THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, APRIL 5, 2016
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 15, 2016 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. Drain Commissioner - Resolution to Approve Agreement for Work in County Road Right of Way by Stimson Drain Drainage District

2. Health Department - Resolution to Authorize Amendment #3 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health

3. Parks Department
   a. Resolution Authorizing Ingham County to Enter into a Contract with Spicer Group, Inc. for Professional Consulting Services to Assist the Ingham County Parks Department and Park Commission in Assembling the 2017-2021 Master Plan
   b. Resolution Authorizing the Funding for the Purchase of a Versymmetric Plus 2 Lift - Vehicle Hoist System at Hawk Island County Park

4. Animal Control
   a. Resolution to Create Two Lead Worker Positions
   b. Resolution to Cancel the “On Call” Letter Of Understanding with the United Auto Workers
   c. Resolution to Adopt the “On Call” Letter of Understanding with Capital City Labor Program

5. Equalization/Tax Mapping
   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 2016 Remonumentation Project
   b. Resolution to Contract with Ronnie M. Lester as County Representative for the Ingham County Monumentation and Remonumentation Project in 2016

d. Resolution to Contract with and 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 2016 Ingham County Remonumentation Project

6. Road Department
   a. Resolution to Retain As-Needed Construction Inspection and Supervision Services with Tetra Tech of Michigan, P.C. and NTH Consultants, Ltd
   b. Resolution to Retain As-Needed Material Testing Services with Soil and Materials Engineers, Inc. (SME) and Professional Service Industries, Inc. (PSI)
   c. Resolution Authorizing the Purchase of 2016 Seasonal Requirement of Asphalt Emulsions for the Road Department
   d. Resolution to Authorize a Bridge Design Professional Engineering Services Contract with DLZ Michigan, Inc.
   e. Resolution to Authorize a Bridge Design Professional Engineering Services Contract with Great Lakes Engineering Group, LLC
   f. Resolution Authorizing the Purchase of 2016 Seasonal Requirements of Smooth-Lined Corrugated Polyethylene Pipe & Helically Corrugated Steel Pipe for the Road Department
   g. Resolution to Approve Stop Sign Traffic Control Orders in Everett Wood Subdivision Section 9, Meridian Township
   h. Resolution to Approve Stop Sign Traffic Control Orders in the Meadows Subdivision Section 32, Meridian Township
   i. Resolution to Approve Stop Sign Traffic Control Orders in Sierra Ridge Estates Subdivision Section 4, Meridian Township
   j. Resolution to Approve Stop Sign Traffic Control Orders in the Dells Subdivision Section 11, Delhi Township
   k. Resolution Authorizing the Extension of a Contract for Gravel Road Dust Control Service for the Road Department
   l. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

7. Human Resources Department - Resolution Approving a Letter of Understanding Modifying Seniority between the Capital City Labor Program, Inc. – Corrections Unit and Capital City Labor Program, Inc. – Law Enforcement Unit

8. Controller’s Office
   a. Resolution Authorizing Adjustments to the 2016 Ingham County Budget
   b. Purchasing Procedures Policy Discussion

9. Board of Commissioners
   a. Resolution in Honor of the 2016 State Arbor Day Celebration
   b. Resolution Honoring Bob Alexander
10. **Closed Session**
   b. MIOSHA Citation: Discussion Regarding Settlement of Specific Pending Litigation

Announcements
Public Comment
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).
COUNTY SERVICES COMMITTEE
March 15, 2016
Draft Minutes

Members Present: Bahar-Cook, Celentino, Hope, Maiville, Nolan, and Tsernoglou (Departed at 9:02 p.m.)

Members Absent: Koenig

Others Present: Clerk Barb Byrum, Register of Deeds Derrick Quinney, Commissioner Banas, Tim Dolehanty, Travis Parsons, Becky Bennett, Jen Shuster, Bill Conklin, Rick Terrill, Jared Cypher, John Dinon, Tim Morgan, Barry Bushman, Jerry Richards, Tracy Sonneborne, Mark Ferguson, Mary Ann Schropp, Ralph Monsma, Mike Unsworth, Henry Rojas, and others

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

Approval of the March 3, 2016 Minutes

MOVED BY COMM. HOPE, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE MARCH 3, 2016 MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

Substitutes -

5. Parks Department
   e. Resolution Authorizing Ingham County Parks Department to Apply for a Recreation Passport Program Grant for Accessibility Upgrades at Overlook Picnic Area at Burchfield County Park
   g. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Department of Natural Resources Land and Water Conservation Fund Federal Grant
   h. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Natural Resources Trust Fund Grant

9. Board of Commissioners
   a. Resolution Congratulating the Citizens Research Council of Michigan on the Event of its 100th Anniversary

The following agenda items were pulled:

3. Facilities Department
   b. Space Utilization Report Discussion
5. **Parks Department**  
f. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Recreation Passport Program Grant

8. **Controller’s Office - Purchasing Procedures Policy Discussion**

Additional materials were added for the following agenda items:

5. **Parks Department**  
i. Resolution Adopting the Ingham County Trails and Parks Comprehensive Report and Calling for Applications for Funding

7. **Human Resources**  
d. Resolution to Adopt a Volunteer Driving Policy

**Limited Public Comment**

Tony Beyers, Friends of the River Trail, addressed the committee regarding their name change. He thanked the committee for their hard work on the millage.

Mike Unsworth, Tri-County Bicycle Association, addressed the committee regarding the County’s planned approval of Trails and Parks related resolutions.

Ralph Monsma, Parks Commission, addressed the committee regarding the integrity of the funding process for Trails and Parks millage.

Mark Ferguson, United Auto Workers, addressed the committee regarding agenda item number 2.

Mary Ann Schropp, volunteer at the Ingham County Animal Shelter, addressed the committee regarding the volunteer driving policy.

Tracy Sonneborne, volunteer at the Ingham County Animal Shelter, addressed the committee regarding the volunteer driving policy.

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

3. **Facilities Department**  

4. **Financial Services** - Resolution to Authorize the Purchase of the Contracts Module for the Munis Accounting Software System

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5. **Parks Department**
   a. Resolution Continuing an Agreement with the City of Lansing for the Maintenance and Operation of Soldan Dog Park and the Non-Motorized Pathway through Scott Woods Park
   b. Resolution to Rescind Resolution #14-426 Accepting a Grant of Easement Over Property Owned by the City of Lansing and Located in the City of Lansing
   c. Resolution Authorizing a License Agreement for the Property Owned by the City of Lansing and Located in the City of Lansing
   d. Resolution to Amend the Ingham County Parks and Recreation 2012-2016 Master Plan
   g. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Department of Natural Resources Land and Water Conservation Fund Federal Grant
   h. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Natural Resources Trust Fund Grant

6. **Road Department**
   a. Resolution to Approve and Certify the Ingham County 2015 Public Road Mileage Report
   b. Resolution to Approve Proposed 2016 Ingham County Bridge Funding Applications for Submission to the Local Bridge Program Manager
   c. Resolution Authorizing the Purchase of 2016 Seasonal Requirement of Bituminous Surface Mixture for the Ingham County Road Department
   d. Resolution Authorizing the Purchase of 2016 Seasonal Requirement of 29A Aggregate for the Ingham County Road Department
   e. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

7. **Human Resources**
   a. Resolution to Adopt a Title VI Non-Discrimination Policy, Plan and Complaint Procedure
   b. Resolution to Adopt a Limited English Proficiency (LEP) Plan
   c. Resolution to Adopt a Criminal Background Check Policy

9. **Board of Commissioners**
   a. Resolution Congratulating the Citizens Research Council of Michigan on the Event of its 100th Anniversary
   b. Resolution Honoring the Rotary Club of Lansing on the Event of Their 100th Anniversary

There was a discussion regarding the further pulling of agenda items.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

THE MOTION FOR A CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

1. **Board of Commissioners**
a. Resolution Authorizing Ingham County to Enter into a Memorandum of Understanding (MOU) with Clinton and Eaton Counties in Order to Foster Collaboration Between the Parties that will Support Regional Economic Development and Growth

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION AUTHORIZING INGHAM COUNTY TO ENTER INTO A MEMORANDUM OF UNDERSTANDING (MOU) WITH CLINTON AND EATON COUNTIES IN ORDER TO FOSTER COLLABORATION BETWEEN THE PARTIES THAT WILL SUPPORT REGIONAL ECONOMIC DEVELOPMENT AND GROWTH.

Commissioner Hope stated that Bob Showers, Chairperson of the Clinton County Board of Commissioners, would attend the next Board of Commissioners meeting.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

b. Mannick & Smith Letter

Barry Bushman and Jerry Richards, Mannick & Smith (M&S), addressed the committee regarding the meeting between M&S, Delhi Township, and individuals from Ingham County.

Commissioner Hope asked if M&S stated that they were representing the County at the meeting.

Mr. Richards answered that he did not recall.

Commissioner Hope stated that the M&S report recommended that local municipalities owned their trails, but at the meeting M&S recommended that the County own the trail. She asked how the County should deal with M&S’s conflicting recommendations.

Mr. Richards answered that he did not recall stating that the County own the trail. He further stated that his role in the meeting was to get the conversation started about the proposed trail.

Mr. Bushman stated that it was a healthy discussion about who could own and maintain it.

Commissioner Maiville thanked them for clarifying their intentions. He stated that the timing of the meeting was not the best because other municipalities would be vying for funds, and it made the County look like it was favoring municipalities.

Chairperson Nolan thanked Mr. Bushman and Mr. Jeffrey for their work.

2. Ingham County Clerk - Resolution to Modify the County Clerk’s 2016 Budget to Include an Additional Deputy County Clerk Position Number 15-212 UAW E

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO MODIFY THE COUNTY CLERK’S 2016 BUDGET TO INCLUDE AN ADDITIONAL DEPUTY COUNTY CLERK POSITION NUMBER 15-212 UAW E.
Clerk Barb Byrum addressed the committee regarding the need for an additional deputy clerk.

Commissioner Bahar-Cook asked how much the deficit for the year was.

Tim Dolehanty, Controller/Administrator, answered somewhere in the millions.

Commissioner Bahar-Cook suggested unrestricting hours for the deputy clerks so that they could work overtime. She stated that she could not support the request because they could not state the need for additional staff. She further stated that the request like this should be submitted with the 2016 budget.

There was a discussion regarding the cost of the position.

Commissioner Celentino asked if the position would be in the Lansing or Mason office.

Clerk Byrum answered that the position would allow for more shifting, but the person would be more active in Lansing.

Commissioner Hope asked when the increase in voter registration started.

Clerk Byrum answered the beginning of the year. She stated that voter registration was received from individuals, registration drives and the Secretary of State.

Commissioner Maiville asked if all the money from Concealed Pistol Licenses (CPLs) went into the state trust fund.

Clerk Byrum stated that a portion of the money went towards the CPL fund to fund the Recording Secretary position and the rest of it went towards paying supplies.

Commissioner Maiville asked if the pay grade of the deputy clerk position could be lowered.

Clerk Byrum stated that the individual in that position would need to be organized because they would need to give oaths and sign their name on the Clerk’s behalf.

Commissioner Maiville asked if there would have been a better option than changing the Recording Secretary position from part-time to full-time.

Clerk Byrum answered that the position had to help with CPLs since part of the cost was being funded by the CPL fund, and the position also helped with voter registration.

Commissioner Maiville stated that funding the position might open up flood gates. He asked if there were any temporary things that could be done considering that it was an election year.

Clerk Byrum answered that there was an intern, a temporary employee, and that since it was an election year, the work load would only increase dramatically over the year.
Commissioner Celentino asked if part time positions were looked at instead of full time positions.

Clerk Byrum stated that a part time position would keep the Lansing office open for lunch and break. She further stated she and the other administrators had to dedicate too much time doing deputy clerk duties.

Commissioner Bahar-Cook asked for clarification about the replacement of the Williamstown Township Clerk.

Clerk Byrum stated that he passed away and the new supervisor indicated a request for extra support. She stated that election staffing and the temporary employee would be reimbursed by the state.

There was a discussion regarding the increased workload of the Clerk’s Office.

MOVED BY COMMISSIONER CELENTINO, SUPPORTED BY COMM. HOPE, TO AMEND THE POSITION FROM FULL TIME TO PART TIME.

THE MOTION TO AMEND THE POSITION FROM FULL TIME TO PART TIME FAILED TO PASS. Yeas: Celentino, Hope, and Maiville Nays: Nolan, Tsernoglou, and Bahar-Cook Absent: Koenig

THE MOTION FAILED TO PASS. Yeas: Celentino and Hope Nays: Bahar-Cook, Maiville, Nolan, and Tsernoglou Absent: Koenig

5. Parks Department
   e. Resolution Authorizing Ingham County Parks Department to Apply for a Recreation Passport Program Grant for Accessibility Upgrades at Overlook Picnic Area at Burchfield County Park

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION AUTHORIZING INGHAM COUNTY PARKS DEPARTMENT TO APPLY FOR A RECREATION PASSPORT PROGRAM GRANT FOR ACCESSIBILITY UPGRADES AT OVERLOOK PICNIC AREA AT BURCHFIELD COUNTY PARK.

Commissioner Maiville clarified that Burchfield County Park was in Delhi Township.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. BAHAR-COOK, TO AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application titled Overlook Shelter Accessibility Improvements to the Recreation Passport Program for facility development and improvements that include: removal of old and installation of new shelter, installation of ADA parking improvements and accessible pathway, and a new

(6)
accessible restroom facility and drinking fountain at Burchfield County Park, located in Aurelius Delhi Township; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Recreation Passport Grant Application for $45,000 for facility improvements and development that include: removal of old and installation of new accessible shelter, installation of accessible ADA parking improvements and accessible pathway, and a new accessible restroom facility at Burchfield County Park, located in Aurelius Delhi Township.

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

   i. Resolution Adopting the Ingham County Trails and Parks Comprehensive Report and Calling for Applications for Funding

Jared Cypher, Deputy Controller, addressed the committee regarding the Resolution Adopting the Ingham County Trails and Parks Comprehensive Report and Calling for Applications for Funding.

Commissioner Celentino asked for clarification on non-governmental entities applying.

Mr. Cypher stated that if they wanted an improvement to the trail, they would have to have support from a municipality.

There was a discussion regarding how municipalities would work with non-governmental entities.

Commissioner Bahar-Cook asked if special projects would have a separate application.

Mr. Cypher answered that the application was set up so that it could be edited and changed. He stated that staff would be able to tweak it, so that it applied more to specific projects.

There was a discussion regarding the first round of applications.

Commissioner Hope asked if the first round applicants would be able to rely on the Mannick & Smith report for their engineering information.

Mr. Cypher answered no and that the report was a baseline. He stated that he anticipated the process to be tweaked.

There was a discussion regarding contracts with municipalities.

Mr. Cypher stated that the application developed a scope for the contracts’ framework. He further stated that the intent was for local municipalities to not spend too much staff time, and if the process was too time consuming, there was room to tweak the application.
There was a discussion regarding reimbursement eligibility.

Commissioner Maiville stated that the completed bridge projects came in at a lower cost than was estimated.

Commissioner Banas stated that the application mirrored Washtenaw County’s application that allocated park millage dollars.

There was a discussion regarding a sunset date for accepted projects.

Commissioner Bahar-Cook asked that staff implement a sunset date on projects, so that they would come back for reconsideration or consideration for a different one.

Commissioner Celentino asked for clarification on if a movement was made for the resolution.

Commissioner Bahar-Cook stated that she wanted to split the resolution.

Commissioner Celentino thanked all members of the Task Force and expressed concern for the difficulties municipalities might face in trying to understand the application process.

Commissioner Bahar-Cook requested to split the resolution starting at the first “Therefore, be it resolved,” and divide it at each “Be it further resolved.”

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TSERNOGLOU, TO ACCEPT THE INGHAM COUNTY TRAILS AND PARKS COMPREHENSIVE REPORT.

Commissioner Hope asked that the resolution include M&S’s letter regarding their meeting with Delhi and Ingham County staff. She further asked that staff write a one page cover letter to local municipalities explaining the County’s role in the meeting and that the letters be added into the report.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

BE IT FURTHER RESOLVED, that 8% of the Trails and Parks Millage collected for FY 2015 and FY 2016 is allocated to the Ingham County Parks Department to fund CIP projects subject to the recommendations of the Ingham County Parks Commission and approval by the Board of Commissioners with future Parks Department millage requests for CIP projects to come as a part of the budget process.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. HOPE, TO APPROVE THE SECOND RESOLUTION SPLIT FROM THE RESOLUTION ADOPTING THE INGHAM COUNTY TRAILS AND PARKS COMPREHENSIVE REPORT AND CALLING FOR APPLICATIONS FOR FUNDING.

Commissioner Banas addressed the committee on how the 8% was decided upon. She stated that there were a number of trail related projects that would benefit from the improvement of county
parks and that the millage included language about allocation to parks. She further stated that the original 5% was changed to 8% so that the parks could pay for a couple of deferred projects. She stated that it was a one-time only percentage for the year.

Commissioner Bahar-Cook asked if it needed to be amended to reflect that 5% would be set aside for county parks in the future.

Tim Morgan, Parks Director, clarified that starting with 2017, staff would work with the Parks Commission and then come to the Board with a recommended amount. He further stated that it would be the Board that would ultimately decide the amount.

There was a discussion regarding the language of the resolution.

Mr. Cypher stated that percentage was not want capped so that future boards would have room to maneuver.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

BE IT FURTHER RESOLVED, that staff is directed to develop a job description for a staff person who would specifically work on the trails and parks millage, contingent upon approval by the Board of Commissioners in a future resolution.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE THIRD RESOLUTION SPLIT FROM THE RESOLUTION ADOPTING THE INGHAM COUNTY TRAILS AND PARKS COMPREHENSIVE REPORT AND CALLING FOR APPLICATIONS FOR FUNDING.

There was a discussion regarding how the proposed staff position would be paid for and what the terms of their employment would be.

Commissioner Banas relayed a first person account of working at Meridian Township and having an on-staff engineer.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

BE IT FURTHER RESOLVED, that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible for grant applications effective April 1, 2016 with the application period remaining open until funds approved through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed $1,000,000.

Chairperson Nolan introduced the resolution.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE FOURTH RESOLUTION SPLIT FROM THE RESOLUTION ADOPTING THE INGHAM COUNTY TRAILS AND PARKS COMPREHENSIVE REPORT AND CALLING FOR APPLICATIONS FOR FUNDING.
There was a discussion regarding the inclusion of language that would reflect the consideration of applications in the order they would be received.

The resolution was amended as follows:

BE IT FURTHER RESOLVED, that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible for grant applications **millage funds** effective April 1, 2016 with the application period remaining open until funds approved through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed $1,000,000 with applications to be considered in the order received.

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

BE IT FURTHER RESOLVED, all bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for grant applications effective April 1, 2016 through June 1, 2016 with the total amount not to exceed $4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE FIFTH RESOLUTION SPLIT FROM THE RESOLUTION ADOPTING THE INGHAM COUNTY TRAILS AND PARKS COMPREHENSIVE REPORT AND CALLING FOR APPLICATIONS FOR FUNDING.

Chairperson Nolan stated that the two bridges completed by Mason and East Lansing came in under their estimated repair cost.

The motion was amended as follows:

BE IT FURTHER RESOLVED, all bridges identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for grant applications **millage funds** effective April 1, 2016 through June 1, 2016 with the total amount not to exceed $4,500,000 and scoring/ranking criteria to be approved by the Board of Commissioners in a future resolution.

This was considered a friendly amendment.

There was a discussion regarding the eligibility of reimbursement for the completed repairs.

Commissioner Bahar-Cook asked for a timeline of when the Board could approve first round projects.
Mr. Morgan answered that it could be approved as early as the July 26, 2016 Board of Commissioners meeting.

Commissioner Bahar-Cook asked if municipalities not using engineering studies could use the M&S number as a scope to move forward and get to the deadline.

Mr. Cypher answered that they could use the M&S number as a baseline, but they could try and work towards a better estimate.

There was a discussion regarding how municipalities could obtain a better estimate.

Commissioner Celentino expressed concern regarding how smaller municipalities might be overburdened with the application.

Chairperson Nolan stated that the proposed staff person would be able to help.

Commissioner Banas stated that it was important to have good information so that the Parks Commission and the Board of Commissioners could make good decisions.

There was discussion regarding the possibility of a user study and way-finding system.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

BE IT FURTHER RESOLVED, that a second round of applications will be held effective October 1, 2016 that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

Chairperson Nolan introduced the resolution.

Commissioner Hope asked if it would be appropriate to address the resolution at a future County Services meeting.

Chairperson Nolan stated that the resolution would be helpful to the stakeholders meeting as it would affirm that there would be a second round of applications.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE SIXTH RESOLUTION SPLIT FROM THE RESOLUTION ADOPTING THE INGHAM COUNTY TRAILS AND PARKS COMPREHENSIVE REPORT AND CALLING FOR APPLICATIONS FOR FUNDING.

There was a discussion regarding edits to the application.

Commissioner Bahar-Cook stated that she wanted more discussion regarding the process of the second round before it happened.
Chairperson Nolan stated that the discussion would happen. She further stated that the changes and failures that happened during the first round would be addressed during that discussion.

There was a discussion regarding the incorporation of language that would reflect the review of the application before the second round.

The motion was amended as follows:

BE IT FURTHER RESOLVED, that a second round of applications will be held effective taken beginning October 1, 2016 that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects. Application forms will be reviewed and approved by the Board of Commissioners prior to second round.

This was considered a friendly amendment.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MAIVILLE, THAT THE LAST “BE IT FURTHER RESOLVED,” ALONG WITH THE “WHEREAS,”” IN THE ORIGINAL RESOLUTION BE ADDED TO THE SIX RESOLUTIONS PASSED.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

7. Human Resources  
   d. Resolution to Adopt a Volunteer Driving Policy

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION TO ADOPT A VOLUNTEER DRIVING POLICY.

There was a discussion regarding changes to the policy.

The policy was amended as follows:

“…conduct County business in their personally-owned or County-owned vehicle.”

“Interns and Volunteers may not transport others in their personally owned vehicle on the County’s behalf or conduct County business in their personally-owned or County-owned vehicle…”

“4. Driver should be at least 18 years of age.”

“In addition to making an immediately report of an accident…”

(12)
“…conduct County business in their personally-owned or operate a County-owned vehicle without…”

These amendments were considered friendly.

There was a discussion regarding other department’s satisfaction with the policy and off-road County vehicles.

Travis Parsons, Human Resources Director, stated that the policy covered over-the-road vehicles and that other types of vehicles driven on County property would have to be looked into separately.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

9. Board of Commissioners
   c. Closed Session to Discuss Attorney Letter

Commissioner Tsernoglou departed at 9:02 p.m.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. BAHAR-COOK, AT 9:02 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSES DISCUSSION AN ATTORNEY LETTER.

THE MOTION CARRIED UNANIMOUSLY. Yeas: Bahar-Cook, Celentino, Hope, Maiville, Nolan, and Tsernoglou Nays: None Absent: Koenig

The meeting entered closed session.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. MAIVILLE, AT 9:11 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY. Yeas: Bahar-Cook, Celentino, Hope, Maiville, Nolan, and Tsernoglou Nays: None Absent: Koenig

The meeting adjourned closed session and re-entered open session.

Announcements

None.

Public Comment

None.

Adjournment

(13)
The meeting was adjourned at 9:12 p.m.
AGENDA ITEMS:

1. **Drain Commissioner** - Resolution to Approve Agreement for Work in County Road Right of Way by Stimson Drain Drainage District

   The Ingham County Drain Commissioner proposed this resolution to grant formal license and permission to construct, improve and maintain the Stimson Drain Drainage District, and to allow construction of the drain within road rights-of-way held by the Road Department. Road Department Managing Director Bill Conklin concurs with the proposed agreement subject to approval by the County Attorney.

2. **Health Department** - Resolution to Authorize Amendment #3 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health

   This resolution authorizes Amendment #3 of the 2015-2016 Comprehensive Agreement between Ingham County Health Department (ICHD) and the Michigan Department of Health and Human Services (MDHHS). This amendment will increase the budget for Comprehensive Local Health Services from $5,029,541 to $5,209,376 an increase of 179,835. The amendment makes the following specific changes in the budget:

   1. Local Agency Vendor Compliance Pilot (WIC) $36,000 - new funding
   2. Well-Integrated Screening & Evaluation for Women across the Nation (WISEWOMAN) $20,100 - new funding
   3. TB Control increase of $2,200 from $12,513 to $14,713
   4. HIV Prevention increase of $20,000 from $160,943 to $180,943
   5. Breast & Cervical Cancer Control Program (BCCCP) Coordination increase of $67,500 from $161,875 to $229,375
   7. Immunization Billing Practice Infrastructure Enhancement increase of $14,060 from $4,000 to $18,060.

   The resolution includes authorization of contracts for McDonald Broadcasting and Adams Outdoor Advertising, not to exceed $5,900 for the BCCCP Coordination and WISEWOMAN program; authorization of contracts currently in existence with Genesee County Health Department Breast and Cervical Cancer Control Program (BCCCP) providers; and a full-time temporary Community Health Worker and two part-time temporary BCCCP Nurse’s positions to provide the services required for the BCCCP Coordination program. These positions are for the duration of the agreement (September 30, 2016).

3a. **Parks Department** - Resolution Authorizing Ingham County to Enter into a Contract with Spicer Group, Inc. for Professional Consulting Services to Assist the Ingham County Parks Department and Park Commission in Assembling the 2017-2021 Master Plan
The Ingham County Parks and Recreation Commission recently identified a need to update the Ingham County Parks Master Plan to provide direction for Park operations and improvements. A Request for Proposals (RFP)\(^1\) was issued to invite bids from qualified vendors to develop the 2017-2021 Master Plan. Seven potential vendors responded to the RFP, and after careful review and evaluation, the Evaluation Committee recommended that a contract be awarded to Spicer Group, Inc. in an amount not to exceed $23,700.

3b. **Parks Department** - Resolution Authorizing the Funding for the Purchase of a Versymmetric Plus 2 Lift – Vehicle Hoist System at Hawk Island County Park

Three quotes\(^2\) to replace the existing vehicle hoist capable of lifting a ¾ ton truck. A professional inspection recently determined that the current hoist to be unsafe, it is tagged and locked and cannot be used. Although not the lowest bid, Leak Petroleum Equipment is the only vendor that provided a quote for a Versymmetric Plus 2 lift. The Parks Department recommends awarding the purchase order to Leak Petroleum Equipment Inc. in an amount not to exceed $6,023.20.

4a. **Animal Control Department** - Resolution to Create Two Lead Worker Positions

This resolution authorizes reorganization of the Animal Control Department to create two lead worker positions for the animal care and animal control officers (ACO) groups. This proposed reorganization originated as a recommendation from the National Animal Care and Control Association (NACCA) in their 2015 study of ICAC operations. ICAC management agrees with this recommendation and is now proposing this reorganization as presented.

With assistance from the County HR Department, ICAC created job descriptions for a lead worker in the animal care division and a lead ACO. These positions were reviewed by and discussed with relevant ICAC staff and leadership of the Capital City Labor Program. Staff and the CCLP agree with ICAC management regarding proposed scope of work and corresponding increase in wages for each lead position. The lead worker in the animal care division is to be paid a stipend of $3,200 annually in addition to regular wages and a lead ACO position to be paid a stipend of $3,700 annually in addition to regular wages. For the remainder of 2016, a budget adjustment, if necessary, would be done through a future county-wide quarterly adjustment.

The Reorganization Procedure Policy requires that Department Heads submit a discussion packet that includes information for all changes which result in an increased expenditure or a new job classification. Based on subcommittee discussions, the Department Head would then return to the discussion step or prepare a resolution for consideration at the next round of subcommittee meetings.

The resolution prepared by the Animal Control Department could be forwarded from this discussion to the Board of Commissioners for final approval if that is the Committee’s desire.

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\(^1\) Per Section F.6 of the Purchasing Procedures Policy, the Purchasing Director shall advertise for and obtain formal sealed bids and/or proposals for goods, works and/or services when anticipated costs exceed twenty five thousand dollars ($25,000), with final approval of the County Board of Commissioners.

\(^2\) Per Section F.5 of the Purchasing Procedures Policy, the Purchasing Director and Controller shall acquire all goods where the anticipated cost exceeds ten thousand dollars ($10,000) but less than twenty five thousand dollars ($25,000) from such suppliers and upon such terms and conditions as they shall deem advisable subject to him/her first obtaining at least three written quotes.
4b. **Animal Control Department** - Resolution to Cancel the “On Call” Letter Of Understanding with the United Auto Workers

This proposed resolution would authorize dissolution of the current Letter of Understanding (LOU) with Animal Control UAW employees to carry an “on call” phone. Foster volunteers would contact an “on call” employee for authorization to take foster animals to private veterinarians in the event of medical emergencies that occur after hours. ICAC UAW employees initiated this change from current practice, and Capital City Labor Program (CCLP, formerly FOP) leadership agreed to have their members staff the on call-phone. (See Item 4c, below.)

4c. **Animal Control Department** - Resolution to Adopt the “On Call” Letter of Understanding with Capital City Labor Program

This proposed resolution would authorize execution of a new Letter of Understanding (LOU) with Animal Control Capital City Labor Program (CCLP, formerly FOP) employees to carry an “on call” phone. Foster volunteers would contact an “on call” employee for authorization to take foster animals to private veterinarians in the event of medical emergencies that occur after hours. The terms are identical to the UAW LOU and funds are included within the current budget. Animal Control employees on Standby/On-Call for each week shall be paid for Standby/On-Call time at the rate of $20.00 for each weekday and $25.00 for each weekend day, for a maximum weekly total of $150.00. Employees on the Standby/On-Call lists shall also be entitled to a minimum of 3 hours pay, if called in to work.

5a. **Equalization/Tax Mapping 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 2016 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 2016, 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 $15,916 (15.3%) from 2015.

5b. **Equalization/Tax Mapping Department** - Resolution to Contract with Ronnie M. Lester as County Representative for the Ingham County Monumentation and Remonumentation Project in 2016

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 2016 Grant Application by the State.

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 ........................................................$ 11,500
- Enger Surveying and Engineering .........................................$ 11,500
- Geodetic Design, Inc. .............................................................$ 11,500
- David R. Lohr Surveying, Co. ...............................................$ 11,500
- Reynolds Heritage Land Surveying and Mapping .................$ 11,500
- Wolverine Engineering and Surveyors, Inc. ..........................$ 11,500

Funding for these survey and remonumentation contracts was authorized in the 2016 budget.

5d. **Equalization/Tax Mapping Department** - Resolution to Contract with and 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 2016 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, 2016.

6a. **Road Department** - Resolution to Retain As-Needed Construction Inspection and Supervision Services with Tetra Tech of Michigan, P.C. and NTH Consultants, Ltd

The Road Department relies on engineering consultants to perform certain required inspections and supervision of construction sites. Inspection and supervision services includes field or office construction technician services normally associated with the inspection and supervision of federal-aid road and/or bridge construction projects. The Road Department recommends that Tetra Tech of Michigan, P.C., and NTH Consultants, Ltd. be retained to provide as-needed construction inspection and supervision services at prices quoted to the Purchasing Department.

6b. **Road Department** - Resolution to Retain As-Needed Material Testing Services with Soil and Materials Engineers, Inc. (SME) and Professional Service Industries, Inc. (PSI)

The Road Department relies on engineering consultants to perform required material testing. Testing services associated with road and/or bridge construction projects are performed both on-site and in-plant. The Road Department recommends that Soil and Materials Engineers, Inc. and Professional
Service Industries, Inc. be retained to provide as-needed testing services at prices quoted to the Purchasing Department.

6c. **Road Department - Resolution Authorizing the Purchase of 2016 Seasonal Requirement of Asphalt Emulsions for the Road Department**

The Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The Department recommends that the Board accept a bid and authorize purchase of HFRS 2-M, SS-1H and AE-90 asphalt emulsion on an as-needed, unit price basis from Michigan Paving and Materials Inc. and Asphalt Materials Inc. Funding for this purchase was included in the 2016 Road Department Budget.

6d. **Road Department - Resolution to Authorize a Bridge Design Professional Engineering Services Contract with DLZ Michigan, Inc.**

The Road Department received funds from the 2017 Local Bridge Program to replace the Columbia Road Bridge over the Grand River. The existing structure has deteriorated and needs to be replaced. The Purchasing Department solicited proposals from Michigan Department of Transportation (MDOT) pre-qualified design consultants to provide professional engineering services for bridge replacement. Based on the review, the Road Department recommends that DLZ Michigan, Inc. be retained to provide bridge design services at a cost of $71,626.57. The DLZ proposal is recommended in favor of four lower cost proposals because the DLZ proposal fully addresses and accounts for costs of providing bridge design alternatives required by the RFP.

6e. **Road Department - Resolution to Authorize a Bridge Design Professional Engineering Services Contract with Great Lakes Engineering Group, LLC**

The Road Department received funds from the 2017 Local Bridge Program to replace the Zimmer Road Bridge over Deer Creek. The existing structure has deteriorated and needs to be replaced. The Purchasing Department solicited proposals from Michigan Department of Transportation (MDOT) pre-qualified design consultants to provide professional engineering services for bridge replacement. Based on the review, the Road Department recommends that Great Lakes Engineering Group, LLC be retained to provide bridge design services at a cost of $27,974.

6f. **Road Department - Resolution Authorizing the Purchase of 2016 Seasonal Requirements of Smooth-Lined Corrugated Polyethylene Pipe & Helically Corrugated Steel Pipe for the Road Department**

The Road Department annually purchases approximately 3,500 lineal feet of smooth-lined corrugated polyethylene pipe and helically corrugated steel pipe—both galvanized and aluminized coated, for use as road drainage culverts and piping. Upon review of various proposals submitted in response to a County-issued RFP, the Road Department proposes a resolution to accept bids, and authorize the purchase on an as-needed, from Advanced Drainage Systems and from Contech Engineered Solutions, LLC.
6g. **Road Department - Resolution to Approve Stop Sign Traffic Control Orders in Everett Wood Subdivision Section 9, Meridian Township**

Occasionally in older subdivisions (such as in Everett Woods) some intersections are either not signed or given only yield signs originally. The Road Department recently reviewed these intersections to recommend control signs appropriate for conditions at each intersection, including available sight distance and which street approach should be controlled. The Road Department seeks Board approval of a resolution to implement recommended changes.

6h. **Road Department - Resolution to Approve Stop Sign Traffic Control Orders in the Meadows Subdivision Section 32, Meridian Township**

After new subdivision streets are developed and final plats accepted, and after most new homes are built, the Road Department reviews internal street intersections to determine placement of proper intersection control signage. The Road Department recently reviewed intersections in Meadows Subdivision and recommended control signs appropriate for conditions at each intersection, including available sight distance and which street approach should be controlled. The Road Department seeks Board approval of a resolution to implement recommended changes.

6i. **Road Department - Resolution to Approve Stop Sign Traffic Control Orders in Sierra Ridge Estates Subdivision Section 4, Meridian Township**

After new subdivision streets are developed and final plats accepted, and after most new homes are built, the Road Department reviews internal street intersections to determine placement of proper intersection control signage. The Road Department recently reviewed intersections in Sierra Ridge Estates and recommended control signs appropriate for conditions at each intersection, including available sight distance and which street approach should be controlled. The Road Department seeks Board approval of a resolution to implement recommended changes.

6j. **Road Department - Resolution to Approve Stop Sign Traffic Control Orders in the Dells Subdivision Section 11, Delhi Township**

After new subdivision streets are developed and final plats accepted, and after most new homes are built, the Road Department reviews internal street intersections to determine placement of proper intersection control signage. The Road Department recently reviewed intersections in Dells Subdivision and recommended control signs appropriate for conditions at each intersection, including available sight distance and which street approach should be controlled. The Road Department seeks Board approval of a resolution to implement recommended changes.

6k. **Road Department - Resolution Authorizing the Extension of a Contract for Gravel Road Dust Control Service for the Road Department**

The Road Department uses a service to provide, deliver and/or apply approximately 250,000 gallons of calcium chloride solution for dust control each year on 81 miles of gravel county roads during the dry months of the year. Upon review of various proposals submitted in response to a County-issued RFP, the Road and Purchasing Departments recommend awarding a contract to Chloride Solutions at the unit price of $0.13 per gallon for calcium chloride dust control solution delivered and/or applied.
6. **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.

7. **Human Resources Department** - Resolution Approving a Letter of Understanding Modifying Seniority between the Capital City Labor Program, Inc. – Corrections Unit and Capital City Labor Program, Inc. – Law Enforcement Unit

The Capital City Labor Program Inc. and the Sheriff recently met to discuss continuation of seniority for employees transferred between the Corrections Unit and the Law Enforcement Unit. The Human Resources Department recommends approval of a resolution to recognize a letter of understanding that sets forth rules for recognition of seniority.

8a. **Controller’s Office** - Resolution Authorizing Adjustments to the 2016 Ingham County Budget

This resolution authorizes adjustments to the Ingham County budget for the first quarter of fiscal year 2016. The total increase to the General Fund is $169,669. Also included is an update of contingency fund spending so far this year. The current contingency amount is $350,000.

8b. **Controller’s Office** - Purchasing Procedures Policy Discussion

The Purchasing Director and Controller will be present to discuss parameters for a revised purchasing procedures policy. This discussion will focus on spending limits, definition of terms, and purchasing procedures.

9a. **Board of Commissioners** - Resolution in Honor of the 2016 State Arbor Day Celebration

Through this Resolution the Ingham County Board of Commissioners formally endorses Arbor Day and extends congratulations and best wishes to all of those involved.

9b. **Board of Commissioners** - Resolution Honoring Bob Alexander

Through this Resolution the Ingham County Board of Commissioners formally honors Bob Alexander for his tireless commitment to community organizing, activism and local, state and federal legislation.


10b. **Closed Session** - MIOSHA Citation: Discussion Regarding Settlement of Specific Pending Litigation
Memo to County Services Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Agreement for Maintenance and Improvement Work in Road Right of Way by the Stimson Drain Drainage District

Date: March 16, 2016

I am requesting that the Ingham County Board of Commissioners, on behalf of the Ingham County Road Department (ICRD), approve entering into an agreement to grant a license and permission to the Stimson Drain Drainage District for the purposes of operating, improving, and maintaining the Stimson Drain in road rights-of-way held by the ICRD. Such action by the Board of Commissioners is customary now as there is no longer a Road Commission. Managing Director Bill Conklin is in agreement with the attached agreement subject to approval by the County Attorney.

For your information, the Stimson Drain Project (“Project”) results from a petition submitted by property owners within Delhi Charter Township in July, 2014, requesting maintenance and improvements to the Stimson Drain (the “Drain”). On January 13, 2015, the petition was found necessary by a statutory Board of Determination. The petition was necessary to alleviate flooding and improve drainage within the drainage district. The Project involves cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, providing structures, adding lands, adding branches and a relief drains, and/or relocating along a highway.

Thank you for consideration of my request. I will be in attendance at your April 5, 2016 Committee meeting to answer any questions you might have regarding my request.

It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AGREEMENT FOR WORK IN COUNTY ROAD RIGHT OF WAY BY STIMSON DRAIN DRAINAGE DISTRICT

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on April 12, 2016, at 6:30 p.m., local time.

PRESENT: Commissioners

__________________________________________________________

ABSENT: Commissioners

__________________________________________________________

The following resolution was offered by Commissioner _____________ and supported by Commissioner: _____________

WHEREAS, the Drain Commissioner received a petition pursuant to Chapter 8 of the Michigan Drain Code, 1956 P.A. 40, as amended, MCL 280.1 et seq. (the “Drain Code”), from five freeholders located within the township dated July 22, 2014, requesting the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, providing structures, adding lands, adding branches and a relief drains, and/or relocating along a highway (hereinafter referred to as “Maintenance and Improvements”) of the Stimson Drain (the “Drain”); and,

WHEREAS, an Order of Necessity was entered on January 13, 2015, determining that the petitioned Maintenance and Improvements were necessary and conducive to the public health, convenience or welfare, and further, that the Maintenance and Improvements to the Drain were necessary for the protection of the public health in Delhi Charter Township, in the County of Ingham, State of Michigan, and,

WHEREAS, the Maintenance and Improvements will include the work within public roads and public road rights-of-way under the control and jurisdiction of the Ingham County Road Department (hereinafter, the “ICRD”), for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321 and;

WHEREAS, the Drain Commissioner has requested that the ICRD grant permission to include in the Maintenance and Improvements of the existing road drainage structures in and under the roads and road rights-of-way under the jurisdiction of the ICRD in accordance with the terms of the agreement to be executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, on behalf of the ICRD, approves entering into an agreement with the Ingham County Drain Commissioner, on behalf of the Stimson Drain Drainage District, to grant a license and permission to said Drainage District, its assigns and successors in interest, for purposes of the Maintenance and Improvements of the Drain and to occupy any and all granted road rights-of-way held by the ICRD necessary for the Maintenance and Improvements of the Drain, subject to and conditioned upon permission by the ICRD.

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.
YEAS: Commissioners

NAYS: Commissioners

ABSTAIN: Commissioners

COUNTY SERVICES:

Yeas: ________________________________

Nays: ______ Absent: ______ Approved: ______

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham

STATE OF MICHIGAN )
) SS
COUNTY OF INGHAM )

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on April 12, 2016, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ___ day of ____________, 2016.

Barb Byrum, Clerk
County of Ingham
AGREEMENT FOR WORK IN ROAD RIGHT OF WAY BY
STIMSON DRAIN DRAINAGE DISTRICT

This agreement is made and entered into on this ____ day of ________________, 2016, by and between the Stimson Drain Drainage District (the “Drainage District”), a public body corporate, administered by the Ingham County Drain Commissioner (the “Drain Commissioner”) of 707 Buhl St, Mason, MI 48854-0220, and County of Ingham on behalf of the Ingham County Road Department (hereinafter, the “ICRD”) of 301 Bush Street, P.O. Box 38, Mason, Michigan 48854.

RECITALS

WHEREAS, the Drain Commissioner received a petition pursuant to Chapter 8 of the Michigan Drain Code, 1956 P.A. 40, as amended, MCL 280.1 et seq. (the “Drain Code”), from five freeholders located within the township dated July 22, 2014, requesting the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, providing structures, adding lands, adding branches and a relief drains, and/or relocating along a highway (hereinafter referred to as “Maintenance and Improvements”) of the Stimson Drain (the “Drain”); and,

WHEREAS, an Order of Necessity was entered on January 13, 2015, determining that the petitioned Maintenance and Improvements were necessary and conducive to the public health, convenience or welfare, and further, that the Maintenance and Improvements to the Drain were necessary for the protection of the public health in Delhi Charter Township, in the County of Ingham, State of Michigan; and;

WHEREAS, the Drain Commissioner and ICRD agree that the Maintenance and Improvements should include the public roads and public road rights-of-way under the control and jurisdiction of the ICRD, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code, MCL 280.321 and;

WHEREAS, the Drain Commissioner has requested that the ICRD grant permission to include in the Maintenance and Improvements of the existing road drainage structures in and under the roads and road rights-of-way under the jurisdiction of the ICRD; and

WHEREAS, the ICRD and the Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and that the Maintenance and Improvements are completed in accordance with the terms of this Agreement.

TERMS AND CONDITIONS

In exchange for the consideration in and referred to by this Agreement, the parties agree:

1. The ICRD does hereby grant a permit to the Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to occupy and be constructed in, under and occupy any and all granted roads and road rights-of-way held by the ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed as depicted on the maps attached hereto as Exhibit A.
2. The Drainage District is solely responsible for, and shall maintain, the Drainage Structures installed under the roads and within the road rights-of-way described and depicted in the attached Exhibit A. The term “Drainage Structures” as used herein shall mean all storm sewer pipes, open ditches, tiles, culverts, trench drains, planting material, manholes, catch basins, vegetation and bio-retention areas residing within the Drainage District for drainage and storm water management purposes.

3. The ICRD shall not be obligated in the future to repair and maintain any Drainage Structures that are located under the roads or within the road rights-of-way that are also within the drainage route and course that have been installed, improved and/or maintained, arising out of or as a result of this Agreement. Additionally, the Drainage District shall be responsible, without cost to the ICRD, for repairing any portion of a road or ICRD property located within the road rights-of-way, as described and depicted on the attached Exhibit A, that is damaged during or as a result of construction on the Drain performed by the Drainage District under this Agreement. Such repair shall reasonably restore any damaged portion to the same general condition as it was prior to such damage.

4. Except as specifically set forth herein, this Agreement does not otherwise alter the ICRD’s obligations, or rights to governmental immunity as may be provided by law, for road administration, repair and maintenance of roads and road rights-of-way under its control and jurisdiction as provided by law.

5. Except as specifically set forth herein, this Agreement does not otherwise alter the Drainage District’s obligations for maintenance and repair of the Drain as provided by law.

6. This Agreement shall not be construed as obligating the ICRD or the Drain Commissioner to expend funds in excess of appropriations or assessments authorized by law or otherwise commit the Drain Commissioner or the ICRD to actions for which they lack statutory authority.

7. For the Maintenance and Improvements to be performed pursuant to this Agreement, and for any future maintenance and/or repair work, the Drain Commissioner, on behalf of the Drainage District, shall obtain any and all necessary permits from the ICRD required to perform said construction, maintenance and/or repair work. Any subsequent changes in Plans and Specifications during construction for work under the roads or within the road rights-of-way must first receive a permit amendment. Subsequent to completion of construction, the Drainage District shall provide the ICRD with construction record drawings illustrating all Maintenance and Improvements and their details constructed under the roads and within the public road rights-of-way and identifying the Drainage Structures to be maintained by the Drainage District.

8. This Agreement is entered specific to the construction, improvements and maintenance of the Drain set forth in Exhibit A and the above-referenced Plans and Specifications and shall not otherwise be applicable beyond said Drain and Drainage District, and does not otherwise modify existing Drain Commissioner and ICRD
authorities or transfer any authority, on to the other. The ICRD and the Drain Commissioner do not waive any claims, positions and/or interpretations that may have with respect to the applicability and/or enforceability of any law, regulation or ordinance.


10. This Agreement does not confer or grant an easement or other rights or interests in the roads or road rights-of-way to the Drain Commissioner or Drainage District other than as necessary for the construction, maintenance and repair of the Drain, unless otherwise stated herein.

11. This Agreement is not intended to create, nor does it create, any third-party rights, but has been entered into for the sole benefit of the parties hereto.

12. The parties signing this Agreement on behalf of each party are, by said signatures, affirming that they are authorized to enter into this Agreement for and on behalf of the respective parties to this Agreement.

STIMSON DRAIN DRAINAGE DISTRICT

By: ______________________________
    Patrick E. Lindemann
    Ingham County Drain Commissioner

STATE OF MICHIGAN )
    )SS
COUNTY OF INGHAM )

Acknowledged before me, a Notary Public, this ___ day of _____________, 2016 by Patrick E. Lindemann, Ingham County Drain Commissioner, on behalf of the Stimson Drain Drainage District.

________________________, Notary Public
State of Michigan, County of Ingham
My commission expires: __________________
Acting in the County of: __________________
TO: Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 17, 2016
RE: Resolution to Authorize Amendment #3 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services

This is a recommendation to authorize Amendment #3 of the 2015-2016 Comprehensive Agreement between Ingham County Health Department (ICHD) and the Michigan Department of Health and Human Services (MDHHS). The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal funds to ICHD to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2015-2016 Agreement in Resolution #15-413, Amendment #1 in Resolution 15-479, Amendment # 2 in Resolution 16-048.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. This amendment will increase the budget for Comprehensive Local Health Services from $5,029,541 to $5,209,376 an increase of 179,835. The amendment makes the following specific changes in the budget:

Amendment # 3
1. Local Agency Vendor Compliance Pilot (WIC) $36,000 - new funding
2. Well-Integrated Screening & Evaluation for Women across the Nation (WISEWOMAN) $20,100 - new funding
3. TB Control increase of $2,200 from $12,513 to $14,713
4. HIV Prevention increase of $20,000 from $160,943 to $180,943
5. Breast & Cervical Cancer Control Program (BCCCP) Coordination increase of $67,500 from $161,875 to $229,375
7. Immunization Billing Practice Infrastructure Enhancement increase of $14,060 from $4,000 to $18,060.

The resolution includes authorization of contracts for McDonald Broadcasting and Adams Outdoor Advertising, not to exceed $5,900 for the BCCCP Coordination and WISEWOMAN program.

The resolution includes authorization of contracts currently in existence with Genesee County Health Department Breast and Cervical Cancer Control Program (BCCCP) providers. The authorization of these contracts is mandated by MDHHS as a grant condition requirement of a Local Coordinating Agency (LCA) which is a function of the Ingham County Health Department.
The resolution also authorizes a full-time temporary Community Health Worker and two part-time temporary BCCCP Nurse’s positions to provide the services required for the BCCCP Coordination program. These positions are for the duration of the agreement (September 30, 2016).

The resolution also authorizes an increase of an existing Medical Assistant I position (#601109) from part-time to full-time to provide support for the WIC Local Agency Vendor Compliance Pilot program. This increase will be in effect for the duration of the agreement.

I recommend that the Board of Commissioners adopt the attached resolution.

c: Debbie Edokpolo w/attachment
   Joel Murr w/attachment
   Eric Thelen w/attachment
Agenda Item 2

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2015-2016 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County Health Department (ICHD) have entered into a 2015-2016 Agreement authorized in Resolution #15-413, and Amendment #1 in Resolution 15-479, and Amendment #2 in Resolution 16-048; and

WHEREAS, the MDHHS has proposed amendment #3 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #3 to the 2015-2016 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from $5,029,541 to $5,209,376, an increase of $179,835.

BE IT FURTHER RESOLVED, that the increase consists of the following specific changes to program budgets:

1. Local Agency Vendor Compliance Pilot (WIC) $36,000 - new funding
2. Well-Integrated Screening & Evaluation for Women Across the Nation (WISEWOMAN) $20,100 - new funding
3. TB Control increase of $2,200 from $12,513 to $14,713
4. HIV Prevention increase of $20,000 from $160,943 to $180,943
5. Breast & Cervical Cancer Control Program (BCCCP) Coordination increase of $67,500 from $161,875 to $229,375
6. Public Health Emergency Preparedness Ebola Virus Disease Phase II increase of $19,975 from $39,485 to $59,460
7. Immunization Billing Practice Infrastructure Enhancement increase of $14,060 from $4,000 to $18,060

BE IT FURTHER RESOLVED, the resolution includes authorization of contracts, not to exceed $5,900, for McDonald Broadcasting and Adams Outdoor Advertising to provide advertising for the BCCCP Coordination and WISEWOMAN program.
BE IT FURTHER RESOLVED, the resolution includes authorization of contracts currently in existence with Genesee County Health Department Breast and Cervical Cancer Control Program (BCCCP) providers.

BE IT FURTHER RESOLVED, the authorization of these contracts is mandated by MDHHS as a grant condition requirement of a Local Coordinating Agency (LCA) which is a function of the Ingham County Health Department.

BE IT FURTHER RESOLVED, the resolution authorizes a temporary full-time Community Health Worker and two part-time temporary BCCCP Nurse’s for the BCCCP Coordination program, through September 30, 2016.

BE IT FURTHER RESOLVED, the resolution also authorizes an increase of an existing Medical Assistant I position (#601109) from part-time to full-time to provide support for the WIC Local Agency Vendor Compliance Pilot program through September 30, 2016.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer is authorized to submit Amendment #3 of the 2015-2016 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

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

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 as to form by the County Attorney.
Date: March 17, 2016

To: County Services & Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution Authorizing Ingham County to Enter into a Contract with Spicer Group, Inc. for Professional Consulting Services to Assist the Ingham County Parks Department and Park Commission in Assembling the 2017-2021 Master Plan

The Ingham County Parks & Recreation Commission has identified a need to update the Ingham County Parks 2012-2016 Master Plan to provide direction for Park operations and improvements.

The Ingham County Purchasing Department solicited Requests for Proposals (RFP) inviting proposals from qualified companies for the purpose of entering into a contract with the County to provide professional consulting services to assist the Ingham County Parks Department and Park Commission in assembling the 2017-2021 Master Plan.

The Ingham County Purchasing Department solicited proposals and seven vendors submitted bids: Carlisle Wortman, Edgewater, Mannik & Smith, Rowe, Spicer Group, Inc., Beckett Raeder, and LAP: Landscape Architect & Planners. After careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Spicer Group, Inc. in an amount not to exceed $23,700.

Please do not hesitate to contact me if you have questions regarding this issue.
TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: March 8, 2016

SUBJECT: Professional Consulting Services to Develop a Comprehensive Parks Master Plan for Ingham County

Project Description:
The Ingham County Purchasing Department sought proposals from qualified and experienced firms for the purpose of entering into a contract with the County to provide professional consulting services to assist the Ingham County Parks Department and Park Commission in assembling the 2017-2021 Master Plan.

Proposal Summary:

Proposal Summary:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Est # of Hours</th>
<th>Total Firm Fixed Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rowe Professional Services Co.</td>
<td>Yes, Lansing</td>
<td>234</td>
<td>$18,500.00</td>
</tr>
<tr>
<td>Spicer Group</td>
<td>Yes, Lansing</td>
<td>198</td>
<td>$23,700.00</td>
</tr>
<tr>
<td>Carlisle Wortman Assoc Inc.</td>
<td>No, Ann Arbor</td>
<td>226</td>
<td>$25,000.00</td>
</tr>
<tr>
<td>Beckett &amp; Raeder Inc.</td>
<td>No, Ann Arbor</td>
<td>257</td>
<td>$28,960.00</td>
</tr>
<tr>
<td>Landscape Architect &amp; Planners Inc.</td>
<td>Yes, Lansing</td>
<td>402</td>
<td>$37,929.80</td>
</tr>
<tr>
<td>Mannik Smith Group</td>
<td>Yes, Lansing</td>
<td>378</td>
<td>$39,736.00</td>
</tr>
<tr>
<td>Edgewater Resources</td>
<td>No, St. Joseph</td>
<td>340</td>
<td>$40,870.00</td>
</tr>
</tbody>
</table>

Vendors Not Bidding:
Butler, Fairman and Seufert, Inc., of Indiana did not have ample time to put together a proposal and are committed to other projects at this time.

Recommendation:
The Parks Department and Planning Committee is recommending awarding the contract to Spicer Group, a local vendor that has experience working on projects of similar size and scope. The contract amount is not to exceed $23,700.

Advertisement:
The RFP was advertised in the Lansing State Journal, the New Citizens Press, and posted on the Purchasing Department Web Page.
RESOLUTION AUTHORIZING INGHAM COUNTY TO ENTER INTO A CONTRACT WITH SPICER GROUP, INC. FOR PROFESSIONAL CONSULTING SERVICES TO ASSIST THE INGHAM COUNTY PARKS DEPARTMENT AND PARK COMMISSION IN ASSEMBLING THE 2017-2021 MASTER PLAN

WHEREAS, the Ingham County Parks & Recreation Commission has identified a need to update the Ingham County Parks 2012-2016 Master Plan to provide direction for park operations and improvements; and

WHEREAS, the Ingham County Purchasing Department solicited Requests for Proposals (RFP) inviting proposals from qualified companies for the purpose of entering into a contract with the County to provide professional consulting services to assist the Ingham County Parks Department and Park Commission in assembling the 2017-2021 Master Plan; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Spicer Group, Inc. who submitted the most responsive and responsible proposal.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Spicer Group, Inc., for a cost not to exceed $23,700 with January 31, 2017 as the completion date to provide professional consulting services to assist the Ingham County Parks Department and Park Commission in assembling the 2017-2021 Master Plan.

BE IT FURTHER RESOLVED, that funds are available in 208-75200-967000.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this Resolution and approved as to form by the County Attorney.
TO: County Services and Finance Committees
FROM: Tim Morgan, Director of Parks
DATE: March 22, 2016
SUBJECT: Vehicle Hoist System for the Parks Department

Project Description:
Three quotes were sought to replace the existing vehicle hoist capable of lifting a ¾ ton truck. A professional inspection recently determined that the current hoist to be unsafe, it is tagged and locked and cannot be used.

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Local</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Equipment Specialists, Inc.</td>
<td>3800 West River Dr., Comstock Park MI</td>
<td>No</td>
<td>$5,175.00</td>
</tr>
<tr>
<td>Leak Petroleum Equipment, Inc.</td>
<td>8208 S. DeWitt Road, DeWitt MI</td>
<td>No</td>
<td>$6,023.20</td>
</tr>
<tr>
<td>Allied Inc.</td>
<td>240 Metty Drive, Ann Arbor MI</td>
<td>No</td>
<td>$6,073.00</td>
</tr>
</tbody>
</table>

Recommendation:
Although not the lowest bid, Leak Petroleum Equipment is the only vendor that provided a quote for a Versymmetric Plus 2 lift. The Versymmetric lift provides a central lifting mechanism that allows the mechanic to reconfigure the lift arms in order to shift the center of gravity and safely work on equipment of varying sizes from lawn mowers to ¾ ton trucks. Geographically, Leak Petroleum Equipment, Inc. is also closer to Ingham County for providing future maintenance when needed.

The Parks Department recommends awarding the purchase order to Leak Petroleum Equipment Inc. in an amount not to exceed $6,023.20.
TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 22, 2016
SUBJECT: Vehicle Hoist System for the Parks Department

Project Description:
Three quotes were sought to replace the existing vehicle hoist with a hoist capable of handling up to a ¾ ton truck. A professional inspection determined the current hoist to be unsafe.

<table>
<thead>
<tr>
<th>Company</th>
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<td>No</td>
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</tr>
<tr>
<td>Allied Inc.</td>
<td>240 Metty Drive, Ann Arbor MI</td>
<td>No</td>
<td>$6,073.00</td>
</tr>
</tbody>
</table>

Recommendation:
Although not the lowest cost, Leak Petroleum Equipment’s location is the closest vendor providing a versymmetric lift. The versymmetric lift allows for the mechanic to reconfigure the arms in order to shift the center of gravity on various size vehicles to safely work on lawn mowers to ¾ ton trucks.

Lift manufacturers and distributors are a specialized industry with limited sales territories.

The Parks Department recommendation is awarding the purchase order to Leak Petroleum Equipment Inc. in an amount not to exceed $6,023.20.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE FUNDING FOR THE PURCHASE OF A VERSYMMETRIC PLUS 2 LIFT – VEHICLE HOIST SYSTEM AT HAWK ISLAND COUNTY PARK

WHEREAS, the vehicle hoist system at Hawk Island County Park was recently inspected; and

WHEREAS, the 15 year old vehicle hoist system failed the inspection; and

WHEREAS, the hoist is currently tagged as inoperable and needs replacing; and

WHEREAS, the Parks Department solicited quotes from qualified and experienced firms for the purpose of installing a vehicle hoist system at Hawk Island County Park; and

WHEREAS, after careful review and evaluation of the proposals received, staff recommends that a purchase order be issued to Leak Petroleum Equipment, Inc.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes issuing a purchase order to Leak Petroleum Equipment, Inc., for a cost not to exceed $6,023.20 for the installation of a Versymmetric Plus 2 Lift at Hawk Island County Park.

BE IT FURTHER RESOLVED, that funds are available in the Machinery and Equipment Revolving fund balance (664-75299-978000).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.
TO: Finance Committee  
    Law & Courts Committee  
    County Services Committee  

FROM: John Dinon, Director Animal Control  

DATE: 22 March 2016  

CC: John Neilsen, Chief Deputy Controller  

RE: Creation of Lead Worker positions in the animal care and animal control officer divisions  

The Ingham County Animal Control Department (ICAC) has three functional divisions – clerical staff, animal care and animal control officers (ACO). Neither the animal care nor ACO groups currently have a lead worker.  

A reorganization which creates lead worker positions for the animal care and ACO groups was recommended by the National Animal Care and Control Association (NACCA) in their 2015 study of ICAC operations. ICAC management feels that the department will run more effectively if there were lead workers in these functional divisions.  

With assistance from the County HR Department, ICAC has created job descriptions for a lead worker in the animal care division and a lead ACO. These positions were reviewed by and discussed with relevant ICAC staff and leadership of the Capital City Labor Program. Staff and the CCLP agree with ICAC management regarding proposed scope of work and corresponding increase in wages for each lead position.  

The proposed stipend for the lead animal care worker is $3,200/year which will result in a cost to the County of $5,450/year. Assuming a May 1 effective date for the lead position, 2016 budget impact will be $3,634.  

The proposed stipend for the lead ACO is $3,700/year which will result in a cost to the County of $6,303/year. Assuming a May 1 effective date for the lead position, 2016 budget impact will be $4,202.  

The County Budget Director recommends that necessary adjustment be made in a county-wide quarterly adjustment and funded from salary attrition in 2016. Costs of lead positions will need to be built into the budget beginning in 2017.  

I thank you for your consideration regarding this matter.
TO: John Dinon, Director Animal Control
FROM: Joan Clous, Human Resources Specialist
DATE: 3/14/16
RE: Support for Creation and Reorganization – Lead Animal Control Officer and Animal Care Unit Lead Worker

Per your request, Human Resources has reviewed the request to create two lead worker positions within the Animal Control Department, a Lead Animal Control Officer and Animal Care Unit Lead Worker.

After analysis, the classification has a community of interest with the Capital City Labor Program (CCLP) and will be compensated by an annual stipend of $3,200 for the Animal Care Unit Lead Worker and $3,700 for the Lead Animal Control Officer. The CCLP has been notified. They support the creation of these positions and the annual stipends.

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

If I can be of further assistance, please email or call me 887-4374.

***************

From: Tom Krug [mailto:tkrug@cclp.us]
Sent: Monday, March 14, 2016 1:20 PM
To: Clous, Joan
Subject: Re: Animal Control Lead Positions

that is correct

On Mon, Mar 14, 2016 at 10:12 AM, Clous, Joan <JClous@ingham.org> wrote:

Tom, It is my understanding that an agreement was reached on Friday, March 11, 2016 for an annual stipend of $3,200 for the Animal Care Division Unit Lead Worker and an annual stipend of $3,700 for the Lead Animal Control Officer to run for the duration of the current collective bargaining unit contract.

Joan Clous, Human Resources Specialist
### 2016 PERSONNEL COST PROJECTION
#### LEAD POSITION PROPOSALS - ANIMAL CONTROL

<table>
<thead>
<tr>
<th></th>
<th>Animal Control Officer</th>
<th>Animal Care Specialist</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Stipend</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wages</td>
<td>$3,700</td>
<td>$3,200</td>
</tr>
<tr>
<td>Unemployment</td>
<td>19</td>
<td>16</td>
</tr>
<tr>
<td>FICA</td>
<td>283</td>
<td>245</td>
</tr>
<tr>
<td>Health</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Current Retiree Hlth</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Future Retiree Hlth</td>
<td>167</td>
<td>144</td>
</tr>
<tr>
<td>Dental</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Vision</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Life</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Disability</td>
<td>5</td>
<td>4</td>
</tr>
<tr>
<td>Retirement</td>
<td>2,122</td>
<td>1,835</td>
</tr>
<tr>
<td>Workers Comp</td>
<td>7</td>
<td>6</td>
</tr>
<tr>
<td>CARES</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$6,303</strong></td>
<td><strong>$5,450</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period</th>
<th>Amount ($)</th>
<th>Period</th>
<th>Amount ($)</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 1 effective date</td>
<td>$4,202</td>
<td>May 1 effective date</td>
<td>$3,634</td>
</tr>
<tr>
<td>June 1 effective date</td>
<td>$3,677</td>
<td>June 1 effective date</td>
<td>$3,179</td>
</tr>
</tbody>
</table>

Budget Director recommends that necessary adjustment be made in a county-wide quarterly adjustment and funded from salary attrition in 2016. Costs of lead positions will need to be built into the budget beginning in 2017.
GENERAL SUMMARY: Works under general direction of the Veterinarian, Animal Control Director or the Deputy Director. As the Division Lead Worker directs the activities of the animal care unit staff providing them with advice and assistance as needed, and is responsible to assure their proper and timely performance of assigned duties. Performs duties of animal care unit staff as required.

ESSENTIAL FUNCTIONS:
1. Serves as Division Lead Worker for the Animal Care Unit of Animal Control directing work and assisting animal care unit employees when required.
2. Ensures adequate staffing for all shifts, including coverage for unscheduled absences. Assigns work areas to animal care unit employees on a daily basis, briefs them on events of previous shifts or special assignments.
3. Maintains inventories of cleaning supplies, medical supplies and medicines.
4. Provides for or oversees the necessary training and guidance of new animal care personnel; makes necessary recommendations for corrections to supervisors.
5. Ensures Animal Care Staff are trained on any new procedures.
6. Reviews inbound/outbound animal paperwork for accuracy and completeness.
7. Documents internal disputes pertaining to workflow and quality assurance issues.
8. Under the direction of the veterinarian, provides medical care and treatment to shelter animals. Assists in medical evaluations of animals.
10. Performs temperament testing and other behavioral evaluation of shelter animals.
11. Assists with feeding, watering, cleaning and walking the animals in the shelter.
12. Examines animals and assists the veterinarian with examinations. Treats animals, administers medications, vaccines, intramuscular, intravenous and subcutaneous injections to animals under the direction of the veterinarian.
13. Cleans and disinfects surgical equipment; surgery suite, counters, tables, cages and floors, and operates autoclave.
14. Provides educational information on animal care, nutrition and medical conditions. Recommends products for optimal wellness, such as vitamins, supplements, dental cleanings, flea control, geriatric care and dietary measures.
15. Prepares and labels medications to be sent home with patients. Teaches adopters and fosters how to administer medicines at home.
16. Disposal of dead animals.
17. Maintains various records and jobs which pertain to the kinds and numbers of animals admitted to facility and their disposition.
18. Provide excellent customer service to individuals who come to the facility in order to inquire about the adoption of animals or the location and redemption of lost pets.
19. Directs the work of community service workers, fosters and volunteers and prepares paperwork accordingly. Coordinates and oversees activities of fosters and volunteers in coordination with foster coordinator and volunteer coordinator.
20. Prepares animal specimens for rabies examination.
Other Functions:

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

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

Employment Qualifications:

Education/Experience: High School diploma or equivalent, additional education in Animal Science preferred and four years of experience caring for animals in a shelter, kennel or veterinarian office

OR

An Associate’s degree in Animal Science or Veterinary Technology from an accredited school and two years of experience as a Veterinary Technician or Animal Care Specialist.

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is planned exposure to notable lights, noises, and odors. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is exposed to noise levels which require shouting in order to be heard.
3. This position is exposed to air quality conditions such as fuses, odors, dusts, mists, gases, poor ventilation, etc.
4. This position works closely with domestic and wild animals with unpredictable temperaments.
5. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require continuous stamina in sitting, standing, walking, traversing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, typing, and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
This position primarily requires medium visual acuity to perform tasks at arm’s reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.

This position requires the ability to communicate and respond to inquiries both in person and over the phone.

This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.

This position requires the ability to handle varying and often high levels of stress.

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

Union
Pay Grade
Feb 2016
INGHAM COUNTY
JOB DESCRIPTION
LEAD ANIMAL CONTROL OFFICER

**General Summary:** Works under general direction of the Animal Control Director or Deputy Director traveling to various parts of the County in order to enforce State and County animal control laws; includes all of the duties of Animal Control Officer in addition acts as Lead worker. As Lead Animal Control Officer directs the activities of a shift of animal control officers providing them with advice and assistance as needed, and is responsible to assure their proper and timely performance of assigned duties.

**Essential Functions:**
1. Serves as lead worker of a shift of animal control officers directing the investigation of complicated incidents and assists subordinate officers when required.
2. Assigns work and patrol areas to officers on a daily basis; ensures adequate coverage for all shifts including for unscheduled absences. Briefs other ACO’s on events of previous shifts or special assignments.
3. Provides for or oversees the necessary training and guidance of new Animal Control Officers; makes necessary recommendations for corrections to supervisors.
4. Reviews all warrant requests for accuracy, completeness and applicability.
5. Maintains inventory of all issued supplies and equipment.
6. Documents internal disputes pertaining to workflow and quality assurance issues.
7. Provides documents and monitors mandated training and guidance of new road patrol personnel. Ensures that all certifications and training are current. Periodically evaluates all subordinate road patrol officers under his/her supervision; makes necessary recommendation for corrections to department managers.
8. License enforcement – includes writing licenses on the road, issuance of tickets and warrants, court appearances, preparation of monthly reports, notarizing of sterilization affidavits.
9. In response to complaints or requests for assistance from County residents, or as a part of a predetermined schedule or route, travels to various parts of the County by driving or riding as a passenger in a County-owned vehicle.
10. Investigates complaints such as animal bites, cruelty to animals, animals at large, and the like. Records information and decides on proper course of action.
11. Captures and impounds unlicensed, stray, and uncontrolled animals often using ropes, snares, traps, and similar devices.
12. Picks up dead animals as requested or as observed on roads or elsewhere.
13. Investigates and writes up reports of all instances in which people have been bitten by animals.
15. Transports animals to a County animal care facility, removes same from vehicle, cleans and disinfects vehicle.
16. Monitors condition of vehicles including fluid levels, tire pressure, etc. Schedules routine maintenance and transports vehicles to repair facilities. Monitors and reports maintenance issues with ACO equipment and relevant areas of the animal shelter.
17. May assist with census, data entry or answering phones.
18. Coordinates and oversees the Animal Control Officer ride along program.
19. Perform duties of animal care specialist as needed.
Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

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

Employment Qualifications:

Education: High School diploma or equivalent

Experience: Three years of experience as an Animal Control Officer

Other Requirements:
- Must have a good driving record and be able to pass a security clearance
- Must be capable of working responsibly on own and performing the required tasks.
- Must be capable of pulling and lifting and carry weight up to 150 lbs. (Lifts weights from ground into pickup truck box.)
- Pushes weights up to 200 lbs. (In controlling livestock that may weigh up to 200 lbs.)
- Sit for the majority of the day’s duty time while driving from 30 to 200 miles and stand for intermittent times outside of the patrol vehicles.
- Operates specialized types of equipment such as police radios, snare, capture net, bite stick, tranquilizer gun and shot gun.
- Must be able to write in report form, in citation books and completing a general court summons.

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

Working Conditions:

1. This position works in an outdoor environment. Exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, etc.
3. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
4. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
5. This position works closely with domestic and wild animals with unpredictable temperaments.
Physical Requirements:

- This position requires the ability to sit, stand, walk, run, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, and pinch.

- This position’s physical requirements require regular stamina in sitting, standing, walking, running, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying, pushing, pulling, reaching, grasping, handling and pinching.

- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.

- This position primarily requires medium visual acuity to perform tasks at arm’s reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.

- This position requires the ability to communicate and respond to inquiries both in person and over the phone.

- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.

- This position requires the ability to handle varying and often high levels of stress.

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

Union FOP AN
Pay Grade 2
Feb 2016
Introducing by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE TWO LEAD WORKER POSITIONS

WHEREAS, the Ingham County Animal Control Department management believes that the department would have an increased operational efficiency if lead worker positions are created for the animal care and animal control officer (ACO) divisions; and

WHEREAS, the National Animal Care and Control Association (NACA) recommended creation of division leads for ICAC in their 2015 study of the department; and

WHEREAS, ICAC employees and the Capital City Labor Program (CCLP) agree that creating two new “lead” workers would benefit ICAC operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a reorganization creating a lead worker in the animal care division to be paid a stipend of $3,200 annually in addition to regular wages and a lead ACO position to be paid a stipend of $3,700 annually in addition to regular wages as described by the attached job descriptions.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control budget.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents which are consistent with this resolution and approved as to form by the County Attorney.
TO:       Finance Committees
          Law & Courts Committee
          County Services Committee
FROM:    John Dinon, Director Animal Control
DATE:    22 March 2016
CC:      John Neilsen, Chief Deputy Controller
RE:      Cancelation of the on call LOU with the UAW

The Ingham County Animal Control Department (ICAC) has a Letter of Understanding (LOU) with our UAW employees to carry an “on call” phone for the purposes of authorizing foster volunteers to take foster animals to private veterinarians in the event of a medical emergency when ICAC staff is not available to treat the animal and to respond to after-hours alarms at the shelter.

The ICAC UAW employees approached management asking to no longer have this responsibility and suggesting it would be better handled by Capital City Labor Program (CCLP) staff (animal care staff and Animal Control Officers). The UAW staffers were unanimous in their wish to no longer carry the on call phone. Management talked to CCLP employees, the majority of whom were willing to take on this responsibility as long as there is the ability to opt out. CCLP leadership agrees that having their members staff the on call phone would be appropriate and indicated they are willing to enter into an LOU on this subject with the same terms as the UAW’s agreement.

The cost of the stipend for staffing the on call phone ($7,800/year plus call-ins) is in the current budget and will be the same for CCLP staff as it was for UAW staff. That is, this change in who staffs the on call phone is budget neutral.

The CCLP LOU will be handled through a separate resolution.

I thank you for your consideration regarding this matter.
Agenda Item 4b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CANCEL THE “ON CALL” LETTER OF UNDERSTANDING WITH THE UNITED AUTO WORKERS

WHEREAS, the Ingham County Animal Control Department’s UAW employees have a Letter of Understanding under which they staffed an after-hours on call phone; and

WHEREAS, ICAC’s UAW employees are unanimous in their desire to no longer perform the duties specified in the LOU; and

WHEREAS, ICAC employees under the Capital City Labor Program (CCLP) are willing to take on this responsibility; and

WHEREAS, current funding for the responsibilities covered in the Letter of Understanding will not change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached Letter of Understanding with the UAW to cancel the previous LOU which specified terms under which UAW members would staff the ICAC on call phone.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents which are consistent with this resolution and approved as to form by the County Attorney.
LETTER OF UNDERSTANDING BETWEEN  
COUNTY OF INGHAM (Employer)  
And  
UNITED AUTO WORKERS (Union) and its  
TECHNICAL, OFFICE, PARAPROFESSIONAL and SERVICE (TOPS) EMPLOYEE UNIT

WHEREAS, the Employer and the Union have entered a collective bargaining agreement extending through December 31, 2017 (the “CBA”); and

WHEREAS, as part of the CBA, the parties continued a Letter of Understanding concerning Standby/On-Call lists for all non-probationary, full-time employees within the Office Coordinator, Redemption Clerk/Dispatcher, and Volunteer Assistant classifications in the Animal Control Department that had been in place since approximately 2014 (the “LOU”); and

WHEREAS, the Union and the Employer have been advised that the LOU is no longer needed; and

WHEREAS, the parties mutually agree to terminate the LOU.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. The LOU concerning the Standby/On-Call for all non-probationary, full-time employees within the Office Coordinator, Redemption Clerk/Dispatcher, and Volunteer Assistant classifications in the Animal Control Department is hereby terminated and no longer in effect.

2. The balance of the CBA will remain in full force and effect for the duration of the CBA’s term.

IT IS FURTHER AGREED THAT this Letter of Understanding shall be unique to this case and neither the Employers nor Unions waive any rights as to other future cases. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

COUNTY OF INGHAM  
Kara Hope, Chairperson  Date  
Ingham County Board of Commissioners

UNITED AUTO WORKERS  
Sally Auer, UAW Chairperson  Date

APPROVED AS TO FORM  
COHL, STOKER & TOSKEY, P.C.

_________________________________  
Mattis D. Nordfjord, Esq.
The Ingham County Animal Control Department (ICAC) had a Letter of Understanding (LOU) with our UAW employees to carry an “on call” phone for the purposes of authorizing foster volunteers to take foster animals to private veterinarians in the event of a medical emergency when ICAC staff is not available to treat the animal and to respond to after-hours alarms at the shelter.

The ICAC UAW employees approached management asking to no longer have this responsibility and suggesting it would be better handled by CCLP staff (animal care staff and Animal Control Officers). The UAW staffers were unanimous in their wish to no longer staff the on call phone. Management talked to CCLP staff, the majority of whom are willing to take on this responsibility as long as there is the ability to opt out. CCLP leadership agrees that having their members staff the on call phone would be appropriate and indicated they are willing to enter into an LOU on this subject with the same terms as the UAW’s agreement.

The cost for staffing the on call phone ($7,800/year plus call-ins) will be the same for CCLP staff as it was for UAW staff and is in the current budget. That is, the change in who staffs the on call phone is budget neutral.

Cancellation of the LOU with the UAW is covered under a separate resolution.

I thank you for your consideration regarding this matter.
RESOLUTION TO ADOPT THE “ON CALL” LETTER OF UNDERSTANDING WITH CAPITAL CITY LABOR PROGRAM

WHEREAS, the Ingham County Animal Control Department has need for employees to carry and answer an on call phone for the purpose of assisting foster volunteers with certain medical emergencies with their foster animals and to respond to after-hours alarms; and

WHEREAS, ICAC’s UAW employees are unanimous in their desire to no longer perform these duties; and

WHEREAS, ICAC’s Capital City Labor Program (CCLP) employees (animal care and ACO staff) are willing to take on this responsibility; and

WHEREAS, current funding for the responsibilities covered in the Letter of Understanding will not change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached Letter of Understanding with the CCLP specifying terms under which CCLP members would staff the ICAC on call phone.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents which are consistent with this resolution and approved as to form by the County Attorney.
LETTER OF UNDERSTANDING BETWEEN
COUNTY OF INGHAM (Employer)
AND
CAPITOL CITY LABOR PROGRAM, INC.
Animal Control Unit (Union)

Standby/On-Call: Animal Control Employees

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (the "Employer") and the CAPITOL CITY LABOR PROGRAM, INC. (the "Union") have agreed to a collective bargaining agreement for the Animal Control employees bargaining unit from January 1, 2016, through December 31, 2017 (the “CBA”); and

WHEREAS, the Employer and the Union wish to enter this Letter of Understanding to supplement the CBA regarding on-call time for Employees in Animal Control only (the “LOU”).

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as follows:

1. Standby/On-Call list will be established annually for all non-probationary, full-time employees within the Animal Control Officer, Veterinary Technician and Animal Shelter Operator classifications. Employees within these classifications will sign up for such lists annually, provided however, the list must have 1 employee sign up in each Standby/On-Call slot. If no employees sign up for the Standby/On-Call slots, an additional employee will be added by the Employer based on the employee from the eligible classification with the least amount of overtime worked so that there is at least 1 employee in each Standby/On-Call slot.

2. The Standby/On-Call list will be arranged by seniority, beginning with the person with the highest seniority in the first position on the list and descending from there. Employees on the Standby/On-Call list will select a week for Standby/On-Call assignment from the initial weeks available. Thereafter, Standby/On-Call assignments will rotate by week for Standby/On-Call duty, with the order initially selected repeating itself. However, by mutual agreement of the employees involved and with the Director's approval, the employees may exchange their Standby/On-Call day(s) with another employee from the list.

3. Each Standby/On-Call week assignment will run for 7 consecutive days.

4. In the event that an employee assigned to Standby/On-Call has called into work sick, then the Employer shall attempt to fill that Standby/On-Call assignment from volunteers. If the assignment remains unfilled, the least senior eligible employee on the list will be assigned the Standby/On-Call. In the event that an employee assigned to Standby/On-Call is anticipated to be off work for a pay period or more, or if an employee on the list leaves County employment, the Employer will first seek volunteers to fill that employee's Standby/On-Call assignments from those eligible employees. If the assignments remain unfilled, eligible employees will be assigned to the Standby/On-Call assignments on a rotating basis.

5. Employees who are on Standby/On-Call shall carry a cell phone or other communication device issued by the Employer, shall remain within its range, and be able to return to the Animal Control Shelter within 1 hour after being called in to work.
6. Employees shall have the option to opt out of serving on Standby/On-Call and shall sign a notice stating they are choosing to do so.

7. The Standby/On-Call employee is only required to answer the cell phone during the hours that the Animal Control Shelter is closed.

8. Animal Control employees on Standby/On-Call for each week shall be paid for Standby/On-Call time at the rate of $20.00 for each weekday and $25.00 for each weekend day, for a maximum weekly total of $150.00.

9. Employees on the Standby/On-Call lists shall also be entitled to a minimum of 3 hours pay, if called in to work. This shall be in addition to Standby/On-Call pay.

10. All the other terms and condition specified in the CBA shall remain in full force and effect.

11. This LOU shall be reviewed by both parties on, at least, an annual basis to ensure that it meets the needs of both parties. Any modification of this LOU must be in writing and signed by the parties hereto.

IT IS FURTHER AGREED THAT this LOU shall be unique to this case and neither the Employer nor Union waive any rights as to other future cases. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

COUNTY OF INGHAM

Kara Hope, Chairperson
Board of Commissioners
Date: ____________

John Dinon, Animal Control Director
Date: ____________

CAPITOL CITY LABOR PROGRAM, INC.

John Good, Union Unit President
Date: ____________

Tom Krug, Executive Director
Date: ____________

APPROVED AS TO FORM FOR COUNTY OF INGHAM:
COHL, STOKER & TOSKEY, P.C.

Steven T. Lett, CCLP, Inc. Attorney
Date: ____________

Mattis D. Nordfjord, Esq.
To: County Services and Finance Committees  

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

Date: March 22, 2016  

Subject: 2016 Remonumentation Grant  

Attached are four resolutions.  

The first resolution authorizes entering into the 2016 Survey and Remonumentation Grant with the Michigan Department of Licensing and Regulatory Affairs and appoints the County Grant Administrator. The appropriation amount for the 2016 grant is $87,454.  

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 April 5th County Services Committee meeting and the April 6th Finance Committee meeting.
TO: County Service and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: March 9, 2016
SUBJECT: Proposal Summary for Remonumentation Surveyor Services

Project Description:
The Ingham County Remonumentation Committee seeks proposals for the services of multiple
monumentation surveyors for 2016. It is the County’s intent to award multiple contracts for the
work contained herein. All work shall be performed under the guidelines and conditions set

The Remonumentation Committee has established a proposed work schedule for 2016. This
work schedule was incorporated into Ingham County’s 2016 grant application which is expected
to be approved by the State Survey and Remonumentation Commission.

Proposal Summary:
Vendors contacted: 19 Local: 9
Vendors responding: Local:

**Vendors not bidding:**
Ziemnick Foster Engineering, Grand Ledge, MI, does not have surveyor staff.

Boss Engineering, Howell, MI, will not be submitting a bid.

Autenrieth Land Surveys LLC, a local vendor, withdrew their bid because of scheduling conflict.
Recommendation:
The Evaluation Committee recommends awarding multiple contracts to the following vendors, each at a total cost not to exceed $11,500 (at the rates at the table below): David R. Lohr, Wolverine Engineering, Bumstead Land Surveyors, Reynolds Heritage Land Surveyors, Geodetic Designs, and Enger Surveying & Engineering:

<table>
<thead>
<tr>
<th>Service Description</th>
<th>Lowest Quoted Cost (rate / hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prof. Licensed Surveyor</td>
<td>$93.00</td>
</tr>
<tr>
<td>2 Man Field Crew/Equipment &amp; Vehicle</td>
<td>$125.00</td>
</tr>
<tr>
<td>Additional Crew Member</td>
<td>$28.00</td>
</tr>
<tr>
<td>Senior Office Technician</td>
<td>$60.00</td>
</tr>
<tr>
<td>Draftsperson</td>
<td>$60.00</td>
</tr>
<tr>
<td>Typist /General Office Tasks</td>
<td>$35.00</td>
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</tbody>
</table>

Advertisement:
The RFP was advertised in the Lansing State Journal, El Central Hispanic News and posted on the Purchasing Department Web Page.
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 2016 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 2016 Survey and Remonumentation Grant Application in the amount of $87,454, and has forwarded the 2016 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 $87,454 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2016.

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 2016

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.

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 2016 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, 2016 through December 31, 2016, at a cost not to exceed $12,600.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
Agenda Item 5c

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, GEODETC DESIGN, INC., DAVID R. LOHR SURVEYING, CO., REYNOLDS HERITAGE LAND SURVEYING AND MAPPING AND WOLVERINE ENGINEERS & SURVEYORS, P.C., AS PROJECT SURVEYORS FOR THE 2016 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 2016; and

WHEREAS, it is the recommendation of the Evaluation Committee, 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 2016.

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 2016:

- Bumstead Land Surveys: $11,500
- Enger Surveying and Engineering: $11,500
- Geodetic Design, Inc.: $11,500
- David R. Lohr Surveying, Co.: $11,500
- Reynolds Heritage Land Surveying and Mapping: $11,500
- Wolverine Engineering and Surveyors, Inc.: $11,500

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 CONTRACT WITH AND 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 2016 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 upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group Members for the 2016 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
Brett Hollandsworth, 312 North Street, Mason, MI 48854

to terms expiring December 31, 2016.

BE IT FURTHER RESOLVED, upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Members, said contracts to be funded by survey and remonumentation grant funds authorized for 2016 at a cost not to exceed $600 per Peer Review Group Member.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
Agenda Item 6a

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: March 14, 2016

SUBJECT: 2016 – 2017 As-Needed Construction Inspection and Supervision Services

Ingham County Road Department (ICRD) staffing is such that there may be times during the construction season where we don’t have enough staff to perform all required inspection and supervision for our construction projects. Therefore, we must rely on engineering consultants to perform the work when needed.

Generally, the inspection and supervision services include full-time or part-time staffing to perform field or office construction technician services normally associated with the inspection and supervision of ICRD federal-aid road and/or bridge construction projects within the public road rights-of-way in Ingham County, Michigan.

The Purchasing Department solicited proposals from Michigan Department of Transportation (MDOT) prequalified and experienced inspection firms to provide the services on an as-needed basis and received two (2) proposals. ICRD and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, experience, and overall value to the county.

Based on the review and our typical inspection and supervision needs, ICRD recommends that both respondents be retained to provide the requested services. When retaining the inspection and supervision services, ICRD staff will strive to retain the lowest cost consultant whenever possible. When not possible because of schedule conflicts or staffing shortages, the other consultant will be retained to provide the required testing.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the unit price inspection and supervision service proposals from both Tetra Tech of Michigan, P.C. and NTH Consultants, Ltd.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RETAIN AS-NEEDED CONSTRUCTION INSPECTION AND SUPERVISION SERVICES WITH TETRA TECH OF MICHIGAN, P.C. AND NTH CONSULTANTS, LTD

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection and supervision firms to provide services on an as-needed basis; and

WHEREAS, the Purchasing Department advertised for the as-needed construction inspection and supervision services and received two (2) proposals; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, experience, and overall value to the county; and

WHEREAS, when retaining as-needed construction inspection and supervision, ICRD staff would strive to retain the lowest cost consultant whenever possible; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain both Tetra Tech of Michigan, P.C. and NTH Consultants, Ltd. to provide the as-needed construction inspection and supervision services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining both Tetra Tech of Michigan, P.C., 401 South Washington Square, Suite 100, Lansing, Michigan and NTH Consultants, Ltd., 608 South Washington Avenue, Lansing, Michigan to provide the as-needed construction inspection and supervision services.

BE IT FURTHER RESOLVED, 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.
TO: County Services and Finance Committees  
FROM: Robert Peterson, Director of Engineering  
   Road Department  
DATE: March 14, 2016  
SUBJECT: 2016 – 2017 As-Needed Material Testing Services  

Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don’t have staff, the equipment, or expertise to perform all project related material testing that is required. Therefore, we must rely on testing consultants to perform the work when needed.  

Generally, the testing services include as-needed material testing services, both on-site and in-plant, associated with ICRD road and/or bridge construction projects within the public road rights-of-way in Ingham County, Michigan.  

The Purchasing Department solicited proposals from Michigan Department of Transportation (MDOT) prequalified and experienced material testing firms to provide the services on an as-needed basis and received two (2) proposals. ICRD and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, testing experience, and overall value to the county.  

Based on the review and our testing needs, ICRD recommends that both respondents be retained to provide the requested testing services. When retaining the testing services, ICRD staff will strive to retain the lowest cost consultant whenever possible. When not possible because of schedule conflicts or staffing shortages, the other consultant will be retained to provide the required testing.  

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the unit price testing service proposals from both Soil and Materials Engineers, Inc. (SME) and Professional Service Industries, Inc. (PSI).
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RETAIN AS-NEEDED MATERIAL TESTING SERVICES WITH SOIL AND MATERIALS ENGINEERS, INC. (SME) AND PROFESSIONAL SERVICE INDUSTRIES, INC. (PSI)

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced material testing firms to provide services on an as-needed basis; and

WHEREAS, the Purchasing Department advertised for the as-needed testing services and received two (2) proposals; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, testing experience, and overall value to the county; and

WHEREAS, when retaining as-needed testing services, ICRD staff would strive to retain the lowest cost consultant whenever possible; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain both Soil and Materials Engineers, Inc. (SME) and Professional Service Industries, Inc. (PSI) to provide the as-needed material testing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining both Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan and Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan to provide the as-needed material testing.

BE IT FURTHER RESOLVED, 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.
TO:        County Services and Finance Committees
FROM:     Jim Hudgins, Director of Purchasing
DATE:     March 1, 2016
SUBJECT:  Proposal Summary for the Purchase of Emulsified Asphalt

Project Description:
Proposals were sought for furnishing the Road Department with its 2016 season’s requirements of emulsified asphalt.

Proposal Summary:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>SS-1H Plant Pickup</th>
<th>HFRS-2 Delivery to Jobsite</th>
<th>HFRS-2M Delivery to Jobsite</th>
<th>AE-90 Plant Pickup</th>
<th>CM-300 Delivery to Metro</th>
<th>Detention Rate</th>
<th>Total Cost for SS-1H</th>
<th>Total Cost for HFRS-2</th>
<th>Total Cost for HFRS-2M</th>
<th>Total Cost for AE-90</th>
<th>Total Cost for CM-300</th>
<th>Plant Location</th>
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</thead>
<tbody>
<tr>
<td>Asphalt Materials Inc.</td>
<td>$1.6000</td>
<td>$1.5400</td>
<td>$1.7400</td>
<td>$1.4000</td>
<td>$3.1400</td>
<td>$90/hr. after 3 hr.</td>
<td>$32,000.00</td>
<td>N/A</td>
<td>$783,000.00</td>
<td>$14,000.00</td>
<td>$50,240.00</td>
<td>Oregon, OH</td>
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<td>Bit-Mat Products</td>
<td>$1.8500</td>
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<td>Michigan Paving &amp;</td>
<td>$1.9000</td>
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<td>$90/hr. after 3 hr.</td>
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</tbody>
</table>

It is the recommendation of the Evaluation Committee to award a contract to Michigan Paving & Materials., for SS-1H Plant Pick up, HFRS-2M Delivery to Jobsite, and AE-90 Plant Pick up. The reason for this recommendation is to allow small quantity pickup by the Road Department’s crews as needed. Without on-site emulsion storage, they often need to purchase SS-1H in small quantities to maintain efficiency in the paving operation, especially when transitioning to or from chip seal.

Additionally, it is the recommendation to award Asphalt Materials Inc., a contract for HRFS-2 Delivery to Jobsite, HFRS-2M Delivery to Jobsite, CM-300 Delivery to Metro, as well as SS-1H and AE-90 Plant Pickup. Having this flexibility ensures that Ingham County is purchasing quality materials, in required quantity and at the lowest prices while minimizing transportation costs.

Advertisement:
The RFP was advertised in the Lansing State Journal, the Michigan Infrastructure and Transportation Association (MI-ITA) DBE websites and posted on the Purchasing Department’s Web Page.
RESOLUTION AUTHORIZING THE PURCHASE OF 2016 SEASONAL REQUIREMENT OF ASPHALT EMULSIONS FOR THE ROAD DEPARTMENT

WHEREAS, the Ingham County Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program in the following approximate, estimated quantities and for the following purposes: SS-1h for asphalt pavement tack (bond) coat—20,000 gallons, HFRS-2M for chip-sealing sealer—450,000 gallons, HFRS-2 for chip-sealing sealer—as needed where HFRS-2M may not be necessary, AE-90 for spray-patching oil—10,000 gallons, CM-300 for on-site manufacturing of cold patch---16,000 gallons; and

WHEREAS, the Road Department adopted 2016 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for the various types of asphalt emulsions were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #43-16, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and to purchase the HFRS 2-M, SS-1H and AE-90 asphalt emulsions on an as-needed, plant pickup, unit price basis from Michigan Paving and Materials Inc. based on their lowest qualified bid and/or logistically practical plant location and to award HFRS-2 (if needed) and CM-300 asphalt emulsions on an as-needed, delivered, unit price basis from Asphalt Materials Inc. and to award HFRS-2M, SS-1H and AE-90 emulsions as a secondary option to Asphalt Materials Inc. in the event that Michigan Paving and Materials Inc. fails to meet specifications or is unable to provide material when needed.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of the various types of asphalt emulsions on an as-needed, unit price basis from Michigan Paving and Materials Inc. and Asphalt Materials Inc. based on their lowest qualified bid and/or logistically practical plant location and/or availability of specified material for the selected various types of asphalt emulsions.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders accordingly with Michigan Paving and Materials Inc. and Asphalt Materials Inc., and purchase asphalt emulsions as needed and budgeted.
TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: March 17, 2016

SUBJECT: Columbia Road Bridge Professional Engineering Services

The Ingham County Road Department (ICRD) received 2017 Local Bridge Program funding to replace the Columbia Road Bridge over the Grand River. The bridge is located west of the City of Mason, between the south leg and north leg of Waverly Road. The existing structure is deteriorated to the point where it needs to be replaced.

The Purchasing Department solicited proposals from Michigan Department of Transportation (MDOT) pre-qualified design consultants to provide professional engineering services for the replacement of the Columbia Road Bridge and received six (6) proposals. ICRD and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county.

Based on the review, ICRD recommends that DLZ Michigan, Inc. of Lansing, Michigan, be retained to provide the requested bridge design services. Their proposed fee totals $71,626.57. The DLZ proposal is recommended in favor of lower cost proposals because the DLZ proposal fully addresses and accounts for costs of providing bridge design alternatives required by the RFP. Design alternatives were requested so the Road Department could make the most informed decisions regarding environmental impacts, construction costs, construction duration and associated user delay costs, and construction complexity (inspection costs) inherent with different bridge types. Lower cost proposals are not recommended because they do not adequately address the development and costs of the requested bridge design alternatives.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the professional engineering services proposal from DLZ Michigan, Inc.
TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: March 22, 2016

SUBJECT: Columbia Road Bridge Replacement Project Professional Engineering Services

Project Description:
Proposals were sought from Michigan Department of Transportation prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for the Columbia Road Bridge Replacement Project.

The project involves replacement of the Columbia Road Bridge over the Grand River in accordance with the Michigan Department of Transportation, Michigan Department of Environmental Quality, Michigan Department of Natural Resources, and other required review agency requirements.

Proposal Summary:

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<tr>
<th>Vendors contacted:</th>
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<th>Local: 05</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors responding:</td>
<td>06</td>
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</tbody>
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<table>
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<th>Local Pref</th>
<th>Total Hours</th>
<th>Total Cost</th>
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<td>231.25</td>
<td>$34,927.00</td>
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<td>Rowe Professional Services Co.</td>
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<td>332.5</td>
<td>$40,121.50</td>
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<tr>
<td>Fishbeck, Thompson, Carr &amp; Huber Inc</td>
<td>Yes, Lansing</td>
<td>363</td>
<td>$59,600.00</td>
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<tr>
<td>Mannik Smith Group</td>
<td>Yes, Lansing</td>
<td>739</td>
<td>$68,265.00</td>
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<tr>
<td>DLZ Michigan, Inc.</td>
<td>Yes, Lansing</td>
<td>548</td>
<td>$71,626.57</td>
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<tr>
<td>Williams &amp; Works</td>
<td>No, Grand Rapids</td>
<td>1071</td>
<td>$101,031.00</td>
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</table>

Not Bidding:
Fleis & VandenBrink, 2960 Lucern Drive S.E., Ste. 100, Grand Rapids MI: Thanked the County for the opportunity to bid; however, will not be bidding at this time.

Recommendation:
The Ingham County Road Department evaluated the proposals based on scope of work, experience and overall value to the County. The Purchasing Department reviewed the adherence to County Purchasing requirements.
The Road Department recommends awarding the contract to DLZ Michigan, Inc. for the reasons explained in the Memorandum, third paragraph, at a cost not to exceed $71,626.57. DLZ Michigan, Inc. is a local Ingham County registered vendor.

Advertisement:
The RFP was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE) websites, The County Road Association of Michigan (CRAM) bid information website, and posted on the Purchasing Department Web Page.
RESOLUTION TO AUTHORIZE A BRIDGE DESIGN PROFESSIONAL ENGINEERING SERVICES CONTRACT WITH DLZ MICHIGAN, INC.

WHEREAS, the Ingham County Road Department received 2017 Local Bridge Program funding to replace the Columbia Road Bridge over the Grand River; and

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation pre-qualified design consultants to provide professional engineering services for the replacement of the Columbia Road Bridge; and

WHEREAS, the Purchasing Department advertised for professional engineering services for the Columbia Road Bridge Replacement Project and received six (6) proposals; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain DLZ Michigan, Inc. to provide the professional engineering services in the amount of $71,626.57.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a professional services contract with DLZ Michigan, Inc., 1425 Keystone Drive, Lansing, Michigan based on its Columbia Road Bridge Replacement Project Professional Engineering Services proposal dated February 25, 2016, in the amount of $71,626.57.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents, on behalf of the County, after approved as to form by the County Attorney.
Agenda Item 6e

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: March 14, 2016

SUBJECT: Zimmer Road Bridge Professional Engineering Services

The Ingham County Road Department (ICRD) received 2017 Local Bridge Program funding to replace the Zimmer Road Bridge over Deer Creek. The bridge is located south of the City of Williamston, between Waldo Road and Frost Road. The existing structure is deteriorated to the point where it needs to be replaced.

The Purchasing Department solicited proposals from Michigan Department of Transportation (MDOT) pre-qualified design consultants to provide professional engineering services for the replacement of the Zimmer Road Bridge and received five (5) proposals. ICRD and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county.

Based on the review, ICRD recommends that Great Lakes Engineering Group, LLC of Lansing, Michigan, be retained to provide the requested bridge design services. Their proposed fee totals $27,974.00.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the professional engineering services proposal from Great Lakes Engineering Group, LLC.
TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: March 14, 2016

SUBJECT: Zimmer Road Bridge Professional Engineering Services

Project Description:
Proposals were sought from MDOT prequalified and experienced engineering firms (Consultant) for the purpose of entering into a contract to provide professional engineering services for the Zimmer Road Bridge Replacement Project.

The project involves replacement of the Zimmer Road Bridge over Deer Creek, Wheatfield Township, Ingham County, Michigan, in accordance with the Michigan Department of Transportation (MDOT), Michigan Department of Environmental Quality (MDEQ), Michigan Department of Natural Resources (MDNR) and other required review agency requirements.

Proposal Summary:
Vendors contacted: 16 Local: 05
Vendors responding: 05 Local: 05

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<thead>
<tr>
<th>Vendor</th>
<th>Local Preference</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great Lakes Engineering Group</td>
<td>Yes, Lansing</td>
<td>$27,974.00</td>
</tr>
<tr>
<td>Rowe Professional Services</td>
<td>Yes, Lansing</td>
<td>$31,689.50</td>
</tr>
<tr>
<td>Mannik Smith Group</td>
<td>Yes, Lansing</td>
<td>$33,990.00</td>
</tr>
<tr>
<td>Fishbeck, Thompson, Carr &amp; Huber</td>
<td>Yes, Lansing</td>
<td>$38,120.00</td>
</tr>
</tbody>
</table>

Recommendation:
The Ingham County Road Department evaluated the proposals based on scope of work, experience and overall value to the County. The Purchasing Department reviewed the adherence to County Purchasing requirements.

Great Lakes Engineering Group, a local vendor, submitted the lowest responsive proposal. The company has years of experience working on projects of similar size and scope.

The recommendation is to award the contract to Great Lakes Engineering Group, Inc. at a cost not to exceed $27,974.00.
Advertisement:
The RFP was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE) websites, The County Road Association of Michigan (CRAM) bid information website, and posted on the Purchasing Department Web Page.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A BRIDGE DESIGN PROFESSIONAL ENGINEERING SERVICES CONTRACT WITH GREAT LAKES ENGINEERING GROUP, LLC

WHEREAS, the Ingham County Road Department received 2017 Local Bridge Program funding to replace the Zimmer Road Bridge over Deer Creek; and

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation pre-qualified design consultants to provide professional engineering services for the replacement of the Zimmer Road Bridge; and

WHEREAS, the Purchasing Department advertised for professional engineering services for the Zimmer Road Bridge Replacement Project and received five (5) proposals; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain Great Lakes Engineering Group, LLC to provide the professional engineering services in the amount of $27,974.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a professional services contract with Great Lakes Engineering Group, LLC, 521 Seymour Street, Lansing, Michigan based on its Zimmer Road Bridge Replacement Project Professional Engineering Services proposal dated March 9, 2016, in the amount of $27,974.00.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents, on behalf of the County, after approved as to form by the County Attorney.
TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: March 1, 2016

SUBJECT: Extension of contract with Advanced Drainage Systems Inc for the Smooth-Lined Corrugated Polyethylene Pipe and Contech Engineered Solutions for the Helically Corrugated Steel Pipe, respectively.

Project Description:
Contract extensions for furnishing the Ingham County’s 2016 season’s requirements of smooth-lined corrugated polyethylene pipe and helically corrugated steel pipe.

2015 Proposal Summary:
Vendors contacted: 14  Local: 01
Vendors responding: 04  Local: 01

Recommendation:
Contech Engineered Solutions (a local vendor) satisfactorily fulfilled their contract supplying Helically Corrugated Steel Pipe. Advanced Drainage Systems, Inc. has satisfactorily fulfilled their contract supplying Smooth-Lined Corrugated Polyethylene Pipe. Each vendor has agreed to provide the same product, at the same price, terms and conditions as submitted in their 2015 proposals.

The Road Department seeks approval to extend each contract for the 2016 season at the prices quoted in their respective 2015 proposals. The 2015 cost grids are located on the next two pages.
## Item 1: Smooth-lined Corrugated Polyethylene Pipe and Couplers

*To furnish Ingham County Road Department with their annual requirements of smooth-lined corrugated polyethylene pipe and couplers of various sizes and lengths as outlined below.

<table>
<thead>
<tr>
<th>Pipe Diameter</th>
<th>Contech Engineered Solutions</th>
<th>St. Regis Culvert Inc</th>
<th>Jensen Bridge &amp; Supply Company</th>
<th>Advanced Drainage Systems (ADS)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 Inch</td>
<td>No bid</td>
<td>No bid</td>
<td>No Bid</td>
<td>$1.49</td>
</tr>
<tr>
<td>8 Inch</td>
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<td>No bid</td>
<td>No Bid</td>
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<tr>
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<tr>
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<td>No Bid</td>
<td>$5.42</td>
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<tr>
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<td>No Bid</td>
<td>$7.94</td>
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<tr>
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<td>No Bid</td>
<td>$13.09</td>
</tr>
<tr>
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</tr>
<tr>
<td>36 Inch Self Coupling</td>
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<td>No Bid</td>
<td>$26.10</td>
</tr>
</tbody>
</table>

### Solid Sleeve Couplers

<table>
<thead>
<tr>
<th>Pipe Diameter</th>
<th>Contech Engineered Solutions</th>
<th>St. Regis Culvert Inc</th>
<th>Jensen Bridge &amp; Supply Company</th>
<th>Advanced Drainage Systems (ADS)</th>
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</thead>
<tbody>
<tr>
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<tr>
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<tr>
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<td>$487.28</td>
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</table>

2015 Quoted Prices
### Item 2: Helically Corrugated Galvanized Type 1 Coated Steel Pipe and Couplers

*To furnish the Ingham County Road Department with their annual requirement of Helically Corrugated Galvanized Type 1 Coated Steel Pipe and Couplers of various sizes and construction lengths as outlined below.

<table>
<thead>
<tr>
<th>Galvanized Pipe Diameter</th>
<th>Stage</th>
<th>Contech Engineered Solutions</th>
<th>St. Regis Culvert Inc</th>
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<th>Advanced Drainage Systems (ADS)</th>
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</thead>
<tbody>
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<tr>
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</table>

<table>
<thead>
<tr>
<th>8 Inch Spiral Aluminized Type 2</th>
<th>Stage</th>
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<th>St. Regis Culvert Inc</th>
<th>Jensen Bridge &amp; Supply Company</th>
<th>Advanced Drainage Systems (ADS)</th>
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</thead>
<tbody>
<tr>
<td>8 Inch Spiral Aluminized Type 2</td>
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<table>
<thead>
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<th>Connecting Bands</th>
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<th>Price Each</th>
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<tr>
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<td>$7.50</td>
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<tr>
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2015 Quoted Prices
Agenda Item 6f

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF 2016 SEASONAL REQUIREMENTS OF SMOOTH-LINED CORRUGATED POLYETHYLENE PIPE & HELICALLY CORRUGATED STEEL PIPE FOR THE ROAD DEPARTMENT

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

WHEREAS, the Road Department’s adopted 2016 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, Contech Engineered Solutions, LLC. and Advanced Drainage Systems Inc. were awarded and successfully filled the contracts for the Road Department’s 2015 supply of corrugated steel pipe and corrugated polyethylene pipe, respectively, and have both offered to extend 2015 pricing for 2016; and

WHEREAS, it is the recommendation of the Purchasing Department, with concurrence of Road Department staff, to extend pricing with both companies.

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

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with Advanced Drainage Systems for smooth lined corrugated polyethylene pipe, and Contech Engineered Solutions, LLC, for helically corrugated steel pipe—both galvanized and aluminized coated, as needed and budgeted.
TO: County Services Committee

FROM: William Conklin, Managing Director
Road Department

DATE: March 21, 2016

SUBJECT: Various Residential Intersection Traffic Control Orders

After new subdivision streets are developed and the final plats are accepted, and after most of the homes are built, the Road Department reviews the internal street intersections for determining proper intersection control signage to be placed. This memo and the accompanying four resolutions are to recommend intersection control signage to be placed at intersections in the four subdivisions whose streets are respectively the subject of the four attached resolutions. Upon Board approval of these resolutions, a Traffic Control Order is prepared and signed by Road Department staff and the Board Chair, and then filed with the County Clerk for the signs to become enforceable. The Road Department then places the signs. For newer subdivisions, the cost of the signs and installation is drawn from funds the subdivision developers have deposited with the Road Department for this purpose.

Occasionally in older subdivisions, such as in Everett Woods in Meridian Township in this instance, some intersections either not signed or given only yield signs originally, are revisited as later home building and/or landscape growth affect sight distances originally available, such that intersection control needs to be upgraded, typically to stop signs which require a sight triangle less impacted by corner lot features.

Road Department engineering staff reviews the intersections to recommend control signs appropriate for the conditions of each intersection including available sight distance and which street approach should be controlled. Typically control signs are placed on the the approach(es) on which vehicles would more naturally feel the need to stop, such as on the base leg of a T, or on any side-street approach to the main or more heavily traveled street of an area. Control signs should never be placed where not warranted and/or for speed control as this breeds disrespect and lack of compliance with the signs, and thus violates the traffic control manual Michigan law requires that we follow (MCL 257.610).

The reason for this memo is to recommend acceptance of the four attached resolutions for traffic control order actions listed in the resolutions and to request authorization for the Board Chairperson to sign and date said Traffic Control Orders. After the executed Traffic Control Orders are filed with the County Clerk, the new stop signs will be placed and will have the force of law.

Approval of the four attached resolutions is therefore recommended.
WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Everett Woods residential subdivision in Section 9 of Meridian Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign, to replace the existing yield sign and any related Traffic Control Order, and to stop southbound traffic on Everett Lane for eastbound and westbound traffic on Westminster Way.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on York Way for eastbound and westbound traffic on Westminster Way.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on York Way for northbound and southbound traffic on Everett Lane.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop westbound traffic on Dickens Way for northbound and southbound traffic on Everett Lane.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Westminster Way for eastbound and westbound traffic on Barnsbury Road.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign, to replace the existing yield sign and any related Traffic Control Order, and to stop northbound traffic on Bent Tree Drive for eastbound and westbound traffic on Barnsbury Road (north end).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign, to replace the existing yield sign and any related Traffic Control Order, and to stop southbound traffic on Bent Tree Drive for eastbound and westbound traffic on Barnsbury Road (south end).
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE STOP SIGN TRAFFIC CONTROL ORDERS IN THE MEADOWS SUBDIVISION SECTION 32, MERIDIAN TOWNSHIP

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrant, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Meadows residential subdivision in Section 32 of Meridian Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign, to replace the existing yield signs and any related Traffic Control Order, and to stop north and southbound traffic on Hyacinth Street for eastbound and westbound traffic on Lupine Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on Lupine Drive for north and southbound traffic on Astilbe/Lupine Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop westbound traffic on Hyacinth Street for northbound and southbound traffic on Astilbe Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on Coreopsis Court for north and southbound traffic on Astilbe/Coreopsis Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on Coreopsis Boulevard for eastbound and westbound traffic on Coreopsis Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop westbound traffic on Robbins Way for north and southbound traffic on Hyacinth St./Loon Lane.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop westbound traffic on Lupine Court for north and southbound traffic on Coreopsis/Lupine Drive.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on Myrtle Drive for east and west bound traffic on Lupine Court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.
Agenda Item 6i

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE STOP SIGN TRAFFIC CONTROL ORDERS IN SIERRA RIDGE ESTATES SUBDIVISION SECTION 4, MERIDIAN TOWNSHIP

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Sierra Ridge Estates residential subdivision in Section 4 of Meridian Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop west bound traffic on Isaac Lane for north and south bound traffic on Sleepy Hollow Lane.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop signs to stop north and south bound traffic on Sleepy Hollow Lane for eastbound and westbound traffic on Sacramento Way.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop south bound traffic on Marietta Way for east and west bound traffic on Isaac Lane.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop north bound traffic on Marietta Way for east and west bound traffic on Sacramento Way.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.
Agenda Item 6j

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE STOP SIGN TRAFFIC CONTROL ORDERS
IN THE DELLS SUBDIVISION SECTION 11, DELHI TOWNSHIP

WHEREAS, the Ingham County Road Department is responsible for placing, maintaining, and when conditions warrants, upgrading, county road intersection control signs and/or devices appropriate for current traffic speed and volumes, sight distance, topography, adjacent development and other current conditions of the given intersection; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Dells residential subdivision in Section 11 of Delhi Township and find that certain intersections therein, listed below in this resolution should currently be signed and/or upgraded as indicated below.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Brigantine Drive (entry drive) for eastbound and westbound traffic on Halyard/Brigantine Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on Bowline Court for north and south bound traffic on Brigantine Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop eastbound traffic on Helmsway Drive for northbound and southbound traffic on Brigantine Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Bowline Court for east and west bound traffic on Helmsway Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop northbound traffic on Yachtsman Drive for east and west bound traffic on Bowline Court.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Yachtsman Drive for east and west bound traffic on Helmsway Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Cutter Court for east and west bound traffic on Keelson Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of the necessary stop sign to stop southbound traffic on Halyard Drive for east and west bound traffic on Keelson Drive.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.
TO: County Service and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 22, 2016
SUBJECT: Contract Extension with Chloride Solutions for Liquid Calcium Chloride Solution

Project Description:
Contract extension for the purpose of furnishing the Road Department’s 2016 seasonal requirements of liquid calcium chloride solution for dust control on gravel roads.

2015 Proposal Summary & Grid
Vendors contacted: 07 Local: 01
Vendors responding: 05 Local: 01

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Recommendation:
Chloride Solutions, a local vendor, satisfactorily fulfilled their contractual obligations to supply the Road Department’s 2015 seasonal requirements of liquid calcium chloride solution for dust control on gravel roads. Chloride Solutions has agreed to provide the same product, at the same price, terms and conditions as in 2015. In 2015, Chloride Solutions, in accordance with the Local Purchasing Preference Policy was willing to match MI Mineral Resources pricing of $0.13/gallon.

The Road Department seeks approval to extend the contract with Chloride Solutions for the 2016 season, delivered or applied at $0.13/gallon.
Agenda Item 6k

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE EXTENSION OF A CONTRACT FOR GRAVEL ROAD DUST CONTROL SERVICE FOR THE ROAD DEPARTMENT

WHEREAS, the Road Department uses a service to provide, deliver and/or apply approximately 250,000 gallons of calcium chloride solution for dust control each year on the 81 miles of gravel county roads during the dry months of the year; and

WHEREAS, the Department of Transportation and Roads adopted 2016 budget includes funds for this expense in controllable expenditures; and

WHEREAS, the 2015 awarded vendor, Chloride Solutions of Webberville MI, has offered to extend for 2016, its 2015 unit price of 13 cents per gallon for calcium chloride dust control solution delivered to the Road Department for incidental application by Road Department crews and/or applied to all gravel roads by the vendor; and

WHEREAS, Chloride Solutions uses a dust control brine that the Road department has found to be better for dust control than most other materials and successfully completed their 2015 contractual obligations; and

WHEREAS, it is therefore the recommendation of the Road and Purchasing Departments to extend for 2016, Chloride Solution’s 2015 unit price of 13 cents per gallon for calcium chloride dust control solution delivered and/or applied.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes extending for 2016, the contract and unit price of 13 cents per gallon for calcium chloride dust control solution delivered and/or applied with Chloride Solutions of Webberville, Michigan.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute any necessary purchase documents relating to the above, consistent with this resolution, on behalf of the County.
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 22, 2016 as submitted.
## LIST OF CURRENT PERMITS ISSUED

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March 25, 2016

To: Law and Courts and County Services Committee

From: Travis Parsons, Human Resources Director

Subject: RESOLUTION TO APPROVE A LETTER OF UNDERSTANDING MODIFYING THE RECOGNITION OF SENIORITY

The parties identified an issue regarding the recognition of seniority for members that are transferred between the Corrections Unit and the Law Enforcement Unit, both represented by Capital City Labor Program Inc. (f/k/a Capital City Lodge #141 Fraternal Order of Police Labor Program Inc.). The parties met and conferred regarding the issue, resulting in the attached Letter of Understanding, drafted by legal counsel at Cohl, Stoker and Toskey.
Agenda Item 7

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A LETTER OF UNDERSTANDING MODIFYING SENIORITY BETWEEN THE CAPITAL CITY LABOR PROGRAM INC. – CORRECTIONS UNIT AND CAPITAL CITY LABOR PROGRAM INC. – LAW ENFORCEMENT UNIT

WHEREAS, Capital City Labor Program Inc. (f/k/a Capital City Lodge #141, Fraternal Order of Police Labor Program, Inc.) is the exclusive representative for the purpose of collective bargaining for the Corrections Unit and the Law Enforcement Unit; and

WHEREAS, the parties identified an issue with the continuation of seniority for members that were transferred between the units; and

WHEREAS, the Capital City Labor Program Inc. and the Ingham County Sheriff met and conferred regarding the issue of seniority and the continuation thereof between the Corrections Unit and the Law Enforcement Unit; and

WHEREAS, the County Attorney prepared the attached Letter of Understanding between the parties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner authorizes the attached Letter of Understanding, correcting and clarifying the agreement.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.
Letter of Understanding
Between
Ingham County Sheriff
Capitol City Labor Program Inc. Corrections Unit
Capitol City Labor Program Inc. Law Enforcement Unit
f/k/a Capitol City Lodge #141 Fraternal Order of Police Labor Program, Inc.

SENIORITY

The parties having met and conferred regarding the issue of seniority and the continuation thereof between the Corrections Unit and the Law Enforcement Unit involving transfers between units,

NOW THEREFORE BE IT AGREED that:

Section 1. Seniority shall mean the status attained by continuous fulltime length of service from the date of hire in positions identified in the Corrections and Law Enforcement bargaining units.

Section 2. The Sheriff shall maintain a roster of bargaining unit employees, arranged according to seniority, showing name, position, class and seniority dates, and shall furnish a copy to the Division at the first of each year, or as soon thereafter as practical.

Section 3. An employee originally hired into the Corrections unit, or Law Enforcement unit and subsequently transferred to a grant funded position shall maintain his/her seniority from the original date of hire and shall be treated in all respects as a regular County employee for purposes of seniority.

Employees hired into the Correction unit or Law Enforcement Unit under a State or Federal grant shall be treated the same as regular funded County employees for the purposes of layoff and recall; excepting, however if the State and/or Federal grant requires different layoff and recall procedures.

Section 4. A. Deputies transferred from a fulltime Corrections Deputy assignment to a fulltime Field Service or Staff Service Deputy assignment shall retain their seniority with the corrections unit based on their earliest date of hire into a Corrections or Law Enforcement position.

B. Deputies transferred from a fulltime Field Service or Staff Service Deputy assignment to a fulltime Corrections Deputy assignment shall retain their seniority with the Law Enforcement unit based on their earliest date of hire into a Law Enforcement or Correction position.
Section 5. The above Agreement shall apply to and be for the purpose of:

A. Shift Bid,
   and
B. Pass Day,
   and
C. Vacation Day Selection,
   and
D. Layoff and recall rights
   only.

Further that this Letter of Agreement will be effective through the end of the current contract which expires on ______________________________

WHEREFORE, the parties have executed this Agreement this _____ day of ________ , 2016.

PARTIES: DATE:

COUNTY OF INGHAM

________________________
Kara Hope, Chairperson
County Board of Commissioners

SHERIFF OF INGHAM COUNTY

________________________
Sheriff Gene Wriggelsworth

UNION AGENT

________________________
Steven T. Lett

________________________
Thomas Krug
DATE: March 22, 2016

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: First Quarter 2016 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2016. The total increase to the General Fund is $169,669.

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

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2015. Some of the larger projects carried over from the 2015 budget include $350,000 for the Forest Community Health Center parking lot, $247,128 for the moose exhibit at the Zoo, $100,000 for boiler replacement at the Youth Center, $710,000 for Hawk Island path repair and two major imaging/scanning projects which are still ongoing, $218,080 for Probate Court and $228,702 for Circuit Court.

The use of fund balance is increased by a net of $121,891. This includes funds carried over for three contracts approved in 2015 - $39,370 for strategic planning facilitation, $14,994 for the Jail/District Court needs assessment and $55,000 for the employee compensation study, as well as $21,527 for a Sheriff vehicle ordered in 2015 but received in 2016.

The current contingency amount remains at the adopted amount of $350,000.

Should you require any additional information or have questions regarding this process, please don’t hesitate to contact me.
Introducing by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2016 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2016 Budget on October 27, 2015 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

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<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2016 BUDGET</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
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## GENERAL FUND REVENUES

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<th>Proposed Changes</th>
<th>2016 Proposed Budget</th>
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<td>2016 Budget - 3/15/16</td>
<td>Proposed Changes</td>
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<td><strong>Total General Fund Revenues</strong></td>
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<td><strong>169,669</strong></td>
<td><strong>80,794,087</strong></td>
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**GENERAL FUND EXPENDITURES**

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<th>2016 Proposed Budget</th>
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<td><strong>Total General Fund Expenditures</strong></td>
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<td>169,669</td>
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<td><strong>Revenue</strong></td>
<td><strong>Sheriff Increase insurance proceeds $47,778 to replace damaged transport van.</strong></td>
<td><strong>Contingency Reserves</strong></td>
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</tr>
<tr>
<td><strong>Use of Fund Balance</strong></td>
<td><strong>Increase use of fund balance $130,891 for various general fund reappropriations.</strong></td>
<td><strong>Legal Aid</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Decrease use of fund balance $9,000 to balance budget for various adjustments.</strong></td>
<td><strong>2-1-1 Project</strong></td>
<td><strong>Tri-County Aging</strong></td>
<td></td>
</tr>
<tr>
<td><strong>General Fund Expenditures</strong></td>
<td><strong>County Clerk Increase temporary salary budget $6,101 to reflect long term wage and fringe savings from 2014 reorganization per Resolution 14-175.</strong></td>
<td><strong>Veterans Affairs</strong></td>
<td></td>
</tr>
</tbody>
</table>
Controller
Reappropriate remaining funds of $39,370 for strategic planning facilitation per Resolution 15-400 and of $14,994 for Jail/District Court needs assessment study per Resolution 15-229.

Human Resources
Reappropriate remaining funds of $55,000 for employee compensation study per Resolution 15-056.

Sheriff
Reappropriate $21,527 for vehicle ordered in 2015 but received in 2016. Increase budget $47,778 to replace damaged transport van. Cost will be reimbursed from insurance proceeds.

Utilities
Decrease utilities budgets for various departments $15,101 based on reprojected costs.

Non-General Fund Adjustments

Parks
(F208) Reappropriate funds for the following capital improvement projects:
- Lake Lansing dock ($5,166) per 2014 capital budget,
- Lake Lansing North restroom roof repair ($8,000),
- Lake Lansing South restroom roof repair ($8,000),
- Lake Lansing South gravel/road maintenance ($7,000) and Burchfield gravel/road maintenance ($6,359) per 2015 capital budget.
Reappropriate funds authorized in the 2015 budget for the master plan update ($25,000).

Friend of the Court
(F215) Transfer $1,557 from salary attrition to cover excess cost of vehicle for Friend of the Court. Budget was $15,000. Final cost was $16,557. Reappropriate funds for Oasis Center per R15-103 ($11,330). Funds not spent in FY2015 were used to support the program through its end date of December 31, 2015.

Trails & Parks Millage
(F228) Reappropriate remaining funds for Trails & Parks millage planning consultant per Resolution 15-241. ($22,682)

Hotel/Motel Fund
(F230) Increase revenues and expenses $100,000 to reflect current projections.

Public Improvements
(F245) Reappropriate funds for the following capital improvement projects:
- Circuit Court key card reader ($1,600), new Facilities maintenance garage ($45,000) and Lake Lansing Park bathhouse/concession renovation ($7,015) per 2014 capital budget,
- space utilization study ($22,470) per 2014 capital budget and Resolution 14-379, District Court public bath flooring ($17,293),
- replace Grady Porter Building rooftop insulation ($15,000), water main repairs at the Jail ($4,650), floor replacement at Women’s Health ($9,900) and Child Health ($7,000),
- refurbish pod system at WIC ($14,800), boiler replacement ($100,000) and vent covers ($12,000) at the Youth Center,
- countertop replacement at the Hilliard Building ($12,293), Hawk Island Park path repair ($70,000), Hawk Island parking lot repair ($10,000), Lake Lansing South reforestation ($5,000) and Drain Office vault shelving ($25,000) per 2015 capital budget.
Potter Park/Zoo (F258) Reappropriate funds to complete the moose exhibit per Resolution 15-242 ($314,128).

911 Emergency Phone (F261) Increase budgeted use of fund balance $117,915 to correct budget for debt service payment. Budgeted debt payment is $96,495. Correct debt payment is $214,410.

Community Corrections (F267) Increase use of fund balance to cover substance abuse aftercare services not not funded in State of Michigan contract ($1,123).

Fam. Div. Child Care Fund (F292) Reappropriate unspent funds for First Step Program and Parenting Wisely curriculum authorized by Resolution 14-327. ($13,125)

Community Health Centers (F511) Reappropriate funds for Forest Community Health Center parking lot per 2015 capital budget ($350,000).

Bldg. Authority Operating (F631) Reappropriate funds for the following projects at the Human Services Building per the 2015 capital budget: new fire panel ($45,172), new boilers ($45,000), and drop ceiling for Public Health Services ($10,000).

MIS (F636) Reappropriate remaining funds for the following projects: Probate Court scanning project ($218,080) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project ($48,096) approved by the 2015 capital budget and Resolution 13-199.

Mach./Equip. Revolving (F664) Increase CIP upgrade funds to purchase laptop for Prosecuting Attorney ($1,477), 15 replacement PCs for the Register of Deeds ($18,724) and two replacement PCs for the Drain Office ($1,784). Reappropriate funds for the following capital projects: Circuit Court imaging/scanning project ($228,702), video surveillance for District Court ($5,600), Circuit Court courtroom technology replacements ($7,954), Circuit Court e-filing software/integration ($10,000), Circuit Court polycom replacements/video conferencing ($34,969) and Circuit Court courtroom control system ($18,000) per 2014 capital budget, phonic ear ($750), third floor entrance intercom ($1,000), electric letter opener ($1,000), polycom replacements ($5,000), printer/monitor/software replacements ($9,314), and courtroom technology replacements ($20,000) for Circuit Court per 2015 capital budget. Reappropriate funds for computer replacements budgeted but not purchased in 2015 for the following departments; Board of Commissioners ($565), Cooperative Extension ($2,643), Circuit Court ($4,995), District Court ($6,985), Drain Commissioner ($6,000), Equalization ($3,993), Financial Services ($863), Health Department ($37,529), Probate Court ($880), Prosecuting Attorney ($25,431), Sheriff ($3,297), and Treasurer ($1,047). Reappropriate funds for Sheriff pistol replacements ordered in 2015 but received in 2016 ($6,500). Reappropriate funds for FOIA Management software per Resolution 15-461. ($16,940)
This policy defines purchasing policies, bidding policies and procedures that apply to the purchase of all types of goods, materials, supplies, works and services required by Ingham County, other than borrowing and investing money, employment of professional services or when the Controller shall determine no advantage to the County would result therefrom.

A. **Definition.** In this policy “goods” shall include all supplies, materials, equipment, general maintenance and services, but does not include contracts for construction and construction maintenance. The minimum dollar value of equipment shall be $1,000. The minimum dollar value of computer equipment shall be $500.

**History:** 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 1994, Resolution 94-93, Effective April 26, 1994; -- Amended 1999, Resolution 99-137, Effective June 8, 1999

B. **Purchasing Director Authority.** The Purchasing Director shall act under the control and direction of the County Controller and the powers, duties, and obligations set forth herein for the Purchasing Director shall be exercised under the control, supervision, direction, and authority of the County Controller.

C. **Use of Appropriated Funds.** All funds appropriated by the Board of Commissioners for County departments, public officials or agencies for the purpose of purchasing supplies, materials or goods shall be spent according to the mandates outlined herein.

D. **Department Responsibility.** Each department of the County shall from time to time supply the Purchasing Director with such data, specifications, details and other information concerning the goods proposed to be acquired by the department head, including recommended vendors.

E. **Requisition Authority.** Each department of the County shall forward to the Purchasing Director its requisitions for goods in the following manner:

1. Requisitions for goods, the value of which exceeds the sum of one hundred dollars ($100) shall be signed by the department head of by a deputy, division or section head of his/her department who has been authorized to sign on his/her behalf.

2. Purchase of goods, the value of which is less than one hundred dollars ($100) must be vouchered and signed by the department head of a member of his/her department who has been authorized to sign on his/her behalf. Said person or persons shall be designated in writing to the Purchasing Director.
F. **Purchasing Requirements and Limits.** The following provisions shall apply to the purchase of goods, works and/or services:

1. The Purchasing Director shall decide which method to employ in obtaining the most favorable price after considering the nature or importance of the contemplated work, urgency of the requirement, general trade practice and prevailing market conditions.

2. Department heads may requisition the purchase of unbudgeted equipment up to a value of $2,500, provided funds are certified to be available within the department’s budget (other than Personnel items) for transfer to the appropriate Capital expenditure budget.

   **History:** 1994, Resolution 94-93, Effective April 26, 1994

3. All purchasing exceeding two thousand five hundred dollars ($2,500) shall be supported by a purchase order issued by the Purchasing Director. The Purchasing Director may issue a purchase order for less than two thousand five hundred dollars ($2,500) if he/she deems it necessary.


4. The Purchasing Director shall acquire all goods where the anticipated cost exceeds two thousand five hundred dollars ($2,500) but less than ten thousand dollars ($10,000) from such suppliers and upon such terms and conditions as he/she shall deem advisable subject to him/her first obtaining at least three written quotes.


5. The Purchasing Director and Controller shall acquire all goods where the anticipated cost exceeds ten thousand dollars ($10,000) but less than twenty five thousand dollars ($25,000) from such suppliers and upon such terms and conditions as they shall deem advisable subject to him/her first obtaining at least three written quotes.


6. The Purchasing Director shall advertise for and obtain formal sealed bids and/or proposals for goods, works and/or services when anticipated costs exceed five thousand dollars ($5,000), with final approval of the County Board of Commissioners.


7. The maximum dollar amount for which the Short Form Authorization (service contracts) can be used shall be five thousand dollars ($5,000). Approval of the Purchasing Director, Controller, Liaison Chairperson and Finance Chairperson is required. A contract over five thousand dollars ($5,000) requires approval by Board resolution. All contracts must be approved as to form by the County Attorney.

8. Upon recommendation of the Controller, the Board of Commissioners is authorized to execute, on behalf of the County, amended contracts for goods and/or services, which contracts (1) have been previously approved by the Board and are currently in effect; (2) result in a decreased cost to the County; (3) are with the same contractor; (4) are for the same contract period of time; and (5) are for the same goods and/or services as previously approved by the Board.

   a. The County Attorney shall approve as to form all amended contracts prior to execution by the Chairperson or Chairperson Pro Tem.

   b. The Controller shall report to the Finance Committee all contracts that have been amended and executed within 90 days.

**History:** 1983, Resolution 83-52, Effective March 22, 1983

9. Original Equipment Manufacturer (OEM)

   a. Ingham County supports the use of OEM parts for repair or body restoration of county owned vehicles, and supports the use of OEM repair parts and repair parts certified by manufacturers, remanufacturers or rebuilders to meet or exceed OEM specifications for the repairs to county owned vehicles.

   b. Only new OEM air bags, seat belts, shoulder belts and occupant restraint parts should be purchased or specified for repairs to county owned vehicles.

   c. This policy does not preclude the use of replacement window glass or mirrors that meet OEM specifications, nor does it preclude the use of remanufactured or reconditioned OEM bumpers in making crash and body or other repairs to county owned vehicles.

   d. In the case of unavailability, use of any parts other than OEM parts in making crash or body repairs, and the use of any parts other than new OEM parts in the case of air bags, seat belts, shoulder belts and occupant restraint parts, with the exception of window glass and mirrors, must receive prior approval from the Purchasing Director so as not to impede the progress of needed repairs but at the same time monitor any deviations from the use of OEM parts.

   e. Use of any vehicle repair or maintenance parts which are not certified to meet or exceed OEM specifications must receive prior approval from the Purchasing Director so as not to impede the progress of needed repairs but at the same time monitor any deviations from the use of OEM parts or parts that meet or exceed OEM specifications or parts remanufactured or rebuilt to OEM specifications.

**History:** 1998, Resolution 98-106, Effective May 12, 1998

10. Michigan Great Printers Project

   a. Outside bids and purchases shall be limited to Michigan Great Printers when outside vendor supplied printing services are required.

   b. Ingham County will take the necessary steps to assure that support of the Michigan Great Printers Project is reflected in intra-departmental printing services it provides.
G. **Single-Item Purchase Orders.** Two or more purchase orders shall not be issued for portions of any single items if the total amount of the purchase orders exceeds the amount authorized in Sections F.3 and F.4, unless authorized by the Board of Commissioners.

H. **Identical Low Bids.** When identical low bids are received, the Purchasing Director (and the appropriate department official) shall enter into negotiations with the several bidders concerned and shall attempt to obtain a lesser price for the supply of such commodity. If such negotiations are successful, the Purchasing Director may recommend the acceptance of the bid of the contractor, for the supply of such goods, works and/or services with the bidder who submits the lowest price for the supply of the commodity.

In the event such negotiations fail to result in a lesser price, the Purchasing Director shall first purchase from the supplier who has a place of business in Ingham County and next from the last successful supplier on the previous order, assuming satisfactory quality of service has been received.

I. **Confidential Information.** No confidential information shall be divulged prior to the appropriate time which would cause unfair advantage to any prospective bidder. If the bids are public, prospective bidders will be notified of the time, place, and date of the public opening and invited to attend.

J. **Emergency Purchases.** Notwithstanding the provisions of this policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, wherein the immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. In all such cases a report shall be filed jointly by the Purchasing Director and respective department head to the next meeting of the County Services Committee setting out the nature of emergency and the necessity of the action taken pursuant to this Section, should the amount exceed that provided for in Sections F.4 and F.5. All such emergency purchases shall be covered by a subsequent purchase order.

K. **Bid Procedure.** The following bid procedure shall apply to the purchase of all types of goods, works and/or services (except professional services) where the amount of the bid is expected to exceed seven thousand five hundred dollars ($7,500). The competitive bidding requirement shall not be applicable to any transactions between Ingham County and any other governmental units, nor to emergency repairs or services, professional services, real estate and sole source purchases. The purchase of goods and services through Cooperative Purchasing Agreements, such as the State of Michigan Extending Purchasing Program, which selects its vendors through an open competitive process, shall not be subject to the competitive bidding requirement.

**History:** 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-178, Effective July 23, 2002

1. **Advertising.** Bids shall be called by public advertisements unless the Board of Commissioners shall otherwise direct.

2. **Bid Closing Time.** Requests for bids shall state that bids will be received not later than a given local time on a specified day. Bids shall be opened in the afternoon of such specified day at a time to be established by the Controller.
3. **Release of Information to Bidders.** Upon the request of a prospective bidder the Purchasing Director shall supply the following materials for each proposed contract:

a. One copy of the official bid form

b. One standard bid envelope

c. Bid materials, such as specifications, plans, profiles, etc.

This procedure shall be amended when prequalification is a requirement of the contract.

When a fee for bid material is required it shall be paid by the County. When a fee is refundable it will be returned when bidding material is returned in good order.

In the event the Controller deems it necessary he/she must submit a performance bond, discrimination clause, and/or material bond.

4. **Recording and Control of Bidding Material.** A list of prospective bidders shall be maintained by the Purchasing Director.

It is essential that names and addresses are recorded when bids are released to facilitate distribution of addenda and when necessary to extend or cancel a contract under call.

5. **Preparation of Addenda.** Interpretations should be made in reply to queries from bidders only in the form of written addendum. When it becomes necessary to revise, delete, substitute or add to bidding material for a contract under call, the Purchasing Director shall approve the issuance of an addendum or cancel the contract.

6. **Notification of Addenda to Contractors / Suppliers.** A copy of each addendum shall be forwarded by Registered Mail to each contractor / supplier who obtained a bid form for the contract at his/her last known place of business. A copy of the addendum notice shall also be stapled to each bid form not yet distributed. If an addendum notice as aforesaid is prepared too late to allow notification by mail prior to the contract closing time, in addition to mailing the notice, each contractor/supplier who obtained bid forms for the contract shall be notified of the revision by telegram directed to his/her last known place of business. In addition to the above procedure, prior notice of the mailing shall be given to the contractor/supplier by telephone when practical.

7. **Notification to Contractors / Suppliers of Cancellation of Contract.** Each contractor / supplier who received bid documents shall be notified by Registered Mail addressed to his/her last known place of business of the cancellation of the contract. In addition to the above procedure, prior notice of the mailing shall be given to the contractor/supplier by telephone when practical.

8. **Return of Bids on Cancellation of Contracts.** When a contract is cancelled, no bids will be accepted. All bids received shall be returned unopened to the contractor/supplier by hand or by Registered Mail with a covering letter addressed to his/her last known place of business.

9. **Notification to Contractors / Suppliers of Extension of Time.** Each contractor / supplier who received bid documents shall be notified by Registered Mail addressed to his/her last known
place of business of the extension of time. In addition to the above procedure, prior notice of the mailing shall be given by telephone when practical.

10. **Disposition of Bids When Closing Date Has Been Extended.** When the closing date for receiving bids has been extended, bids already received shall be handled as follows:

   a. If the extension of time is two weeks or less, the contractor/supplier shall be advised that his bid will be returned upon request.

   b. If the extension of time is more than two weeks, all bids shall be returned unopened. All communication by mail shall be registered and addressed to his/her last known place of business.

11. **Bid Requirements.** All bids shall either be mailed or delivered personally to the offices of the County Controller. Bids are required to conform to the conditions listed below.

   a. The correct bid form, as supplied by the County, must be used and in the possession of the Controller or his duly authorized representative on or before the bid closing time and date. **Bids received after closing time will not be considered.**

   b. The bids must be legible, written in ink or by typewriter and all items must be bid, unless the bid specifically permits otherwise, with the unit price for every item and other entries clearly shown.

   c. Adjustments by telephone, telegram or letter to a bid already submitted will not be considered. A bidder desiring to make adjustments to a bid must withdraw the bid and/or supersede it with a later bid submission.

   d. The official bid return envelope supplied by the County must be used for bidding purposes without any extra exterior covering. Provision shall be made on the bid envelope for the contract number and the name and address of the contractor / supplier. (This information will be completed by the County at the time of issuance of the envelope.

   e. The bid form must be signed in the space(s) provided on the form, with the signature of the bidder or of a responsible official of the contractor/supplier bidding. If a joint bid is submitted, it must be signed on behalf of each of the bidders and if the signing authority for both bidders is vested in one individual, he shall sign separately on behalf of each bidder. In the case of an incorporated company the bid must be signed by proper signing officers. Qualified contract bid form(s) must be submitted under the name of the contractor/supplier (group of contractors/suppliers) who has (have) been approved as having the required rating for the contract being bid.

   f. Erasures, overwriting or strike-outs must be initialed by the person signing on behalf of the contractor/supplier bidding.

   g. The bid shall be accompanied by a bid bond or deposit in the form of a certified check, bank draft or money order payable to the County of Ingham equal to or greater than the amount specified in the bid, and **must be enclosed in the same envelope as the bid.**
12. **Deposit Requirements.** Deposits may be required at the discretion of the County Controller or pursuant to his authorization, the Purchasing Director. If deposit requirements for contracts, including those for the purchase of goods are required, a minimum deposit of 10 percent (10%) of the total bid submitted shall be required.

   a. Deposits must be submitted with the bid. Deposits may be certified check, bank draft or money order or any combination thereof (see Sections K.23.i and K.23.j).

   b. Should the Purchasing Director suspend the deposit requirements for a particular contract, such suspension shall apply to all bidding on that contract.

13. **Failure to Observe Bid Requirements.** If any of the bid requirements (see Section K.11 and K.12) have not been met, the bid shall be considered to be an “improper bid” and dealt with as set out in Section K.24.

14. **Bonding Requirements.** When stipulated within the conditions of a bid, a performance bond for 100 percent of the bid or 50 percent in the case of prequalified contracts or other amounts when conditions warrant, issued by an approved guaranty company on a form acceptable to the County or 100 percent of the amount of bid in cash or certified check must be furnished by the contractor before the contract is signed.

15. **Bid Materials.** The requirements of Section K.11 and Section K.12 shall be included as part of the bidding material.

16. **Receiving Bids.**

   a. Bids received in other than the bid envelope supplies shall not be accepted by the Controller’s Office. Such bids shall be returned unopened in the same manner as provided in Section K.16.d.

   b. When a bid is received, the envelope shall be time and date stamped. If a time stamp is not available, the time of receipt shall be noted in ink and initialed by the Controller’s staff. Receipt of such bids shall be recorded on a list of bids received and bids shall be deposited unopened in the proper bid box. A bid shall be deemed to have been received when the envelope has been stamped with the time and date of receipt by the Controller’s Office. The number of bids received and the names of bidders is confidential information and shall not be divulged prior to the bid openings.

   c. To ensure accurate time, the Controller’s Office shall ensure that the correct time is used.

   d. Regardless of the time a bid is received, the envelope shall be time and date stamped. If the bid is for a contract already closed it shall be returned unopened to the bidder. If the bid is to be returned by mail, it shall be accompanied by a cover letter stating that the bid could not be accepted because of its late arrival. If a late bid is received without a return address on the envelope it shall be opened, address obtained and then returned. The covering letter should state why the envelope could not be returned unopened.

   e. Any correspondence pertaining to adjustments, corrections or restrictions to a bid, which is received with a bid but outside the bid envelope or is received after a bid has been
submitted but prior to closing time, shall not be considered, and the bidder shall be advised by mail or phone of the withdrawal procedures if possible and practical.

17. **Withdrawal of Bids Prior to Bid Opening.** A contractor/supplier who has submitted a bid on a contract may request that his bid be withdrawn. (Adjustments or corrections to a bid submitted will not be allowed.) The withdrawal shall be allowed if the request is made before the closing time for the contract to which it applies. Withdrawal requests must be directed to the Purchasing Director by letter, telegram or in person. Telephone requests shall not be considered. When withdrawals are made in person, the Purchasing Director shall obtain a signed withdrawal form confirming the details. If the person requesting the withdrawal is other than a senior official of the company and for letter or telegram withdrawals, the authenticity of the request must be confirmed by telephoning the proper signing officer of the Company when practical. Bids confirmed as withdrawn prior to being placed in the bid box shall be returned unopened to the contractor/supplier. Withdrawals received after the bid has been deposited shall, together with the confirmation of withdrawal be placed in the bid box. These bids are dealt with at the opening by announcing that the bids are withdrawn and are to be returned (see Section K.19.e and K.19.k). Withdrawal requests received after the contract closing time will not be allowed. The party concerned shall be informed that the withdrawal request arrived too late for consideration. However, when the bid is read out at the bid opening, and if it is the lowest bid on the contract, the bidder may then proceed in accordance with Section K.18. The timely withdrawal of a bid does not disqualify a bidder from submitting another bid on the same contract.

18. **Withdrawal of Bids During Bid Opening.** During a bid opening at the conclusion of the reading out of bids on a contract, the low bidder may withdraw any of his/her remaining bids on other contracts. Bids withdrawn under this procedure cannot be reinstated (see Section K.19.a). If more than one bid is read out under the same name for the same contract and no withdrawal notice has been received, the bid contained in the envelope bearing the latest date and time stamp shall be considered the intended bid. The first bid received shall not be considered withdrawn and returned to the bidder in the usual manner (see Section K.19.m).

19. **Opening Bids.**

a. Bids shall be opened by the Purchasing Director or his designate in the presence of two witnesses who may consist of the Chairman, the Chief Administrative Officer, heads of departments or directors or their delegates; any other person desiring to be present at the opening of the bids may attend.

b. When there are two or more bids to be opened at the same time and upon the request of a bidder, a lottery shall be held to determine the order in which the bidder calls will be dealt with at the opening.

c. When the order in which the bid calls will be dealt with has been established, the Controller’s staff and the Purchasing Director shall unlock the bid box and remove its contents.

d. Any bid which does not have the contract number on the envelope shall be opened and placed with its appropriate group.

e. Any correspondence requesting withdrawal of bid shall be read by the Purchasing Director who shall state the nature of correspondence, the name of the bidder and the
contract number. He shall then attach the withdrawal notice to the bid envelope which shall remain unopened.

f. When the correspondence in the bid box has been dealt with the remaining bids shall be opened. Each bid form shall be stapled to the applicable bid envelope, the deposit check clipped to the bid form and the bids sorted according to contract number.

g. If correspondence is found enclosed with a bid in the bid envelope which, in the opinion of the Purchasing Director could qualify the bid in any way, the bid shall initially be considered an “improper bid” and shall be so noted in the record of bids opened and the bid read out in the normal manner. This correspondence and the bid shall be referred to the County Services Committee for decision as to acceptance or rejection (see Section K.24).


h. When bids have been opened and sorted, the Purchasing Director shall check the listing of bids received, and the number of bids opened to ensure that all bids received are accounted for. If a discrepancy occurs, the bid opening proceedings shall be delayed until all bids have been accounted for.

i. When all bids have been accounted for, the Purchasing Director shall announce for each contract, the contract number, and the number of bids received and for each bid, the name of the bidder and total bid amount, simultaneously recording the name of each bidder, the amount of the bid and the deposit check on a bid opening form.

j. When, during the reading out of the bids, the Purchasing Director receives a bid that has correspondence requesting withdrawal attached, he shall read out the contract number and the bidder’s name and indicate to those in attendance that the bid is one previously announced as withdrawn at the request of the bidder (see Section K.19). The bidder’s name for each withdrawn bid shall be recorded immediately following the names of the bidders whose bid will be considered, noting the method and date of withdrawal. If, during the reading out of bids, the Purchasing Director receives a bid with correspondence other than a withdrawal request attached, he shall read out the bid in the normal manner.

k. When all bids for a contract have been read out and the information has been recorded by the Purchasing Director, he shall close off the Record of Bids Opened by drawing a diagonal line in the unused space under the information listed and sign the form.

l. During the reading out of the bids the Purchasing Director shall check for more than one bid under the same name (without a notice of withdrawal). If this situation occurs, if shall be dealt with as in Section K.17. If two bids for the same contract are received in the same bid envelope (contractor’s copy included), the signed copy or if both are properly executed and prices differ the lower price shall be considered the intended bid, which shall be processed in the normal manner.

m. A contractor/supplier (read out as low on a previous contract) who desires to withdraw a bid(s) during an opening shall attest in writing to his identity and state the contract(s) on which he desires to withdraw. The Notice of Withdrawal of Bid must be signed by the
contractor/supplier. This Notice must be handed to the Purchasing Director before the reading out of the first bid on the contract(s) to which it applies (see Section K.18). The Purchasing Director shall attach it to the applicable bid. He shall read out the bidder’s name and announce that the bid has been withdrawn in accordance with established procedure. He shall not read out the bid amount of the withdrawn bid. A contractor/supplier who withdraws a bid on the strength of being read out as low bidder on a previous contract does not have the right to reinstate the withdrawn bid if subsequent checking proves that his bid on the previous contract was not in fact low.

20. **Check Bids.** The bids will be checked to determine whether: (i) all bidding requirements have been met; (ii) all unit prices have been correctly extended; and (iii) the extensions have been correctly totaled. Bidders which do not conform to bid requirements of Section K.11 or which require mathematical correction(s) shall be deemed “improper bids” and dealt with as set out in Sections K.22, K.23 and K.24. All checking shall be completed by the Purchasing Director as soon as possible following the public portion of a bid opening. The Purchasing Director shall check to ensure that:

   a. the bidder’s name and bid amount shown on the Record of Bids Opened is correct.
   b. the bid is properly signed,
   c. the correct bid form and envelope have been used.
   d. each bid envelope is time and date stamped prior to the contract closing time.
   e. the deposit (when applicable) is sufficient and in an acceptable form.
   f. each item on the bid have been bid (unless the bid specifically permits otherwise).
   g. all extensions and the total for each bid are correct. If an extension or total is incorrect, the checker shall cross out the incorrect figure shown on the bid form, enter the correct figure in red above it and initial the entry. If the extension and total are correct the checker shall affix a numbered stamp or initial each bid adjacent to the total certifying that it has been checked.
   h. the bid is free of restrictions or alterations.
   i. all other bidding requirements have been met.

21. **Contract on which All Bids are in Order.** The Purchasing Director shall report in writing a summary of all bids received to the County Services Committee, or other appropriate committee, with his recommendation as to which, if any, of such bids shall be accepted. The Committee shall approve awarding of the contract to the lowest qualified bidder provided funds are available. In the event that only a single bid was received, or that the lowest bid was not recommended or the amount of said bid was in excess of the approved budgetary appropriation, a report shall be sent by the Purchasing Director to the appropriate committee notifying them of the same.

**History:** 1980, Resolution 80-309, Effective December 9, 1980; -- Amended 2002, Resolution 02-286, Effective January 1, 2003
22. Contract on which Improper Bids have been Received. Following completion of the checking procedures outlined in Section K.20, bidding infractions, if any, shall be noted in the Record of Bids Opened. This notation must clearly state the reason the bid has been considered improper. The Purchasing Director shall then decide on the acceptance or rejection of all bids noted as improper on the Record of Bids Opened.

23. Basis of Decisions on Acceptance or Reject of Improper Bids. Extreme care must be exercised by the Purchasing Director responsible to ensure that improper bids are handled in a manner which is fair to other bidders as well as the public.

   a. Late bids must be rejected (see Section K.16.e).

   b. Bid form or envelope not used:

      1. Bids received on other than supplied bid forms may be rejected.

      2. Bids received in other than the bid envelopes supplied may be rejected.

   c. Bids not completed in ink or by typewriter must be rejected.

   d. Partial bids may be rejected except when the bid form clearly states that an award may be made for individual items (e.g., contracts such as equipment rental or some material contracts which are in effect several individual contracts combined.

   e. If a bid is restricted by a statement added to the bid form or a covering letter or alterations to a form, it may be rejected unless the change was requested by the County (e.g., F.O.B. point changed, escalator clause, etc.).

   f. Bids that are not properly signed must be rejected.

   g. Bids that are not properly sealed may be rejected.

   h. In cases of erasure, overwriting or non-initialed strike-outs, these bids may be accepted provided the price is legible.

   i. Bids containing arithmetical corrections from the checking procedure may be accepted. Bid unit prices shall ordinarily be used to correct extensions.

   j. Deposit not submitted or of insufficient amount:

      1. If a certified check, bank draft, or money order is specifically requested by the Purchasing Director and is not submitted, the bid must be rejected.

      2. If a certified check, bank draft, or money order for an insufficient amount is submitted, if in the opinion of the Purchasing Director an honest error was made, a bidder may be allowed a reasonable time to submit sufficient deposit. If the deposit is not received within the time allotted the bid must be rejected.

   k. Agreement to bond:
1. If an agreement to bond is not submitted, when required, the bid may be rejected.

2. If an agreement to bond is not properly executed, when required, a bidder may be allowed a reasonable time to have it corrected. If the corrected agreement is not received within the time allotted, the bid must be rejected.

24. **Decisions on Improper Bids.** When an improper bid must be rejected as outlined in Section K.23, the amount of the bid shall not be recorded in the Record of Bid Opening by the words “Rejected Bid” shall be recorded instead. When an improper bid id one that may be accepted as outlined in Section K.23, it shall be noted as an “Improper Bid” in the Record of Bid Opening along with the amount of the bid. All bids shall then be referred to the Purchasing Director for review of the bids in order to recommend an award. In his report he shall recommend acceptance or rejection of any improper bid and he shall recommend the award of the contract.

25. **Notification of Acceptance of Bid.** Upon the award of the contract the Purchasing Director shall immediately advise the successful bidder that his bid has been accepted.

26. **Disposition of Deposit Checks.** Following the opening of bids, all deposit checks of other than the low and second low bidders and any others that the Purchasing Director elects to retain, shall be returned to the applicable bidders by Registered Mail to his/her last known place of business or by hand. If a deposit check is returned by hand, a letter acknowledging receipt must be signed by the bidder. The retained deposit checks will be held until the contract is executed (see Section K.29). The Purchasing Director may permit the substitution of a bid bond of equal cash value to replace the bid deposit of the second lowest bidder and any other bid deposits held until the contract is executed.

27. **Disposition of Withdrawn Bids.** Following the bid opening, the Purchasing Director shall return the withdrawn bids and the deposit checks (when applicable) to the bidders by Registered Mail or by hand. If a bid and deposit check is returned by hand, a letter acknowledging receipt must be signed by the bidder.

28. **Execution of Contract.** A contractor/supplier shall be allowed ten working days between the date of mailing the Form of Contract and the date the executed contract must be returned to the Purchasing Director.

29. **Action on Acceptance of Contract.** When copies of the executed contract are returned and found acceptable to the Purchasing Director, all deposit checks and/or bid bonds shall be returned by Registered Mail to his/her last known place of business or by hand. If returned by hand, a letter acknowledging receipt must be signed by the bidder.

30. **Action when Successful Bidder Does Not Finalize Contract.** If a contract has been awarded and the successful bidder fails to sign the contract or provide a contract bond, cash or other acceptable collateral within the specified time (see Section K.28), the Purchasing Director may grant additional time to fulfill the necessary requirements or may recommend that (i) the contract shall be awarded to the next low bidder; or (ii) that the contract shall be cancelled. In either case, the deposit of the bidder shall be forfeited. If a contract is to be awarded to the second low bidder, his/her deposit check shall be retained until he/she has actually signed the contract. If the second low bidder fails or declines to execute the contract if awarded to him/her, his/her deposit shall be forfeited.
31. **Purchase Order.** A bid for the purchase of goods shall be confirmed by the issuing of a purchase order subject to the limitations contained herein.

32. The contractors, suppliers and bidders shall also mean their heirs, executors, administrators and assigns.

L. **Context.** This policy shall be read with all necessary change of genders and changes of singular to plural which may be required in its context.

M. **Right to Reject.** Notwithstanding the provisions of this policy, the County shall have the right to reject the lowest or any bid at its absolute discretion.

N. **Equal Opportunity Statement.** The Purchasing Director must have in his files or enclosed in the bid envelopes a signed Equal Opportunity Statement for each bidder and each bid.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION IN HONOR OF THE 2016 STATE ARBOR DAY CELEBRATION

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

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

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

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

WHEREAS, the 2016 State Arbor Day Celebration will take place Friday, April 29, 2016 at Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby endorses Arbor Day and extends their congratulations and best wishes to all of those involved in the 2016 State Arbor Day.
Introducing by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING BOB ALEXANDER

WHEREAS, Bob Alexander has circulated thousands of petitions for causes beginning in the early 1950’s as he watched his father organize his neighborhood’s fight against Dutch Elm disease; and

WHEREAS, he earned a history degree from the University of Michigan in 1966, and joined the Peace Corps where he spent two years in India working in intensive chicken breeding; and

WHEREAS, Bob joined the National Teacher Corps and taught middle school in newly desegregated Hopkinsville Kentucky, he also taught at Webster Elementary in Detroit, where 40 percent of the children spoke Spanish and there were no Spanish speaking teachers; and

WHEREAS, upon moving back to Ann Arbor, he became involved with farm worker’s groups, the Human Rights Party, and many other causes; and

WHEREAS, Bob has led campaigns for dozens of fellow Democrats running for Ingham County Commissioner, East Lansing School Board, State Representative and other offices, headed the Draft Al Gore for President campaign in 2007 and was State Campaign Director for Dennis Kucinich in 1994, he is currently working on the Bernie Sanders’ Michigan campaign; and

WHEREAS, his first bid for public office was running for State Representative in 1972 as a third party candidate, he stepped aside in the race for Senate in support of his friend and colleague Lana Pollack who later authored the “polluter pay” law; and

WHEREAS, Bob once again stepped aside in the East Lansing City Council race in support of Sam Singh, Mark Meadows, and Douglas Jester, all of whom were elected and went on to serve as East Lansing Mayor, he also ran for US Congress twice; and

WHEREAS, Bob retired in 2002 after 30 years of service with the State of Michigan, in the Department of Social Services and other departments.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Bob Alexander, a leader in the community, for his tireless commitment to community organizing, activism and local, state and federal legislation.

BE IT FURTHER RESOLVED, that the Board appreciates the contributions he has made to the citizens of Ingham County, he is a true inspiration to us all.