youth comfort, companionship, and a calming effect as well as serving as a reward and incentive; and

WHEREAS, the Ingham County Circuit Court Family Division would like to invite a therapy dog from Therapy Dogs International and its handler to come to the Youth Center from one to 3 times per week to visit with the juveniles; and

WHEREAS, there is no cost to the County for using a therapy dog from Therapy Dogs International; and

WHEREAS, dogs from Therapy Dogs International must be trained and certified in order to act as a therapy dog.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a no cost Memorandum of Understanding with Therapy Dogs International to provide therapeutic services to residents of the Ingham County Youth Center and other appropriate Court programming effective the date of the passage of this resolution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners waives the customary insurance requirements for this no cost contract.

BE IT FURTHER RESOLVED, that Resolution #09-373 is hereby amended to allow for certified therapy dogs in Ingham County facilities.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign a Memorandum of Understanding consistent with this resolution.

Ingham County Innovation and Technology Department

Michael E. Ashton, Chief Information Officer - Email: mashton@ingham.org

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: February 17, 2015
Re: Ingham County

Dear Commissioners,

This resolution authorizes the funds necessary to purchase the 6 inch ortho photography for the 2015 Tri-County Digital Aerial Imagery Project for Ingham County.

The State of Michigan has partnered with Sandborn Map Company to fly the Tri-County area of Ingham, Eaton and Clinton counties. This flight will occur in the spring time, March-April 2015 during the "leaf off" period dependent on the weather. The photo imagery will be delivered in October 2015. Once the data is processed, either the State or Tri-County Regional Planning Commission (TCRPC) will deliver the product to Ingham County. Sanborn will provide either DVD's or portable hard drives.

Ingham County, in partnership with TCRPC, is receiving a 17.7% contiguity discount on the 12" base product with an additional savings of \$4.90 per sq. mile, from the National Geospatial-Intelligence Agency (NGA). Ingham County is also receiving a \$5.21 per sq. mile discount for the 6" ortho resolution.

Resolution #14-483 authorized the Board of Commissioners to use \$15,000 from contingency funds for the participation of the 12" ortho resolution. The additional cost of \$32,270.86 will be divided among the four departments wanting the 6" ortho resolution. Each department will pay \$8,067.72 for the additional cost of the 6" ortho resolution. These enhanced imagery will bring the total cost to \$ 47,270.86.

The funds will be coming from the four departments; 911, Drain Commissioner's Office, Environmental Health, and Roads, who have requested the 6" ortho photography instead of the 12" ortho photography from the approved previous Resolution #14-483.

Users of the imagery include, but are not limited to, 911 Emergency Operations, Drain Commissioner's Office, Environmental Health, and the Department of Roads and Transportation.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF 6 INCH ORTHO PHOTOGRAPHY FROM THE 2015 TRI-COUNTY REGIONAL PLANNING COMMISSION CONTRACT OF DIGITAL AERIAL IMAGERY OF INGHAM COUNTY

WHEREAS, the State of Michigan is coordinating a regional flight of Ingham, Eaton, and Clinton Counties with Tri-County Regional Planning Commission order to produce aerial imagery; and

WHEREAS, Resolution #14-483 authorized participation in this regional project for Ingham County and payment for 12 inch pixel, true color, leaf off digital orthoimagery; and

WHEREAS, the Ingham County 911, Drain Commission, Environmental Health, and Road Department have requested to upgrade to 6 inch ortho photography; and

WHEREAS, the additional \$32,270.86 cost will be divided among the four departments requesting the 6 inch ortho resolution; and

WHEREAS, each department will pay \$8,067.72 for the additional cost of the 6 inch ortho resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes participation in the 2015 Tri-County Regional Planning Commission digital aerial imagery project with the upgrade from 12 inch ortho photography to 6 inch ortho photography as requested by Environmental Health, the Drain Commission, the Road Department, and Ingham County 911.

BE IT FURTHER RESOLVED, each department listed below will pay for this upgrade in the amount of \$8,067.72 and funds for this project will come from the department's operating budgets as follows:

Environmental Health - 22160200-818000-03043

Drain Commission - 639-27500-802000

Road Department – 201-44700-700001

Ingham County 911 - 26132500-818000 (911 funding will be transferred from their fund balance)

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the necessary agreements with Tri-County Regional Planning Commission and the State of Michigan, after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to make the budget adjustments and transfers contemplated by the resolution.

Ingham County Innovation and Technology Department

Michael E. Ashton, Chief Information Officer - Email: mashton@ingham.org

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: February 17, 2015
Re: PURCHASE OF A REPLACEMENT DELL BLADE CHASSIS

Dear Commissioners,

This resolution authorizes the purchase of a Dell Blade Chassis to replace the 6 plus year old virtual server environment for Ingham County.

The Innovation and Technology Department has been working with Dell to design a solution that meets our needs and budget. Dell is offering to give us a blade server chassis with two Blade Servers and network switches.

The Ingham County server environment has high requirements for redundancy and robustness when it comes to the County virtual servers and storage. Because of these requirements an additional server and two additional switches would need to be purchased above what Dell is proposing to provide to the County. Along with the additional server and switches, the Innovation and Technology Department would also need to purchase more RAM for all three servers, two fiber modules for storage and miscellaneous network connectivity modules and cables.

Moving to a chassis server model for the County VMware server environment provides a cost benefit while at the same time making it easier to manage/provision the servers. The cost benefit manifests in both the base server price as well as the cost associated with connecting the servers/hosts to the network and storage.

With standalone servers the County would need to purchase and configure the connectivity to the network and storage on each server. Network/Storage modules and cables need to be purchased, installed and configured for each server. In the Chassis model we purchase and configure the connectivity to the network and storage once. Also, with the Chassis environment when we buy the servers they just slide into the chassis and it leverages the connectivity that has already been set up.

All the quotes from Dell for the additional equipment is quoted under the MHEC contract.

Dell is providing two (2) M630 Blade Servers with 320 GB of memory at no cost. They are also providing a M1000E Blade Chassis at no cost and two (2) Force 10 MXL Switches at no cost.

The County (Innovation and Technology Department) would be purchasing the following equipment:

Two (2) additional M630 Blade servers with 768 GB of memory each, and an additional 896 GB of memory for all the servers and fiber connection modules for \$65,549. The Innovation and Technology Department would also purchase professional installation services for \$5,900 for a total of \$71,449. For contingency purposes we are seeking allowance for a total project cost not to exceed \$75,000.

If you have questions related to this request please feel free to contact me at 517-676-7371 or Mashton@ingham.org

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF A REPLACEMENT DELL BLADE CHASSIS SYSTEM FOR THE VIRTUAL SERVER ENVIRONMENT

WHEREAS, the current virtual server environment is 6 plus years old; and

WHEREAS, the Innovation and Technology Department has been working with Dell to design a solution that meets the needs of Ingham County's network; and

WHEREAS, Dell is offering to provide Ingham County with a blade server chassis with two Blade Servers and network switches at no cost; and

WHEREAS, the Ingham County server environment has high requirements for redundancy and robustness when it comes to the County virtual servers and storage environment; and

WHEREAS, due to these requirements the Innovation and Technology Department recommends purchasing an additional server, two additional switches, and additional memory; and

WHEREAS, the Chief Information Officer for Ingham County recommends purchasing additional equipment and installation services for a total not to exceed cost of \$75,000; and

WHEREAS, in the 2015 budgeting cycle the Innovation and Technology Department budgeted and was approved for \$70,000 in server equipment and \$30,000 in network equipment in the IT Network Data Center account 63625810-932032.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of a Dell Server Chassis, two servers, and switches at no cost from Dell.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the purchase of additional servers, memory and networking equipment at a cost not to exceed \$75,000 from the IT Network Data Center account 63625810-932032.

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

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

MEMO

March 3, 2015

To: County Services Committee

From: Stacy Byers, Director FOSP Board

RE: RESOLUTION APPROVING THE FARMLAND AND OPEN SPACE PRESERVATION BOARD'S RECOMMENDED SELECTION CRITERIA (SCORING SYSTEM) FOR THE 2015 FARMLAND AND OPEN SPACE APPLICATION CYCLES AND APPROVING THE FOSP BOARD TO HOST A 2015 APPLICATION CYCLE

Summary of Proposed Action:

This resolution approves the 2015 Farmland and Open Space Selection Criteria's (Scoring System) for ranking landowner applications. The Ingham County Farmland and Open Space Preservation Board recommends the County Board of Commissioners adopt the 2015 Selection Criteria's for both the Farmland and Open Space Preservation programs and approve the FOSP Board to host a 2015 Farmland and Open Space Preservation application cycle

Financial Implications:

There will be future costs associated with proceeding with a 2015 Farmland and Open Space Application Cycle, including, but not limited to, postage and mailings, newspaper announcement costs and staff time to score and rank applications. Once all Applications, both new and old, are scored and ranked the FOSP Board will recommend approval of the top ranked applicants by the Board of Commissioners. Those costs are included in the 2015 budget.

Introduced by the County Services Committee:

INGHAM COUNTY BOARD OF COMMISSIONERS:

RESOLUTION APPROVING THE FARMLAND AND OPEN SPACE PRESERVATION BOARD'S (FOSP) RECOMMENDED SELECTION CRITERIA (SCORING SYSTEM) FOR THE 2015 FARMLAND AND OPEN SPACE APPLICATION CYCLES AND APPROVING THE FOSP BOARD TO HOST A 2015 APPLICATION CYCLE

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached 2015 Farmland and Open Space Selection Criteria's developed by the Ingham County Farmland and Open Space Preservation Board as set forth in the Farmland and Open Space Preservation Ordinance passed July 27, 2004.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Farmland and Open Space Preservation Board hosting a 2015 farmland and open space preservation application cycle.

Selection Criteria for Farmland Preservation Program 2015 Application Cycle

Tier I Criteria

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

AGRICULTURAL CHARACTERISTICS (57 POINTS)

1) **Agricultural Productivity – Prime and Unique Soils**

Maximum Points: 20

Prime and Unique Soils

Prime under all circumstances

20 points

Prime if adequately drained

points

15

Not prime or unique

0 points

Example: 70% of parcel is prime under all circumstances (0.70 x 20 pts) = 14 points

30% of parcel is prime if adequately drained (0.30 x 15 pts) = 4.5 points

Total points = 18.5 points

2) **Size of Parcel (s)**

Maximum Points: 20

Points for parcels between 15 and 200 acres are calculated by multiplying 0.1 times the parcel size. Any parcel above 200 acres receives 20 points. Parcels between 15 and 39.99 acres **must** be in specialty crop production. Parcels that are 0-14.99 acres receive 0 points.

Example: Parcel size is 150 acres: $150 \times 0.1 = 15$

Example: Parcel is 85 acres: $85 \times 0.1 = 8.5$

Example: Parcel is 350 acres: $350 \times 0.1 = 35$; 20 points, the maximum possible

Example: Parcel is 13 acres: (0 points for parcel less than 14.99 acres)

3) **Additional Agricultural Income**

Maximum Points: 5

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

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

4) Proximity to Existing Livestock Farms

Maximum Points: 5

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

Parcel is contiguous to an existing livestock operation

5 points

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

3 points

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

0 points

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

5) Amount of Undeveloped* Land in the Surrounding Area

Maximum Points: 7

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

75 % or more of the surrounding area is undeveloped land

7 points

50% or more but less than 75% of the surrounding area is undeveloped land

5 points

25% or more but less than 50% of the surrounding area is undeveloped land

2 points

Less than 25% of the surrounding area is undeveloped land

0 points

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

DEVELOPMENT PRESSURE (48 POINTS)

6) Proximity to Existing Public Sanitary Sewer or Water, or Both

Maximum Points: 10

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

Less than one-half (1/2) mile from sewer or water

5 points

One-half (1/2) mile or more but less than 1 mile

7 points

- One (1) mile or more but less than 2 miles
10 points
- Two (2) miles or more but less than 5 miles
5 points
- More than 5 miles
0 points

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

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

Maximum Points: 30

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

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

8) Road Frontage (paved or gravel)

Maximum Points: 8

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

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

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

ADDITIONAL AGRICULTURAL PROTECTION EFFORTS (38 POINTS)

9) Location to Protected Property

Maximum Points: 20

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

Parcel is adjacent to protected land

20 points

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

15 points

Parcel is not adjacent but within 1 mile of protected land

10 points

Parcel is not adjacent but within 2 miles of protected land

5 points

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

10) Agricultural District Zoning

Maximum Points: 3

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

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

3 points

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

1 points

Non-Agricultural District

0 points

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

11) Block Applications

Maximum Points: 15

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

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

15 points

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

10 points

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

8 points

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

6 points

Contiguous acreage of 299 acres or less

0 points

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

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

OTHER CRITERIA (10 POINTS)

12) Additional Agricultural Characteristics

Maximum Points: 5

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

Parcel has one or more additional agricultural features

5 points

Parcel does not have an additional agricultural feature

0 points

13) Michigan Agricultural Environmental Assurance Program (MAEAP)

Maximum Points: 5

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

Farm is MAEAP verified

5 points

Farm is not MAEAP verified

0 points

TIER I: TOTAL POINTS POSSIBLE IS 153

Selection Criteria for **Open Space** Land Preservation Program 2015 Application Cycle

Tier I Criteria Sections	
Ecological, scenic, geological criteria	56 points
Property size and location criteria	<u>45 points</u>
<i>Total Points</i>	<i>101 points</i>

A. Potential Conservation Area(s) (from the Greening Mid-Michigan Project)

Maximum Points: 10

- | | | |
|-----------|-------------------------|----|
| 1. | High Potential | 10 |
| points | | |
| 2. | Medium Potential | 8 |
| points | | |
| 3. | Low Potential | 6 |
| points | | |

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

B. Water quality values

1. Riparian land

Maximum Points: 5

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

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

2. Land in the 100-year flood plain

Maximum Points: 8

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

Example: 20 acres of an 80 acre parcel is in the 100-year flood plain: $8 \times 25 / 100$ ($20 / 80 = 0.25$) = $200 / 100$

= 2 points

3. Wetlands, including buffer area

Maximum Points: 4

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

Example: 5 acres of an 40 acre parcel is wetland: $4 \times 12.5 / 100$ ($5 / 40 = 0.125$) = $50 / 100 = 0.5$ points

4. Aquifer recharge land

Maximum Points: 8

Property that is qualified by the MSU RS&GIS model as aquifer recharge land will receive points based on the following formula; $8 \times \text{percent aquifer recharge land} = \text{points}$.

Example: 10 acres of a 20 acre parcel is aquifer recharge land: $8 \times 50 / 100$ ($10 / 20 = 0.50$) = $400 / 100 = 4$ points

C. Habitats

1. Forestland

Maximum Points: 5

Property that is 100% forest land receives 5 points. Points for a property with less than 100% forest land are: 5 x percent in forest land = points.

Example: 15 acres of a 20 acres parcel is wooded: $5 \times 75/100$ ($15/20 = 0.75$) = $375/100 = 3.75$ points

2. Others – grassland, shrub land, etc.

Maximum Points: 3

Property that is 100% in other types of natural habitat receives 3 points. Points for a property with less than 100% in other types of habitat are: 3 x percent in other types of habitat = points.

Example: 10 acres of a 15 acre parcel is grassland: $3 \times 66/100$ ($10/15 = 0.66$) = $198/100 = 1.98$ points

D. Rare species

Maximum Points: 10

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

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

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

E. Physically (geologically) significant features

Maximum Points: 3

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

PROPERTY SIZE and LOCATION CRITERIA (45 points)

F. Parcel size

Maximum Points: 25

Parcels of 100 acres or greater receives 25 points. Points for a property of less than 100 acres are: 25 x acreage of parcel/100 = points.

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

G. Proximity to Designated Population Center in Ingham County (As Defined in “Regional Growth: Choices For Our Future”, Summary Report, Tri-County Regional Planning Commission, Sept. 2005)

Maximum Points: 5

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

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

H. Location with respect to other protected property

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

Maximum Points: 10

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

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

I. Road frontage (paved or gravel)

Maximum Points: 2

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

Example: Parcel has 500 feet of road frontage: $2 \times 500 = 1000/1320 = 0.76$ points

J. Block applications

Maximum Points: 3

Properties applying in a block application must be contiguous (they may be separated by a road). Each applicant in the block application will receive the stated points. Two or more landowners applying together and submitting 300 or more contiguous acres each receives 3 points. Points for two or more landowners submitting less than 300 acres are: $3 \times \text{number of contiguous acres submitted}/300 = \text{points}$.

Example: Parcel is applying with three other landowners to make a 450 acre block of land: $3 \times 450 = 1350/300 = 4.5$ therefore the points received are 3, the maximum.

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

TOTAL TIER I POINTS POSSIBLE – 101

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

Agenda Item 5a, 5b, 5c and 5d

To: County Services and Finance Committees

From: Douglas A. Stover, Director
Equalization/Tax Mapping

Date: March 3, 2015

Subject: 2015 Remonumentation Grant

Attached are four resolutions.

The first resolution authorizes entering into the 2015 Survey and Remonumentation Grant with the Michigan Department of Licensing and Regulatory Affairs and appoints the County Grant Administrator. The appropriation amount for the 2015 grant is \$103,370.

The second resolution appoints the County Representative.

The third resolution authorizes entering into contracts with County Surveyors.

The fourth resolution appoints Peer Review Group members.

These resolutions are being submitted for the March 17th County Services Committee meeting and the March 18th Finance Committee meeting.

MEMORANDUM

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: March 3, 2015

SUBJECT: Proposal Summary for Remonumentation Surveyor Services

Project Description:

The Ingham County Remonumentation Committee sought proposals for the services of multiple Monumentation Surveyors for 2014. All work shall be performed under the guidelines and conditions set forth in P.A. 345 of 1990.

It is expected that approximately 75 corners will be researched and/or be monumented and recorded, (specific corners will be determined before award). The Contractors shall perform the following services in areas of Ingham County designated by Ronnie M. Lester, County Representative.

Proposal Summary:

Vendors contacted: 18 Local: 8
 Vendors responding: 7 Local: 5

Vendors not bidding:

Spicer Group, Holt, MI; will not be submitting a bid due to current workload, available staffing, and the competitiveness for this project Spicer Group will not be submitting.

C2AE, Lansing, MI; after careful review of the RFP and our current staffing and workload, we feel it is in the best interest of Ingham County and C2AE for us to decline to submit a proposal at this time.

Rowe Professional Services Co., Flint, MI; will not be submitting a bid; however, thank you for the opportunity.

Boss Engineering, Howell, MI; will not be submitting due to projected workload this year.

Vendor Name	Local	Add 1	Licensed Surveyor Rate/Hour	2 Man Field Crew /Equipment & Vehicle Rate/Hour	Additional Crew Member Rate/Hour	Sr. Office Technician Rate/Hour	Draftperson Rate/Hour	Typist/General Office Task Rate/Hour
David R. Lohr	Yes	Yes	\$110.00	\$135.00	\$35.00	\$65.00	\$65.00	\$40.00
Wolverine Engineering	Yes	Yes	\$100.00	\$130.00	\$30.00	\$60.00	\$60.00	\$35.00
Bumstead Land Surveyors	Yes	Yes	\$100.00	\$120.00	\$40.00	\$60.00	\$60.00	\$40.00
Reynolds Heritage Land Surveyors	No	-	\$102.00	\$132.00	\$30.00	\$57.00	\$64.00	\$36.00
Geodetic Designs	Yes	Yes	\$118.00	\$165.00	\$22.00	\$55.00	\$80.00	\$45.00
Wm. A. Kibbe & Associates	Yes	Yes	\$94.50	\$136.00	\$54.75	\$64.75	\$54.75	\$40.75
Enger Surveying & Engineering	Yes	Yes	\$93.00	\$130.00	\$28.00	\$60.00	\$60.00	\$35.00

Recommendation:

The Evaluation Committee recommends awarding multiple contracts, each at a total cost not to exceed \$13,500 and at the rates at the table below, to the following vendors: David R. Lohr, Wolverine Engineering, Bumstead Land Surveyors, Reynolds Heritage Land Surveyors, Geodetic Designs, and Enger Surveying & Engineering.

Service Description	Lowest Quoted Cost
Licensed Surveyor	\$93
2 Man Field Crew w/ Equipment & Vehicle	\$120
Additional Crew Member	\$28
Senior Office Technician	\$60
Draftsperson	\$60
Typist/ General Office Tasks	\$35

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 APPROVING ENTERING INTO A GRANT WITH THE MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS AND APPOINTING DOUGLAS A. STOVER AS COUNTY GRANT ADMINISTRATOR FOR THE 2015 REMONUMENTATION PROJECT

WHEREAS, a grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs, for the sole purpose of receiving funds to implement Ingham County's Monumentation and Remonumentation Plan; and

WHEREAS, as requested, the Ingham County Remonumentation Committee did consult with and take into account the preferences and needs of local units of government, the Ingham County Road Department, local surveyors, and area real estate developers in choosing areas in which to work; and

WHEREAS, the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs has reviewed Ingham County's 2015 Survey and Remonumentation Grant Application in the amount of \$103,370, and has forwarded the 2015 Grant Agreement/Contract for execution; and

WHEREAS, as required by Act 345, P.A. 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint a County Grant Administrator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a grant with the Michigan Department of Licensing and Regulatory Affairs for the purpose of receiving \$103,370 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2015.

BE IT FURTHER RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoint Douglas A. Stover, Equalization Director, for the related services of County Grant Administrator as required by Act 345, P.A. 1990.

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTRACT WITH RONNIE M. LESTER AS COUNTY REPRESENTATIVE
FOR THE INGHAM COUNTY MONUMENTATION AND REMONUMENTATION PROJECT
IN 2015**

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan; and

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, P.S., upon approval of the 2015 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2015 through December 31, 2015, at a cost not to exceed \$14,560.

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH BUMSTEAD LAND SURVEYS, ENGER SURVEYING AND ENGINEERING, GEODETIC DESIGN, INC., DAVID R. LOHR SURVEYING, CO., REYNOLDS HERITAGE LAND SURVEYING AND MAPPING AND WOLVERINE ENGINEERS & SURVEYORS, P.C., AS PROJECT SURVEYORS FOR THE 2015 INGHAM COUNTY REMONUMENTATION PROJECT

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, six qualified surveying firms were selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2015; and

WHEREAS, it is the recommendation of the Purchasing Director, with the concurrence of the Remonumentation Committee, that it is in the County's best interest to authorize contracts with Bumstead Land Surveys, Enger Surveying and Engineering, Geodetic Design, Inc., David R. Lohr Surveying, Co., Reynolds Heritage Land Surveying and Mapping and Wolverine Engineering and Surveyors, Inc. for services as monumentation surveyors for 2015.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts for the services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be funded by survey and remonumentation grant funds authorized for 2015:

Bumstead Land Surveys: \$13,500
Enger Surveying and Engineering: \$13,500
Geodetic Design, Inc.: \$13,500
David R. Lohr Surveying, Co.: \$13,500
Reynolds Heritage Land Surveying and Mapping: \$13,500
Wolverine Engineering and Surveyors, Inc.: \$13,500

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.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPOINT ANTHONY BUMSTEAD, DAVID CLIFFORD, RONALD ENGER, GILBERT BARISH, DAVID VAN DENBERGHE, DAVID LOHR, BRIAN REYNOLDS AND GREG VAUGHN, AS PEER REVIEW GROUP MEMBERS FOR THE 2015 INGHAM COUNTY REMONUMENTATION PROJECT

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group members be appointed by the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group members for the 2015 Ingham County Remonumentation Project:

Anthony Bumstead, 513 W. Lovett Street, Charlotte, MI 48813
David Clifford, 805 N. Cedar Street, Mason, MI 48854
Ronald Enger, 805 N. Cedar Street, Mason, MI 48854
Gilbert Barish, 2300 N. Grand River Avenue, Lansing MI 48906
David Van Denberghe, 2300 N. Grand River Avenue, Lansing MI 48906
David Lohr, 6014 Chesapeake Drive, Lansing MI 48911
Brian Reynolds, 138 W. State Street, Hastings MI 49058
Greg Vaughn, 312 North Street, Mason MI 48854

to terms expiring December 31, 2015.

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 March 4, 2015 as submitted.

MEMORANDUM

TO: County Services

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: March 2, 2015

SUBJECT: Hagadorn Road Easement for Michigan State University Building Grant

Ingham County Road Department staff was approached by Michigan State University's Land Management Department to facilitate securing \$30 million of financial assistance from the State Building Authority for a proposed Bioengineering facility (see attached request letter).

As stated in the request letter, Michigan State University (MSU) needs a formal easement to gain an interest in the 10 foot wide strip of land that MSU quitclaimed to the Ingham County Road Commission in 1979 for a pathway, in order for MSU to grant the State Building Authority access to the new facility by crossing that land.

The reason for this memo is to recommend approval of the Hagadorn Road easement conveyance and authorize the County Attorney to work with MSU's attorney in preparing an Easement Agreement for the Board Chairperson's signature.

Approval of the attached resolution is recommended.

**MICHIGAN STATE
UNIVERSITY**

February 18, 2015

Board of Ingham County Commissioners
Ingham County Road Commission
301 North Bush Street
Mason, MI 48854

Dear Commissioners:

Michigan State University (MSU) requests that the Board of Ingham County Commissioners (BOC) approve the enclosed easement.

Background

In 1979, MSU quitclaimed a 10' wide strip of land parallel to Hagadorn Road in Section 19, Meridian Township, to the Ingham County Road Commission (see the enclosed deed and map). The strip was to be used as a public bike path.



**Land Management
Charles J. Reid
Director**

Spartan Way
Michigan State University
535 Chestnut Road, Room 246
East Lansing, MI 48824

517-355-3272
Fax: 517-984-0401
lmo@msu.edu

MSU is constructing a Bioengineering Facility, and as a condition to receiving nearly \$30M in financial assistance from the State Building Authority (SBA), MSU must convey the parcel on which the Facility will be constructed to the SBA. The parcel is located at the southwest corner of MSU-owned Service Road and Hagadorn Road. Because MSU neither owns the strip of land conveyed to Ingham County for the bike path nor has an easement from the County for the existing Service Road or utilities that cross the strip of land, the SBA is requiring this easement from Ingham County. This was discovered through title work done by the SBA.

We are also requesting the easement include all MSU properties that adjoin the bike path to accommodate existing utilities and roadways (see enclosed map).

Sincerely,

A handwritten signature in cursive script that reads "Charles J. Reid".

Charles J. Reid
Director

Enclosures

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE CONVEYANCE OF AN EASEMENT
TO MICHIGAN STATE UNIVERSITY ADJACENT TO HAGADORN ROAD
FOR A PROPOSED STATE BUILDING AUTHORITY GRANT**

WHEREAS, the Ingham County Road Department has been approached by Michigan State University's Land Management Department to facilitate securing \$30 million of financial assistance from the State Building Authority for a proposed Bioengineering facility to be built on property in the southwest corner of Hagadorn Road and Service Drive; and

WHEREAS, the Road Department received the a request letter from Michigan State University (MSU) asking for a formal easement document to gain an interest in the 10 foot wide strip of land along Hagadorn Road that MSU quitclaimed to the Ingham County Road Commission in 1979 for a pathway; and

WHEREAS, conveyance of the easement is necessary in order for MSU to grant the State Building Authority access to the new facility by crossing that land.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Hagadorn Road easement conveyance and authorizes preparation of a formal Easement Agreement.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the Easement Agreement and other 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: Robert Peterson, Director of Engineering
Road Department

DATE: March 2, 2015

SUBJECT: Proposed 2015 Local Bridge Program Funding Applications

Major county bridge repair, replacement, and preventative maintenance projects are typically funded by the Local Bridge Program, which is funded by a combination of federal and state transportation revenue. The Local Bridge Program is a rolling three-year program, in which applications approved in the first year of the program receive funding in the third year of the program. Local Bridge Program applications for this year are due May 4th for fiscal year 2018 funding. Each agency is limited to five applications per year and if awarded a project, the program funds 95% of construction costs and the Road Department would need to fund the remaining 5%.

New since the 2010 call for projects is a provision that allows for “multiple structure applications” - where multiple bridges, that need similar preventative maintenance (PM) work, could be submitted together and only count as one application. The intent was to make PM applications more attractive to applicants, take advantage of construction economies of scale, and streamline MDOT oversight.

The Road Department contracts to have all county bridges inspected, biennially or more frequently, by a state certified bridge inspection consultant as required by federal requirements. Our inspection consultant is required to recommend bridge project candidates for replacement, rehabilitation, or preventative maintenance as part of their contract deliverable.

Ingham County Road Department staff thoroughly evaluated the inspection consultant’s recommendations and presented the recommended list of bridge projects, for which funding applications are to be submitted, at the January 21, 2015, Ingham County Road Advisory Board meeting. During the meeting, the Ingham County Road Advisory Board passed a motion recommending approval of submitting the following 2015 funding applications:

<u>Bridge</u>	<u>Comments</u>	<u>Priority</u>
Dietz Road bridge over Red Cedar River, Locke Twp. \$1,100,000 (est.)	Primary road bridge <u>replacement</u> , 700 ADT, posted for 34 tons, 41 tons, and 54 tons.	Repl-1
Nobel Road bridge over Deer Creek, Wheatfield Twp. \$600,000 (est.)	Local road bridge <u>replacement</u> , 772 ADT, posted for 30 tons, 49 tons, and 64 tons.	Repl-2
Gale Road bridge over Columbia Creek, Aurelius Twp. \$600,000 (est.)	Local road bridge <u>replacement</u> , 260 ADT, posted for 13 tons.	Repl-3
Holt Road bridge over Doan Creek, Leroy Twp. \$585,000 (est.)	Local road bridge <u>rehabilitation</u> , consisting of a superstructure replacement, 900 ADT, posted for 42 tons, 51 tons, and 62 tons.	Rehab-1
Howell Road bridge over Doan Creek, Wheatfield & Ingham Twps. Olds Road bridge over Huntoon Lake Drain, Leslie Twp. Olds Road bridge over Perry Creek, Leslie Twp. \$752,000 total (est.)	Three local road bridges needing <u>preventative maintenance</u> (PM) consisting of Timber pile and back-wall sheeting repairs, railing replacement, deck overlays, guardrail retrofit, and full cleaning and coating of structural steel.	PM-1

Based on the Ingham County Road Advisory Board's motion, we are soliciting similar support from the Board of Commissioners because the Local Bridge Program requires the road agency's governing body to pass a resolution in support of the bridge funding applications.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE
PROPOSED 2015 INGHAM COUNTY BRIDGE FUNDING APPLICATIONS
FOR SUBMISSION TO THE LOCAL BRIDGE PROGRAM MANAGER**

WHEREAS, federal and state funding is made available for major bridge reconstruction, rehabilitation, and preventative maintenance projects through the Local Bridge Program; and

WHEREAS, the Local Bridge Program requires an application process where "... a current resolution, signed and dated, from the governing board supporting the project" must be submitted for bridge projects to be considered for funding under this program; and

WHEREAS, the Ingham County Road Department has all Ingham County road bridges inspected by a state certified bridge inspection consultant biennially, or more often, as required by federal requirements; and

WHEREAS, the state certified bridge inspection consultant recommends bridge projects for replacement, rehabilitation, and preventative maintenance, which is provided to and evaluated by Road Department staff; and

WHEREAS, Road Department staff concurs with the bridge inspection consultant's bridge project recommendations and priorities; and

WHEREAS, the Ingham County Road Advisory Board was convened for a meeting on January 21, 2015, among other issues, to consider and advise the Board of Commissioners on projects to be submitted for federal and state Local Bridge Program funding; and

WHEREAS, upon reviewing the county bridge needs and input from Road Department staff, the County Road Advisory Board passed a motion recommending approval for submitting 2015 funding applications to address replacement, rehabilitation, and preventative maintenance needs for the following bridges:

1. Replacement of the Dietz Road Bridge over the Red Cedar River, Locke Township
2. Replacement of the Nobel Road Bridge over Deer Creek, Wheatfield Township
3. Replacement of the Gale Road Bridge over Columbia Creek, Aurelius Township
4. Rehabilitation of the Holt Road Bridge over Doan Creek, Leroy Township
5. Preventative maintenance repairs on:
 - Howell Road Bridge over Doan Creek, Wheatfield and Ingham Townships
 - Olds Road Bridge over the Huntoon Lake Drain, Leslie Township
 - Olds Road Bridge over the Perry Creek, Leslie Township

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Road Department staff to submit five applications for the bridges listed above for fiscal year 2018 Local Bridge Program funding.

MEMORANDUM

To: County Services Committee
Finance Committee

From: Robert Peterson, Director of Engineering
Road Department

Date: February 23, 2015

Subject: 2015 Pavement Marking Contracts

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

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

The Purchasing Department advertised and received three bids for each of the pavement marking items – Waterborne Pavement Markings and Cold Plastic Common Text & Symbols. This year's recommended bidder for Waterborne Pavement Markings is **M&M Pavement Markings, Inc., Grand Blanc, Michigan**. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled \$419,375.00. Their unit prices and total costs are in-line with those received in 2013.

This year's recommended bidder for Cold Plastic Common Text & Symbols is **P.K Contracting, Inc., Troy, Michigan**. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled \$19,434.75. Their unit prices and total costs are in-line with those received in 2013.

The present Road Department budget does not have adequate funding for the above described pavement markings. But, due to additional state revenue appropriated in 2014, the Road Department is to receive three \$287,500 revenue appropriations in February, May, and August of 2015, pursuant to Article XVII, Sections 120 and 1002 of PA 252 of 2014. The intent is to use some of the additional state revenue to adequately fund the Road Department's pavement marking program.

Approval of the attached resolution is recommended.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: March 4, 2013

SUBJECT: Proposal Summary for the 2013 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program for the Ingham County Department of Transportation & Roads

Project Description:

Proposals were sought from experienced contractors for the purpose of entering into a contract to provide pavement markings for the 2015 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program.

The successful contractor will be responsible for providing all necessary machinery, tools, labor, apparatus and other means of construction, do all work and furnish all the materials for the unit prices named in the itemized bids. The contractor is to complete the work herein described in strict accordance with the proposal and in strict conformity with the requirements of the 2012 edition of the Michigan Department of Transportation (MDOT), Standard Specifications for Construction, the current edition of the MDOT Standard Plans, MDOT Pavement Marking Typical Plans and other general provisions, supplemental specifications and instructions in this proposal.

Bid Tabulation:

Located on the following page

Proposal Summary:

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

Recommendation:

It is the recommendation of the Evaluation Committee to award one contract to M&M Pavement Marking, Inc. at unit prices quoted in its February 17, 2015 response to RFP #12-15 – Waterborne Pavement Markings; and one contract to P.K Contracting, Inc. at unit prices quoted in its February 17, 2015 response to RFP #12-15 – Cold Plastic Common Text & Symbols.

Advertisement:

The RFP was advertised in the Lansing State Journal, the Michigan Infrastructure and Transportation Association (MITA), The County Road Association of Michigan (CRAM) bid information website, and posted on the Purchasing Department Web Page.

Waterborne Pavement Marking:

Item No. 1 - Waterborne Pavement Marking - Longitudinal Lines	Michigan Pavement Markings, LLC		M&M Pavement Markings Inc		P.K. Contracting	
	Local Vendor: No		Local Vendor: No		Local Vendor: No	
Description	Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
Work Item #1: 800.00 Miles, more or less, of yellow double line or yellow skip centerline, applied using an estimate of 20.00 gallons of yellow paint per mile.	\$290.00	\$232,000.00	\$260.00	\$208,000.00	\$336.60	\$269,280.00
Work Item #2: 900.00 Miles, more or less, of white or yellow 4-inch edge line applied, per mile.	\$235.00	\$211,500.00	\$220.00	\$198,000.00	\$253.44	\$228,096.00
Work Item #3: 125.00 Miles, more or less, of skip white lane line applied, per mile.	\$100.00	\$12,500.00	\$75.00	\$9,375.00	\$85.00	\$10,625.00
Work Item #4: 50,000 Linear Feet, more or less, of placing yellow centerline and/or white edge line on bituminous repair pads of varying lengths at varied locations throughout the county.	\$0.059	\$2,950.00	\$0.08	\$4,000.00	\$0.06	\$3,000.00
ITEM NO 1: TOTAL BID PRICE	\$458,950.00		\$419,375.00		\$511,001.00	

Cold Plastic Pavement Marking:

Item No. 2 - Cold Plastic Pavement Marking - Common Text & Symbols	Unit	Michigan Pavement Markings, LLC		M&M Pavement Markings Inc		P.K. Contracting	
		Unit Price	Total Amount	Unit Price	Total Amount	Unit Price	Total Amount
Work Item #1: 1,184 LFT, 12-inch Crosswalk	LFT	\$5.50	\$6,512.00	\$5.00	\$5,920.00	\$4.00	\$4,736.00
Work Item #2: 00 LFT, 12-inch, Cross Hatching, both white & yellow	LFT	\$5.50	\$0.00	\$6.00	\$0.00	\$4.00	\$0.00
Work Item #3: 703 LFT, 18-inch, Stop Bar	LFT	\$7.50	\$5,272.50	\$7.00	\$4,921.00	\$6.25	\$4,393.75
Work Item #4: 336 LFT, 24-inch, Stop Bar	LFT	\$10.00	\$3,360.00	\$10.00	\$3,360.00	\$9.30	\$3,124.80
Work Item #5: 00 Each, Directional Arrow Symbol	EA	\$200.00	\$0.00	\$150.00	\$0.00	\$168.00	\$0.00
Work Item #6: 7 Each, Lt. Turn Arrow Symbol	EA	\$175.00	\$1,225.00	\$150.00	\$1,050.00	\$81.90	\$573.30
Work Item #7: 6 Each, ONLY Symbol	EA	\$175.00	\$1,050.00	\$240.00	\$1,440.00	\$94.50	\$567.00
Work Item #8: 14 Each, Railroad Symbol	EA	\$450.00	\$6,300.00	\$600.00	\$8,400.00	\$325.50	\$4,557.00
Work Item #9: 1 Each, Rt. Turn Arrow Symbol	EA	\$175.00	\$175.00	\$150.00	\$150.00	\$81.90	\$81.90
Work Item #10: 4 Each, SCHOOL Symbol	EA	\$225.00	\$900.00	\$340.00	\$1,360.00	\$162.75	\$651.00
Work Item #11: 00 Each, Thru and Lt. Turn Arrow Symbol	EA	\$250.00	\$0.00	\$230.00	\$0.00	\$157.50	\$0.00
Work Item #12: 1 Each, Thru and Rt. Turn Arrow Symbol	EA	\$250.00	\$250.00	\$230.00	\$230.00	\$157.50	\$157.50
Work Item #13: 1 Each, Thru Arrow Symbol	EA	\$150.00	\$150.00	\$120.00	\$120.00	\$73.50	\$73.50
Work Item #14: 300 SFT, Rem Spec Mrkg	SFT	\$2.00	\$600.00	\$1.00	\$300.00	\$1.73	\$519.00
ITEM NO 2: TOTAL BID PRICE	\$25,794.50		\$27,251.00		\$19,434.75		

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

WHEREAS, a request for proposals was issued and three responsive bids were received to provide the contractor applied pavement markings; and

WHEREAS, M&M Pavement Marking, Inc., Grand Blanc, Michigan, submitted the lowest qualified bid to provide Countywide Waterborne Pavement Markings for a total estimated cost of \$419,375.00; and

WHEREAS, P.K Contracting, Inc., Troy, Michigan, submitted the lowest qualified bid to provide Countywide Cold Plastic Common Text & Symbols for a total estimated cost of \$19,434.75; and

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

WHEREAS, the total estimated cost for the pavement markings will be accounted for in the Road Department's 2015 road maintenance budget after the April 2015 budget amendment effort, which will recognize projected additional state MTF revenue not anticipated when the original 2015 Road Department budget was prepared.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with M&M Pavement Marking, Inc., Grand Blanc, Michigan, to provide Countywide Waterborne Pavement Markings for a total estimated cost of \$419,375.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with P.K Contracting, Inc., Troy, Michigan, to provide Countywide Cold Plastic Common Text & Symbols for a total estimated cost of \$19,434.75.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: February 23, 2015

SUBJECT: Bridge Structure Rehabilitation and Preventative Maintenance for:
Meech Road Bridge over Doan Creek
Holt Road Bridge over Doan Creek
Clark Road Bridge over Deer Creek

The Ingham County Road Department has received Local Bridge Program funding to perform bridge rehabilitation and preventative maintenance work on the Meech Road Bridge over Doan Creek, the Holt Road Bridge over Doan Creek, and the Clark Road Bridge over Deer Creek. These three projects will be packaged together as a single construction contract.

The project generally involves bridge railing replacement, cleaning and coating of structural steel, deck replacement or shallow overlays, guardrail installation, and scour countermeasures. The estimated costs for the project are as follows:

State Local Bridge Funding	\$ 471,960
Road Department Match:	<u>\$ 105,040</u>
	\$ 577,000

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department's responsibilities and to administer the construction contract on MDOT's behalf.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement.

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO STATE FUNDED BRIDGE PROJECTS LOCATED AT MEECH ROAD OVER DOAN CREEK, HOLT ROAD OVER DOAN CREEK, CLARK ROAD OVER DEER CREEK - MDOT CONTRACT NO. 15-5001

WHEREAS, the Road Department has received Local Bridge Program funding to perform bridge rehabilitation and preventative maintenance work on the Meech Road Bridge over Doan Creek, the Holt Road Bridge over Doan Creek, and the Clark Road Bridge over Deer Creek; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, the estimated costs for the project are as follows:

State Local Bridge Funding	\$ 471,960
Road Department Match:	<u>\$ 105,040</u>
	\$ 577,000

WHEREAS, the Road Department match is included in the 2015 Road Department budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect rehabilitation and preventative maintenance work on the Meech Road Bridge over Doan Creek, the Holt Road Bridge over Doan Creek, and the Clark Road Bridge over Deer Creek for a total estimated cost of \$577,000 consisting of \$471,960 of state Local Bridge Program funding and \$105,040 in Road Department funds.

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