THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, DECEMBER 6, 2016 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

1. Human Resources – Hay Study Update (Discussion)
2. Presentation – Facilities Condition Assessment Report
3. Drain Commission
   a. Resolution to Approve Agreement for Work in County Road Right-of-Way by Ferley Consolidated Drain Drainage District
   b. Resolution Pledging Full Faith and Credit to Webberville Consolidated Drain Drainage District Bonds
   c. Resolution Committing Ingham County to Continued Action Against Non-Point Source Pollution in Compliance with Phase II of the Federal Clean Water Act by: 1) Continuing Membership in the Greater Lansing Regional Committee for Storm Water Management, 2) Agreeing to the Committee’s December 8, 2016 Memorandum of Agreement, and 3) Confirming the Terms upon which the Drain Commissioner will Represent (“Nest”) County Departments for Phase II Compliance
   d. Resolution Pledging Full Faith and Credit to Blue-Spotted Salamander Drain Drainage District Bonds
4. Economic Development
   a. Resolution Approving Ingham County’s Participation in the Lansing Regional Brownfield Coalition for the Purpose of Submitting an Application to the United States Environmental Protection Agency for a Brownfield Assessment Grant
   b. Resolution Approving the Ingham County Brownfield Authority Brownfield Plan for the Elevation at Okemos Pointe 2360 Jolly Road (Portion); 2398 Jolly Road (Portion); 2350 Jolly Oak Road; 2362 Jolly Oak Road; Jolly Oak Road (Portion) Okemos, Meridian Charter Township Michigan
5. **Health Department**
   a. Resolution Authorizing a **Shift Differential** for Ingham County Health Department Jail Nurses During Work Hours of 6:30 pm to 6:30 am
   b. Resolution to Authorize a **Reorganization** of the Health Department’s Staff and Administrative Structure
   c. Resolution to Authorize Conversion of a Community Health Representative IV Position to a **Coding Specialist** Position
   d. Resolution Authorizing a Great Start Agreement with the **Midland County Educational Services Agency** and 0.25 FTE Increase of Position #601490

6. **Innovation and Technologies**
   a. Resolution to Approve the Contract for Renewing **Courtview Support Services**
   b. Resolution to Approve the Renewal of the **Microsoft Enterprise Agreement** through CDWG
   c. Resolution Honoring **Kevin Douglas**

7. **Treasurer** – Resolution to Transfer All **Unsold Tax Reverted Properties** Rejected by Local Units to the Ingham County Land Bank Fast Track Authority

8. **Purchasing Department** – Prevailing Wage and **Living Wage Update**

9. **Road Department**
   a. Resolution to Approve the Special and Routine **Permits** for the Ingham County Road Department
   b. Resolution to Retain MDEQ Scrap Tire Market Development - Devulcanized Rubber Modified Warm Mix **Asphalt Pavement Project Testing and Research Services** with **Selected**

10. **Parks**
    a. Resolution Authorizing a Memorandum of Understanding with the Friends of the **Lansing Regional Trails Ambassador Program**
    b. Resolution Authorizing Entering into a Contract with Spicer Group, Inc. to Provide **Consulting Services** to and Assist the Ingham County Parks Staff with the Delivery of Certain Millage Related Items
    c. Resolution Honoring **Raelyn Kateley**

11. **Farmland and Open Space Preservation Farmland and Open Space Preservation**
    a. Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on the **Sheridan, Miedema, and Lovette Properties**
    b. Resolution Approving the Ranking of the 2016 Farmland and Open Space Preservation Programs **Application Cycle Ranking** and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties

12. **Human Resources**
    a. Resolution Approving a Letter of Understanding with Capitol City Labor Program, Inc. – 9-1-1 **Non-Supervisory Unit** Regarding Overtime and Call Taker Assignments
    b. Resolution Approving **Modifications** to the 2017 Managerial and Confidential Employee Personnel Manual
13. **Controller**
   a. Resolution Approving Various Contracts for the 2017 Budget Year
   b. Resolution Authorizing the Controller to Make Year End Budget Adjustments

14. **Board of Commissioners**
   a. Resolution Authorizing Commissioner Compensation for 2017 and 2018
   b. Resolution Approving Annual 2017 Compensation for Non-Judicial County-Wide Elected Officials
   c. Resolution Amending the Ingham County Board Rules to Assign the Human Services Committee as the Liaison for the Ingham County Fair, Fair Board, Parks Department, and Parks and Recreation Commission
   d. Resolution Honoring Dr. Martin Luther King, Jr.

Announcements
Public Comment
Adjournment

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

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

Members Present: Nolan, Celentino, Hope, Tsermoglou (departed at 7:01 p.m.), and Koenig (arrived at 6:01 p.m.)

Members Absent: Bahar-Cook and Maiville


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 Open and Closed Session Minutes of the November 01, 2016 Meeting

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE NOVEMBER 01, 2016 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Bahar-Cook and Maiville.

Additions to the Agenda

8. Other Issues - HOMTV Internship Program 35th Anniversary Special Tribute

Limited Public Comment

Sally Auer, UAW Chairperson, addressed the Committee regarding the Hay Study.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Facilities - Resolution Awarding a Contract to Centennial Electric, LLC for Exterior Light Poles and LED Light Fixture Replacement in the Human Services Building Parking Lot
2. Innovation and Technologies - Resolution to Approve the UPS Replacement Engineering Services
4. Road Department
   a. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

5. Treasury
a. Resolution to Provide Funding for Low Income Tax Preparation
b. Resolution to Contract with Capital Area Community Services to Provide Funding for Fuel Assistance Administration
d. Resolution to Contract with Capital Area Community Services and Legal Services of South Central Michigan to Provide Funding for an Eviction Diversion Program in the 54A District for Certain Tax Delinquent Properties in Lansing

6. Human Resources
b. Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual
c. Resolution Approving a Letter of Understanding with Office and Professional Employees International Union Regarding Proration of Leave Time

7. Controller
a. Resolution of Intent to Enter into Contract of Lease with Ingham County Building Authority; to Authorize Publication of Notice of Intent; and to Declare Intent to Reimburse

8. Other Issues - HOMTV Internship Program 35th Anniversary Special Tribute

THE MOTION CARRIED UNANIMOUSLY. Absent: Bahar-Cook and Maiville.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Bahar-Cook and Maiville.

3. Economic Development - Resolution Setting a Public Hearing for a Brownfield Plan for the Elevation at Okemos Pointe 2360 Jolly Road (Portion); 2398 Jolly Road (Portion); 2350 Jolly Oak Road (Portion); 2360 Jolly Oak Road; 2362 Jolly Oak Road Meridian Charter Township, Michigan

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION SETTING A PUBLIC HEARING FOR A BROWNFIELD PLAN FOR THE ELEVATION AT OKEMOS POINTE 2360 JOLLY ROAD (PORTION); 2398 JOLLY ROAD (PORTION); 2350 JOLLY OAK ROAD (PORTION); 2360 JOLLY OAK ROAD; 2362 JOLLY OAK ROAD MERIDIAN CHARTER TOWNSHIP, MICHIGAN.

Chairperson Nolan asked Sandy Gower, Economic Development, Director, if she felt the development was moving as fast as it could go given all of the parties it needed to go through.

Ms. Gower stated that it was and further stated that the plan and the developer would be available at the next County Services meeting and the Committee could approve it that night.

THE MOTION PASSED UNANIMOUSLY. Absent: Bahar-Cook and Maiville.
b. Resolution to Approve an Okemos Road and Jolly Road Maintenance of Traffic and Signal Timing Professional Engineering Services Contract with Bergmann Associates, Inc.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO APPROVE AN OKEMOS ROAD AND JOLLY ROAD MAINTENANCE OF TRAFFIC SIGNAL TIMING PROFESSIONAL ENGINEERING SERVICES CONTRACT WITH BERGMANN ASSOCIATES, INC.

Chairperson Nolan asked Bill Conklin, Ingham County Road Department, if he knew how many times the road in the area had been torn up and stated that the businesses in the area were not happy.

Mr. Conklin replied that the area south of the freeway had been adjusted two years prior.

Commissioner Koenig asked if there was a limitation to prevent disruptions in a particular area for extended periods of time and if there was any coordination with the Drain Commission.

Mr. Conklin stated yes.

Discussion.

Commissioner Celentino asked why Mr. Conklin recommended Bergmann Associates, Inc. as the contractor for the project.

Mr. Conklin answered that they were chosen in an effort to save time and because they possessed more background knowledge related to the project even thought they were more expensive.

THE MOTION PASSED UNANIMOUSLY. Absent: Bahar-Cook and Maiville.

5. Treasury
   c. Resolution to Contract with Capital Area Community Services to take Client Referrals from Ingham County Treasurer

MOVED BY COMM. HOPE, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO CONTRACT WITH CAPITAL AREA COMMUNITY SERVICES TO TAKE CLIENT REFERRALS FROM INGHAM COUNTY TREASURER.

Treasurer Schertzing introduced David Reyes, Asset Independence Coalition, Executive Director.

Chairperson Nolan asked Ivan Love, Capital Area Community Services (CACS), Director, if CACS had a relationship for the Lansing Center for Financial Empowerment.

Mr. Love stated that the City of Lansing received a grant from Bloomberg that had three components of promoting, fundraising, and coordinating the program within the mayor’s office. He further stated that the program was only allowed to be utilized in the City of Lansing which created contention. Mr. Love further stated that the City of Lansing decided that after three years they would fund the Cristo
Rey Community Center and took the senior staff, carry-over money, and fundraising money which basically left CACS on their own. He further stated that the City of Lansing had decided to allow the Cristo Rey Community Center to handle the program within the City of Lansing and that CACS was to utilize it outside of the city.

Discussion.

Karen Conroy, Property Tax Coordinator, supplied materials regarding statistics for services provided in the past ten months and a qualitative narrative of three weekly reports from the Treasurer’s office.

Commissioner Tsernoglou departed at 6:26 p.m.

Treasurer Schertzing stated that the Bloomberg model dictated how things would be done and that the City of Lansing had to comply with the model. He further stated that they attempted to figure out how to take services that were designated for the City of Lansing, but make them County-wide.

Mr. Love stated that the City of Lansing continued the program, but that Bloomberg would not allow the city to go outside of the city limits.

Commissioner Tsernoglou returned at 6:30 p.m.

Treasurer Schertzing stated that the resolution was to continue a program that had been started a year ago and reviewed the statistics provided.

Commissioner Celentino welcomed Treasurer Schertzing and Mr. Love and asked for clarification regarding the clients being served outside the county.

Mr. Love stated that the money from the Treasurer’s office was for Ingham County residents.

Treasurer Schertzing stated that the clients were tax delinquent and tax forfeited clients.

Mr. Love stated that he received a discretionary grant from the State of Michigan for the four counties that CACS served: Ingham, Eaton, Clinton, and Shiawassee. He further stated that the goal was to work with the four County Treasurer’s and develop similar programs.

Commissioner Celentino asked if the requested funds were coming from the Delinquent Tax Fund and if there was enough in the fund for it.

Treasurer Schertzing stated that he would do everything he could to help people avoid foreclosure.

Chairperson Nolan asked for clarification of the funds from last year that were reflective in the data presented.

Treasurer Schertzing stated that it came out of the same fund that was being requested with the current resolution and that it was for the same amount of $100,000.
Chairperson Nolan asked Treasurer Schertzing to clarify the fund usage and the amounts currently in the funds.

Treasurer Schertzing stated that the Delinquent Tax Revolving Fund was where the majority of annual revenue and expenses happened each year and the fund currently had about $6,000,000. He further stated that the smaller account was the Delinquent Tax Administration Fund.

Chairperson Nolan stated that the $6,000,000 in the Delinquent Tax Revolving Fund was County Commissioner money.

Treasurer Schertzing stated that he did not believe that was correct. He further stated that Genesee County Board of Commissioners sued their County Treasurer two years ago over treasury money and they lost.

Commissioner Celentino asked for clarification regarding the resolution language stating that the funds would come out of the Delinquent Tax fund.

Treasurer Schertzing stated that the funds could come out of either fund, but that this particular one would come out of the Delinquent Tax Revolving fund.

Discussion.

Chairperson Nolan stated that she appreciated the program, but that she also appreciated the processes and wondered if it should not be put out to bid.

Treasurer Schertzing stated that there were only two other agencies that could provide the skill base.

Chairperson Nolan asked if there would be a problem running through the committee process.

Treasurer Schertzing stated that the County Services Committee was the Treasurer’s Liaison Committee. He further stated that he did not believe that this was a Human Services discretion program and that he believed that the treasury had the option to spend the money.

Mr. Neilsen stated that the Department of Treasury at the State level had guidelines for what was legal to spend the funds. Mr. Neilsen further stated that one of the things the Controller recommended was developing a County Policy regarding these types of things.

Chairperson Nolan asked to go through all resolutions under the Treasury to specifically identify what fund the monies would be coming from.

Treasurer Schertzing stated that the funds for Agenda Item 5(a) would come from Delinquent Tax Administration Fund. He further stated that the funds for Agenda Items 5(b), 5(c), and 5(d) would come from the Delinquent Tax Revolving Fund.

Commissioner Koenig disclosed that she was on the Board of Directors for CACS.
THE MOTION CARRIED UNANIMOUSLY. Absent: Bahar-Cook and Maiville.

e. Legal Services of South Central Michigan Quarterly Report: July 1, 2016 to September 30, 2016 (Discussion)

John Neilsen, Chief Deputy Controller, provided a letter from Legal Services of South Central Michigan.

Treasurer Schertzing stated that some of this was a follow-up to Commissioner Koenig’s query earlier regarding an update on services.

Nicole Shannon, Legal Services of South Central Michigan (LSSCM), Supervising Attorney, thanked the Commissioners and stated that for the last several years Ingham County has funded the Lansing office to help clients maintain housing security and avoid homelessness. She provided an overview of the additional programs and opportunities LSSCM was able to provide.

Chairperson Nolan thanked Ms. Shannon and Mr. Love for their efforts.

Commissioner Koenig asked how much LSSCM received from Ingham County and in what forms.

Ms. Shannon stated that she was still familiarizing herself with the funds. She stated that the $60,000 annual funding that LSSCM received from the Treasurer’s office to do foreclosure work had been consistent for approximately eight years.

Mr. Neilsen stated that he believed the amount for legal aid was $25,000.

Commissioner Koenig asked what the purpose of that value was for and speculated that it was for tax related items.

Discussion.

Commissioner Tsernoglou departed at 7:01 p.m.

6. Human Resources
   d. Performance Review (Discussion)

Commissioner Hope stated that she liked the City Manager Performance Evaluation because it described a process where the Controller would evaluate himself and those doing the review would receive the self-assessment and would receive the form to be able to augment it with their evaluation and comments.

Chairperson Nolan asked Travis Parsons, Human Resources, Director, to provide a brief update regarding the Hay Study.

Travis Parsons provided an overview and stated that several groups from Ingham County Employee’s Associations requested a variety of types of information.
Commissioner Celentino departed at 7:06 p.m.

Mr. Parsons stated that the Command Officers Association of Michigan, representing the 9-1-1 Supervisors, requested a meeting with him before November 18, 2016. He further stated that many employees were asking questions related to what they possibly did wrong.

Commissioner Celentino returned at approximately 7:10 p.m.

Commissioner Hope asked how the Hay Group responded to the report of the November 1, 2016 County Services meeting and asked if there was any useful information in the Hay Study as it exists now.

Mr. Parsons stated that there was data that was useful. He further stated that Bill Bowbin, Korn Ferry Hay Group, Client Partner, contacted him and said that it appeared that the interest of the County to complete the project was waning and that he was going to check on the legalities regarding the proprietary information and provision of the individual responses of comparable communities.

Ms. Auer stated that she agreed with Mr. Parsons in that many County job descriptions did not accurately reflect what the employees were actually doing, but the data collected did.

Chairperson Nolan asked about the wage component.

Mr. Parsons responded that he felt that the Hay Group would provide whatever data they had collected and the analysis of the benefits.

6. **Human Resources**
   a. Modifications to the 2016 Managerial and Confidential Employee Personnel Manual and Discussion of Draft Settlement Policy ([Closed Session](#))

   **MOVED BY COMM. HOPE, SUPPORTED BY COMM. CELENTINO, AT 7:14 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING AN ATTORNEY CLIENT PRIVILEGED COMMUNICATION WITH CORPORATE COUNSEL PURSUANT TO MCL 15.268(h).**

   THE MOTION CARRIED UNANIMOUSLY BY ROLL-CALL VOTE. **Yea**: Nolan, Celentino, Hope, and Koenig **Nays**: None **Absent**: Bahar-Cook, Maiville, and Tsernoglou

   **MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, AT 7:30 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.**

   THE MOTION CARRIED UNANIMOUSLY. Absent: Bahar-Cook, Maiville, and Tsernoglou

7. **Controller**
   b. Economic Incentive Bid Transparency ([Discussion](#))
Mr. Neilsen reviewed the draft policy.

Discussion.

Commissioner Celentino asked if there was enough time left in the year to pass the policy.

Chairperson Nolan asked Mr. Njordford for his opinion regarding the legal review of the policy.

Mr. Njordford stated that they had preliminarily reviewed the issue.

Chairperson Nolan asked if Brownfield Redevelopment Authority could be stopped legally if they did not comply with the policy.

Mr. Njordford stated that would be an unresolved Phase 2 of the review.

Commissioner Hope stated that this would not apply as a practical matter very often and that it was mostly a gesture of public recognition that the Board wanted fairness and a transparent process.

Commissioner Celentino asked if the policy could be ready to go by the first 2017 County Services Committee meeting.

Mr. Njordford stated that it probably could.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:38 p.m.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1. **Human Resources Department** – *Hay Study Update* (Discussion)

   The Human Resources Director will be present to discuss progress on the classification and compensation study.

2. **Facilities Department** – *Facilities Condition Assessment Report* (Presentation)

   The Facilities Director will be present to summarize findings on the condition of various County facilities.

3a. **Drain Commissioner** – *Resolution to Approve Agreement for Work in Road Right-of-Way by Ferley Consolidated Drain Drainage District*

   The Drain Commissioner requests approval of an agreement to grant license and permission to conduct construction, improvement, and maintenance work in road rights-of-way within the Ferley Consolidated Drain Drainage District. This proposal has been discussed with the Ingham County Road Department, and Managing Director Bill Conklin concurs with the proposed agreement. The project involves taking over jurisdiction and consolidating the existing drainage structures in the road rights-of-way, and adjusting the boundary of the Ferley Consolidated Drain Drainage District so that the correct parcels, tracts, and subdivisions of land benefitted by the existing drain structures are included and therefore subject to any future assessments. There will be no construction work involved with this petition.

3b. **Drain Commissioner** - *Resolution Pledging Full Faith and Credit to Webberville Consolidated Drain Drainage District Bonds*

   The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to Webberville Consolidated Drain Drainage District bonds. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District’s bonds in an amount not to exceed $7.5 million. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District. Approval of this pledge will not exceed limits established in the Debt Policy.

3c. **Drain Commissioner** - *A Resolution Committing Ingham County to Continued Action Against Non-Point Source Pollution in Compliance with Phase II of the Federal Clean Water Act by: 1) Continuing Membership in the Greater Lansing Regional Committee for Storm water Management, 2) Agreeing to the Committee’s December 8, 2016 Memorandum of Agreement, and 3) Confirming the Terms upon which the Drain Commissioner will Represent (“Nest”) County Departments for Phase II Compliance*

   The Greater Lansing Regional Committee (GLRC) for Storm water Management assists Ingham County and its departments in complying with the regulatory requirements promulgated by the Michigan Department of Environmental Quality (DEQ) Municipal Separate Storm Sewer System (MS4) storm
water discharge permit. Continued membership in GLRC, a cooperative effort of many County
departments and agencies, will assure compliance with state rules and regulations pertaining to
necessary storm water discharge. As proposed, the Drain Commissioner will serve as the Ingham
County representative with GLRC. The annual cost of participation in GLRC will be $9,287.50
($6,287.50 for dues and $3,000 for DEQ permit). This cost will be divided among the Drain
Commissioner, Road Department, Parks Department, Potter Park Zoo, Ingham County Fair, the
Facilities Department, and the Airport Authority.

3d. **Drain Commissioner** - *Resolution Pledging Full Faith and Credit to Blue-Spotted Salamander Drain
Drainage District Bonds*

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of
Ingham County to Blue-Spotted Salamander Drain Drainage District bonds. A pledge of full faith and
credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities
and property owners of the drainage district who are liable to pay for the project. This drain project is
necessary for the protection of the public health, and in order to provide funds to pay the costs of the
project, the Drain Commissioner intends to issue the Drainage District’s bonds in an amount not to
exceed $1.5 million. Principal and interest payments on the Bonds will be payable from assessments to
be made upon public corporations and/or benefited properties in the Special Assessment District.
Approval of this pledge will not exceed limits established in the Debt Policy.

4a. **Economic Development Department** – *Resolution Approving Ingham County’s Participation in the
Lansing Regional Brownfield Coalition for the Purpose of Submitting an Application to the United
States Environmental Protection Agency for a Brownfield Assessment Grant*

In order to accept an assessment grant of $600,000, the EPA requires approval of a Memorandum of
Agreement (MOA) between all members of the Lansing Regional Brownfield Coalition and the City
of Lansing Brownfield Redevelopment Authority (acting as “Lead Member”). A similar resolution
was approved in 2015 (Resolution 15-336) resulting in an award of $600,000 to the Coalition. The
Economic Development Department recommends approval of a resolution to authorize execution of
such an agreement.

4b. **Economic Development** - *Resolution Approving the Ingham County Brownfield Authority Brownfield
Plan for the Elevation at Okemos Pointe 2360 Jolly Road (Portion); 2398 Jolly Road (Portion); 2350
Jolly Oak Road; 2362 Jolly Oak Road; Jolly Oak Road (Portion)Okemos, Meridian Charter
Township, Michigan*

The Ingham County Brownfield Authority (ICBA) recommended approval of a brownfield plan for the
Elevation at Okemos Pointe development located in Meridian Township. The Board of Commissioners
held a public hearing on the plan on December 13. Elevation at Okemos Pointe proposes to redevelop
37.29 acres over six eligible parcels in Meridian Township. This proposed development is a mixed-use
project that includes 166 apartment units and 6,214 gross square feet of commercial space. Phases II
and III consists of 232 additional apartments and the renovation of an existing 20,000 gross square feet
metal structure into a community market and food innovation district with community function space.
The Plan includes a 25% pass through of taxes during each year of the capture period. Each taxing
jurisdiction will receive 25% of the taxes created by the increment, and 75% will be used to reimburse
the developer. Based on estimated taxable values when completed the capture period is approximately
11 years. The Economic Development Department seeks Board approval of this project.

5a. **Health Department** - *Resolution Authorizing a Shift Differential for Ingham County Health
Department Jail Nurses During Work Hours of 6:30 pm to 6:30 am*
The Health Officer recommends approval of a resolution in support of renewing a Letter of Understanding with the Ingham County Employees’ Association Professional Employees Unit to provide a shift differential for Jail Nurses working between the hours of 6:30 p.m. and 6:30 a.m. A shift differential for registered nurses is a community standard for those working evening hours and allows the county to remain competitive in its hiring processes. Approval of the Letter of Understanding would not impact the Health Department budget.

5b. **Health Department** - Resolution to Authorize a Reorganization of the Health Department’s Staff and Administrative Structure

Health Department administration seeks approval for a department reorganization proposal. The Human Services Committee discussed the reorganization proposal at their regular meeting held on November 14, as required by the Reorganization Policy. Reorganization will redefine two former administrative positions in the community health clinics to eliminate redundancy and create more effective oversight of health center operations. Two position changes in the reorganization will result in financial impact. The Clinical Services Supervisor (MCF-10) position will change to Clinical Services Manager (MCF-11); the Assistant Deputy Health Officer (MCF-10) position will change to Deputy Health Officer Administration (MCF-14). The total cost of these changes is projected to be $15,945. All other position changes are budget neutral.

5c. **Health Department** - Resolution to Authorize Conversion of a Community Health Representative IV Position to a Coding Specialist Position

The Health Department currently has a vacant Community Health Representative IV position in the Billing and Reporting Unit. After a thorough analysis, it was determined a Coding Specialist position is more appropriate because it would allow additional support for medical chart/record audits for coding compliance to Federal and State regulations and guidelines. In addition, a Coding Specialist would provide an additional resource for education and training on accurate coding and documentation practices. The cost of this proposed conversion is an additional $8,500 annually based on step 5 personnel cost comparison of both positions. The Health Officer recommends approval of this change.

5d. **Health Department** - Resolution Authorizing a Great Start Agreement with the Midland County Educational Services Agency and 0.25 FTE Increase of Position #601490

The Health Officer seeks approval of a resolution to authorize an agreement with Midland County Educational Services Agency for the Office for Young Children (OYC) to serve as the Central Resource Center for the Great Start to Quality Program. The grant amount of $468,836.73 covers the period of October 1, 2016 through September 30, 2017. The resolution also authorizes a 0.25 FTE increase to the OYC Early Childhood Consultant position for the duration of the MDHHS Safe Sleep grant with costs to be covered by grant funds.

6a. **Innovation and Technology Department** – Resolution to Approve the Contract for Renewing CourtView Support Services

CourtView software is used in various criminal justice areas including our Courts and Prosecuting Attorneys’ office. The annual maintenance agreement to maintain the application, receive support, and receive needed software updates will expire on December 31. A support agreement has been purchased every year since Ingham County first owned the application. Last year’s total maintenance cost was $149,232.00. The total cost proposed by CourtView for 2017 is $150,575.00, a 1% increase. The Chief Information Officer recommends approval of this contract renewal.
6b. **Innovation and Technology Department** – *Resolution to Approve the Renewal of the Microsoft Enterprise Agreement through CDWG*

The Innovation and Technology Department seeks to renew software licensing through the Microsoft Enterprise Agreement at an annual cost not to exceed $370,000 for the first three years, with an option to add additional years. The current agreement will expire on January 31, 2017. CDWG was awarded the State of Michigan’s MCT contract and therefore has quoted this renewal under the State of Michigan MiDeal contract to provide the highest possible discount. Costs will be paid through the Networking Software fund. This action will assure proper licensing of Microsoft products utilized by Ingham County.

6c. **Innovation and Technology Department** – *Resolution Honoring Kevin Douglas*

A resolution is offered to recognize and honor Kevin Douglas for his 16 years of service to the residents of Ingham County and the Innovation and Technology Department.

7. **Treasurer** – *Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority*

The County Treasurer asks for approval of a resolution that requests transfer of all unsold tax reverted properties to the Ingham County Land Bank Fast Track Authority. State and local units of government were offered an opportunity to purchase these properties and subsequently declined to exercise that right. The General Property Tax Act requires that a foreclosing governmental unit retain possession of such unsold properties (MCL 211.78m (7)). The Ingham County Land Bank Fast Track Authority was established to assist in the strategic disposition of tax-reverted property.

8. **Purchasing Department** - *Prevailing Wage and Living Wage Update*

Section E.3 of the Prevailing Wage Requirement Policy necessitates preparation of an annual report on the status of projects where the payment of prevailing wage is required. The report must be presented to the appropriate committee of the Board of Commissioners. A written report titled *Prevailing Wage and Living Wage Update* is provided. The Purchasing Director will be present to discuss the report at the pleasure of the Committee.

9a. **Road Department** – *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 29 projects (see attachment).

9b. **Road Department** – *Resolution to Retain MDEQ Scrap Tire Market Development – Devulcanized Rubber Modified Warm Mix Asphalt Pavement Project Testing and Research Services with Selected Michigan State University (MSU)*

Michigan State University (MSU) entered into an agreement with MDEQ to research and develop the de-vulcanized rubber modified warm mix asphalt mixtures and to be the prime recipient of the MDEQ grant funds. In turn, MSU wishes to subcontract with Ingham County to implement field trial of the warm mix asphalt mixture. Road Department officials understand that the warm mix asphalt mixture is expected to provide enhanced performance and longevity to the warm mix asphalt material. For these reasons, the Road Department recommends entering into a revised subcontract with Michigan State University. MDEQ grant funds available for this purpose total $462,311. Road Department officials anticipate that the de-vulcanized rubber modified warm mix asphalt mixtures test sections will be constructed along Holt Road between Depot Street and US-127.
10a. **Parks Department** – *Resolution Authorizing a Memorandum of Understanding with the Friends of the Lansing Regional Trails Ambassador Program*

The Parks Department seeks approval of a memorandum of understanding (MOU) to “initiate frameworks of a high degree of cooperation between Friends of the Lansing Regional Trails Ambassador Program and Ingham County Parks for mutually beneficial programs, projects, and trails and river activities at the county park level.” The nature of the agreement is entirely permissive and does not obligate funds from either the County or the Ambassador Program.

10b. **Parks Department** – *Resolution Authorizing Entering Into a Contract with Spicer Group, Inc. to Provide Consulting Services to and Assist the Ingham County Parks Staff with the Delivery of Certain Millage Related Items*

A Request for Proposal (RFP) was issued in July in an attempt to identify a consultant to assist Parks Department staff with the Trails and Park Millage. Following Park Commission approval of a reduced scope of services, the Parks Director entered into negotiations with Spicer Group, Inc. to determine a final cost for needed services. The recommended professional services agreement would cover a two-year period at a cost not to exceed $192,846.74 and would include a two-year renewal option. The cost savings from the reduced scope of work amounted to $52,773.26. The Parks Commission recommended approval of the proposed resolution.

10c. **Parks Department** – *Resolution Honoring Raelyn Kateley*

A resolution is offered to recognize and honor Raelyn Kateley for her 22 years of service to the residents of Ingham County and the Parks Department.

11a. **Farmland and Open Space Preservation** - *Resolution Approving Proceeding to Close Permanent Conservation Easement Deed on the Sheridan, Miedema, and Lovette Properties*

In accordance with provisions of the Farmland and Open Space Preservation (FOSP) Ordinance, the FOSP Board scored and ranked the applications based on the approved selection criteria. After nearly two years, the FOSP Board recommends closing on the Sheridan, Miedema, and Lovette properties. The FOSP Board concluded it would be best to withdraw these properties from the Federal Agriculture Conservation Easement Program because the federal match would be minimal and does not justify the rigorous federal approval process. Therefore, the Miedema and Lovette properties will be closing with 100% local funds, and the Sheridan property will include a landowner contribution of $3,000.

11b. **Farmland and Open Space Preservation Board** - *Resolution Approving the Ranking of the 2016 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds in the Top Ranked Properties*

The Farmland and Open Space Preservation Board seeks approval of the 2016 application cycle ranking which establishes a priority for the top applications. The Purchasing Department is responsible for negotiating prices with landowners for the purchase of conservation easements. Consideration of ranked applications will conform to provisions of the Ingham County Purchasing Policy bid process in negotiation of easement values. Future costs associated with proceeding with negotiations on the top scoring farms include property appraisal, survey, title commitment, and insurance costs. Those costs are included in the 2017 budget.
12a. Human Resources Department – Resolution Approving a Letter of Understanding with Capitol City Labor Program, Inc. – 9-1-1 Non-Supervisory Unit Regarding Overtime and Call Taker Assignments

Persistent staffing shortages at the 9-1-1 Dispatch Center requires that employees volunteer for some overtime assignment and other overtime assignments being mandated in accordance with minimum required staffing levels. The Union raised the issue of forced overtime caused by a staffing shortage during a holiday at a recent negotiation session. In an effort to help improve the morale of employees forced to work on holidays that were previously scheduled off, the Union suggested offering double-time pay for such hours worked. The Human Resources Director and 9-1-1 Dispatch Director recommend approval of a letter of understanding with the Union to allow the revised pay rate as described. Funding for this change will be allocated from the 9-1-1 fund.

12b. Human Resources Department – Resolution Approving Modifications to the 2017 Managerial and Confidential Employee Personnel Manual

The Human Resources Department recommends approval of a resolution to amend the Managerial and Confidential Employee Personnel Manual, effective January 1, 2017 through December 31, 2017. Changes include modification to 10 sections intended to clarify certain personnel practices, reconcile language with other standing policies, and recognition of a 1% increase in wages.

13a. Controller – Resolution Approving Various Contracts for the 2017 Budget Year

Consistent with the contract approval policy, this proposed resolution offers blanket approval of various routine contract renewals in excess of $5,000 for the 2017 fiscal year. Approval of this proposal will reduce the number of separate contract approval resolutions. Liaison committees may decide to remove some contracts from this list for individual consideration. Contracts included in this resolution are included in the 2017 Adopted Budget.

13b. Controller - Resolution Authorizing the Controller to Make Year End Budget Adjustments

As part of the year-end budgeting process it is necessary for the County Controller to transfer funds among all budgeted funds, activities, and line items in order to assure compliance with the Uniform Budgeting and Accounting Act (MCL 141.421 et seq.), and to balance the 2016 Budget. Proposed budget adjustments are presented in the table below:

<table>
<thead>
<tr>
<th>Fund</th>
<th>Description</th>
<th>2016 Budget</th>
<th>Proposed Change</th>
<th>Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$83,008,308</td>
<td>($145,450)</td>
<td>$82,862,858</td>
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<tr>
<td>288</td>
<td>DHHS – Child Care</td>
<td>$4,212,707</td>
<td>$200,000</td>
<td>$4,412,707</td>
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<tr>
<td>664</td>
<td>Mach. and Equip. Revolving</td>
<td>$1,391,998</td>
<td>$14,778</td>
<td>$1,406,776</td>
</tr>
</tbody>
</table>

14a. Board of Commissioners – Resolution Authorizing Commissioner Compensation for 2017 and 2018

The proposed resolution would establish Commissioners’ compensation rates for the term beginning on January 1, 2017.

14b. Board of Commissioners – Resolution Approving Annual 2017 Compensation for Non-Judicial Countywide Elected Officials

Compensation schedules included in the Managerial/Confidential Personnel Manual were increased by a rate of one percent for 2017. The proposed resolution would provide a similar increase in wages paid
to the County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer.

14c. **Board of Commissioners** – *Resolution Amending the Ingham County Board Rules to Assign the Human Services Committee as the Liaison for the Ingham County Fair, Fair Board, Parks Department, and Parks and Recreation Commission*

A resolution is offered to assign fair and park liaison functions from the County Services Committee to the Human Services Committee. This proposed change would align liaison assignments with delegation of administrative oversight.

14d. **Board of Commissioners** – *Resolution Honoring Dr. Martin Luther King, Jr.*

A resolution is offered to honor the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.
Memo to County Services Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner
Re: Agreement for Work in Right of Way by the Ferley Consolidated Drain Drainage District
Date: November 17, 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 Ferley Consolidated Drain Drainage District (the “Drainage District”) for the purposes of operating, improving, and maintaining the Ferley Consolidated Drain (the “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.

In June 2015, I previously requested a 321 Agreement on behalf of the Drainage District based on a petition submitted from Delhi Charter Township requesting the consolidation of several drains. That Agreement did not involve any construction activities. Subsequently, I received a petition on behalf of several landowners within the Drainage District, dated July 27, 2015, requesting improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, providing structures, adding lands, adding branches and relief drains, and/or relocating along a highway to the Drain. The petition was submitted to address drainage problems and flooding experienced in the Drainage District. On September 21, 2015, the petition was found necessary by a statutory Board of Determination. The project involves maintenance and improvements to the Drain and work is expected to commence in late spring or early summer 2017.

Thank you for consideration of my request. I will be in attendance at your December 6, 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.
AGREEMENT FOR WORK IN ROAD RIGHT OF WAY BY FERLEY CONSOLIDATED DRAIN DRAINAGE DISTRICT

This Agreement is made and entered into on this ____ day of ________________, 2016, by and between the Ferley Consolidated 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 the 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.

WITNESSETH:

WHEREAS, as a result drainage problems and flooding in the Drainage District, a Petition from landowners located within the Drainage District, dated July 27, 2015, requesting improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, providing structures, adding lands, adding branches and relief drains, and/or relocating along a highway, (the “Maintenance and Improvements”) to the Ferley Consolidated Drain (the “Drain”) was filed with the Drain Commissioner; and

WHEREAS, an Order of Necessity was entered on September 21, 2015, determining that the Maintenance and Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and that the Maintenance and Improvements to the Drain are necessary for the protection of the public health in Delhi Charter Township; and

WHEREAS, the Drainage District is developing plans and specifications for the Improvements to the Drain within the Drainage District, and is in the process of securing easements necessary therefore; and

WHEREAS, the Maintenance and Improvements are intended to relieve drainage problems and flooding, providing cause for the Petition previously filed, in a manner consistent with now-existing federal and state statutes and regulations, and local ordinances; and

WHEREAS, said Maintenance and Improvements entail work to be performed in the 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 of 1956, MCL 280.321; and

WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in 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 roads are left in equal, or better, condition once construction is completed in accordance with the terms of this Agreement.

NOW THEREFORE, it is agreed by and between the parties as follows:

1. The ICRD does hereby grant license and permission 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 be constructed in and occupy any and all granted 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 in the road rights-of-way as permitted by the ICRD and as marked on the diagram attached hereto as Exhibit A.
2. The Drainage District is solely responsible for, and shall maintain, all Drainage Structures installed within the road right-of-way for storm water drainage purposes, as depicted in the attached Exhibit A.

3. 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.

4. The ICRD shall not be obligated in the future to repair and maintain any Drainage Structures that are within the road right-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.

5. 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 depicted on the attached Exhibit A, that is damaged during or as a result of construction, repair or maintenance work 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.

6. 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.

7. 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.

8. 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.

9. 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 the 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 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.

10. This Agreement is entered specific to the construction, improvements and maintenance of the Drain set forth in 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.

11. This Agreement incorporate by reference the ICRD Right-of-Way Permit Rules and Regulations as revised on June 8, 2006.
12. This Agreement does not confer or grant an easement or other rights or interests in the roads or road right-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.

13. 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.

14. 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.

[Signatures on following pages]
FERLEY CONSOLIDATED DRAIN DRAINAGE DISTRICT

By: ______________________________________
    Patrick E. Lindemann
    Ingham County Drain Commissioner

STATE OF MICHIGAN   
)                     
COUNTY OF INGHAM    )

The foregoing was acknowledged by me on this ____ day of ______________, 2016, by Patrick E. Lindemann, Ingham County Drain Commissioner, on behalf of the Ferley Consolidated Drain Drainage District.

____________________________________
_______________________, Notary Public
State of Michigan, County of Ingham
My commission expires: ______________
Acting in the County of: ______________

COUNTY OF INGHAM FOR
INGHAM COUNTY ROAD DEPARTMENT

By: _____________________________________
    Kara Hope
    Chairperson, County Board of Commissioners

STATE OF MICHIGAN   
)                     
COUNTY OF INGHAM    )

The foregoing was acknowledged by me on this ____ day of ______________, 2016, by Kara Hope, Chairperson, County Board of Commissioners, on behalf of the Ingham County Road Department.

___________________________________
_______________________, Notary Public
State of Michigan, County of Ingham
My commission expires: ______________
Acting in the County of: ______________

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

By: ______________________________
    Robert D. Townsend

Prepared by and Return to:
Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Avenue
Mason, Michigan 48854-0220
RESOLUTION TO APPROVE AGREEMENT FOR WORK IN COUNTY ROAD RIGHT-OF-WAY BY FERLEY CONSOLIDATED DRAIN DRAINAGE DISTRICT

WHEREAS, as a result drainage problems and flooding in the Ferley Consolidated Drain Drainage District ("Drainage District"), a Petition from landowners located within the Drainage District, dated July 27, 2015, requesting improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, improving, providing structures, adding lands, adding branches and relief drains, and/or relocating along a highway, (the “Maintenance and Improvements”) to the Ferley Consolidated Drain (the “Drain”) was filed with the Drain Commissioner; and

WHEREAS, an Order of Necessity was entered on September 21, 2015, determining that the Maintenance and Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and that the Maintenance and Improvements to the Drain are necessary for the protection of the public health in Delhi Charter Township; and

WHEREAS, the Drainage District is developing plans and specifications for the Maintenance and Improvements to the Drain within the Drainage District, and is in the process of securing easements necessary therefore; and

WHEREAS, the Maintenance and Improvements are intended to relieve drainage problems and flooding, providing cause for the Petition previously filed, in a manner consistent with now-existing federal and state statutes and regulations, and local ordinances; and

WHEREAS, said Maintenance and Improvements entail work to be performed in the 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 of 1956, MCL 280.321; and

WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in 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 roads are left in equal, or better, condition once construction is completed in accordance with the terms of this 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 Ferley Consolidated Drain Drainage District, to grant license and permission to said Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to be constructed in and occupy any and all granted 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 in the roads rights-of-way as permitted 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.
Memo to County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Webberville Consolidated Drain Maintenance and Improvement Project

November 18, 2016

I am requesting that the Board of Commissioners grant full faith and credit of the County for the bonds that will finance the Webberville Consolidated Drain Maintenance and Improvement Project. Such action is customary because it provides the bond holder an important level of security for the bonds. This bond issue is being sold through the Rural Development program of the United States Department of Agriculture. Rural Development offers lower than market rates of interest and more flexible terms for the bond issue thus lowering costs for the municipalities and property owners of the Drainage District who are liable to pay for benefit of the project. For your information, the municipalities with benefit at-large for this Project include the Village of Webberville, the Township of Leroy, the Michigan Department of Transportation, and the County of Ingham. There are 560 properties and 1042 acres (495 acres in the Village of Webberville and 547 acres in the Township of Leroy) within the Webberville Consolidated Drain Drainage District (please see the attached map for the location of the Webberville Consolidated Drain and Drainage District).

The Webberville Consolidated Drain Maintenance and Improvement Project results from a January 7, 2014 petition submitted by Leroy Township to consolidate three drains (Monroe and Leach Drain, Webberville Drain, and Webberville #2 Drain), and their drainage districts, into one drain and one drainage district in order to provide for a more efficient and cost-effective administration, maintenance, and improvement of the drainage. Leroy Township also petitioned for this new consolidated drain, the Webberville Consolidated Drain, to be maintained and improved to address the longstanding flooding and drainage problems within the District. On April 1, 2014, the petition was found necessary by a statutory Board of Determination. The proposed project includes the installation of 1.4 miles of enclosed storm drains and bioretention swales; 64 new drainage structures; 0.5 lane mile of street improvements, including over 1050 linear feet of curb and gutter; 2 new detention basins; 3 replacement culverts (including a new lengthened 84-inch diameter culvert under Ingham County’s N. Elm Road); boring and jacking of new pipe under the CSX railroad; and the clearing and removal of sediment and debris from open sections of drain (formerly known as the Monroe and Leach Drain).

The Project design engineering is complete, and the Project bids will be opened January 4, 2017. While I will not have a final cost for the Project until the bids are opened and the total computation of cost is prepared, my consulting engineers and financial advisors are comfortable with the amount of $7.5 million as a “not-to-exceed” figure. Project construction is expected to commence in Winter, 2017 and be completed by Summer, 2018.

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

I plan on attending your Committee meetings on December 6th and December 7th to answer questions. Thank you for consideration of my request. It is an honor and privilege to serve the citizens, businesses, and municipalities of Ingham County.
November 17, 2016

Mr. Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Ave.
Mason, MI 48854

RE: Webberville Consolidated Drain Drainage District
   State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann,

This letter is a summary analysis of SEVs for the Webberville Consolidated Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Leroy Township and Ingham County. The SEV value for the lands in the special assessment district is based on the individual SEVs taken from the most current 2015 property tax records found on the www.inghamcounty.com web site. The SEV values for the lands in the special assessment district are based on the SEV of the entire parcel for each parcel that is a part of the special assessment district, regardless of whether the entire parcel is in the district, or just a portion.

The SEVs used for municipalities are from the published 2015 equalization report available at: http://eq.ingham.org/Portals/0/2015%20Equalization%20Report%20For%20Web.pdf
The requested full faith and credit amount is $7,500,000. The total SEV for all of Leroy Township is $127,158,900. The estimated SEV for the lands within the special assessment district is $22,380,402. Additionally, the total SEV for all of Ingham County is $7,307,765,420. Using these numbers, the following relationships are realized:

<table>
<thead>
<tr>
<th>Full Faith &amp; Credit Amount</th>
<th>$7,500,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated SEV of the lands in the special assessment district</td>
<td>$22,380,402</td>
</tr>
<tr>
<td>Percent of requested full faith and credit as a ratio of the total SEV of the lands in the special assessment district.</td>
<td>33.5%</td>
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<tr>
<td>Leroy Township 2015 SEV</td>
<td>$127,158,900</td>
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<td>Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Leroy Township.</td>
<td>5.9%</td>
</tr>
<tr>
<td>Ingham County 2015 SEV</td>
<td>$7,307,765,420</td>
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<tr>
<td>Percent of requested full faith and credit as a ratio of the total SEV of the lands in the County of Ingham.</td>
<td>0.10%</td>
</tr>
</tbody>
</table>

Please contact our office at (517) 819-2367 with any questions or concerns.

Sincerely,

Lockwood, Andrews & Newnam, Inc.

[Signature]
Samir F. Matta, PE

cc: Carla Clos – Administrative Chief Deputy Drain Commissioner
WHEREAS pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the “Drain Commissioner”), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain intra-county drain improvements referred to as the Webberville Consolidated Drain Maintenance and Improvement Project (the “Project”), which is being undertaken by the Webberville Consolidated Drain Drainage District (the “Drainage District”) in a Special Assessment District (the “Special Assessment District”) established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed $7,500,000 pursuant to the Act; and

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

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

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

THEREFORE BE IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $7,500,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

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

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.
4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.
A RESOLUTION COMMITTING INGHAM COUNTY TO CONTINUED ACTION AGAINST NON-POINT SOURCE POLLUTION IN COMPLIANCE WITH PHASE II OF THE FEDERAL CLEAN WATER ACT BY:

1) CONTINUING MEMBERSHIP IN THE GREATER LANSING REGIONAL COMMITTEE FOR STORM WATER MANAGEMENT,
2) AGREEING TO THE COMMITTEE’S DECEMBER 8, 2016 MEMORANDUM OF AGREEMENT, AND
3) CONFIRMING THE TERMS UPON WHICH THE DRAIN COMMISSIONER WILL REPRESENT (“NEST”) COUNTY DEPARTMENTS FOR PHASE II COMPLIANCE

WHEREAS, Ingham County has been a member of the Greater Lansing Regional Committee (GLRC) for Storm water Management since 2003; and

WHEREAS, participation in the GLRC advances local efforts to improve responsible stewardship of natural resources; and

WHEREAS, participation in the GLRC allows for the cooperative management of the watersheds in which the County is located; and

WHEREAS, the GLRC assists the County and its departments in complying with the regulatory requirements promulgated by the Michigan Department of Environmental Quality (DEQ) Municipal Separate Storm Sewer System (MS4) storm water discharge permit; and

WHEREAS, the County now wishes to approve the Memorandum of Agreement (as revised on December 8, 2016) and commit itself and its departments to continued participation in the GLRC; and

WHEREAS, the Ingham County Drain Commissioner has represented County Departments since 2003 in DEQ permit compliance so that only one annual report need be filed, only one annual membership fee to the GLRC (currently at $6287.50) need be paid and only one DEQ annual permit fee (currently at $3000) need be paid; and

WHEREAS, the vast majority of the costs just referenced and the staff time required for Phase II compliance in the past have been paid by the taxpayers of County Drains; and

WHEREAS, the Drain Commissioner is willing to continue this representation (called “nesting” by the DEQ) if the County Departments partially share the costs of such compliance; and

WHEREAS, the Drain Commissioner and the Controller on behalf of and in consultation with the Department Heads, have agreed to the attached cost-sharing plan, contingent on the agreement of the Board of Commissioners.

THEREFORE BE IT RESOLVED THAT, the Board of Commissioners appoints the Drain Commissioner or his/her designee to serve as the County representative to the GLRC.
BE IT FURTHER RESOLVED THAT, the Board of Commissioners hereby approves the December 8, 2016 Memorandum of Agreement and authorizes the Chairperson of the Board to sign the Memorandum after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED THAT, continued membership dues to the GLRC for 2017 through 2022 be paid in accordance with the attached cost-sharing plan.

BE IT FURTHER RESOLVED THAT, annual DEQ permit fees for 2017 through 2022 be paid in accordance with the attached cost-sharing plan.

BE IT FURTHER RESOLVED THAT, the attached cost-sharing plan is approved for use through 2022, and may be joined by the Capital Region International Airport Authority if that body wishes to remain “nested” with the Ingham County Drain Commissioner’s MS4 permit.
COST-SHARING PLAN
County Departments to be “nested” by the Drain Commissioner
   Roads           Parks
   Zoo             Fair
   Facilities
Costs as listed below will be divided among the 5 County Departments as decided by the County Controller and Board of Commissioners. The Drains will pay one-sixth of the permit and dues items.
Capital Region International Airport Authority has been nested with the Ingham County Drain Commissioner since 2003. If it agrees to this cost-sharing method, it and the Drains will each pay one-seventh of the permit and dues items below, leaving five-sevenths of the items to be paid by the 5 County Departments.
STAFF—One Deputy and one assistant Project Coordinator are assigned most Phase II duties at the Drain Office. Only the assistant Project Coordinator’s time (currently $68/hour) will be shared under this agreement, as follows: Roughly one half of her 40 hour week is taken up with Phase II responsibilities; one half of that (10 hours) will be subject to cost-sharing among the Ingham County Departments. At current rates, this means that $36,360 per year would be split among the 5 County Departments (dividing by 5), or among 6 entities if the Airport Authority agrees. The Drains will continue to pay for the assistant Project Coordinator’s other quarter time that is devoted to Phase II, as well as all of the Deputy’s time, and that of any needed consultants.
GLRC Dues—The dues (currently $6,287.50 per year) would be shared, divided among the 5 Departments, the Drains and the Airport Authority if it wishes to remain nested.
DEQ Permit—The current annual fee of $3000 would be shared, divided among the 5 Departments, the Drains and the Airport Authority if it wishes to remain nested.
NOTE: Occasionally Phase II requires a specific kind of facility to engage in site-specific planning and continuing compliance inspections. A recent example was the requirement that all maintenance garages prepare Storm Water Pollution Prevention Plans (SWPPPs) and conduct quarterly and or semiannual compliance inspections. All 5 Departments and the Drains had garages. Each had to pay a consultant to draft its plan and for ongoing compliance inspections. These situations will be coordinated by the Drain Office and billed directly to the affected Department outside of this plan. They have not been a major expense and should not be in the future. Ongoing compliance inspections for the SWPPPs have been conducted by a Drain Office staffperson qualified as an “industrial operator. This cost is included in the time billed by the assistant Project Coordinator as described in the next paragraph.

Payment Examples
$36,360=One quarter assistant Project Coordinator. Paid totally by the 5 Departments or 1/6 by the Airport Authority ($6,060), 5/6 by the 5 Departments
$6,287.50=One year of Dues to GLRC. Paid 5/6 or 5/7 by the 5 Departments; Drains pay 1/6 or 1/7 depending on Airport participation
3,000=One year DEQ permit fee. Paid 5/6 or 5/7 by the 5 Departments; Drains pay 1/6 or 1/7, depending on Airport participation.
I. PURPOSE

It is the purpose of this Memorandum of Agreement (hereinafter the Agreement) to set forth the composition, duties and responsibilities of the Greater Lansing Regional Committee for Stormwater Management (hereinafter the “GLRC”) to be formed as more particularly described below. Local public agencies, institutions, and communities believe there are substantial benefits that can be derived under this Agreement through cooperative management of the Grand River, Red Cedar River and Looking Glass River watersheds to protect the Waters of the State; to meet local initiatives for protecting the environment; and in providing mutual assistance in meeting the requirements under the Michigan Department of Environmental Quality (MDEQ) National Pollutant Discharge Elimination System (NPDES) Permit for Municipal Separate Storm Sewer Systems, (hereinafter the “MS4 Permit”) or similar stormwater discharge permits issued to public entities within the Grand River, Red Cedar River, and Looking Glass River watersheds.

The Agreement will also provide a framework for consideration of new, permanent watershed organizations with potentially broader responsibilities that could provide a more cost effective and efficient means to meet state and federal requirements, and public expectations for restoration and maintenance of the beneficial uses of the watersheds.
II. HISTORY OF GLRC

On November 15, 1999, Delta Township and the City of Lansing hosted a meeting for several local communities. The meeting notice stated that this was to be "an informal meeting to discuss the Stormwater Phase II program (now referred to as the MS4 program) and how, or if, there may be a way to pool resources on a regional basis".

Representatives from various communities, counties and MDEQ discussed the Federal Regulations for Stormwater Phase II and the MDEQ's program allowing a "Voluntary Permit Program." Originally nine communities and three counties were listed as designated communities by MDEQ.

Subsequent meetings were held to continue exploring the feasibility and cost of a cooperative effort. On June 8, 2000, a draft Resolution was prepared for the establishment of the "Greater Lansing Area Regional NPDES Phase II Stormwater Regulations Committee" and for each community to name a representative to serve on the committee.

Throughout the remainder of 2000, the committee obtained Resolutions from each community; elected officers; received proposals and interviewed four consulting firms. Tetra Tech MPS was selected to assist the Committee in determining how to best comply with the Phase II Stormwater Rules. Tri-County Regional Planning Commission (TCRPC) also assisted the Committee in providing contractual, fiduciary, and administrative support.

In May 2001, Tetra Tech MPS completed the "Step 1 – Permit Strategy Development" study which incorporated the Committee's decision (April 20, 2001) to proceed as a group using the State's Voluntary General Permit approach. The Committee then agreed to retain Tetra Tech MPS to prepare the Voluntary General Permit Application for each of the nine communities. The cost for each community was based on a formula that included weighted factors for population and land area. Eight of the nine communities then passed a second resolution agreeing to continue as a group with voluntary general permits using
the distribution of costs as presented. Williamstown Township elected to proceed with a jurisdictionally based permit.

The eight communities proceeding under the voluntary general permit, also formally agreed to have the watershed management plans developed under the individual drain commissioners.

On January 25, 2002, the Committee agreed to retain Tetra Tech MPS to prepare a watershed management plan for the Grand River, Looking Glass River, and the Red Cedar River. Again, the allocation of cost agreed to by everyone was based on weighted factors involving the percent of population and land in each watershed. Each community adopted a third resolution committing their appropriate funds for the watershed management plans.

A Public Education Advisory Committee was organized to assist in the educational portion of Voluntary General Permit Applications.

Throughout 2002 and 2003 fourteen additional communities within the three watersheds were invited to join the committee. Ten communities were required to meet the MS4 Permit requirements based on the 2000 census.

Eight communities ultimately joined and participated in the regional approach and completed the Voluntary General Permit Application utilizing Tetra Tech MPS.

In March 2003, all sixteen communities and the three counties submitted their Voluntary General Permit Applications to MDEQ. In November 2003, certificates of coverage were issued to each of the sixteen communities and to each of the three counties.

In 2006 Lansing Public Schools and DeWitt Public Schools joined the GLRC.

In 2007, a lawsuit filed by a Township in Kalamazoo County, established that some townships no longer required an MS4 Permit from MDEQ. As this case relates to the
GLRC, MDEQ determined that Alaiedon, Bath, Oneida, Watertown, and Windsor Townships would no longer need an MS4 Permit.

At the December 14, 2007 GLRC meeting, the GLRC membership took formal action to establish an Associate Membership category to encourage any public agency, institution, or community who did not have an MS4 Permit to join the GLRC.

In 2012, the City of DeWitt entered into an agreement nesting DeWitt Public Schools.

In 2012, the MDEQ changed the process for permit renewal, instead of issuing a general watershed based permit; individual MS4 permits will be issued. The application process will detail all activities of the GLRC and members through two separate applications. Then, the MDEQ will review and negotiate, with the end result being MDEQ issuing a permit specific for each member.

In 2016, Waverly Community Schools joined the GLRC.

III. GREATER LANSING REGIONAL COMMITTEE (GLRC)

A. Term

While the ultimate organization of the GLRC and its responsibilities has evolved over time and after thoughtful review of alternatives, the signatories to this Agreement want to continue to work together under the following terms to assure the continuation of responsibility for essential services. These stormwater management services provide for the legal and financial responsibility to meet state and federal stormwater discharge permit requirements as well as local initiatives to protect the Waters of the State.

The current GLRC agreement expires on April 30, 2017. This agreement replaces the current GLRC agreement in its entirety for the period expiring April 30, 2022.
As confirmed by MDEQ, expiration of the current permit is September 30, 2017; an application will be due to MDEQ by April 17, 2017. The members may mutually agree to renew and/or extend the term of the GLRC under the provisions contained in this Agreement.

Any member community may withdraw from this Agreement and the GLRC by delivering to the Executive Committee a resolution of withdrawal adopted by its governing body. Any such withdrawal adopted shall be effective 30 days following delivery of withdrawal, provided however, that any withdrawing community shall remain liable for payment of its annual assessment through the end of the current fiscal year.

B. Composition

Membership in the GLRC shall consist of "full members", "associate members", and "ex-officio members".

The full members of the GLRC shall consist of a representative, or designated alternate, appointed by the appropriate governing body in each township, city, village, school district, institution, and county within the Grand River, Red Cedar River and Looking Glass River watersheds that has an MDEQ NPDES MS4 Permit and that are signatory to this Agreement.

The associate members of the GLRC shall consist of a representative, or designated alternate, appointed by the governing body in each township, city, village, school district, institution, and county within the Grand River, Red Cedar River and Looking Glass River watersheds that does not have an MDEQ NPDES MS4 Permit and that are signatory to this Agreement. However, once an associate member obtains an MDEQ NPDES MS4 Permit, they must become a full member of the GLRC.
Members, and designated alternates, shall serve until replaced in writing by the appointing authority.

The GLRC may also include ex-officio representatives from such agencies as Tri-County Regional Planning Commission (TCRPC), MDEQ and others as determined by the GLRC.

C. Public Participation

All meetings of the GLRC shall be noticed and conducted in accordance with the Michigan Open Meetings Act, MCL 15.261, et seq. The GLRC and/or its Executive Committee shall:

- Determine the rules for public participation
- Schedule meetings at facilities that are fully accessible to the interested public, and
- Routinely provide notice of meeting times and places at publicly accessible locations

D. Voting

The GLRC shall take all formal actions by a simple majority vote of a quorum. A quorum shall consist of one more than fifty (50%) of the GLRC members, or their designated alternates, eligible to vote. Members eligible to vote are those full members and associate members authorized in writing by an appropriate governing authority that has adopted this Agreement and that has paid its assessment. Ex-officio members shall be non-voting members of the GLRC.

E. Election of Officers and Appointment of Executive Committee
The GLRC shall annually elect, from among its members, a Chair, a Vice-Chair, a Secretary and a Treasurer. The Chair and the Vice-Chair shall be elected or appointed officials, or employees of a voting full member of the GLRC. The Secretary and Treasurer may be representatives of any full, associate, or ex-officio member of the GLRC. Officers elected by the GLRC may serve up to three consecutive terms. All terms shall be for one calendar year. The Vice Chair, or the Treasurer in the event the Vice-Chair is unavailable, may assume the duties of the Chair if the Chair is unavailable.

The Executive Committee shall have a maximum of eight voting members consisting of:

- (2) the Chair and Vice Chair of the GLRC
- (3) one representative or alternate from each member county
- (3) the Chairs of the Illicit Discharge Elimination Plan (IDEP), Public Education Plan (PEP), and Total Maximum Daily Load (TMDL) Committees

The Chair of the GLRC shall chair the Executive Committee, with the responsibility succeeding to the Vice Chair, then the Chair of the PEP Committee if the Chair of the GLRC is absent. If neither the Vice Chair of the GLRC nor the Chair of the PEP Committee is present at an Executive Committee meeting, the Chair of the IDEP Committee shall serve as Chair for the meeting. The Chair of the GLRC shall not have an alternate serve on his behalf on the Executive Committee.

The Executive Committee will seek consensus on all issues brought before it. In the absence of consensus, the Executive Committee will adopt motions only when a majority of its members vote in favor of a motion. Each full and associate member will have one vote. A County or Committee may designate an alternate to serve and vote on behalf of their appointed representative to the Executive Committee.
F. Meetings

The GLRC shall meet at least twice each year at a designated time and location established by the Executive Committee. Agendas for GLRC meetings will be distributed and circulated to all members at least two weeks in advance of all meetings. The Executive Committee will meet at least five times each year at the call of the Chair. All meetings of the GLRC, Executive Committee, standing committees or special committees established under the GLRC shall operate under the Robert’s Rules of Order unless modified by a majority vote of the GLRC members. The meetings of the GLRC may be rotated to locations throughout the three watersheds allowing any member or community agency to host a meeting.

G. GLRC Duties

The GLRC shall have the following duties:

1. Budget and Assessments

   The fiscal year for the GLRC shall coincide with the calendar year.

   Upon execution of this Agreement, review and approve the annual budget for the GLRC and establish the allocation of annual assessments for each member category. The GLRC shall adopt a budget before each December 31 for the calendar year that follows.

2. Standing Committees

   Establish and outline a charge for up to three standing committees. The IDEP, PEP, and TMDL Committees will continue to function. Any member or
designated alternate may serve on any standing committee. See Appendix A for a flow chart of the GLRC structure.

3. Watershed Management

The GLRC is committed to working with watershed partners in the region. This includes but is not limited to: Middle Grand River Watershed Planning Project (319), Red Cedar River Watershed Planning Project (319), Friends of the Looking Glass River Watershed, Middle Grand River Organization of Watersheds (MGROW), Mid-Michigan Environmental Action Council (MidMEAC), student groups, etc. The GLRC values the watershed efforts being conducted and will work with these groups to improve water resources in the Tri-County region.

4. Other Duties

- Maintain official written record of meetings that includes attendance, issues discussed and votes taken.
- Recommend to member communities, institutions, school districts, and counties any subsequent changes needed to this Agreement.
- Take other actions required, including delegation of responsibilities to the Chair or Executive Committee to carry out the purposes and conduct the business of the GLRC including, but not limited to, directing the activities of any committees established under this Agreement or subsequently authorized by the GLRC.
- Encourage and promote public input into decisions and recommendations of the GLRC, and of all committees established by the GLRC.

H. Executive Committee Duties

The Executive Committee shall have the following duties:
1. Budget

With the advice of the standing committees, supervise the expenditure of GLRC monies consistent with the approved annual budget.

2. Supervise Staff and Arrange Support Services

Arrange for the services of staff responsible for facilitating meetings, preparing agendas, and negotiating and advocating on behalf of the GLRC. Supervise and provide direction to staff of the GLRC, make provisions for necessary management support services for operation of the GLRC.

All staff or employees employed by the GLRC shall be and remain at all times solely the agents, servants, or employees of the GLRC and shall not be construed for any purposes to be an agent, servant, or employee of any constituent member of the GLRC.

3. Provide Forum for Discussion

Provide a forum for discussion, and, if appropriate, resolution of issues related to the implementation of this Agreement brought to its attention by any member of the GLRC.

4. Other Duties

- Assist the standing committees and special committees of the GLRC in meeting their respective responsibilities.
- Maintain a brief written record of each Executive Committee meeting including, at a minimum, attendance, list of issues, and a record of decisions.
Take other actions that are consistent with the provisions of this Agreement and direction provided by the GLRC.

IV. RESOLUTION

The communities, institutions, school districts, and counties entering into this Agreement shall do so by the passage of a formal resolution, or exercising authority that includes the ability to commit to the payment of their appropriate assessments based on their membership category for support of the GLRC. In subsequent years, communities, institutions, school districts, and counties shall indicate their acceptance to continue this Agreement, should it remain unchanged, through the payment of their appropriate annual assessment in support of annual budgets approved by the GLRC.

Modifications to this Agreement as may be recommended by formal action of the GLRC shall be subject to acceptance of the appropriate authority of each community, institution, school district, or county.

Services provided through the GLRC and grant funds if obtained for stormwater management shall be, to the extent practical, limited to members that have signed and met their respective financial obligations under this Agreement.

V. FIDUCIARY SERVICES

The TCRPC has agreed to provide fiduciary services for the collection and expenditure of assessments paid under the terms of this Agreement. It is understood that the assessments paid under the terms of this Agreement will be used only for the services identified in the GLRC Annual Budget as adopted by the GLRC members. It is further understood that the assessments paid may be used to provide the required local match for federal grant dollars used to support the annual GLRC budget.

TCRPC has agreed to provide the Executive Committee full and complete access to records concerning the use of the funds collected from the members so that all
expenditures of monies collected through assessments to members can be audited through a process determined to be appropriate by the Executive Committee. TCRPC has further agreed to provide a financial accounting of all funds collected and expended to the GLRC within 45 days following the end of each calendar year. Copies of the annual accounting and audit reports shall be made available to all GLRC member communities upon request. TCRPC shall obtain Executive Committee consensus before expenditure of any of the assessments collected.

VI. INDEMNIFICATION, INSURANCE AND LEGAL FEES

Each signatory to this agreement, as part of its general liability coverage, shall maintain coverage for any damages, claims, causes of action, or actions of any nature whatsoever arising from this agreement, and does hereby agree to indemnify and save and hold harmless each other signatory, respectively, its officers, employees, and agents from and against any and all such damages, claims, actions and causes of action, including legal fees, based on this agreement, as may arise from any action taken or permitted by each signatory, respectively.

This agreement is not intended to create a legal entity subject to suit. Nothing in this section shall be construed to give any third party any claim to which said third party would not otherwise be entitled, nor shall it abrogate or diminish the defense of governmental immunity, or any other defense, for any claim against any party.
WHEREAS pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the “Drain Commissioner”), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain intra-county drain improvements referred to as the Blue-Spotted Salamander Drain Maintenance and Improvement Project (the “Project”), which is being undertaken by the Blue-Spotted Salamander Drain Drainage District (the “Drainage District”) in a Special Assessment District (the “Special Assessment District”) established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed $1,500,000.00 pursuant to the Act; and

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

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

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

THEREFORE BE IT RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $1,500,000.00. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

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

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to
Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefore.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.
TO: Board of Commissioners County Services and Finance Committees
FROM: Sandra Gower, Economic Development Coordinator
DATE: November 18, 2016
SUBJECT: EPA Brownfield Assessment Grant Application

BACKGROUND
In December 2014, the Board of Commissioners approved Resolution 14-500 approving the County’s participation in the Lansing Regional Brownfield Coalition for the purpose of applying for a brownfield assessment grant from the Environmental Protection Administration. The grant application was successful and the Coalition was awarded the grant in the April 2015. In late fall of 2015 we were approved to start using the funds. This was a $600,000 grant with a three year period to spend the money. By June 2016 most of the funds had been spent and the rest were allocated to projects that were in process. There is still demand for this funding.

I have included a summary from LEAP on the use of the grant funds. This may change some as they finish finalizing the grant. We have funded 39 projects (16- Lansing; 2- East Lansing; 7-Ingham County (non-Lansing); 12- Eaton County; 2- Clinton County). Per LEAP’s report, “The potential impact of the development spurred by grant activities includes the creation of over 415 full-time jobs and the retention of 271 positions throughout the region.”

LEAP administered the program. The program ran very smoothly and we had a very equitable distribution of funding.

The EPA has announced another round of funding. The Coalition would like to apply for another $600,000 grant. Based on past years, if successful the grant would be awarded in the spring of 2017 with the funds being available by late 2017.

ALTERNATIVES
The alternative would be for the County to apply on its own for funding. The County has been awarded these grants in the past. The application process has become much more competitive since our last award. EPA also views coalition applications much more favorably. If we were to apply on our own we would be competing against the Coalition and/or the City of Lansing.

FINANCIAL IMPACT
This grant does not require any matching dollars. The only cost to the County is the time the Economic Development Coordinator spends working with the coalition.

OTHER CONSIDERATIONS
The Board of Commissioners established the Ingham County Brownfield Redevelopment Authority to assist with cleanup and redevelopment of contaminated sites in Ingham County. This grant facilitates the goal by being able to provide properties owners with funding to help pay for the environmental assessment on a property at no cost to the County.

RECOMMENDATION
Based on the success of the program and the remaining demand for funding I respectfully recommend approval of the attached resolution to support Ingham County’s participation in the Lansing Regional Brownfield Coalition for the purpose of submitting an application to the United States Environmental Protection Agency for a Brownfield Assessment Grant.
Gower, Sandra

From: Kris Klein <kris@purelansing.com>
Sent: Friday, November 18, 2016 1:34 PM
To: Gower, Sandra
Subject: FY15 EPA Grant Summary Nov. 2016
Attachments: 2015 EPA Assessment Grant Project Summary 11.15.2016.pdf

Sandy,

Attached is the updated FY15 grant summary (up to date as of 11/15/2016).

In just over a year, the Lansing Regional Brownfield Coalition has coordinated environmental assessment and planning activities at 39 sites throughout Ingham, Clinton, and Eaton counties. The approved FY15 grant estimated 17 Phase I ESAs and 10 Phase II ESAs would occur over a period of three years. To date, 30 Phase I ESAs and 22 Phase II ESAs have been completed or are nearing completion. In addition to this, other necessary environmental assessment and planning activities have been completed for many of the sites. The potential impact of development spurred by grant activities includes the creation of over 415 full-time jobs and the retention of 271 positions throughout our region.

Don't hesitate to contact me if you have any questions.

Best,
Mr. Kris Klein
Economic Development Specialist
Lansing Economic Area Partnership (LEAP)
1000 S Washington Avenue, Suite #201
Lansing, MI 48910-1682
P: 517.702.3387, Ext 211 | F: 517.702.3390 | C: 517.599.1136
E: kris@purelansing.com | www.purelansing.com

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<table>
<thead>
<tr>
<th>Project Name</th>
<th>Address</th>
<th>Planned Redevelopment</th>
<th>Assessment Status</th>
<th>Environmental Concerns</th>
<th>Authorized Work</th>
<th>Consultant</th>
<th>Expected Grant Type</th>
<th>Related Workplan Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thompson Garage</td>
<td>1375 N. Cedar, Mason (Supai Township), Ingham County</td>
<td>$194,000 in total investment for the acquisition and reused of a vacant automotive service building. Eric and Lacey Thompson are fulfilling their dream to operate their own business, Thompson's Garage. FTE job creation is 3 and FTE is 1.</td>
<td>ACTIVE</td>
<td>Historical interior waste streams associated with the former service garage operations would have consisted of general hazardous substances.</td>
<td>Phase I &amp; II EDA, BEA, DCP, Haz Mat Survey</td>
<td>FM</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Holt Bank Site</td>
<td>4488 Holt Rd, Delhi Township, Ingham County</td>
<td>$500,000 total investment into building to operate growing dental practice, Snyder Dentistry. Improvements include interior remodeling, exterior finish improvements and landscape improvements. FTE job creation is 2, with retention of 3</td>
<td>ACTIVE</td>
<td>Petroleum in groundwater migrating from adjacent site</td>
<td>Phase I &amp; II EDA, BEA, DCP, Haz Mat Survey</td>
<td>Triterra</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Former Print Shop Redevelopment</td>
<td>112 E Main St/336 Malcolm St, Lansing, Ingham County</td>
<td>Property has been underutilized for a number of years. Plan is to demolish the buildings and redevelop the site into mixed use of an extended stay hotel and condominiums with underground incorporated parking. $7,543,000 private investment and creation of 5 FTE jobs</td>
<td>COMPLETE</td>
<td>Soil and/or groundwater may be impacted with utilities from printing operations. A UST was reportedly installed at site. Triterra conducted Phase I in December 2015</td>
<td>Phase I ESA</td>
<td>Triterra</td>
<td>Petroleum</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Former Lansing Uniform Building</td>
<td>1341 S Washington Ave, Lansing, Ingham County</td>
<td>$385,000 to $400,000 rehabilitation of an unoccupied 2-story building in REO Town into urban loft apartments and a restaurant/food concept on the main level, creating 3 FTE jobs</td>
<td>COMPLETE</td>
<td>Potential asbestos materials</td>
<td>ACM &amp; LBP Survey</td>
<td>FM</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Meth Lab Explosion Site</td>
<td>310 E Lawrence Ave, Charlotte, Eaton County</td>
<td>Demolition and cleanup of existing building and new construction into a green space park, $354,000 in total acquisition investment, part of City's $500k parking lot improvement project</td>
<td>ACTIVE</td>
<td>Potentially impacted with chlorinated solvents. Former dry cleaner and site of meth lab explosion</td>
<td>Phase I &amp; II EDA, Haz Mat Survey</td>
<td>Triterra</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Contractor House</td>
<td>2206 S High St, Lansing, Ingham County</td>
<td>Expansion of commercial contracting business into a building that will be rehabilitated with exterior improvements, electrical retrofit, new windows, doors &amp; area roof along with concrete walls and landscaping. $30,000 investment with 17 FTE jobs created and 8 FTE jobs retained</td>
<td>ACTIVE</td>
<td>Former machine shop. Unknown environmental condition</td>
<td>Phase I &amp; II EDA, ACM &amp; LBP Survey</td>
<td>FM</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>MSU Mavericks Showassea Rehab</td>
<td>523 E Showassea St, Lansing, Ingham County</td>
<td>Gillespie Group will spend $500,000 redeveloping the property as a build-to-suit for a family tenant, creating 6 full-time jobs</td>
<td>ACTIVE</td>
<td>asbestos and lead-based paint suspected. Former printing business and retail auto parts store</td>
<td>Haz Mat Survey</td>
<td>FM</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Elye Island Use Redevelopment</td>
<td>Park Lake &amp; Merrill Rd, East Lansing, Ingham County</td>
<td>Commercial retail development on former East Lansing Public Works site. Anticipated investment of $6 to 7 million and creation of 50 FTE jobs</td>
<td>COMPLETE</td>
<td>Environmental condition unknown</td>
<td>Phase I ESA</td>
<td>Triterra</td>
<td>Petroleum</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>MSU Gateway Center</td>
<td>3000 Buncel Rd, Lansing, Ingham County</td>
<td>$75,000 million mixed use redevelopment of former Clarion hotel site into new hotel, and various offerings of market rate rental housing geared around MSU Faculty, visiting faculty and researchers, &amp; retail, along with supporting retail. Estimated job creation of 50 FTE</td>
<td>COMPLETE</td>
<td>Property was determined to be a facility by ASTM's assessment via Phase I, II &amp; BEA based on metal levels in soil</td>
<td>Phase I ESA, SME</td>
<td></td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Project Name</td>
<td>Location</td>
<td>Description</td>
<td>Lead Based Paint and Asbestos</td>
<td>ACM &amp; LRP Survey</td>
<td>PM</td>
<td>Petroleum</td>
<td>Community Revitalization</td>
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<tr>
<td>RED Town Coffee Shop &amp; Michigan Creative Expansion</td>
<td>1329 S Washington Ave, Lansing, Ingham County</td>
<td>$300,000 to $350,000 rehabilitation of a 2-story corner building in RED Town that has been vacant since 2012</td>
<td>COMPLETE</td>
<td>Lead-based paint and asbestos</td>
<td>ACM &amp; LRP Survey</td>
<td>PM</td>
<td>Petroleum</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Power Barn - Jackson Outdoor Equipment Issue</td>
<td>4607 W Saginaw Hwy, Delta Township, Eaton County</td>
<td>Clean-up the Fisher's Power Equipment property of old lawn, beauty the property. Investment of approximately $50,000 over 3 years, FTE job creation of 2, retention of 4. After follow-up, property owner committed to $56,000 in property improvement over the first year.</td>
<td>COMPLETE</td>
<td>Petroleum-based impact to soil &amp; groundwater</td>
<td>Phase II ESA &amp; BIA/DP</td>
<td>Triennia</td>
<td>Petroleum</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>MS Group Expansion</td>
<td>321 West Saginaw St, Lansing, Ingham County</td>
<td>Plans to invest $550,000 to fully renovate the property for 40 employees, modern cosmetic. R. open floor plan. Construction start date expected summer 2016. Creation of 12 FTE jobs, retention of 20.</td>
<td>COMPLETE</td>
<td>Potential asbestos containing materials, potential fuel oil use</td>
<td>Phase I ESA</td>
<td>PM</td>
<td>Hazardous Substances</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Cameron Tool Retention</td>
<td>1800-1818 Bassett Ave, Lansing, Ingham County</td>
<td>Continued operations for long-term presence in Lansing, retention of current employment (87 FTE) and additional environmental cleanup if necessary</td>
<td>COMPLETE</td>
<td>Chlorinated solvents in soil and groundwater</td>
<td>Phase I &amp; II ESA, BCP</td>
<td>PM</td>
<td>Hazardous Substances</td>
<td>Advanced Manufacturing</td>
</tr>
<tr>
<td>Hands On Auto Care Site</td>
<td>4830 W Saginaw Hwy, Delta Township, Eaton County</td>
<td>Redevelopment of former Dine 'n Tire location into a service location for imported vehicles. Investment of roughly $500,000, FTE job creation of 7-8, 1 manager and 7 part-time.</td>
<td>COMPLETE</td>
<td>Environmental condition unknown</td>
<td>Phase I &amp; II ESA &amp; BIA/DP</td>
<td>Triennia</td>
<td>Petroleum</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Owings Building Rehab</td>
<td>115 S Cochran Ave, Charlotte, Eaton County</td>
<td>Redevelopment of existing salon. Project includes affordable housing and assistance through MSHDA Rent Rehabilitation Program. Investment of over $300,000, along with 12 FTE job creation of roughly 10 and retention of 20.</td>
<td>COMPLETE</td>
<td>Environmental condition unknown</td>
<td>Phase I &amp; II ESA &amp; BIA/DP</td>
<td>Triennia</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Salon Building Rehab</td>
<td>115 S Cochran Ave, Charlotte, Eaton County</td>
<td>Redevelopment of existing salon. Project includes affordable housing and assistance through MSHDA Rent Rehabilitation Program. Investment of over $300,000, along with 12 FTE job creation of roughly 10 and retention of 20.</td>
<td>COMPLETE</td>
<td>Environmental condition unknown</td>
<td>Phase I &amp; II ESA &amp; BIA/DP</td>
<td>Triennia</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Mr Taco Warehouse Rehab</td>
<td>3124 S MILK Str. Blvd, Lansing, Ingham County</td>
<td>Expansion of Scott's Young's Concrete Cutting business into warehouse complex behind former Mr. Taco restaurant location. Conceived through Bivell Group. Anticipated investment of roughly $330,000, creating 2 additional FTE jobs and retaining 4 existing jobs.</td>
<td>COMPLETE</td>
<td>Environmental condition unknown, Adjacent light industrial operations</td>
<td>Phase I ESA</td>
<td>SME</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Owings Brokeway Redevelopment</td>
<td>500 Packard Highway, Charlotte, Eaton County</td>
<td>$4 million dollar initial reinvestment into 95-acre Owings Brockway Glass Container facility property, by an investor, which includes a local agricultural business. Construction of a 45,000 SF facility that will house a liquid and dry fertilizer storage and distribution operation, which is expected to create 22 FTE jobs.</td>
<td>COMPLETE</td>
<td>Various volatiles and heavy metals</td>
<td>Phase I &amp; II ESA</td>
<td>Triennia</td>
<td>Hazardous Substance</td>
<td>Advanced Manufacturing &amp; Community Revitalization</td>
</tr>
</tbody>
</table>

**Old School Village**
<table>
<thead>
<tr>
<th>Project</th>
<th>Description</th>
<th>Condition</th>
<th>Phase I &amp; II EIA</th>
<th>TSCA</th>
<th>Hazardous Substance</th>
<th>Community Revitalization</th>
</tr>
</thead>
<tbody>
<tr>
<td>331 &amp; 335 Horatio, Charlotte, Eaton County</td>
<td>Redevelopment of former Charlotte High School, which dates back to 1924. Plan is to demolish a small portion and gut the entire building, followed by renovation into an apartments complex catering to adults aged 55+, with common areas and potential for mixed use. $4 million proposed rehab investment creating 6-10 FTE jobs.</td>
<td>ACTIVE</td>
<td>Phase I &amp; II EIA, Haz Mat Survey</td>
<td>TSCA</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Gillespie Co. Redevelopment (Petros &amp; Nazdilo) 2218-2224 E Michigan Ave, Lansing, Ingham County</td>
<td>$4.5 million mixed-use redevelopment - complete demolition, construction of 4-story, 42,000 SF building. Includes 4,000 SF of commercial/retail and 30-40 residential units. Creation of 10-15 FTE jobs.</td>
<td>ACTIVE</td>
<td>Phase I &amp; II EIA</td>
<td>TSCA</td>
<td>Petroleum</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Heritage Flooring Expansion 1225 S Washington Ave, Lansing, Ingham County</td>
<td>The existing building will be renovated for the purpose of housing a retail tile showroom that will potentially be expanded to include a warehouse. Creation of 2-5 jobs, additional investment of $70,000.</td>
<td>COMPLETE</td>
<td>Phase I &amp; II EIA, BEA, DCP</td>
<td>TSCA</td>
<td>Petroleum</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Looking Glass Brewery 315 N Bridge St, DeWitt, Clinton County</td>
<td>Existing historic church building will be renovated into Looking Glass Brewery, a restaurant and microbrewery. Anticipated investment of at least $365,000 into the redevelopment, and the creation of 16 full time equivalent jobs.</td>
<td>COMPLETE</td>
<td>HazMat Survey, ACM &amp; LSP</td>
<td>PM</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Spartan Motors Expansion 1054 Reynolds Road, Charlotte, Eaton County</td>
<td>New construction of 8,700 SF manufacturing facility to be built out with manufacturing process &amp; other equipment, &amp; upgrades site improvements. $6.5 million investment &amp; 8.5 new FTE jobs</td>
<td>COMPLETE</td>
<td>Cleanup Planning, Due Care Planning and Reporting</td>
<td>SME</td>
<td>Hazardous Substance</td>
<td>Advanced Manufacturing</td>
</tr>
<tr>
<td>Lentek Oil Expansion Aurelius/Coveleigh, Lansing, Ingham County</td>
<td>1,623,259 expansion of essential oils manufacturing operation, creating 12 new FTE jobs and retaining the existing 45</td>
<td>COMPLETE</td>
<td>Phase I ESA</td>
<td>SME</td>
<td>Hazardous Substance</td>
<td>Advanced Manufacturing</td>
</tr>
<tr>
<td>Grain Elevator House 450 N Clinton Ave, St. Johns, Clinton County</td>
<td>$150,000 redevelopment of a grain silo creating 20 jobs and retaining 30; site is near by central business district and adjacent to CS Trail and a residential reuse of the site along with recreational &amp; green space.</td>
<td>COMPLETE</td>
<td>Phase I ESA</td>
<td>SME</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Williamsport Estates 4134 W. Williamsport Rd, Delhi Township, Ingham County</td>
<td>$38 million multi-family development including 12 townhouses and 245 apartments, creating 50 FTE jobs; 2016 construction start.</td>
<td>COMPLETE</td>
<td>Phase I &amp; II EIA since 2001, metals in soil and groundwater related to urban fill</td>
<td>TSCA</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Bailey Center Redevelopment Bailey St, East Lansing, Ingham County</td>
<td>$7,534,162 restoration of original building, removal of later additions, and addition of 3 stories new construction with 25 affordable senior units and small floor commercial. Creation of 18 FTE jobs and retention of another 26.</td>
<td>COMPLETE</td>
<td>Phase I &amp; II EIA, BEA, DCP, Construction Management Plan (CMP)</td>
<td>TSCA</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Olive Towers Rehab 354 N Seymour Ave, Lansing, Ingham County</td>
<td>$48 million rehabilitation of 8-story Olive Towers building into mixed use retail on first floor and 7 floors with a total of 100 microlofts, creation of 10 FTE jobs.</td>
<td>COMPLETE</td>
<td>Phase II ESA and BEA conducted. Various VOCs and metals identified. Need Soil Gas Assessment and Due Care Plan.</td>
<td>TSCA</td>
<td>Petroleum</td>
<td>Community Revitalization</td>
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<tr>
<td>MPB Drive In Site</td>
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<tr>
<td>Project</td>
<td>Location</td>
<td>Description</td>
<td>Phase</td>
<td>PM</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
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<tr>
<td>6365 Newton Rd, Meridian Township, Ingham County</td>
<td>$35 million mixed use development with retail and approximately 250 residential units, and including roughly 25 new FTE jobs</td>
<td>COMPLETE</td>
<td>Former drive-in theater, environmental condition unknown</td>
<td>Phase I &amp; II ESA</td>
<td>PM</td>
<td></td>
</tr>
<tr>
<td>Leslie High School Rehab - Landbank</td>
<td>Ingham County Land Bank-owned plans to redevelop as senior housing, in process of selecting preferred developer</td>
<td>COMPLETE</td>
<td>LEA conducted in June 2014, old heating oil tank under stais on northeast portion of building. Potential asbestos and lead-based paint in building</td>
<td>Phase I ESA</td>
<td>Triterra</td>
<td>Petroleum</td>
</tr>
<tr>
<td>Okemos Pointe</td>
<td>Approx 370 multi-family with mixed use component, $65 million in 30 jobs created and 16 jobs retained</td>
<td>ACTIVE</td>
<td>A former construction yard with underground fuel tanks that were recently removed. Existing environmental condition unknown</td>
<td>Phase I &amp; II ESA, Phase III ESA, BEA/DOP Reporting, Supplemental Sampling, HazMat Assessment</td>
<td>SME</td>
<td>Hazardous Substance</td>
</tr>
<tr>
<td>Senior City Project</td>
<td>Senior City Assisted Living, LLC intends to acquire former Eaton Rapids Northwestern Elementary School building and property to renovate and expand as a 20-bed assisted living center including 8-10 commercial units</td>
<td>COMPLETE</td>
<td>Asbestos-containing building and insulating materials are present, but environmental condition is unknown</td>
<td>Phase I &amp; II ESA, BEA, ACM, LIP, DCP</td>
<td>Triterra</td>
<td>Hazardous Substance</td>
</tr>
<tr>
<td>West Saginaw Dry Cleaner</td>
<td>4344 W Saginaw Hwy, Delta Township, Eaton County</td>
<td>COMPLETE</td>
<td>Former One Hour Martiniing dry cleaner, dry cleaning fluid found during assessment of adjacent parcel</td>
<td>Phase I ESA</td>
<td>PM</td>
<td>Hazardous Substance</td>
</tr>
<tr>
<td>Kelley Building Rehab</td>
<td>160 E Ash St, Mason, Ingham County</td>
<td>COMPLETE</td>
<td>Environmental condition unknown</td>
<td>Phase I ESA</td>
<td>Triterra</td>
<td>Petroleum</td>
</tr>
<tr>
<td>Eaton Clothing &amp; Furniture Center</td>
<td>115 S Washington St, Charlotte, Eaton County</td>
<td>COMPLETE</td>
<td>Former automotive parts store, furniture store and car dealership, Environmental condition unknown, possible petroleum and/or asbestos materials</td>
<td>Phase I &amp; II ESA</td>
<td>Triterra</td>
<td>Hazardous Substance</td>
</tr>
<tr>
<td>Bellevue Dealership</td>
<td>203 W. Capitol Ave, Bellevue, Eaton County</td>
<td>COMPLETE</td>
<td>Former Auto/Implement Dealership &amp; Gasoline Filling Station, Environmental condition unknown</td>
<td>Phase I &amp; II ESA, BEA/DOP Reporting</td>
<td>Triterra</td>
<td>Petroleum</td>
</tr>
<tr>
<td>East Oakland Renovation</td>
<td>1310 E. Oakland Avenue, Lansing, Ingham County</td>
<td>COMPLETE</td>
<td>Former auto repair shop - underground heating located in a portion of the building, which may contain hydraulic oil reservoirs</td>
<td>Phase I &amp; II ESA, BEA/DOP Reporting</td>
<td>Triterra</td>
<td>Petroleum</td>
</tr>
<tr>
<td>Regency Microlofts</td>
<td>2722 Michigan Ave, Lansing Township, Ingham County</td>
<td>COMPLETE</td>
<td>Environmental condition unknown. Likely asbestos materials</td>
<td>Phase I ESA</td>
<td>PM</td>
<td>Hazardous Substance</td>
</tr>
<tr>
<td>Hacks Key Shop Expansion 1000 S Washington Ave, Lansing, Ingham County</td>
<td>Hacks Key Shop is in a position to expand their business. This building will provide the space to house the different divisions that will be created, including commercial doors and aluminum extrusions, while also providing additional space for inventory and a new showroom. Company has planned $100,000 in buildout, and plans to create 6 jobs while retaining 10</td>
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<tr>
<td>Environmental condition unknown. Possible asbestos materials. Building was formerly Crawford Door</td>
<td>COMPLETE</td>
<td></td>
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<tr>
<td>Phase I &amp; II ESA, BSEA/TCP Reporting</td>
<td>Tristara</td>
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<tr>
<td>Hazardous Substance</td>
<td>Advanced Manufacturing</td>
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</tbody>
</table>

| Active and Complete Projects by Area |
| City of Lansing | 16 |
| City of East Lansing | 2 |
| Ingham County (other than Lansing) | 7, Delhi Township (3), Lansing Township, Leslie (3), Mason (3), Meridian Township (1) |
| Eaton County | 1,2, Berliner (1), Charlotte (7), Delhi Township (3), Eaton Rapids (1) |
| Clinton County | 1, St. Johns (1), Dewitt (1) |
| Coalition | 99 Total Projects |

| Work Key |
| Environmental Site Assessment | ESA |
| Baseline Environmental Assessment | RELA |
| Due Care Plan | DCP |
| Lead Based Paint Survey | UBP |
| Asbestos Containing Materials Survey | ACM |
RESOLUTION APPROVING INGHAM COUNTY’S PARTICIPATION IN THE LANSING REGIONAL BROWNFIELD COALITION FOR THE PURPOSE OF SUBMITTING AN APPLICATION TO THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY FOR A BROWNFIELD ASSESSMENT GRANT

WHEREAS, the Ingham County Board of Commissioners has established a Brownfield Redevelopment Authority whose charge is to support the cleanup and redevelopment of environmentally contaminated and previously used development sites that promote Economic Development in Ingham County; and

WHEREAS, the Ingham County Board of Commissioners and the Ingham County Brownfield Redevelopment Authority have determined a need to continue to identify, assess and implement the cleanup and redevelopment or reuse of brownfield sites in our region in order to encourage economic development; and

WHEREAS, the cleanup and revitalization of brownfield sites can provide many other community benefits including protection of public health and environment, neighborhood improvements, opportunities for creation of parks and community spaces and elimination of blight and dangerous structures; and

WHEREAS, Ingham County faces the challenge of many brownfield sites throughout the community such as former industrial sites, closed gas stations, dumps and other contaminated properties; and

WHEREAS, the Lansing region, which includes the City of Lansing, the City of East Lansing, Clinton County, Eaton County, and Ingham County, seeks to collaborate to revitalize brownfield sites and secure more resources for redevelopment of these sites for both the individual communities and the broader region; and

WHEREAS, these five local governments desire together to form the Lansing Regional Brownfield Coalition (Coalition); and

WHEREAS, the Lansing Economic Area Partnership (LEAP), a non-profit economic development entity with members that include Ingham County and the other governmental entities who will be part of the Coalition, will seek, administer and implement new funding to support the Coalition and its local government participants; and

WHEREAS, the U.S. Environmental Protection Agency (EPA) is now soliciting applications for grants in its Brownfield Assessment program and allows for coalitions to seek funding in the amount of $600,000 to be used for assessment and reuse planning of brownfield sites.

THEREFORE BE IT RESOLVED, that Ingham County is a collaborative partner in the Lansing Regional Brownfield Coalition and supports the development and submission of an application to the Environmental Protection Agency Brownfield Assessment Grant Program in the amount of $600,000 by LEAP on behalf of the Lansing Regional Brownfield Coalition.

BE IT FURTHER RESOLVED, that Ingham County designates the Economic Development Coordinator to work in collaboration with LEAP and the other Coalition members on the development, submission and implementation of an EPA Brownfield Assessment Grant.
TO: Board of Commissioners County Services and Finance Committee

FROM: Sandra Gower, Economic Development Coordinator

DATE: November 21, 2016

SUBJECT: Elevation at Okemos Pointe Brownfield Plan

BACKGROUND
The Ingham County Brownfield Redevelopment Authority (ICBRA) at its meeting on October 14, 2016 approved a Brownfield Redevelopment Plan for the Elevation at Okemos Pointe in Meridian Charter Township. The project is being developed by Okemos Pointe LLC northwest of the intersection of Jolly Road and Jolly Oak Road. The Plan contemplates redevelopment on 6 eligible parcels totally approximately 37.29 acres. This property was first developed in 1963 and has been substantially underutilized since 1999. This project is an estimated $67.3 million mixed-use project. Phase I is $30.4 million and includes 166 apartment units and 6,214 gross square feet of commercial space. Phases II and III are $36.9 million and consists of 232 additional apartments and the renovation of an existing 20,000 gross square feet metal structure into a community market and food innovation district with community function space. Once completed it is expected to create approximately 200 new full time jobs. Phase I is expected to be completed by the end of 2017 and Phases II & III by the end of 2020.

The Plan includes a 25% pass through of taxes during each year of the capture period. Each taxing jurisdiction will receive 25% of the taxes created by the increment. 75% will be used to reimburse the developer. Table 3 on Page 17 of the Plan shows this breakdown.

Meridian Charter Township held a public hearing on October 18, 2016 and approved the Plan with some modifications at its November 1, 2016 meeting. The modifications approved by the Township are as follows:

- The plan is capped at $3,891,103. The developer’s eligible costs shall not exceed $3,504,759; the maximum capture into the County BRA Local Site Remediation Revolving Fund (LSRRF) shall be $86,344 and developer provided interest shall not exceed $300,000. If, however, the actual cost of eligible activities turns out to be lower than above estimates, developer reimbursement and LSRRF shall also be lower.
- The addition of “Section XX Tax Valuation and Payment of Tax Increment Revenue Shortfall” to the reimbursement agreement between the County and the Developer. (See attached).

In April 2015 the Board adopted Resolution #15-115 creating the Ingham County Local Site Remediation Revolving Fund. This is the first Brownfield Plan to be considered since creation of the LSRRF. The ICBRA originally requested a contribution of 5% or $187,091 into the fund. The Township objected to that amount and reduced it to 2.5% or $86,344.

The ICBRA was scheduled to meet on November 18, 2016. However, there was no quorum so no action could be taken. The Board members present had an informal discussion on the changes adopted by Meridian Township. Some concern was expressed about the reduction to the LSRRF. However, the members present did not want to see the project not go forward over that reduction. They were in agreement with the other changes. The Section XX clause was reviewed by County Attorney Tim Perrone and found to be acceptable to add to our reimbursement agreement.
**ALTERNATIVES**
If the plan is not approved the Developer has indicated the project will not go forward. The Board may make revisions to the plan. If any changes are made to the plan it will need to go back to the Township for its concurrence.

**FINANCIAL IMPACT**
Table 3 on Page 17 of the plan shows the impact of the Plan on the taxing jurisdictions. For the duration of the plan, the County will continue to receive the current base taxes on these properties. In addition the County will receive an additional $548,657 on the incremental taxes. $1,140,772 of the incremental taxes will be used to reimburse the developer for eligible expenses. If the plan is not approved and the development does not take place there would be no increase in taxes from this property.

**OTHER CONSIDERATIONS**
The Board is permitted to approve Brownfield Redevelopment Plans per PA 381 of 1996 as amended. The purpose of the Brownfield Tax Increment Financing plan is to make it financially feasible to redevelop old, contaminated sites and get them back to productive use. The Board in Resolution #15-115 authorized the LSRRF.

**RECOMMENDATIONS**
Based on the information presented, I respectfully recommend approval of the attached resolution to approve the Brownfield Plan for the Elevation at Okemos Pointe.
ELEVATION AT OKEMOS POINTE

2360 Jolly Road (portion) – Tax ID #33-02-02-33-376-010;
2398 Jolly Road (portion) – Tax ID #33-02-02-33-353-015;
2350 Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-002;
2360 Jolly Oak Road – Tax ID #33-02-02-33-376-011;
2362 Jolly Oak Road – Tax ID #33-02-02-33-376-012; and
Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-100
Okemos, Meridian Charter Township, Michigan

Brownfield Plan

Revised November 1, 2016

Prepared with assistance from:
ADVANCED REDEVELOPMENT SOLUTIONS
PO Box 204
Eagle, MI 48822
Contact: Eric P. Helzer, EDFP
Phone: (517) 648-2434

Ingham County Brownfield Redevelopment Authority
Contact: Sandra Gower, Director
Phone: (517) 676-7285

Approved by the Ingham County Brownfield Redevelopment Authority – 10/14/2016
Approved by the Meridian Charter Township Board of Trustees – 11/01/2016
Approved by the Ingham County Board of Commissioners – TBD/TBD/2016
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Table 3 – Impact to Taxing Jurisdictions ..................................................................................... 17

Table 4 – Tax Increment Financing Estimates ................................................................................ Exhibit C
   Table 4a1 – Base Year/Initial Taxable Value (ITV) Information
   Table 4a2 – Taxes Paid to All Taxing Jurisdictions on the Base Year Taxable Value/Initial Taxable Value (ITV)
   Table 4b – Future Taxable Value (FTV)
   Table 4c – Tax Impact on Taxing Jurisdictions
   Table 4d – Reimbursement of Eligible Activities & Disbursements

Exhibits

A. Legal Description and Eligible Property Boundary Map

B. Basis of Brownfield Eligibility Supportive Environmental and Non-Environmental
   Information

C. Table 4 – Tax Increment Financing Estimates
# Project Summary Sheet: Brownfield Plan – Elevation at Okemos Pointe

**Project Name:** Elevation at Okemos Pointe  
**Applicant/Developer:**  
**Entity Name:** Okemos Pointe, LLC  
**Contact:** Will Randle  
**Mailing Address:** 2422 Jolly Road, Suite 200, Okemos, MI 48864  
**Phone:** (517) 580-2550

**Eligible Property Location:** The eligible Property consists of six (6) parcels located at:  
- 2360 Jolly Road (portion) – Tax ID #33-02-03-33-376-010;  
- 2398 Jolly Road (portion) – Tax ID #33-02-03-33-353-015;  
- 2350 Jolly Oak Road (portion) – Tax ID #33-02-03-33-329-002;  
- 2360 Jolly Oak Road – Tax ID #33-02-03-33-376-011;  
- 2362 Jolly Oak Road – Tax ID #33-02-03-33-376-012; and  
- Jolly Oak Road (portion) – Tax ID #33-02-03-33-329-100  
Okemos, Meridian Charter Township, Michigan.

**Property Size:** Approximately 37.29 acres  
**Type of Eligible Property:** Facility (Contaminated)

**Project Description:**  
**Elevation at Okemos Pointe Project**  
This Brownfield Plan (the "Plan") anticipates significant future investments by Okemos Pointe, LLC. Okemos Pointe, LLC, is a single purpose entity for the proposed Project. They are an Okemos-based development company whose members are exceptional real estate developers of residential, commercial and mixed-use developments in Mid-Michigan and have facilitated development and managed company operations in California, Hawaii, Arizona, New Mexico, Colorado, the Caribbean and Australia. This Plan contemplates redevelopment upon all six (6) Eligible Properties located northwest of the intersection of Jolly Road and Jolly Oak Road which was first developed in 1963 and has been substantially underutilized since 1999 (17 years).

Elevation at Okemos Pointe (the "Project") is an estimated $67.3 million (including land) mixed-use redevelopment project. Phase I is $30.4 million which includes 166 apartment units (236 beds) and 6,214 gross square feet of commercial space. The projected cost for Phases II & III is $36.9 million and consists of 232 additional apartment units (352 beds) and the renovation of an existing 20,000 gross square feet metal structure into a community market and food innovation district with community function space. Apartments and commercial space will span 44,1549 gross square feet over 37.29 acres on the Eligible Property. The development is ideally suited near shopping center with highway access to I-96 located within one mile of the site. This redevelopment will be ideal for those working in the Greater Lansing Area.

Once complete, approximately 200 new full time jobs will be created as a result of the residential and commercial spaces including community market and food innovation district with community
function space. The applicant will also be working with MSU to spin businesses off to other brick and mortar sites in the community, this will provide a network of small business entrepreneurship for the region fostering new types of opportunities in employment and ownership.

Added Project features include pocket parks, public seating plaza, pavilion, fishing pier, public art, underground utilities, wetland preservation areas, outdoor seasonal sales area, uncovered and covered bike parking/storage and local township path/trail system connecting to the regional path/trail system.

Construction is scheduled to begin this fall 2016 on Brownfield eligible activities to position Phase I of the Project for completion by end of 2017 and completion of Phases II & III by the end of 2020. The Project cannot occur without support toward eligible Brownfield activities and costs through tax increment financing available under the Brownfield Redevelopment Financing Act (Public Act 381 of 1996), which is the subject of this Plan.

**Estimate Job Creation:**
Approximately 200 new full time jobs will be created upon completion of the Project.

**Eligible Activities and Eligible Costs:**
$3,804,759 of eligible activity costs made up of: Baseline Environmental Assessment Activities, Due Care Activities, Additional Response Activities, Demolition Activities, Lead and Asbestos Abatement Activities, Brownfield Plan & Work Plan Preparation (including Ingham County Brownfield Redevelopment Authority {"TCBRA" or "Authority"} Application Fees), Contingency and Interest. $3,891,103 in total capture with adding the capture for Authority Local Site Remediation Revolving Fund ("LSRRF").
<table>
<thead>
<tr>
<th>Eligible Activities</th>
<th>Eligible Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline Environmental Assessment (BEA) Activities</td>
<td>$ 49,550</td>
</tr>
<tr>
<td>Due Care Activities</td>
<td>$ 392,345</td>
</tr>
<tr>
<td>Additional Response Activities</td>
<td>$ 1,673,400</td>
</tr>
<tr>
<td>Demolition Activities</td>
<td>$ 1,017,712</td>
</tr>
<tr>
<td>Lead and Asbestos Abatement Activities</td>
<td>$ 120,752</td>
</tr>
<tr>
<td>Brownfield Plan &amp; Work Plan Preparation (and application fees, if any)</td>
<td>$ 51,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$ 3,304,759</strong></td>
</tr>
<tr>
<td>Contingency</td>
<td>$ 200,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$ 3,504,759</strong></td>
</tr>
<tr>
<td>Interest</td>
<td>$ 300,000</td>
</tr>
<tr>
<td><strong>Subtotal (to Developer)</strong></td>
<td><strong>$ 3,804,759</strong></td>
</tr>
<tr>
<td>Authority Administration</td>
<td>$ -</td>
</tr>
<tr>
<td>Authority LSRRF</td>
<td>$ 86,344</td>
</tr>
<tr>
<td>State of Michigan Brownfield Redevelopment Fund</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Subtotal (to Others)</strong></td>
<td><strong>$ 86,344</strong></td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$ 3,891,103</strong></td>
</tr>
</tbody>
</table>

**Duration of Plan Capture:** 11 years (2018 through 2028), total estimated Plan capture duration for reimbursement of Eligible Activities and LSRRF deposits.

**Base Year of Plan:** 2016

**First Year of Plan Capture:** 2018

**Property Tax Summary (for life of Plan through 2028):**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Taxes Paid by Developer</td>
<td>$ 1,016,621</td>
</tr>
<tr>
<td>New / Incremental Taxes Paid by Developer</td>
<td>$ 11,126,186</td>
</tr>
<tr>
<td><strong>Total Property Taxes Paid</strong></td>
<td><strong>$ 12,142,807</strong></td>
</tr>
</tbody>
</table>

**Distribution of Property Taxes Paid Summary (for life of Plan through 2028):**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Taxes Paid to Meridian Township</td>
<td>$ 123,150</td>
</tr>
<tr>
<td>Base Taxes Paid to Other Taxing Jurisdictions</td>
<td>$ 893,471</td>
</tr>
<tr>
<td>New / Incremental Taxes Paid Gain (not captured) to Meridian Township</td>
<td>$ 460,911</td>
</tr>
<tr>
<td>New / Incremental Taxes Paid Gain (not captured) to Other Taxing Jurisdictions</td>
<td>$ 6,774,172</td>
</tr>
<tr>
<td>New / Incremental Taxes Paid to Developer Eligible Activity Costs</td>
<td>$ 3,804,759</td>
</tr>
<tr>
<td>New / Incremental Taxes Paid to Authority LSRRF</td>
<td>$ 86,344</td>
</tr>
<tr>
<td><strong>Total Property Tax Distribution</strong></td>
<td><strong>$ 12,142,807</strong></td>
</tr>
</tbody>
</table>
INTRODUCTION

The Ingham County Brownfield Redevelopment Authority ("ICBRA" or "Authority"), duly established by resolution of the Ingham County Board of Commissioners, pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, MCLA 125.2651 et. seq, as amended ("Act 381"), is authorized to exercise its powers within the County of Ingham, Michigan.

The purpose of this Brownfield Plan (the "Plan" and/or "Amendment"), as amended is to be implemented by the Authority, is to satisfy the requirements of Act 381 for including the eligible property described below in the Authority Brownfield Plan (the "Plan"). This Plan promotes the redevelopment of and investment in certain "Brownfield" properties within the County, to accomplish cleanup of environmental contamination, and to redevelop blighted, historic and functionally obsolete property. Inclusion of Property within this Plan, as amended will facilitate financing of eligible activities at eligible properties, and will also provide tax incentives to eligible taxpayers willing to invest in revitalization of eligible sites, commonly referred to as "Brownfields." By facilitating redevelopment of Brownfield properties, this Plan, as amended is intended to promote economic growth for the benefit of the residents of the County and all taxing units located within and benefited by the Authority.

The identification or designation of a developer or proposed use for the Eligible Property that is the subject of this Plan shall not be integral to the effectiveness or validity of this Plan. This Plan is intended to apply to the Eligible Property identified in this Plan and, if tax increment revenues are proposed to be captured from that Eligible Property, to identify and authorize the eligible activities to be funded by such tax increment revenues. Any change in the proposed developer or proposed use of the Eligible Property shall not necessitate an amendment to this Plan, affect the application of this Plan to the Eligible Property, or impair the rights available to the Authority under this Plan.

This Plan is intended to be a living document, which may be modified or amended in accordance with the requirements of Act 381, as necessary to achieve the purposes of Act 381. The applicable sections of Act 381 are noted throughout the Plan for reference purposes.

This Plan contains information required by Section 13(1) of Act 381.
1. DESCRIPTION OF THE ELIGIBLE PROPERTY (SECTION 13(1)(H))

- Parcel ID No. 33-02-02-33-353-015
  2398 Jolly Road (portion)

- Parcel ID No. 33-02-02-33-329-002
  2350 Jolly Oak Road (portion)

- Parcel ID No. 33-02-02-33-329-100
  Jolly Oak Road (portion)

- Parcel ID No. 33-02-02-33-376-011
  2360 Jolly Oak Road

- Parcel ID No. 33-02-02-33-376-012
  2362 Jolly Oak Road

- Parcel ID No. 33-02-02-33-376-010
  2360 Jolly Road (portion)
The Eligible Property ("Property") consists of all or portion of six parcels located northwest of the intersection of Jolly Road and Jolly Oak Road, Okemos, Meridian Township, Ingham County, Michigan. The Property contains approximately 37.29 acres.

The Property is located in an area of the Meridian Charter Township ("Township") that is characterized by commercial, multi-tenant residential, and recreational properties. A county drain is located on the western and central portions of the Property, which leads to a retention pond located in the northern portion, and the Property is abutted by surface roadways, municipal water, sanitary and storm sewer services, electrical and gas utilities to the south.

The Eligible Property parcels are summarized in the below table. See Exhibit A, Legal Descriptions and Eligible Property Boundary Map. Please note that the Eligible Property in the table below identifies four parcels with a portion of that Tax ID number being included as Eligible Property. As such, the Legal Descriptions and Eligible Property Boundary Map in Exhibit A shall govern as the Eligible Property in this Plan.

<table>
<thead>
<tr>
<th>Address</th>
<th>Tax ID</th>
<th>Basis of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2360 Jolly Road (portion)</td>
<td>33-02-02-33-376-010</td>
<td>Adjacent or Contiguous to Facility Property</td>
</tr>
<tr>
<td>2398 Jolly Road (portion)</td>
<td>33-02-02-33-353-015</td>
<td>Facility</td>
</tr>
<tr>
<td>2350 Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-002</td>
<td>Facility</td>
</tr>
<tr>
<td>2360 Jolly Oak Road</td>
<td>33-02-02-33-376-011</td>
<td>Facility</td>
</tr>
<tr>
<td>2362 Jolly Oak Road</td>
<td>33-02-02-33-376-012</td>
<td>Facility</td>
</tr>
<tr>
<td>Unaddressed parcel on Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-100</td>
<td>Adjacent or Contiguous to Facility Property</td>
</tr>
</tbody>
</table>

The Property consists of six parcels of land. Four of the six parcels are a "facility" as defined by Part 201 of Michigan’s Natural Resources and Environmental Protection Act (P.A. 451, as amended). In accordance with Act 381, the remaining two parcels included in this Plan is adjacent or contiguous to the facility-designated properties and is estimated to increase the captured taxable value of the facility-designated parcels. The parcels are located within the boundaries of Meridian Charter Township, Michigan.

As of June 2016 the Property is a Mixed Use Planned Unit Development (MUPUD) that was conditionally zoned Community Service (C-2) Commercial, with a voluntary offer of a condition limiting development to a mixed use planned unit development with restriction of no more than 18 dwelling units per acre as allowed under the density bonus provisions in the mixed use planned unit ordinance. The C-2 zoning district allows for a mixed use planned unit development. Mixture of uses proposed on Property is adequately served by essential public facilities and services, such as police, fire, stormwater drainage, existing roadways, public water, and sanitary sewer. Property was formerly zoned Industrial, Commercial, Residential, Professional and Office and currently contains two industrial/commercial buildings, a tire storage building, and a storage shed. Exterior portions of the Property currently include on the southern portion paved parking and landscaped areas while the eastern and northern portions are grass-covered and wooded land. A county drain is located on the western and central portions of the Property, which leads to a retention pond located in the northern portion.
The Project proposes to redevelop an underutilized property into a contemporary multi-use development. The redevelopment integrates design elements, environmental response activities, and economic development to further goals of the Meridian Charter Township, Ingham County ("IC"), the Michigan Department of Environmental Quality ("MDEQ") and the Michigan Economic Development Corporation ("MEDC"). It will result in: (1) the community and municipal benefits of increased property taxes on the Property; (2) due care and additional response activities that will address the contamination on the Property, reducing the threat to human health and the environment; and (3) a substantial improvement to the appearance and aesthetics of the Property which will assist in increasing the property values of the neighboring community. The overall redevelopment of this site will include lead and asbestos abatement, building demolition and site demolition of the wide-spread fill and debris found across most of the Property, environmental due care and additional response activities, and redevelopment into a mixed-use development project. The applicant has a strong desire to put this Property back to productive use and drastically improve the aesthetics of the area.

The parcel and all tangible real and personal property located thereon will comprise the Eligible Property and is referred to herein as the “Property.” Incremental tax revenues resulting from new personal property will be captured if available. Any such funds will be used to reimburse the Authority and Developer for eligible activities, to the extent authorized by this Plan, and an executed reimbursement agreement between the Developer and the Authority.
2. BASIS OF ELIGIBILITY (SECTION 13 (1)(H), SECTION 2 (M), SECTION 2(R)

The Property is considered "eligible property" as defined by Act 381, Section 2 because (a) the Property was previously utilized or is currently utilized for a commercial or industrial purpose; (b) four of the six parcels comprised by the Property have been determined to be a "facility"; (c) includes parcels that are adjacent or contiguous to that Property because the development of the adjacent and contiguous parcels is estimated to increase the captured taxable value of that property; and, (d) the Property is in Meridian Charter Township, which is not a qualified local governmental unit.

<table>
<thead>
<tr>
<th>Eligible Property</th>
<th>Address</th>
<th>Tax ID</th>
<th>Basis of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2360 Jolly Road (portion)</td>
<td>33-02-02-33-376-010</td>
<td>Adjacent or Contiguous to Facility Property</td>
<td></td>
</tr>
<tr>
<td>2398 Jolly Road (portion)</td>
<td>33-02-02-33-353-015</td>
<td>Facility</td>
<td></td>
</tr>
<tr>
<td>2356 Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-002</td>
<td>Facility</td>
<td></td>
</tr>
<tr>
<td>2360 Jolly Oak Road</td>
<td>33-02-02-33-376-011</td>
<td>Facility</td>
<td></td>
</tr>
<tr>
<td>2365 Jolly Oak Road</td>
<td>33-02-02-33-376-012</td>
<td>Facility</td>
<td></td>
</tr>
<tr>
<td>Unaddressed parcel on Jolly Oak Road</td>
<td>33-02-02-33-329-100</td>
<td>Adjacent or Contiguous to Facility Property</td>
<td></td>
</tr>
</tbody>
</table>

Exhibit B includes an overview of the environmental conditions on the Property as it is related to its basis of eligibility and inclusion in the Plan. As Eligible Property, the Property is eligible for redevelopment incentives from the Authority.

3. SUMMARY OF ELIGIBLE ACTIVITIES AND DESCRIPTION OF COSTS (SECTION 13 (1)(A),(B))

The "eligible activities" that are intended to be carried out at the Property are considered "eligible activities" as defined by Sec 2 of Act 381, because they include Baseline Environmental Activities (BEA) (Phase I ESA, Phase II ESA, and BEA), due care activities, additional response activities, lead & asbestos survey and abatement, demolition, and preparation of Brownfield Plan & Act 381 Work Plan. Exhibit B includes an overview of the Brownfield eligible activities that are contemplated for the Property.

A summary of the eligible activities and the estimated cost of each eligible activity intended to be paid for with Tax Increment Revenues from the Property are shown in the following tables (Tables 1a and 1b).

The Eligible Activities projected in this Plan may switch categories if site or environmental conditions change. If conditions change, an eligible activity may fall under a different category (such as an Environmental or Non-Environmental eligible activity) so long as the Plan does not involve the capture of State School Tax Increment Revenue (i.e., an Act 381 Work Plan). Local-only Tax Capture Plans can adjust between Environmental and Non-Environmental activity categories. Furthermore, for the eligible activities identified in the Plan, the costs of any activities may be adjusted after the date the Plan is approved by the Authority, so long as the costs do not exceed the combined total of all eligible activity costs (combined Environmental and Non-Environmental costs) plus a pro-rata contingency amount (but excluding the interest amount), to the extent that the adjustments do not violate the terms of...
any approved documents, such as a Development Reimbursement Agreement, or Public Act 381 of 1996, as amended.

The Developer desires to be reimbursed for the costs of eligible activities. Tax increment revenue generated by the Property will be captured by the Authority and used to reimburse the cost of the eligible activities completed on the Property. Amendments to Act 381 that were signed into law on December 28, 2012 allow local units of government to approve reimbursement of eligible activities with tax increment revenues attributable to local taxes on any eligible activities conducted on eligible property or prospective eligible properties prior to approval of the Plan, if those costs and the eligible property are subsequently included in an approved Plan. In the event that eligible activities are performed prior to Plan approval, approved eligible activity costs will be reimbursable in accordance with Act 381.

In accordance with this Plan and the associated Development Reimbursement Agreement (the “Agreement”) with the Authority, the amount advanced by the Developer will be repaid by the Authority, together with interest at the rate set at 2.5% simple interest (capped at $300,000), solely from the tax increment revenues realized from the Eligible Property. However, if the actual cost of eligible activities turns out to be lower than the estimates, interest reimbursement may be lower than the capped amount, subject to the 2.5% simple interest calculation.

Year 1 through Year 9 of the Plan’s captured tax increment revenues are exclusively for Developer reimbursement. Starting in Year 10, captured tax increment revenues will first be used for Developer reimbursement then to Authority LSRRF deposits. Remaining Authority LSRRF deposits are all made in Year 11 as described in the tables of the Plan. No state school tax capture was assumed to reimburse eligible activity costs in this Plan. The eligible activities identified in the Plan are as a local-only tax capture cost by the Authority, together with the interest rate provided above.

The costs listed in the tables are estimated costs and may increase or decrease depending on the nature and extent of the actual conditions encountered on the Property. The actual cost of those eligible activities encompassed by this Plan that will qualify for reimbursement from tax increment revenues of the Authority from the Property shall be governed by the terms of the Agreement. No costs of eligible activities will be qualified for reimbursement except to the extent permitted in accordance with the terms and conditions of the Agreement.
<table>
<thead>
<tr>
<th>Table 1a - Itemized Eligible Activities</th>
<th>Eligible Activity Amount Supported in Brownfield Plan</th>
<th>Local Tax Capture (100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline Environmental Assessment (BEA) Activities</td>
<td>$ 49,550</td>
<td>$ 49,550</td>
</tr>
<tr>
<td>Due Care Activities</td>
<td>$ 392,345</td>
<td>$ 392,345</td>
</tr>
<tr>
<td>Additional Response Activities</td>
<td>$ 1,673,400</td>
<td>$ 1,673,400</td>
</tr>
<tr>
<td><strong>Totals: Environmental</strong></td>
<td><strong>$ 2,115,295</strong></td>
<td><strong>$ 2,115,295</strong></td>
</tr>
<tr>
<td>Demolition Activities</td>
<td>$ 1,017,712</td>
<td>$ 1,017,712</td>
</tr>
<tr>
<td>Lead and Asbestos Abatement Activities</td>
<td>$ 120,752</td>
<td>$ 120,752</td>
</tr>
<tr>
<td><strong>Totals: Non Environmental</strong></td>
<td><strong>$ 1,138,464</strong></td>
<td><strong>$ 1,138,464</strong></td>
</tr>
<tr>
<td>Contingency Environmental (up to 15% but capped)*</td>
<td>$ 130,022</td>
<td>$ 130,022</td>
</tr>
<tr>
<td>Contingency Non-Environmental (up to 15% but capped)*</td>
<td>$ 69,978</td>
<td>$ 69,978</td>
</tr>
<tr>
<td>Interest (2.50% but capped at $300,000)</td>
<td>$ 300,000</td>
<td>$ 300,000</td>
</tr>
<tr>
<td><strong>Sub Total (EAs + Contingencies + Interest)</strong></td>
<td><strong>$ 3,753,759</strong></td>
<td><strong>$ 3,753,759</strong></td>
</tr>
<tr>
<td>Brownfield Plan</td>
<td>$ 48,500</td>
<td>$ 48,500</td>
</tr>
<tr>
<td>Local Application Fees</td>
<td>$ 2,500</td>
<td>$ 2,500</td>
</tr>
<tr>
<td><strong>Totals: Administrative (Brownfield Plan + Work Plan + Application Fees)</strong></td>
<td><strong>$ 51,000</strong></td>
<td><strong>$ 51,000</strong></td>
</tr>
<tr>
<td><strong>Sub Total (EAs + Contingencies + Interest + Administrative)</strong></td>
<td><strong>$ 3,804,759</strong></td>
<td><strong>$ 3,804,759</strong></td>
</tr>
<tr>
<td>Brownfield Redevelopment Authority (BRA) Administration</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>BRA Local Site Remediation Revolving Fund (LSRRF) (2.50%)</td>
<td>$ 86,344</td>
<td>$ 86,344</td>
</tr>
<tr>
<td>State of Michigan Brownfield Redevelopment Fund (MBRF)</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Totals: BRA and MBRF</strong></td>
<td><strong>$ 86,344</strong></td>
<td><strong>$ 86,344</strong></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$ 3,891,103</strong></td>
<td><strong>$ 3,891,103</strong></td>
</tr>
</tbody>
</table>

* Combined Contingency (Environmental and Non-Environmental) capped at $200,000.
<table>
<thead>
<tr>
<th>Eligible Activity (Amount Supported in Brownfield Plan)</th>
<th>Number of Years to Reimburse EA Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Local Taxes to Developer Eligible Activities, Contingency and Interest</td>
<td>$3,804,759</td>
</tr>
<tr>
<td>Total Local Taxes to BRA Eligible Activities, Contingency and Interest</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Local Tax Capture Eligible Activities, Contingency and Interest</strong></td>
<td>$3,804,759</td>
</tr>
<tr>
<td>Total Local Taxes to BRA Administration</td>
<td>$</td>
</tr>
<tr>
<td>Total Local Taxes to Local Site Remediation Revolving Fund (LSRRF)</td>
<td>$86,344</td>
</tr>
<tr>
<td><strong>Total Local Taxes to BRA</strong></td>
<td>$86,344</td>
</tr>
<tr>
<td>Total School Taxes to Developer Eligible Activities and Interest</td>
<td>$</td>
</tr>
<tr>
<td>Total School Taxes to BRA Eligible Activities and Interest</td>
<td>$</td>
</tr>
<tr>
<td>Total School Taxes to State of Michigan Brownfield Redevelopment Fund (MBRF)</td>
<td>$</td>
</tr>
<tr>
<td><strong>Total School Tax Capture Eligible Activities</strong></td>
<td>$</td>
</tr>
<tr>
<td><strong>Total Capture by BRA</strong></td>
<td>$86,344</td>
</tr>
<tr>
<td><strong>Total Capture by Developer</strong></td>
<td>$3,804,759</td>
</tr>
<tr>
<td><strong>Total Capture by State of Michigan Brownfield Redevelopment Fund (MBRF)</strong></td>
<td>$</td>
</tr>
</tbody>
</table>

4. CAPTURED TAXABLE VALUE AND TAX INCREMENT REVENUES (SECTION 13(1)(C))

This Plan anticipates the capture of tax increment revenues to reimburse the Developer for the costs of eligible activities under this Plan in accordance with the Agreement. The initial taxable value (base year) of the Property shall be determined by the use of tax year 2016 tax values. Tax increment revenue capture will begin when tax increment is generated by redevelopment on the Property; this is expected to begin in 2018 (first year of capture). Estimates project that the Authority is expected to capture the tax increment revenues from 2018 through 2028 which will be generated by the increase in taxable value. The following table provides a summary of the captured incremental taxable values and tax increment
revenues captured which it will provide after completion of the redevelopment projects. In addition, detailed tables of estimated tax increment revenues to be captured is attached to this Plan as Exhibit C, Table 4 - Tax Increment Financing Estimates. Year 1 through Year 9 of the Plan’s captured tax increment revenues are exclusively for Developer reimbursement. Starting in Year 10, captured tax increment revenues will first be used for Developer reimbursement then to Authority LSRRF deposits. Remaining Authority LSRRF deposits are all made in Year 11 as described in the tables of the Plan.

The captured incremental taxable value and associated tax increment revenue will be based on the actual increased taxable value from all taxable improvements (both real and personal property) on the Property set through the property assessment process by the local unit of government and equalized by the County. The actual increased taxable value of the land and all future taxable improvements on the Property may vary. Furthermore, the amount of tax increment revenue available under this Plan will be based on the actual millage levied annually by each taxing jurisdiction on the increase in tax value resulting from the redevelopment Project that is eligible and approved for capture.

<table>
<thead>
<tr>
<th>Tax Year</th>
<th>Captured Incremental Taxable Values</th>
<th>Tax Increment Revenues Captured</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016 - Base Year</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2017</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2018 - Start of Tax Capture</td>
<td>$ 7,171,404</td>
<td>$ 180,291</td>
</tr>
<tr>
<td>2019</td>
<td>$ 7,284,955</td>
<td>$ 183,145</td>
</tr>
<tr>
<td>2020</td>
<td>$ 7,400,210</td>
<td>$ 186,043</td>
</tr>
<tr>
<td>2021</td>
<td>$ 17,773,694</td>
<td>$ 446,835</td>
</tr>
<tr>
<td>2022</td>
<td>$ 18,046,280</td>
<td>$ 453,688</td>
</tr>
<tr>
<td>2023</td>
<td>$ 18,322,955</td>
<td>$ 460,643</td>
</tr>
<tr>
<td>2024</td>
<td>$ 18,603,780</td>
<td>$ 467,703</td>
</tr>
<tr>
<td>2025</td>
<td>$ 18,888,817</td>
<td>$ 474,869</td>
</tr>
<tr>
<td>2026</td>
<td>$ 19,178,130</td>
<td>$ 482,143</td>
</tr>
<tr>
<td>2027</td>
<td>$ 19,471,782</td>
<td>$ 489,525</td>
</tr>
<tr>
<td>2028</td>
<td>$ 19,769,840</td>
<td>$ 497,018</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>-</td>
<td><strong>$ 4,321,903</strong></td>
</tr>
</tbody>
</table>

Surplus revenue returned to the applicable Taxing Jurisdictions on a pro-rata basis $ 430,800

**Total Tax Increment Revenues Captured** $ 3,891,103
5. METHOD OF BROWNFIELD PLAN FINANCING (SECTION 13(1)(D))

Eligible activities are to be financed by the Developer. The Developer will be reimbursed for eligible costs as listed in Tables 1a and 1b above. The current estimated amount of capture used to reimburse the Developer and Authority for costs in this Plan is $3,804,759.

All reimbursements authorized under this Plan shall be governed by the Agreement. The Authority shall not incur any note or bonded indebtedness to finance the purposes of this Plan. The inclusion of eligible activities and estimates of costs to be reimbursed in this Plan is intended to authorize the Authority to fund such reimbursements and does not obligate the Authority or the Township to fund any reimbursement or to enter into the Agreement providing for the reimbursement of any costs for which tax increment revenues may be captured under this Plan, or which are permitted to be reimbursed under this Plan. The amount and source of any tax increment revenues that will be used for purposes authorized by this Plan, and the terms and conditions for such use and upon any reimbursement of the expenses permitted by the Plan, will be provided solely under the Agreement contemplated by this Plan.

The Authority anticipates collecting $2,500 in application costs under this Plan. In addition, the Authority anticipates depositing $86,344 of local captured taxes into its LSRRF under this Plan. LSRRF costs are reflective of the redevelopment Project being completed and all eligible activities are incurred as summarized in Table 1a.

6. AMOUNT OF NOTE OR BONDED INDEBTEDNESS INCURRED (SECTION 13(1)(E))

The Authority will not incur a note or bonded indebtedness for this Brownfield Project under this Plan.

7. DURATION OF THE BROWNFIELD PLAN AND EFFECTIVE DATE (SECTION 13(1)(F))

In no event shall the duration of the Plan exceed 35 years following the date of the resolution approving the Plan, nor shall the duration of the tax capture exceed the lesser of the period authorized under subsection (4) and (5) of Section 13 of Act 381 or 30 years. The Property will become a part of this Plan on the date this Plan is approved by the Ingham County Board of Commissioners ("ICBOC"). The date of tax capture shall commence during the year construction begins but no earlier than 2018 or the immediate following year—as increment revenue becomes available, but the beginning date of tax increment revenues capture shall not exceed five years beyond the date of the governing body resolution approving the Plan.

8. ESTIMATED IMPACT ON TAXING JURISDICTIONS (SECTION 13(1)(G), SECTION 2(EE))

The following table presents a summary of the impact to taxing jurisdictions (if the redevelopment Project is completed).
<table>
<thead>
<tr>
<th>Taxing Unit</th>
<th>Incremental Taxes Paid</th>
<th>Taxes Returned to Taxing Unit</th>
<th>Impact to Taxing Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td>MERIDIAN CHARTER TOWNSHIP</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating</td>
<td>$ 722,064</td>
<td>$ 234,497</td>
<td>$ 487,567</td>
</tr>
<tr>
<td>Parks/Recreation (2004)</td>
<td>$ 55,496</td>
<td>$ 17,698</td>
<td>$ 37,798</td>
</tr>
<tr>
<td>Pathways</td>
<td>$ 47,688</td>
<td>$ 15,487</td>
<td>$ 32,201</td>
</tr>
<tr>
<td>CAZA Redi Ride</td>
<td>$ 34,382</td>
<td>$ 11,166</td>
<td>$ 23,216</td>
</tr>
<tr>
<td>Fire Protection</td>
<td>$ 110,110</td>
<td>$ 35,759</td>
<td>$ 74,351</td>
</tr>
<tr>
<td>Police Protection</td>
<td>$ 104,522</td>
<td>$ 33,945</td>
<td>$ 70,578</td>
</tr>
<tr>
<td>Land Preservation</td>
<td>$ 56,731</td>
<td>$ 16,424</td>
<td>$ 38,307</td>
</tr>
<tr>
<td>Community Services</td>
<td>$ 25,767</td>
<td>$ 8,374</td>
<td>$ 17,392</td>
</tr>
<tr>
<td>Local Roads</td>
<td>$ 42,972</td>
<td>$ 13,957</td>
<td>$ 29,020</td>
</tr>
<tr>
<td>Parks/Recreation (2014)</td>
<td>$ 114,614</td>
<td>$ 37,222</td>
<td>$ 77,392</td>
</tr>
<tr>
<td>Debt</td>
<td>$ 34,382</td>
<td>$ 34,382</td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$ 1,247,754</strong></td>
<td><strong>$ 450,911</strong></td>
<td><strong>$ 886,843</strong></td>
</tr>
<tr>
<td>INGHAM COUNTY</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Operating</td>
<td>$ 1,092,047</td>
<td>$ 354,507</td>
<td>$ 737,563</td>
</tr>
<tr>
<td>Indigent Veterans Relief Fund</td>
<td>$ 5,675</td>
<td>$ 1,842</td>
<td>$ 3,831</td>
</tr>
<tr>
<td>Potter Park Zoo</td>
<td>$ 70,484</td>
<td>$ 22,890</td>
<td>$ 47,594</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>$ 29,629</td>
<td>$ 6,700</td>
<td>$ 13,923</td>
</tr>
<tr>
<td>Special Transportation</td>
<td>$ 82,516</td>
<td>$ 26,798</td>
<td>$ 55,719</td>
</tr>
<tr>
<td>911 System</td>
<td>$ 144,929</td>
<td>$ 47,070</td>
<td>$ 97,859</td>
</tr>
<tr>
<td>Juvenile Justice</td>
<td>$ 103,147</td>
<td>$ 33,498</td>
<td>$ 69,649</td>
</tr>
<tr>
<td>Farmland Preservation</td>
<td>$ 24,068</td>
<td>$ 7,816</td>
<td>$ 16,251</td>
</tr>
<tr>
<td>Health Services</td>
<td>$ 60,169</td>
<td>$ 19,540</td>
<td>$ 40,629</td>
</tr>
<tr>
<td>Parks/Trails</td>
<td>$ 85,956</td>
<td>$ 27,915</td>
<td>$ 58,041</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$ 1,609,429</strong></td>
<td><strong>$ 548,557</strong></td>
<td><strong>$ 1,140,872</strong></td>
</tr>
<tr>
<td>Capital Region Airport Authority - CRAA</td>
<td>$ 120,166</td>
<td>$ 39,025</td>
<td>$ 81,141</td>
</tr>
<tr>
<td>Capital Area Transportation Authority - CATA</td>
<td>$ 516,939</td>
<td>$ 167,880</td>
<td>$ 349,059</td>
</tr>
<tr>
<td>LIBRARY</td>
<td>-</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Capital Area District Library - CADL</td>
<td>$ 268,182</td>
<td>$ 97,095</td>
<td>$ 181,097</td>
</tr>
<tr>
<td>INTERMEDIATE SCHOOL DISTRICTS (ISD)</td>
<td>-</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>RESA Operating</td>
<td>$ 32,560</td>
<td>$ 10,574</td>
<td>$ 21,986</td>
</tr>
<tr>
<td>RESA Special Education</td>
<td>$ 774,669</td>
<td>$ 251,581</td>
<td>$ 523,089</td>
</tr>
<tr>
<td>RESA Vocational Education</td>
<td>$ 222,196</td>
<td>$ 72,160</td>
<td>$ 150,036</td>
</tr>
<tr>
<td>COMMUNITY COLLEGE</td>
<td>-</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Lansing Community College - LCC</td>
<td>$ 654,503</td>
<td>$ 212,555</td>
<td>$ 441,947</td>
</tr>
<tr>
<td>LOCAL SCHOOL MILLAGEs: excludes State School</td>
<td>-</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>millages</td>
<td>-</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>School Debt</td>
<td>$ 1,203,383</td>
<td>$ 1,203,383</td>
<td>$ -</td>
</tr>
<tr>
<td>School Building and Site (&quot;Sinking Fund&quot; millage available for tax capture)</td>
<td>$ 170,519</td>
<td>$ 55,370</td>
<td>$ 115,149</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$ 3,963,118</strong></td>
<td><strong>$ 2,099,631</strong></td>
<td><strong>$ 1,863,487</strong></td>
</tr>
<tr>
<td>STATE SCHOOL MILLAGEs: excludes Local School</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>millages</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>State Education Tax - SET</td>
<td>$ 1,031,471</td>
<td>$ 1,031,471</td>
<td>$ -</td>
</tr>
<tr>
<td>Local School Operating - LSO (18 mills for Real Property; only 6 mills for Personal Property)</td>
<td>$ 3,094,413</td>
<td>$ 3,094,413</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$ 4,125,884</strong></td>
<td><strong>$ 4,125,884</strong></td>
<td><strong>$ -</strong></td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td><strong>$11,126,106</strong></td>
<td><strong>$ 7,235,084</strong></td>
<td><strong>$ 3,941,103</strong></td>
</tr>
<tr>
<td><strong>Total Tax Increment Revenues Captured</strong></td>
<td><strong>$ 3,941,103</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Additional information related to the impact of tax increment financing on the various taxing jurisdictions is presented Exhibit C, Table 4.

9. DISPLACEMENT OF PERSONS (SECTION 13(1)(I-L))

Limited commercial tenant leases are residing on the Property and the other buildings are vacant, however prior to construction, the Property will become vacant and there will be no persons or businesses residing on the Property. Additionally, no occupied residences will be acquired or cleared; therefore there will be no displacement or relocation of persons or businesses under this Plan.

10. AUTHORITY REVOLVING FUND (SECTION 8; SECTION 13(1)(M))

The Authority has established a LSRRF. The Authority will capture incremental local taxes to fund the LSRRF in Years 10 and 11, to the extent allowed by law. The LSRRF will capture an amount equal to 2.5% of the eligible activity amount reimbursed to the Developer and captured in Years 10 and 11 (see Table 4d for LSRRF distribution). The funds will be used in a manner consistent with the requirements of Act 381 of 1996, as amended ("the Act"). The Authority anticipates depositing $86,344 of local captured taxes into its LSRRF if the redevelopment Project is completed and all eligible activities are incurred as summarized in Table 1a.

11. OTHER INFORMATION (SECTION 8; SECTION 13(1)(N))

The Authority and the ICBOC, in accordance with the Act, may amend this Plan in the future in order to fund additional eligible activities associated with the Project described herein.
Exhibit A

Legal Description
And
Eligible Property Boundary Map
OVERALL FINAL BOUNDARY LEGAL DESCRIPTION OF PROJECT AREA:

A parcel of land in the Southwest 1/4 of Section 33, T4N, R1W, Meridian Township, Ingham County, Michigan, the boundary of said parcel described as: Commencing at the Southwest corner of said Section 33; thence N89°46'20"E along the South line of said Section 33 a distance of 858.00 feet to the point of beginning of this description; thence N00°36'06"W parallel with the West line of Section 33 a distance of 1996.56 feet; thence N89°46'12"E 35.84 feet; thence N00°27'14"W 642.58 feet to the East-West 1/4 line of said Section 33; thence N89°44'23"E along said East-West 1/4 line 433.70 feet to the West line of Fieldstone Village Condominium, Subdivision Plan No. 184, Ingham County Records; thence S00°18'07"E along said West line and the West line of Coyote Creek Condominium, Subdivision Plan No. 82, Ingham County Records, a distance of 989.98 feet; thence along the South line of said Coyote Creek Condominium the following three courses: N89°45'08"E 503.25 feet, South 34.97 feet and N89°45'08"E 255.61 feet to the Westerly line of Unit 1 of Okemos Pointe Office Park Condominium, Subdivision Plan No. 267, Ingham County Records; thence along said Westerly line the following two courses: S22°44'37"E 82.61 feet and S14°02'26"W 172.95 feet to the North line of Farrins Parkway; thence along said North line the following four courses: S89°51'41"W 85.18 feet, Southwesterly 180.54 feet on a curve to the left, said curve having a radius of 232.50 feet, a delta angle of 44°29'30" and a chord length of 176.04 feet bearing S67°37'04"W, Southwesterly 206.25 feet on a curve to the right, said curve having a radius of 277.50 feet, a delta angle of 42°35'09" and a chord length of 201.54 feet bearing S66°39'56"W and Southwesterly 77.04 feet on a curve to the left, said curve having a radius of 197.50 feet, a delta angle of 22°20'57" and a chord length of 76.55 feet bearing S76°47'04"W to the East line of Water Lily Way; thence along said East line the following three courses: Southeasterly 106.18 feet on a curve to the right, said curve having a radius of 205.00 feet, a delta angle of 29°40'31" and a chord length of 104.99 feet bearing S14°50'20"E, S00°00'04"E 221.47 feet and Southeasterly 47.24 feet on a curve to the left, said curve having a radius of 30.00 feet, a delta angle of 90°13'36" and a chord length of 42.51 feet bearing S45°06'52"E to the North line of Jolly Oak Road; thence S89°46'20"W along the extension of said North line 90.12 feet to the West line of Jolly Oak Road; thence S00°00'04"E along said West line 425.00 feet; thence S89°46'10"W 201.40 feet; thence S00°48'30"E along the West line of Lots 1 and 2 of the plat of "Jolly-Omokos Industrial Park" as recorded in Liber 27 of Plats, Pages 20-21, Ingham County Records 217.01 feet; thence S89°46'20"W parallel with said South section line 181.50 feet; thence S00°48'30"E along a line parallel with said West line of Lots 1 and 2 a distance of 213.00 feet to said South line; thence S89°46'20"W along said South line 280.06 feet to the point of beginning; said parcel containing 37.29 acres, more or less, subject to all right-of-way for road purposes; said parcel subject to all easements and restrictions if any.
Exhibit B
Basis of Brownfield Eligibility
Supportive Environmental and Non-Environmental Information
A. PROPERTY INFORMATION

The Subject Property is comprised of two full parcels and a portion of four additional parcels, as summarized below:

- 2360 Jolly Road (portion) – Tax ID #33-02-02-33-376-010;
- 2398 Jolly Road (portion) – Tax ID #33-02-02-33-353-015;
- 2350 Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-002;
- 2360 Jolly Oak Road – Tax ID #33-02-02-33-376-011;
- 2362 Jolly Oak Road – Tax ID #33-02-02-33-376-012; and
- Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-100.

B. HISTORY

According to historical documents summarized in a Phase I Environmental Site Assessment (ESA) prepared by SME on January 25, 2016, on behalf of Okemos Pointe, LLC prior to their acquisition of the Property, the Property is currently developed with three, single-story buildings and gravel and vegetated areas, since the buildings were reportedly constructed in the 1950s and 1970s. The Property is currently, and has historically been, leased by multiple parties.

Historical uses of the Property include metal welding and cutting, storage of industrial waste related to manufacturing operations, multiple commercial trucking operations, including an on-site petroleum product storage and dispensing area, a dairy cattle supply company, an industrial recycling company, and an automobile manufacturing operation. Fueling operations ceased in the mid-1990s.

C. ENVIRONMENTAL FINDINGS

Phase I ESA Findings – January 2016

SME conducted a Phase I ESA of the Property in conformance with the scope and limitations of ASTM International (ASTM) Standard Practice E 1527-13. The assessment revealed the following recognized environmental concerns (RECs) in connection with the Property:

- The potential for undetected and/or unreported releases of hazardous substances and/or petroleum products associated with the following historical operations on the Property:
  - metal welding and fabricating;
  - molding and painting of plastic;
  - accumulation, transfer, and storage of waste oil, paint and solvents;
  - vehicle service;
  - gasoline and diesel storage and fueling;
  - storage of construction equipment and construction yard operations; and
placement and storage of fill material on the Property.

- The potential presence of hazardous substances and/or petroleum products in the area of the septic systems (septic tanks and drain fields) associated with the chemical usage at the 2360 and 2362 Jolly Oak Road buildings.

- The potential for a release of hazardous substances and/or petroleum products associated with odors noted in soil at a geotechnical soil boring previously completed by SME on the eastern portion of the Property.

The potential for migration of undetected and/or unreported releases of hazardous substances and/or petroleum products from the south-adjointing vehicle service sites (2360 and 2380 Jolly Road).

**Phase II ESA Findings - March 2016**

SME conducted soil sampling, temporary monitoring well installation and groundwater sampling, and soil gas sampling on February 10 and February 11, 2016, to further evaluate the RECs identified during the Phase I ESA, and evaluate the potential for environmental impacts resulting from historical Property uses. The findings of the Phase II ESA are presented in a baseline environmental assessment (BEA) report prepared by SME, dated March 29, 2016. A summary of the sampling activities and findings is provided below. The sample locations are shown on Figure 1.

SME advanced 20 soil borings (SB1 through SB20), installed 10 temporary monitoring wells (SB1, SB2, SB3, SB4, SB6, SB7, SB8, SB9, SB17 and SB18), and installed 6 soil gas sampling implants (SG1 through SG6). SME collected and analyzed 21 soil samples, 9 groundwater, and 6 soil gas samples for one or more of the following constituents: volatile organic compounds (VOCs), polynuclear aromatic hydrocarbons (PAHs), polychlorinated biphenyls (PCBs), the Michigan 10 metals, which include arsenic, barium, cadmium, copper, chromium, lead, mercury, selenium, silver and zinc.

The measured concentrations of arsenic, ethylbenzene, naphthalene, selenium, tetrachloroethylene, 1,2,3-trimethylbenzene, 1,2,4-trimethylbenzene, 1,3,5-trimethylbenzene, and/or xylenes were above the Part 201 generic residential criteria in one or more soil samples. The measured concentrations of arsenic, lead, and/or tetrachloroethylene were above the Part 201 generic residential criteria in one or more groundwater samples. Lastly, the measured concentration of trichloroethene was above the residential sub-slab soil gas screening levels in one soil gas sample (SG3).

Environmental impact was identified in subsurface fill material, which was observed at depths ranging from 2.5 to 10.5 feet below ground surface. The following attached tables identify the analytical findings of the initial sampling activities:

- Table 1: Summary of Analysis Results – Soil
- Table 2: Summary of Analysis Results – Groundwater
Table 3: Summary of Analysis Results – Soil Gas

Four of the six parcels meet the definition of a “facility”, as defined in Part 201 of the Natural Resources and Environmental Protection Act (NREPA), Public Act 451 of 1994, as amended (Part 201); therefore, based upon the environmental findings to date, the Eligible Property determination is as follows:

<table>
<thead>
<tr>
<th>Eligible Property</th>
<th>Tax ID</th>
<th>Basis of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2360 Jolly Road (portion)</td>
<td>33-02-02-33-376-010</td>
<td>Adjacent or Contiguous to Facility Property</td>
</tr>
<tr>
<td>2398 Jolly Road (portion)</td>
<td>33-02-02-33-353-015</td>
<td>Facility</td>
</tr>
<tr>
<td>2350 Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-002</td>
<td>Facility</td>
</tr>
<tr>
<td>2360 Jolly Oak Road</td>
<td>33-02-02-33-376-011</td>
<td>Facility</td>
</tr>
<tr>
<td>2362 Jolly Oak Road</td>
<td>33-02-02-33-376-012</td>
<td>Facility</td>
</tr>
<tr>
<td>Unaddressed parcel on Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-100</td>
<td>Adjacent or Contiguous to Facility Property</td>
</tr>
</tbody>
</table>

Please refer to the legal description for the boundaries of the Property.

Supplemental Phase II ESA and Due Care Evaluation – May and July 2016

SME conducted supplemental Phase II ESA and due care evaluation activities in May and July 2016 to further evaluate the potential for environmental impacts in the fill materials. Sample locations for the investigation were selected based on the following rationale:

1) characterize areas of the Property not evaluated during the previous Phase II ESA,

2) characterize areas of the Property where development plans include subsurface excavation and/or earthwork (e.g. future building locations), and

3) further evaluate areas where concentrations of soil, groundwater and/or soil gas may represent due care issues.

SME advanced 30 additional soil borings (SB101 through SB126 and SB201 through SB204), installed 6 temporary monitoring wells (SG804, SG805, and SB201 through SB204) and installed 13 soil gas sampling implants (SG301 through SG308 and SG801 through SG805). SME collected and analyzed 43 soil samples, 6 groundwater, and 13 soil gas samples for VOCs and/or Michigan 10 metals.

The measured concentrations of arsenic and or selenium were above the Part 201 generic residential criteria in one or more soil samples. The measured concentration of trichloroethene was above the residential sub-slab soil gas sampling levels in one soil gas sample (SG302).
Environmental impact was identified in subsurface fill material, which was observed at depths ranging from 2.5 to 8.0 feet below ground surface. The following attached tables identify the analytical findings of the supplemental sampling activities:

- Table 4: Summary of Analysis Results – Soil
- Table 5: Summary of Analysis Results – Groundwater
- Table 6: Summary of Analysis Results – Sub-Slab Soil Gas
- Table 7: Summary of Analysis Results – Deep Soil Gas

D. OTHER FINDINGS

In addition to the Property being a “facility” (contaminated), approximately 160,000 tons of fill are estimated to exist. To further investigate the aforementioned fill, a geotechnical investigation was conducted by SME on August 20, 2015. These investigations found that the fill is unstable and non-indigenous. An additional geotechnical investigation was conducted in May 2016. As a result of the previous studies, including environmental work, significant subsurface fill was identified across the Property. Subsurface fill material was encountered at depths ranging from approximately 2.5 feet to 10.5 feet below ground surface. It is anticipated, based upon the site topography, that areas may exist with extensive fill beyond 10.5 feet below ground surface. Additionally, existing site improvements from past operations remain on the Property from surface concrete pavement, bollards and loading/storage areas, and former foundations and partial building remnants. The approximate extent of fill material is shown on Figure 2. The remaining site conditions and presence of fill may have been the impediment to redevelopment in the past.

E. BROWNFIELD ELIGIBLE ACTIVITIES

The Property meets the definition of a “facility” due to the presence of contaminated soil and groundwater on the Property. Vapor intrusion, due to contaminated soil gas, was also identified as an environmental concern. Geotechnical investigations have confirmed the presence of unstable, non-indigenous urban fill material depths of at least 10.5 feet below ground surface. The fill material is ubiquitous across the majority of the Property. The presence of organic material beneath the fill has also been identified in a portion of the Property but is not included as a Brownfield condition and as such is not part of this Brownfield Plan.

The goal of the project is to use Brownfield tax increment financing to address contaminated soil, groundwater, and soil gas and the associated due care obligations. Removal or management of environmental impacts on the Property will improve site conditions that have historically prevented redevelopment of the Property, and allow the developer to proceed with the proposed redevelopment project.
Figure 2 depicts the primary Brownfield Condition Areas being addressed and managed as a part of the Brownfield Plan approach to allow for the redevelopment of the site as proposed. The Brownfield Condition Areas depicted are as follows with the identified color designation:

- Approximate Area of Urban or Historic Fill/Debris (green line)
- Approximate Area of Contaminated Urban or Historic Fill/Debris (pink line)
- Approximate Area of Volatile Organic Compound (VOC) Contamination (yellow-shaded area)

Eligible environmental activities will include Baseline Environmental Activities (BEA) [Phase I ESAs, Phase II ESAs, and BEA Reports], Due Care Activities [Due Care Plans and Activities], potential Additional Response Activities, and Brownfield Plan/Work Plan preparation. A preliminary list of anticipated eligible activities is provided below. Additional eligible activities may be identified at a later date.

- asbestos and lead-based paint survey & abatement;
- site demolition (including transport and off-site disposal of the urban or historic fill/debris);
- building demolition (interior, part and whole buildings);
- placement of engineered fill in areas associated with urban or historic fill/debris, removal of contaminated urban or historic fill/debris and environmentally impacted (contaminated) petroleum/chlorinated solvent areas;
- survey for environmentally impacted (contaminated) material and fill repurposing;
- material management (soil and groundwater); and
- additional response activities may be conducted which could consist of the:
  - installation of a soil gas vapor mitigation system (this environmental concern is under further evaluation);
  - excavation/dewatering, trucking and disposal or treatment of environmentally impacted (contaminated) petroleum material (soil and groundwater); and
  - excavation, trucking and disposal when needed to a Type II landfill non-repurposed environmentally impacted (contaminated) urban or historic fill/debris.

The approach is to perform site demolition activities through material management (excavation/pulverize/repurpose) all possible material (for example any concrete, block, brick, where present) encountered. Removal of fill materials will consist of on-site management and re-use, where feasible, and/or excavation, transportation and disposal at a licensed, Type II landfill (environmental activity). Excavated fill and debris areas will be replaced with repurposed materials and imported, compacted engineered fill to "green" the
Property and allow for construction by bring the Property back up to a buildable condition after demolition activities. Material testing during repurposing operations and backfilling will be conducted. Project management both on-site and off-site will be completed to appropriately oversee activities including: planning, evaluation & supervision; eligible activity compliance such as bid specifications, eligible activity tracking and supervision, and construction management.
<table>
<thead>
<tr>
<th>Constituent</th>
<th>Sample Date</th>
<th>Location</th>
<th>Source</th>
<th>Water Quality</th>
<th>Water Quality Standards</th>
<th>Compliance Status</th>
<th>Noncompliance Reason</th>
</tr>
</thead>
<tbody>
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<td>BOD5</td>
<td>01/20/2023</td>
<td>Site 1</td>
<td>River</td>
<td>5 mg/L</td>
<td>3 mg/L</td>
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<td>TSS</td>
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<td>River</td>
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<td>pH</td>
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<td>Site 1</td>
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</table>

Notes:
1. Concentrations reported in milligrams per liter.
2. Samples collected on December 10, 2022.
3. Surveillance frequencies and noncompliance test dates vary.
4. Water Quality Standards vary by location and are from the United States Environmental Protection Agency.
5. Compliance status is determined based on the sample results.
6. TSS: Total Suspended Solids
7. BOD5: Biological Oxygen Demand 5 days
8. NPS: Nonpoint Source
9. DO: Dissolved Oxygen
10. COD: Chemical Oxygen Demand
11. TDS: Total Dissolved Solids

The table above summarizes the water quality data collected from Site 1 during the specified dates. The results indicate that the site meets the standards for BOD5 and TSS but does not meet the pH standard. No noncompliance reasons were noted for any of the samples.
<table>
<thead>
<tr>
<th>CONSTITUENT</th>
<th>Chemical</th>
<th>Chemical</th>
<th>References</th>
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<td>Resorcinol</td>
<td>56-97-4</td>
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Notes:
1. Analytical results were compared to screening levels presented in the MDNR Guidance Document for the Vapor Intrusion Pathway, May 2013, Appendix D.1
2. VOCs = Volatile Organic Compounds. Refer to the analytical report for the full list of VOCs analyzed.
3. NA = Not available or not applicable.
4. Concentrations reported in parts per billion by volume.
5. C1 = Value is within the laboratory reporting limit.
6. * BTEX and volatile organic compounds (VOCs) were compared to deep soil gas screening levels. Background levels were compared to shallow soil gas screening levels.
<table>
<thead>
<tr>
<th>Table 4: Summary of Analysis Results - Soil Oxenos Pointe Apartments</th>
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<tbody>
<tr>
<td><strong>Analyte with the Lowest Measured Value (ppm)</strong></td>
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<td><strong>BTEX</strong></td>
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<td><strong>Benzene</strong></td>
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<td><strong>Toluene</strong></td>
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<td><strong>Ethylbenzene</strong></td>
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<td><strong>Tetrachloro-</strong></td>
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<td><strong>Chloroform</strong></td>
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<td><strong>Styrene</strong></td>
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<td><strong>Bromoform</strong></td>
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<td><strong>Formaldehyde</strong></td>
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<td><strong>Nitrites</strong></td>
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<td><strong>Acetone</strong></td>
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<td><strong>Total</strong></td>
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</table>

**Notes:**
1. Concentrations reported in micrograms per kilogram c.g.w.
2. Analytical methods were conducted by Acme Analytical Laboratories, Las Vegas, NV.
3. Data reported in this table is the latest available for Oxenos Pointe Apartments.
4. Results were analyzed for the following analytes: Benzene, Toluene, Ethylbenzene, Tetrachloroethene, Chloroform, and Formaldehyde.
5. All analytes were measured at the Oxenos Pointe Apartments site.
6. The receptor site is located within close proximity to the site.
7. Benzene, Toluene, Ethylbenzene, Tetrachloroethene, Chloroform, and Formaldehyde are considered hazardous.
8. All concentrations are reported in micrograms per kilogram c.g.w.
9. The data were analyzed for the following analytes: Benzene, Toluene, Ethylbenzene, Tetrachloroethene, Chloroform, and Formaldehyde.
10. The data were analyzed for the following analytes: Benzene, Toluene, Ethylbenzene, Tetrachloroethene, Chloroform, and Formaldehyde.
11. The data were analyzed for the following analytes: Benzene, Toluene, Ethylbenzene, Tetrachloroethene, Chloroform, and Formaldehyde.
12. The data were analyzed for the following analytes: Benzene, Toluene, Ethylbenzene, Tetrachloroethene, Chloroform, and Formaldehyde.
13. The data were analyzed for the following analytes: Benzene, Toluene, Ethylbenzene, Tetrachloroethene, Chloroform, and Formaldehyde.
14. The data were analyzed for the following analytes: Benzene, Toluene, Ethylbenzene, Tetrachloroethene, Chloroform, and Formaldehyde.
15. The data were analyzed for the following analytes: Benzene, Toluene, Ethylbenzene, Tetrachloroethene, Chloroform, and Formaldehyde.
16. The data were analyzed for the following analytes: Benzene, Toluene, Ethylbenzene, Tetrachloroethene, Chloroform, and Formaldehyde.
<table>
<thead>
<tr>
<th>Parameter</th>
<th>Average Value (mg/kg)</th>
<th>Chemical Residual Reaction</th>
<th>Analytical Method Details</th>
<th>Concentration Limits</th>
<th>Impact</th>
<th>Land Use</th>
<th>Soil pH</th>
<th>EC (dS/m)</th>
<th>Zn (mg/kg)</th>
<th>Cu (mg/kg)</th>
<th>Cadmium (mg/kg)</th>
<th>Lead (mg/kg)</th>
<th>Cadm. DL (mg/kg)</th>
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Note:
1. Concentrations reported in micrograms per liter as Ag containing silver.
2. Samples were analyzed in accordance with the SME/AGS Laboratory Procedures.
3. Concentrations are expressed as total counts per liter of soil or sediment.
4. Data is provided for quality control and regulatory purposes.
5. All analyses were performed in triplicate.
7. ** = Analysis result not reported.
8. *** = Analysis result not available.

**Analysis Date:**
- 12/31/2012
- 1/31/2013
- 2/28/2013
- 3/31/2013
- 4/30/2013
- 5/31/2013
- 6/30/2013
- 7/31/2013
- 8/31/2013
- 9/30/2013
- 10/31/2013
- 11/30/2013
- 12/31/2013

**Sample Locations:**
- Location A
- Location B
- Location C

**Sample Types:**
- Sediment
- Soil

**Pathogens:**
- Botulism
- Escherichia coli
- Salmonella
- Shigella
- Staphylococcus aureus
- Staphylococcus epidermidis

**Concentration Units:**
- CFU/g (counts per gram)
- CFU/mL (counts per milliliter)
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Notes:
1. Concentrations reported in micrograms per liter (μg/l).
2. Results (mean) were reported to the nearest 0.1 μg/l.
3. Concentrations were calculated in accordance with methods and procedures established by the Michigan Department of Environmental Quality.
4. Results are preliminary for surface water sampling locations not previously monitored under water quality programs.
5. Mean = Average value of all measurement results collected during the monitoring period (May 2005).
6. CRM = Certified Reference Material used in this study.
7. SW = Surface Water.
8. ** = Indicates levels of detection below the laboratory reporting limit.
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**Notes:**
1. Concentrations reported in parts per million (ppm).
2. Analytical results were compiled using U.S. Environmental Protection Agency's (EPA) Method 8260 for VOCs.
3. Screen depths are present as approximate horizontal depths.
4. Results greater than reporting limits (DLs) are shown in gray. Results exceeding area or more screening level are shaded as the screening level.
5. VOC = volatile organic compounds.
6. DL = detection limit (specific to analytical conditions).
7. **= Analytical method below laboratory reporting limits.
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<td>110-50-7</td>
<td>110-50-7</td>
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<td>n-Decane</td>
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<td>110-50-7</td>
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<td>&lt;12</td>
<td>&lt;12</td>
<td>&lt;12</td>
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<td>Volatile VOCs</td>
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<td>CB</td>
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<td>&lt;RL</td>
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</tbody>
</table>

Notes:
1. Concentrations reported in parts per billion by volume (ppbv).
2. Analytical results were compared to May 2013 Guidance Document for the Vapor Intrusion Pathway: Screening Levels for Residential Land Use.
3. Results greater than reporting limits (RL) are shown in BOLD. Results exceeding one or more screening level are shaded, as are the screening levels.
4. VOCs = volatile organic compounds. Refer to the analytical report for the full list of VOC analytes.
5. CB = Screening level is specific to individual constituent, RL = Analytical result was less than laboratory reporting limit, NC = No screening level.
<table>
<thead>
<tr>
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<td>Toluene</td>
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<td>95-55-0</td>
<td>720,000</td>
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<td>Styrene</td>
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<td>Inhibitors</td>
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<td>&lt;10</td>
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<td>150</td>
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<td>Various</td>
<td>C8</td>
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<td>66</td>
<td>66</td>
<td>&lt;10</td>
<td>12</td>
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<td>150</td>
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</tbody>
</table>

Notes:
1. Concentrations reported in parts per billion by volume (ppbv).
2. Analytical results were compared to July 2013 Guidance Document for the Vapor Intrusion Retrofit; Screening Levels for Residential Land Use.
3. Results greater than reporting limit (RLU) are shown in bold. Results exceeding one or more screening level are shaded, as are the screening level.
4. VOCs = volatile organic compounds. Refer to the analytical report for the full list of VOC analyses.
5. CS = Screening level is specific to individual constituent; RL = Analytical result was less than laboratory reporting limit; NC = No screening level.

TABLE 7: SUMMARY OF ANALYSIS RESULTS - DEEP SOIL GAS
OKEHOMES POINTE APARTMENTS
SME PROJECT NO. 61212104 | SME.COM
Exhibit C

Table 4 - Tax Increment Financing Estimates
## ELEVATION AT OZMOSIS POINT - MERIDIAN CHARTER TOWNSHIP

### BROWNFIELD PLAN

**Table 4-1 - Base Year / Initial Taxable Value (ITV) Information**

<table>
<thead>
<tr>
<th>Notes</th>
<th>Property Identification</th>
<th>Base Year / Initial Taxable Value (ITV) of All Eligible Property to the Brownfield Plan by Property Classification</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address</td>
<td>Tax Parcel Number</td>
<td>Land (Acres / parcel)</td>
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<tr>
<td>-------</td>
<td>---------</td>
<td>-------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>$3400</td>
<td>Jolly Rd</td>
<td>33-01-02-33-319-010</td>
<td>344.314</td>
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<tr>
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<td>Jolly Rd</td>
<td>33-01-02-33-359-015</td>
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<td>Jolly Rd</td>
<td>33-01-02-33-376-011</td>
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<td>Jolly Rd</td>
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**Totals**

$1,070,083 | $0 | $1,070,083 | $109,622 | $3,760 | $394,942 | $1,208,329 | - | $1,208,329 | - | - | - |

Last Revised: 7/29/2016
# Table 4a2 - Taxes Paid to All Taxing Jurisdictions on the Base Year Taxable Value/Initial Taxable Value (ITV)

<table>
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<tr>
<th>Notes</th>
<th>AD VALOREM TAXING AUTHORITIES/ TAXING JURISDICTIONS (TJs)</th>
<th>Millage Rate Paid on Real Property</th>
<th>Millage Rate Paid on Commercial Personal Property</th>
<th>Year</th>
<th>2016 BP Year Number</th>
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<td>Subtotal of Local Government Unit (LGU) Millages and Tax Capture Annual</td>
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<td>LOCAL SCHOOL MILLAGES: excludes State School millages</td>
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<td>Total Local Tax Capture: Cumulative</td>
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<td>STATE SCHOOL MILLAGES: excludes Local School millages</td>
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<td>Total State &amp; Local School Tax Capture: Annual</td>
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<td>Total State &amp; Local School Tax Capture: Cumulative</td>
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<td>TOTAL LOCAL TAX AND STATE &amp; LOCAL SCHOOL TAX CAPTURE: ANNUAL</td>
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<td>52.1888</td>
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<td>$ 78,202</td>
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### Estimated Percentage (% Change in Future Taxable Value (TV) of Building(s) & Land Improvements shown below

<table>
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<tr>
<th>Estimated Percentage (% Change in Future Taxable Value (TV) of Raw Land shown below:</th>
<th>Estimated Future Taxable Value (FTV) of Building(s) &amp; Land Improvements (upon completion)</th>
<th>Estimated FTV</th>
<th>FTV Assumptions</th>
<th>Assumed &amp; Invested in</th>
<th>% Completed by 12/31/14</th>
<th>% Completed by 12/31/15</th>
<th>% Completed by 12/31/16</th>
<th>% Completed by 12/31/17</th>
<th>% Completed by 12/31/18</th>
<th>% Completed by 12/31/19</th>
<th>% Completed by 12/31/20</th>
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<tr>
<td>Phase I: Apartment Housing and New Additions at 1st Floor of Building N12</td>
<td>$8,162,800</td>
<td>Based on &quot;average&quot; Model (2016 &amp; 2017)</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
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<tr>
<td>Phase II: Retail/Restaurant and Additional &quot;Market&quot; Building</td>
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<td>Based on &quot;average&quot; Model</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
<td></td>
</tr>
<tr>
<td>Existing Commercial Building and Land improvements at 270 S. Ely Road</td>
<td>$13,057</td>
<td>&quot;Captured&quot; Taxable Value of Existing Building &amp; Land Improvements</td>
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**Subtotal** $37,022,570

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<th>Estimated Future Taxable Value (FTV) of Raw Land</th>
<th>Notes</th>
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<td>73-02-02-33-376-010</td>
<td>63,018 Rate Base Year for FTV. Assumes Equal Annual Net Taxable Value for Raw Land. If any,</td>
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**Estimated Future Taxable Value (FTV) of Raw Land** $80,642

**Total Future Taxable Value (TV) of Buildings(s) and Land Improvements, Raw Land & Personal Property (for existing & new)**

- **Total Captured Taxable Value (Total FTV of Buildings(s) & Land Improvements, Raw Land & ifapplicable, "New" Personal Property (Pre-Building, A New))**

**Notes:**
- All Future Taxable/Assessed Values (FTV) are estimates only; actual Taxable/Assessed Values may be higher or lower than estimated, and must be determined upon project completion by the governing body's assessment personnel. Taxable/Assessed Values per this report are estimates only, and may vary depending on the quality, quantity, type of improvement, and the property's location. Additionally, for any properties (if applicable), the Taxable/Assessed value depends on whether Improvements are assessed as "new improvement" or "just "replacement/rebuild" as determined by Assessment personnel. Until improvements are completed and assessed, it is only possible to estimate the Future Taxable/Assessed Value based on various assumptions.

- The Brownfield Plan also captures all personal properties included in the capture. The estimates of Future Taxable Value and Tax Increment Foreclosure exclude any estimate of the value of personal property because the actual values of personal property and any associated properties, generally, are difficult to estimate due to the following: (a) accuracy of the data regarding the actual value and type of Personal Property; (b) different depreciation rules applying to the various categories of Personal Property, such as furniture and fixtures, office and electronic equipment, office machines and equipment, computer equipment, etc. (c) Personal Property being exempt from taxes if the Total Cash Value (after any exclusion) is less than $80,000 and the property forms a part of the local unit of government. (pursuant to Michigan Public Act 193 of 2013, as amended). Non-Personal Property is included in the 2015 Rate Base/Initial Taxable Value.

Advanced Bedrock Solutions  
Future Taxable Value (FTV)  
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**Advanced Redevelopment Solutions**

**Future Taxable Value (FTV)**

Page 3 of 3
### Elevation at Okemos Pointe - Meridian Charter Township

#### Brownfield Plan

**Table 4c - Tax Impact on Taxing Jurisdictions**

<table>
<thead>
<tr>
<th>AD VALOREM TAXING AUTHORITIES/ TAXING JURISDICTIONS (TJS)</th>
<th>Millage Summary: Millages Paid on Real Property without any Tax Exemptions</th>
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<td>Annual</td>
<td>Not Allowed for Capture</td>
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<tr>
<td>- MERIDIAN CHARTER TOWNSHIP</td>
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<td>- Operating</td>
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<td>- Parks/Recreation (2004)</td>
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<td>- Pathways</td>
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<td>- CATA Real Ride</td>
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<td>- Debt</td>
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Subtotal of Local Government Unit (LGU) Millages and Tax Capture Annual: 7.8318

Subtotal of Local Government Unit (LGU) Tax Capture Cumulative: 7.8318

- INGHAM COUNTY
  - County Operating | 6.3512 | 0.0000 | 6.3512 | 18.95% | | 6.3512 | 75.00% |
  - Indigent Veterans Relief Fund | 0.0330 | 0.0000 | 0.0330 | 0.10% | | 0.0330 | 75.00% |
  - Potter Park Zoo | 0.4100 | 0.0000 | 0.4100 | 1.22% | | 0.4100 | 75.00% |
  - Public Transportation | 0.1200 | 0.0000 | 0.1200 | 0.36% | | 0.1200 | 75.00% |
  - Special Transportation | 0.4800 | 0.0000 | 0.4800 | 1.43% | | 0.4800 | 75.00% |
  - 911 System | 0.8431 | 0.0000 | 0.8431 | 2.52% | | 0.8431 | 75.00% |
  - Juvenile Justice | 0.6000 | 0.0000 | 0.6000 | 1.79% | | 0.6000 | 75.00% |
  - Farmland Preservation | 0.1400 | 0.0000 | 0.1400 | 0.42% | | 0.1400 | 75.00% |
  - Health Services | 0.3500 | 0.0000 | 0.3500 | 1.04% | | 0.3500 | 75.00% |
  - Parks/Trails | 0.5000 | 0.0000 | 0.5000 | 1.49% | | 0.5000 | 75.00% |
  - Capital Region Airport Authority - CATA | 0.6990 | 0.0000 | 0.6990 | 2.09% | | 0.6990 | 75.00% |
  - Capital Area Transportation Authority - CATA | 3.0070 | 0.0000 | 3.0070 | 8.97% | | 3.0070 | 75.00% |

- LIBRARY
  - Capital Area District Library - CADL | 1.5600 | 0.0000 | 1.5600 | 4.65% | | 1.5600 | 75.00% |

- INTERMEDIATE SCHOOL DISTRICTS (ISD)
  - RESA Operating | 0.1894 | 0.0000 | 0.1894 | 0.57% | | 0.1894 | 75.00% |
  - RESA Special Education | 4.5062 | 0.0000 | 4.5062 | 13.44% | | 4.5062 | 75.00% |
  - RESA Vocational Education | 1.2925 | 0.0000 | 1.2925 | 3.86% | | 1.2925 | 75.00% |

- COMMUNITY COLLEGE
  - Lansing Community College - LCC | 3.8072 | 0.0000 | 3.8072 | 11.36% | | 3.8072 | 75.00% |

- LOCAL SCHOOL MILLAGES excludes State School millages
  - School Debt | 7.0000 | 0.0000 | 7.0000 | 0.00% | | 7.0000 | 0.00% |
  - School Building and Site ("Sinking Fund" millage available for tax capture) | 0.9919 | 0.0000 | 0.9919 | 2.96% | | 0.9919 | 75.00% |

- Subtotal of Non-LGD Local Millage and Tax Capture Annual: 32.8805
- Non-LGD Local Tax Capture Cumulative: 72.8805

- Total Local Tax Capture Annual: 40.7203
- Total Local Tax Capture Cumulative: 40.7203

- STATE SCHOOL MILLAGES excludes Local School millages
  - State Education Tax - SET | 6.0000 | 0.0000 | 6.0000 | 0.00% | | 6.0000 | 0.00% |
  - Local School Operating - LSO (18 mills for Real Property; only 6 mills for Personal Property) | 18.0000 | 0.0000 | 18.0000 | 0.00% | | 18.0000 | 0.00% |

- Total State & Local School Tax Capture Annual: 24.0000
- Total State & Local School Tax Capture Cumulative: 24.0000

- TOTAL LOCAL TAX AND STATE & LOCAL SCHOOL TAX CAPTURE, ANNUAL: 64.7203
- TOTAL LOCAL, TAX AND STATE & LOCAL SCHOOL TAX CAPTURE, CUMULATIVELY: 52.7203

**Notes**

Unless otherwise noted, the most current available millage rates are utilized and are assumed to be in effect for the duration of the Plan. Actual rates are subject to change and may be higher or lower, and may include the elimination of existing millages and/or the addition of new millages.
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Advanced Redevelopment Solutions
Tax Imp Act
Page 2 of 2
### ELEVATION AT ORMOND POINTE - MERIDIAN CHARTER TOWNSHIP
### BROWNFIELD PLAN

#### Table 4d - Reimbursement of Eligible Activities & Disbursements

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<td>- Estimated State Education Tax (SET) Captured</td>
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<td></td>
<td>Reimbursement of Local Brownfield Redevelopment Authority Administrative &amp; Operating Expenses</td>
<td>0.00% of Local Tax Capture during Brownfield Plan, 0.00% of Local Tax Capture thereafter.</td>
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<td>Local Brownfield Redevelopment Authority Site Remediation Revolving Fund (LSRRF)</td>
<td>0.00% of Local Tax Capture during Brownfield Plan, 0.00% of Local Tax Capture thereafter.</td>
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<td>- Note: The LSRRF will capture an amount equal to 25% of the Eligible Activity amount reimbursed to the Developer, excluding interest and Administrative Activities (e.g., Brownfield &amp; Work Plan Preparation).</td>
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<td>Annual Remaining Revenue Available for Reimbursement</td>
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<td>Cumulative Remaining Revenue Available for Reimbursement</td>
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<td>Environmental Activities: Michigan Department of Environmental Quality (MDEQ)</td>
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<td>- State &amp; Local School Tax Increment Reimbursement (LSO &amp; SET)</td>
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<td>TOTAL MDEQ REIMBURSEMENT (Eligible Costs)</td>
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<td>Non-Environmental Activities: Brownfield Redevelopment Authority (BRA) &amp; Michigan Strategic Fund (MSF)</td>
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<td>TOTAL BRA &amp; MSF REIMBURSEMENT (Eligible Costs)</td>
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<td>TOTAL ANNUAL REIMBURSEMENT: BRA, MDEQ &amp; MSF (Eligible Costs)</td>
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<td>Surplus Revenue from Local Tax Increment (returned to Taxing Jurisdictions on a pro rata basis)</td>
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**Notes:**

1. Unless amended by the local unit of government, the Plan is anticipated to remain in effect until all approved activities in this Plan are reimbursed.

2. The Eligible Activities projected in this Plan may switch categories if site or environmental conditions change. If conditions change, an Eligible Activity may fall under a different category (such as an Environmental or Non-Environmental Eligible Activity) so long as the Plan does not involve the capture of State School Tax Increment Revenue (i.e., an Act 301 Work Plan). Local Only Tax Capture Plans can adjust between Environmental and Non-Environmental Activity categories.

3. Environmental and Non-Environmental costs plus, if allowed, a pro-rata contingency amount (but excluding the interest amount), to the extent that the adjustments do not violate the terms of any approved documents, such as a Development Reimbursement Agreement, or Public Act 301 of 1996, as amended.
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## Capture Period Ends for Developer Reimbursement & LSRRF

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$957,542  $469,299  0  0  430,800

## Capture Period Ends for Developer Reimbursement & LSRRF

Advanced Redevelopment Solutions  Tax Reimbursement  Page 3 of 3
Section XX. Tax Valuation and Payment of Tax Increment Revenue Shortfall. Owner and ICBRA have entered into this Agreement in reliance on certain assumptions about the increase in tax value of the Property that will be created by the Development, as contained in the Brownfield Plan, attached as Exhibit XX. Owner agrees that if there is a tax appeal of the valuation of all or any part of the Property below the assessed value identified in the Brownfield Plan during the duration of Brownfield Plan Tax Capture for reimbursement of Eligible Activities and LSRRF deposits, whether by Owner, a future tenant or any other future owner, and if by reason of such appeal the ICBRA is required to reimburse a taxpayer for any funds which have been paid to Owner, Owner shall be responsible for repaying ICBRA the amount reimbursed to the taxpayer as a result of any reduction in the assessed value of all or part of the Property. The Owner’s obligation to repay the ICBRA under this Section does not constitute a waiver of Owner’s right to be reimbursed again from the Tax Capture for all Eligible Activities to the extent that sufficient funds are available to pay Owner subsequent to such repayment. This obligation and all rights and privileges contained herein may be assigned by written agreement between Owner and any future tenant or owner of the Property. A copy of such assignment shall be provided to the ICBRA.
Introducing the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE INGHAM COUNTY BROWNFIELD AUTHORITY
BROWNFIELD PLAN
FOR THE ELEVATION AT OKEMOS POINTE 2360 JOLLY ROAD (PORTION); 2398 JOLLY
ROAD (PORTION); 2350 JOLLY OAK ROAD; 2362 JOLLY OAK ROAD; JOLLY OAK ROAD
(PORTION)
OKEMOS, MERIDIAN CHARTER TOWNSHIP MICHIGAN

WHEREAS, the Ingham County Board of Commissioners created the Ingham County Brownfield
Redevelopment Authority (ICBRA) in September 2001 (Resolution #01-279) pursuant to PA 381 of 1996, as
amended (the ACT) in order to promoted the redevelopment of environmentally distressed, functionally
obsolete, and/or blighted areas of the County; and

WHEREAS, the ICBRA met on October 14, 2016 and recommended approval of a brownfield plan for the
Elevation at Okemos Pointe (the PLAN) to redevelop deteriorating and contaminated properties in Meridian
Charter Township (the TOWNSHIP) with tax ID Numbers: #33-02-02-33-376-010 (portion); #33-02-02-33-
353-015 (portion); #33-02-02-33-329-002 (portion); #33-02-02-33-376-011; #33-02-02-33-376-012; #33-02-
02-33-329-100 (portion) containing approximately 37.29 acres into a mixed use development with residential
and commercial components which will increase the County’s taxable value while creating approximately 200
new full time jobs; and

WHEREAS, the PLAN includes a Tax Increment Financing Plan to allow for the capture of taxes to reimburse
for eligible expenses as described in the PLAN; and

WHEREAS, the PLAN constitutes a public purpose under the ACT; and

WHEREAS, the proposed PLAN meets the requirements for a Brownfield Plan as established in Section 13 of
the ACT; and

WHEREAS, the TOWNSHIP held a public hearing on the PLAN at its meeting on October 18, 2016 and
subsequently approved the PLAN at its meeting on November 1, 2016; and

WHEREAS, the Developer has agreed to add Section XX “Tax Valuation and Payment of Tax Increment
Revenue Shortfall” in the Development Reimbursement Agreement between the Developer and ICBRA for the
capture and repayment of tax increment revenues towards eligible Brownfield Plan costs related to the shortfall
in the event of a tax appeal; and

WHEREAS, the proposed Brownfield Plan is capped at $3,891,103, of which the projected costs of developer
eligible activities (including contingency) shall not exceed $3,504,759; the maximum capture into the ICBRA
Local Site Remediation and Revolving Fund (LSRRF) shall be $86,344, and; developer provided interest shall
not exceed $300,000. However if the actual costs of eligible activities turns out to be lower than the above
estimates developer reimbursement (including contingency and interest) and LSRRF capture shall be lower; and
WHEREAS, the taxing jurisdictions that will be affected by this PLAN have been duly notified about the fiscal and economic implications of the proposed Tax Increment Financing Plan in accordance with the ACT.

THEREFORE BE IT RESOLVED, that after review and consideration of the Brownfield Plan for the Elevation at Okemos Pointe and recommendation and approval of the PLAN by Meridian Charter Township, the Ingham County Board of Commissioners desires to proceed with approval of the PLAN.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners, pursuant to the authority granted by the ACT does hereby approve the Brownfield Plan for the Elevation at Okemos Pointe in the form attached as Exhibit A as revised on November 1, 2016 and authorizes the Chair to sign all agreements needed to implement the PLAN.
Agenda Item 5a

TO: Board of Commissioners Human Services, County Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 15, 2016

SUBJECT: Letter of Understanding Reinstating Shift Differential for Jail Nurses
        For the meeting agenda of 12/5/16; 12/6/16 and 12/7/16

BACKGROUND
A Letter of Understanding existed between Ingham County Health Department (ICHD) and the ICEA County Professionals Union (ICEA) allowing a shift differential to be paid to Jail Nurses working evening hours. This Letter of Understanding has since expired. To remain competitive in the hiring process and for staff retention ICHD would like to continue this shift differential. The ICEA and its Professional Employees Unit has agreed to terms of this shift differential, which would allow for a premium of $1.00 above straight-time rates for all normal hours worked from 6:30 PM – 11:59 PM and a premium of $2.00 above straight-time rates for all normal hours worked from 12:00 AM to 6:30 AM. ICHD Jail Nurses work shifts that provide coverage into the evening and overnight hours.

ALTERNATIVES
A shift differential for registered nurses is a community standard for those working evening hours and allows the county to remain competitive in its hiring processes.

FINANCIAL IMPACT
There is no negative financial impact as the currently budgeted salaries and wages for ICHD Jail Health Services is sufficient to cover this additional shift premium.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a Letter of Understanding to the Collective Bargaining Agreement (CBA), to provide a shift differential for ICHD Jail Nurses working between the hours of 6:30 PM and 6:30 AM.
LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM (Employer)
AND
INGHAM COUNTY EMPLOYEES' ASSOCIATION (Union)
and its PROFESSIONAL EMPLOYEES UNIT

WHEREAS, the Employer and the Union have entered a collective bargaining agreement (CBA) with a term running from January 1, 2015 through December 31, 2017; and

WHEREAS, A shift differential for Jail Nurses is being requested; and

WHEREAS, the parties wish to amend their Collective Bargaining Agreement (CBA), effective as soon as approved by both parties.

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

1. A premium of $1.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 6:30 P.M. – 11:59 P.M. for any Jail Nurse.

2. A premium of $2.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 12:00 A.M. – 6:30 A.M. for any Jail Nurse.

3. (A) A “holiday” for the purpose of this Agreement shall be defined as beginning at 12:00 A.M. and ending at 11:59 P.M. for the days listed in Article 19, Holidays
   (B) The RN’s assigned to work Holidays shall be determined by seniority rights with the most senior RN having the option to work any Holidays first and then moving down the seniority list until all Holidays are appropriately staffed. In the event Holiday coverage based on employee exercise of seniority rights does not result in adequate coverage the Employer shall assign Holidays based on inverse seniority.
   (C) An RN who works a Holiday who clocks in between 12:00 A.M. and 11:59 P.M. on the Holiday shall be entitled up to a maximum of eight (8) consecutive hours at Holiday rate pursuant to Article 19, Section 4.
   (1) An RN clocking in on a Holiday who works at least eight (8) consecutive hours shall be entitled to eight (8) hours at holiday rate even though some of the eight (8) hours worked may fall on the next consecutive day following the Holiday.
   (D) Holiday Pay shall be made in accord with Article 19, Section 10. If any Jail RN is not regularly scheduled for the day on which the Holiday falls, the Jail RN shall receive Holiday Pay in accord with Article 19, Section 10.

4. All other terms and conditions specified in the parties’ collective bargaining agreement shall remain in full force and effect, except as stated above.
COUNTY OF INGHAM

Kara Hope, Chairperson
Ingham County Board of Commissioners

Linda Vail, Health Officer

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

INGHAM COUNTY EMPLOYEES’ ASSOCIATION

Desiree Cook, President

Jeffrey S. Donahue, ICEA Counsel

Mattis D. Nordfjord
Prettenhofer, Rachel

Subject: FW: LOU

From: Cook, Desiree
Sent: Monday, November 14, 2016 5:46 PM
To: Bliesener, Elisabeth
Subject: Re: LOU

We support this LOU.

Sent from my Verizon Wireless 4G LTE Droid

On Nov 14, 2016 5:40 PM, "Bliesener, Elisabeth" <EBliesener@ingham.org> wrote:

Desiree,

After our meeting today and discussing the Letter of Understanding for the Jail Nurse’s, does the Health Department and HR have the unions support to move forward with the LOU regarding the Jail Nurse’s?

I forgot to mention in our meeting today the board of commissioners likes us to have the union support in writing as part of the resolution packet.

Thanks,

Beth Bliesener
Ingham County
Human Resources
Employment Specialist
517-887-4375
Transmission is Privileged and Confidential.
Confidentiality Notice: The information contained in this electronic mail message and any attachments is intended only for the use of the individual or entity to whom it is addressed and may contain legally privileged, confidential information or work product. If the reader of this message is not the intended recipient, you are hereby notified that any use, dissemination, distribution, or forwarding of this e-mail message is strictly prohibited. If you have received this message in error, please immediately notify me by e-mail reply and delete the original message from your system.
INTRODUCED BY THE HUMAN SERVICES, COUNTY SERVICES, AND FINANCE COMMITTEES OF THE:  

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A SHIFT DIFFERENTIAL FOR INGHAM COUNTY HEALTH DEPARTMENT JAIL NURSES DURING WORK HOURS OF 6:30 PM TO 6:30 AM

WHEREAS, a Letter of Understanding existed between Ingham County Health Department (ICHD) and the ICEA County Professionals Union (ICEA) allowing a shift differential to be paid to Jail Nurses working evening hours; and

WHEREAS, this Letter of Understanding has since expired; and

WHEREAS, a shift differential is a community standard for registered nurses working evening hours and is necessary to be competitive for hiring and staff retention; and

WHEREAS, the ICEA has agreed to the proposed shift differential for the ICHD Jail Nurses and is in fact, reinstating what had already been in place in an expired Letter of Understanding; and

WHEREAS, the parties wish to amend their collective Bargaining Agreement (CBA), effective as soon as approved by both parties, through a term running until December 31, 2017; and

WHEREAS, the parties agree that a premium of $1.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 6:30 PM – 11:59 PM for any Jail Nurse; and

WHEREAS, the parties agree that a premium of $2.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 12:00 AM – 6:30 AM for any Jail Nurse.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes to reinstate a Letter of Understanding approving a shift differential of $1.00 above straight-time rates for hours worked 6:30 PM to 11:59 PM and $2.00 above straight-time rates for hours worked 12:00 AM to 6:30 AM for the Jail Nurses.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.
TO: Board of Commissioners Human Services, County Services, and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 21, 2016

SUBJECT: Health Department Reorganization

For the meeting agendas of 12/5/16; 12/6/16 and 12/7/16

BACKGROUND

Ingham County Health Department (ICHD) Administration is requesting approval for a department reorganization. ICHD has completed the steps outlined in the County’s Reorganization Policy and brought this forward to the Human Services Committee as a discussion item at the November 14th, 2016 meeting.

This reorganization request largely centers around alignment of the Community Health Center (CHC) Administration. The current administrative structure for the CHCs has much redundancy built in which is inefficient for proper oversight of health center operations. In addition, supervision of providers (physicians, nurse practitioners, physician assistants) is not linked to the Medical Director. This was noted in the 2014 HRSA site visit and should be addressed prior to the upcoming site visit in 2017.

The reorganization redefines two former administrative positions in the CHCs to eliminate redundancy and create more effective oversight of health center operations. These positions are as follows:

- Clinical Services Manager will now supervise all clinical support areas and centralized services
- The former Compliance Manager position is retitled Strategic Projects and Implementation Manager so that strategic direction and new initiatives are a focus in addition to oversight of program compliance.

It also improves clinical supervision of all providers (MD, DO, NP, and PA) by having them report to the Medical Director.

In addressing the administrative structure for the CHCs, it was determined that some functions should be reassigned to the Deputy Health Officer (DHO) in Administration (current title is Assistant Deputy Health Officer). Programs and functions reporting to this DHO provide support to the entire organization rather than being a part of either CHCs or Public Health Services (PHS). Maintaining a structure for these types of programs that does not align them within CHCs or PHS helps break down silos in the organization and facilitates departmental collaboration and partnership. Currently this includes Communications, Health Equity and Social Justice, Data Analysis, and IT support. The reorganization will add the Grants Coordinator as well as the Electronic Health Records (EHR) staff to those programs and services supervised by the DHO – Administration which are supportive of the larger organization. The reorganization moves the Grants Coordinator from reporting to the DHO-CHCs to the DHO-Administration. It also places the entire EHR team under the lead of the IT Coordinator and reporting to the DHO—Administration. The existing Systems Analyst position becomes the IT Coordinator position.

ALTERNATIVES

There are no other alternatives.
**FINANCIAL IMPACT**
Two position changes in the reorganization will result in financial impact. Position #601245 Clinical Services Supervisor MCF-10 changes to Clinical Services Manager MCF-11 with a projected increase of $4,753 for FY 17. Position #601135 Assistant Deputy Health Officer MCF-10 changes to Deputy Health Officer-Administration MCF-14 with a projected increase of $11,192 for FY 17. All other position changes are budget neutral.

**OTHER CONSIDERATIONS**
N/A

**RECOMMENDATION**
Based on the information presented, I respectfully recommend approval of the attached resolution to support a reorganization of the Health Department.
RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE HEALTH DEPARTMENT’S STAFF AND ADMINISTRATIVE STRUCTURE

WHEREAS, the current administrative structure for the Community Health Centers (CHC) has much redundancy built in which is inefficient for proper oversight of health center operations also, supervision of providers (physicians, nurse practitioners, physician assistants) is not linked to the Medical Director; this was noted in the 2014 HRSA site visit and should be addressed prior to the upcoming site visit in 2017; and

WHEREAS, the reorganization redefines two former administrative positions (Clinical Services Supervisor and Compliance Manager) in the CHCs and reassigns some administrative functions to the Deputy Health Officer (DHO) in Administration (current title is Assistant Deputy Health Officer); and

WHEREAS, the Clinical Services Manager will now supervise all clinical support areas and centralized services; the former Compliance Manager position is retitled Strategic Projects and Implementation Manager so that strategic direction and new initiatives are the focus in addition to oversight of program compliance this also improves clinical supervision of all providers (MD, DO, NP, and PA) by having them report to the Medical Director; and

WHEREAS, programs and functions reporting to the DHO-Administration provide support to the entire organization rather than being a part of either CHCs or Public Health Services (PHS), maintaining a structure for these types of programs that does not align them within CHCs or PHS helps break down silos in the organization and facilitates departmental collaboration and partnership; and

WHEREAS, the reorganization will add the Grants Coordinator as well as the six Electronic Health Records (EHR) positions to those programs and services supervised by the DHO – Administration which are supportive of the larger organization; and

WHEREAS, the reorganization moves the Grants Coordinator from reporting to the DHO-CHCs to the DHO-Administration and also places the entire EHR team under the lead of the IT Coordinator and reporting to the DHO—Administration and the existing Systems Analyst position becomes the IT Coordinator position; and

WHEREAS, the Human Resources Department has reviewed the proposed changes and has no objections; and

WHEREAS, the ICEA Professionals union has reviewed the proposed changes and has no objections.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the following changes to the Health Department’s Staff and Administrative Structure:

Position #601245 Clinical Services Manager-MCF 10 changes to Clinical Services Supervisor-MCF 11;
Position #601079 Compliance Manager-MCF 11 changes to Strategic Projects and Implementation Manager-MCF 11;
Position #601135 Assistant Deputy Health Officer-MCF 10 changes to Deputy Health Officer-Administration MCF 14;
Position #601054 Systems Analyst-ICEA Pro 9 changes to IT Coordinator-ICEA Pro 9;
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the budget and position allocation list in accordance with this resolution.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 17, 2016
SUBJECT: Community Health Representative IV conversion to Coding Specialist
For the meeting agenda of 12/5/16 and 12/7/16

BACKGROUND
The Ingham Community Health Department (ICHD) currently has a vacant Community Health Representative IV position in the Billing & Reporting Unit. An analysis was conducted to determine if this position was appropriate based on the continuing complexity of medical/dental and behavioral health coding. It was determined a Coding Specialist position is more appropriate, as it would allow additional support for medical chart/record audits for coding compliance to Federal & State regulations and guidelines. In addition, a Coding Specialist would provide an additional resource for education and training on accurate coding and documentation practices.

ICHD engaged the United Auto Workers (UAW) to discuss the need for a Letter of Understanding (LOU) which allows an employee up to 12 months from date of hire to obtain the necessary training and obtain certification to become a (Certified Professional Coder – CPC).

ALTERNATIVES
Position remains a Community Health Representative IV.

FINANCIAL IMPACT
The proposed conversion of this position is an additional $8,500 annually based on step 5 personnel cost comparison of both positions. The budget analysis is attached. The expected improvements in coding compliance, chart auditing and staff training will lead to improved efficiencies. Additionally, it is expected that two (2) positions will remain vacant in the Billing & Reporting unit in FY 17.

OTHER CONSIDERATIONS
N/A

RECOMMENDATION
Based on the information presented, I respectfully recommend conversion of the Community Health Representative IV position (601303) to a Coding Specialist position.
### Conversion Financial Analysis - Ingham County Health Department

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**Note:**
Analysis was based on FY 17 Personnel Cost Projections
Health Insurance costs is based on a 2-person policy
General Summary:
Under the supervision of the Billing and Reporting Manager, assists with the adherence of the Department’s coding and documentation policies. Trains and coordinates the duties of billing staff responsible for charge entry and review. Participates in medical chart/record audits for coding compliance according to federal and state regulations and guidelines. Prepares reports of findings and works with staff to provide education and training on accurate coding and documentation practices.

Essential Functions:
1. Provides training to new and existing staff that enter or review submitted charge codes from the Electronic Health/Dental Record for accuracy and compliance.

2. Coordinates the duties of billing staff that perform charge entry/review functions to ensure all activities are complete in a timely and accurate manner.

3. Identifies issues with coding submissions and works to achieve corrections and performance improvement.

4. Audits medical record documentation to identify miscoded and under/up coded services; prepares reports of findings and meets with providers to provide education and training on accurate coding practices and compliance issues.

5. Interacts with providers and other staff regarding billing, coding and documentation policies, procedures, and regulations.

6. Trains, instructs, and/or provides technical support to medical providers and other staff regarding coding compliance documentation, regulatory provisions, and third party payer requirements.

7. Keeps updated on all changes to insurance requirements based on contracts, industry standards and new regulations. Reviews and interprets state documentation and policies related to program benefits and billing.

8. Develops, reviews and modifies relevant procedures, protocols, and data management systems.

9. Interacts with providers and management to review and/or implement codes and to update charge documents.

10. Attends coding conferences, workshops, and in-house sessions to receive updated coding information and changes in coding and/or regulations.
11. May serve as a back-up with billing, claims payment entry and rejection follow-up.

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 and a minimum of specialized training acquired through seminars and workshops, or related activities which are cumulatively viewed as the equivalent to 12 credits of college level training is required. Associates Degree or higher preferred.

Certification: Certified Professional Coder (CPC) or equivalent required or the ability to obtain CPC Apprentice Status within 12 months of hire. Plus a Certified Professional Medical Auditor (CPMA) preferred.

Experience: A minimum of one year of experience in billing and coding. Previous experience reviewing medical charts preferred. Experience in conducting training sessions preferred.

Other Requirements: None

(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)

Physical Requirements:
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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.)

September 2016
UAW G
LETTER OF UNDERSTANDING

BETWEEN

COUNTY OF INGHAM (Employer)

AND

UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA (UAW) INGHAM COUNTY UNIT LOCAL #2256 (Union)

WHEREAS, the Employer and the Union have entered a collective bargaining agreement that covers the new classification of Coding Specialist, extending through December 31, 2017 (the “CBA”); and

WHEREAS, the job description, as agreed to by the Employer and the Union, includes the certification of Certified Professional Coder (CPC), which can be obtained within twelve (12) months of hire, as a minimum qualification; and

WHEREAS, the certification may take up to 12 months following their date of hire to complete the necessary training and obtain certification; and

WHEREAS, the Employer and the Union recognize that the certification process exceeds the current probationary period of 180 days under Article 7, Section 2. Probationary Period; and

WHEREAS, the Employer and the Union agree to extend the probationary period for the Coding Specialist classification to 1 year from the date of hire into the position.

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

1. The new classification description for Coding Specialist, that includes the Certified Professional Coder (CPC), is attached as Exhibit 1.

2. The extension of probation to 1 year is solely for the purpose of employment status, specifically Article 7, Section 2. B. and C. of the CBA shall apply for 1 year, and all other benefits shall be in accordance with the 180 day probationary period.

3. The extension of the probationary period would not apply to current employees who have already completed their initial 180 day probationary period.

4. It is expressly understood and agreed by the parties that because of the particular set of factual circumstances for this new classification, this LOU is without precedence or prejudice as to any other cases.
5. All the other terms and condition specified in the parties' collective bargaining agreement shall remain in full force and effect.

COUNTY OF INGHAM

Kara Hope, Chairperson Date
Ingham County Board of Commissioners

Linda Vail, Health Officer Date

UAW LOCAL 2256

Sally Auer, Chairperson Date

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

Mattis Nordfjord
TO: Linda Vail, Health Officer
Russ Kolski, Deputy Health Officer
Lynn Kiter, Billing and Reporting Manager

FROM: Beth Bliesener, Employment Specialist

DATE: 11-10-16

RE: Memo of Analysis for reorganization of the Billing and Reporting Department

The Health Department is reorganizing the Billing and Reporting Department to enhance their ability to serve residents of Ingham County.

1. Position number 601303 a Community Health Representative IV is currently vacant.
2. The Billing and Reporting Department has created a new position titled Coding Specialist. The newly created position will be compensated at an UAW G, salary range ( $37,812.51 - $45,084.11)
3. The Billing and Reporting Department would like to convert vacant position 601303 from a CHR IV to a Coding Specialist.
4. I have attached the updated job descriptions for your records.

I have sent the UAW chair notice and they support the reorganization. I have attached their response.

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

If I can be of further assistance, please email or call me (887-4375).
Here's a signed copy of the LOU for Coding Specialist. The UAW is in agreement with both the LCU and the newly created job description and position level. If you need anything else, please contact me.

Sally Auer
Chairperson Ingham County Unit
UAW Local 2256
(517) 483-6209 — Office
(517) 574-6548 — Cellular

Sally,

Per our conversation this afternoon, please see the revised LOU regarding the extension of probation of the Coding Specialist classification. Please respond with an affirmative email stating your agreement to the LOU.

Thank you,

Travis Parsons
Human Resources Director
5303 S. Cedar Street, Suite 2102
Lansing, MI 48911
Phone: (517) 887-4327
Fax: (517) 887-4396
tparson@anheum.org
Intended by the Human Services, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONVERSION OF A COMMUNITY HEALTH REPRESENTATIVE IV POSITION TO A CODING SPECIALIST POSITION

WHEREAS, the Billing & Reporting unit has a vacant Community Health Representative IV position; and

WHEREAS, an analysis was completed to determine the direction and operational efficiencies of the unit; and

WHEREAS, it was determined that a Coding Specialist position would meet those needs; and

WHEREAS, the proposed conversion is anticipated to cost an additional $8,500 per year based on step 5 personnel cost comparisons; and

WHEREAS, the additional costs will be absorbed by the expected vacancies within the Billing & Reporting Unit; and

WHEREAS, the Ingham County Board of Commissioners and the UAW are agreeable to this arrangement, as reflected in the attached Letter of Understanding between the parties.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves conversion of a Community Health Representative IV position (601303) to a Coding Specialist position.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget and position allocation list 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 after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services, County Services, & Finance Committees  
FROM: Linda S. Vail, MPA, Health Officer  
DATE: November 7, 2016  
SUBJECT: Great Start Agreement with the Midland County Educational Services Agency  
For the meeting agendas of 12/5/16 and 12/7/16

BACKGROUND  
Since 2009, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has received funding from the Midland County Educational Services Agency (MCESA) to serve as the Central Resource Center for the Great Start to Quality Program. An agreement has been proposed by MCESA for OYC to continue to provide these services for FY 2017.

Under this agreement, OYC will coordinate regional communication and outreach, oversee Central Resource Center management, and provide assistance and professional development to childcare programs and families within a ten county region. This agreement will be in effect from October 1, 2016 through September 30, 2017.

In addition to funding received from MCESA, Office for Young Children has also received funding from the Michigan Department of Health and Human Services (MDHHS) for the Infant Safe Sleep grant; this funding was authorized in Resolution #16-339. Under this grant, OYC will coordinate safe sleep outreach and engagement/education efforts within Lansing, focusing on populations with highest needs. This work will be completed by an existing .5 FTE OYC Early Childhood Consultant, Position #601490. In order to support the Infant Safe Sleep grant, ICHD is requesting a 0.25 FTE increase to Position #601490 for the duration of the grant.

ALTERNATIVES  
There are no alternatives.

FINANCIAL IMPACT  
MCESA will subcontract with ICHD for up to $468,836.73 to serve as the Central Resource Center for the Great Start to Quality Program. This funding was anticipated in the ICHD FY 2017 budget. $18,000 in funding for coordination of Infant Safe Sleep has already been received by ICHD through the MDHHS CPBC agreement; costs associated with the 0.25 FTE increase of Position #601490 will be covered under this funding.

OTHER CONSIDERATIONS  
There are no other considerations.

RECOMMENDATION  
Based on the information presented, I respectfully recommend the Board of Commissioners adopt the attached resolution authorizing an agreement with MCESA for OYC to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $468,836.73, for the period of October 1, 2016 through September 30, 2017. The resolution also authorizes a 0.25 FTE increase to Position #601490 for the duration of the MDHHS Safe Sleep grant which was authorized by Resolution #16-339.
RESOLUTION AUTHORIZING A GREAT START AGREEMENT WITH THE MIDLAND COUNTY EDUCATIONAL SERVICES AGENCY AND 0.25 FTE INCREASE OF POSITION #601490

WHEREAS, since 2009, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has received funding from the Midland County Educational Services Agency (MCESA) to serve as the Central Resource Center for the Great Start to Quality Program; and

WHEREAS, an agreement has been proposed by MCESA for OYC to continue to provide these services for FY 2017; and

WHEREAS, this agreement includes up to $468,836.73 in funding for these services which was anticipated in the ICHD FY 2017 budget; and

WHEREAS, in addition to funding received from MCESA, Office for Young Children has also received $18,000 in funding from the Michigan Department of Health and Human Services (MDHHS) CPBC agreement (authorized by Resolution #16-339) for the Infant Safe Sleep grant; and

WHEREAS, in order to support the Infant Safe Sleep grant, ICHD is requesting a 0.25 FTE increase to Position #601490 for the duration of the grant; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with MCESA for OYC to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $468,836.73, for the period of October 1, 2016 through September 30, 2017; and

WHEREAS, the Health Officer also recommends that the Board of Commissioners authorize a 0.25 FTE increase to Position #601490 for the duration of the MDHHS Safe Sleep grant which was authorized by Resolution #16-339.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with MCESA for OYC to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $468,836.73, for the period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Board of Commissioners also authorizes a 0.25 FTE increase to Position #601490 for the duration of the MDHHS Safe Sleep grant which was authorized by Resolution #16-339.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.
Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys’ office. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates that expires on December 31st, 2016. This support has been purchased every year since Ingham County has owned the application. Last year’s total maintenance cost was $149,232.00, this year’s cost proposed by CourtView is $150,575.00, a 1% increase.

**ALTERNATIVES**
There is no reasonable alternative.

**FINANCIAL IMPACT**
The funding for the $150,575.00 total will come from the County’s Innovation and Technology Department’s LOFT Fund #636-25820-932050.

**OTHER CONSIDERATIONS**
None.

**RECOMMENDATION**
Based on the information presented, I respectfully recommend approval of the contract renewal for CourtView Justice Solutions’ support of the CourtView software in the amount of $150,575.00.
**CUSTOMER INVOICE**

**CourtView Justice Solutions**

**Invoice No:** MAINGHAMM10  
**Invoice Date:** 11/15/2016  
**Terms:** Net 30  
**Project:** INGHAMMIMA2017  
**Customer Number:** INGHAMMI

**Bill To**  
DEB FRET  
INGHAM COUNTY  
VETERANS MEMORIAL COURTHOUSE  
313 W KALAMAZOO  
LANING, MI 48933  
USA

**From**  
COURTVIEW JUSTICE SOLUTIONS INC  
4825 HIGBEE AVENUE NW  
SUITE 101  
CANTON, OH 44718

**INGHAMMIMA2017:** Support Services Billing from January 1, 2017 through December 31, 2017  
County Court System

All software updates and upgrades are delivered electronically.

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**Total:** US$150,575.00

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By Check: CourtView Justice Solutions, Inc.  
P.O. Box 202522  
Dallas, TX 75220-2522

By Wire: Wells Fargo  
ABA Routing #: 122103278  
Swift Address: WFBUUS69  
Account #: 307643430

If you have any questions regarding this invoice, please contact Connie Morrison at 330.470.0772  
or connie.morrison@courtview.com
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACT FOR RENEWING COURTVIEW SUPPORT SERVICES

WHEREAS, Ingham County currently utilizes CourtView Software as our criminal justice application; and

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling $150,575.00 for annual support is due for the support from January 1st, 2017-December 31st, 2017; and

WHEREAS, the annual contract amount proposed by Courtview is a 1% from the prior year; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed application support and upgrades needed to maintain our current applications.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract renewal for support from CourtView in the amount not to exceed $150,575.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s LOFT Fund (636-25820-932050).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 6b

TO: Board of Commissioners, County Services, & Finance Committees
FROM: Deb Fett, CIO
DATE: 11/21/2016
SUBJECT: Renewal of the Microsoft Enterprise Agreement through CDWG

BACKGROUND
Ingham County changed over to a Microsoft Enterprise Agreement (EA) in 2014 in order to better manage our licensing costs, ensure that we are legally compliant, and be able to use the most current software available. (Resolution 14-025) The EA benefits include extras like online training, employee home use, and support incidents at no additional cost. Microsoft does this to ensure that we get the most out of our partnership. This current agreement expires on January 31st, 2017.

After careful auditing and review of our Microsoft licensing position, it has been determined that we will need to increase several of our license counts in order to remain legal moving forward. This requirement has kept our annual costs at $370,000.00 for the renewal period of 3 years instead of decreasing. Those increases include Windows operating system (PCs), Microsoft Office and SQL server (databases).

ALTERNATIVES
Many other larger counties in Michigan have already switched over to Office 365 (O365) in order to provide greater services to their staff and lessen a portion of the administrative support needed for the backend server processes. This is a direction that would be beneficial to the County in the long run, but the cost increase would be at least $35,000.00 annually with potential increases for additional users coming at any time. In this time of fiscal austerity, it is difficult to justify the increased ongoing expense.

Another cost saving option would be to no longer do an Enterprise Agreement for our user applications, only keeping our servers covered. This could save us a small amount initially but would increase our ongoing costs for every additional computer and user. It would also subject us to an extremely large cost to upgrade to a newer version in the future as every computer would have a charge. Estimating at today’s cost, this could be close to $1,000,000.00 to upgrade every computer in Ingham County thus more than negating any savings and requiring a single large payment.

FINANCIAL IMPACT
The funding for the not to exceed $370,000.00 annual cost will come from the County’s Network Software Fund #636-25810-932033. CDWG has been awarded the State of Michigan’s MCT contract and therefore has quoted this renewal under the State of Michigan MiDeal contract to provide the County with the highest discount possible.

OTHER CONSIDERATIONS
Ingham County is heavily reliant on Microsoft servers and applications for our daily work. It is critical that we keep these systems up to date and operating effectively.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for Microsoft Renewal through CDWG in the amount not to exceed $370,000.00 per year for the next 3 years.
DEAR DEB FETT,

Thank you for considering CDW*G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

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#### Purchaser Billing Info

| Billing Address: |  |
|------------------|  |
| Vicky Watson     |  |
| INGHAM COUNTY    |  |
| 121 E MAPLE ST   |  |
| MIIIARD BLDG 3RD FL |  |
| Mason, MI 48654-1555 |  |
| Phone: (517) 444-8327 |  |
| Payment Terms: MasterCard/Visa Only |  |

#### Delivery To

| Shipping Address: |  |
|-------------------|  |
| INGHAM COUNTY     |  |
| 121 E MAPLE ST    |  |
| MIIIARD BLDG 3RD FL |  |
| Mason, MI 48654-1555 |  |
| Shipping Method: ELECTRONIC DISTRIBUTION |  |

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**Purchaser Billing Info**

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Please remit payments to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

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Need Assistance? CDW-AG Sales Contact Information

Sean Bergquist | (877) 225-3701 | seanber@cdw.com

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This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at [http://www.cdw.com/content/terms-conditions/product-sales.aspx](http://www.cdw.com/content/terms-conditions/product-sales.aspx)

For more information, contact a CDW account manager.

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Agenda Item 6b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE MICROSOFT ENTERPRISE AGREEMENT THROUGH CDWG

WHEREAS, Ingham County currently utilizes Microsoft products for our workstation, server, email, and office productivity applications; and

WHEREAS, ITD has audited and researched Ingham County licensing to ensure that the County is legally compliant while having the lowest cost possible; and

WHEREAS, the current licensing agreement will expire on January 31st, 2017 unless renewed; and

WHEREAS, the annual contract amount is in the 2017 budget; and

WHEREAS, CDWG has been awarded the co-operatively bid contract with the State of Michigan that provides the best pricing available to Ingham County and is the vendor of choice for providing the Microsoft Enterprise Agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the Enterprise Agreement from Microsoft in the amount not to exceed $370,000.00 per year for three years with the option to add additional years.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Contract Maintenance Fund (636-25810-932033).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee
FROM: Deb Fett, CIO
DATE: 11/21/2016
SUBJECT: Resolution Honoring Kevin Douglas

BACKGROUND
Kevin Douglas has been with the Ingham County Innovation and Technology Department since October, 2000. The entire department wishes to thank Kevin for his years of service.

ALTERNATIVES
None.

FINANCIAL IMPACT
There is no financial impact.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
INHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING KEVIN DOUGLAS

WHEREAS, Kevin Douglas began his employment in 2000 with what was then the Ingham County Management Information Services Department as a programmer; and

WHEREAS, throughout his career Kevin has been responsible for various projects including converting the County Friend of the Court system to the one used by the State of Michigan, setting up the ability to process payments with credit cards, and the implementation of the OnBase imaging system very much still in use today; and

WHEREAS, Kevin’s commitment to finding effective solutions has been proven to be a very beneficial to our many County departments and Ingham County; and

WHEREAS, during his career Kevin was a source of knowledge, loyalty, and wit for his fellow Innovation and Technology Department staff while being approachable with his congenial easygoing manner.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby honors Kevin Douglas for his steadfastness in overcoming technical challenges and extends its sincere appreciation for his contributions during his years of dedicated service to the Ingham County Innovation and Technology Department.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends to Kevin its best wishes for continued success in all his future endeavors.
Attached for your consideration is a proposed resolution to request Ingham County to transfer all unsold tax reverted properties which have been rejected by local units of government to the Ingham County Land Bank Fast Track Authority.

Under Public Act 123 of 1999, MCL 211.78m (7), “If property not previously sold is not transferred to the city, village, or township in which the property is located under subsection (6), the foreclosing governmental unit shall retain possession of that property.”

The Ingham County Land Bank Fast Track Authority was established to assist in the strategic disposition of tax reverted property and local units are encouraged to object so the parcels stay with the County for disposition by the Land Bank.

Thank you for your consideration of this resolution. Please contact me if you have any questions.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO TRANSFER ALL UNSOLD TAX REVERTED PROPERTIES REJECTED BY LOCAL UNITS TO THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 et seq., (“the Act”) establishes the State Land Bank Fast Track Authority; and

WHEREAS, the Ingham County Treasurer, with the Ingham County Board of Commissioners’ approval, has entered into an intergovernmental agreement with the State Land Bank Fast Track Authority under the Act to form an Ingham County Land Bank Fast Track Authority; and

WHEREAS, tax reverted property not previously sold by the Ingham County Treasurer, acting as the foreclosing governmental unit (FGU), shall be transferred to the city, village, or township in which the property is located, except those parcels of property to which the city, village or township has objected to in accordance with 1999 PA 123, MCL 211.78M(6); and

WHEREAS, parcels rejected by a city, village or township become the property of Ingham County; and

WHEREAS, the Land Bank was established to assist in the strategic disposition of tax reverted property; and

WHEREAS, local units are encouraged to object so the parcels stay with the County for disposition by the Land Bank.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes the Controller/Administrator to take appropriate action to transfer all rejected property to the Land Bank.

BE IT FURTHER RESOLVED, that this Resolution shall be renewed annually.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
2016 Tax Foreclosures
Subject to Local Unit Rejection

33-01-01-03-101-091
LOT 73 WOODLAWN SUB
Property Address: SANFORD AVE LANSING MI

33-01-01-03-378-051
LOT 143 PARK MANOR HEIGHTS
Property Address: 2324 COMMONWEALTH AVE LANSING MI

33-01-01-04-109-101
LOTS 53 & 54 IDEAL HOMESITES
Property Address: 622 CARRIER ST LANSING MI

33-01-01-04-276-081
LOT 46 SUPERVISORS PLAT OF COMMUNITY HOME SITES
Property Address: 541 E PAULSON ST LANSING MI

33-01-01-04-301-141
N 75 FT OF S 335 FT LOT 15 & N 50 FT OF S 335 FT LOT 16 ASSESSORS PLAT NO 34
REC L 11 P 15
Property Address: 2703 TAYLOR ST LANSING MI

33-01-01-04-328-231
LOT 53 ASSESSORS PLAT NO 45
33-01-01-04-426-592

COM 793 FT W OF E 1/4 POST, TH N 12.75 FT TO S LINE CHILSON AVE, W 50 FT, S 179.75 FT, E 50 FT, N 167 FT TO BEG; SEC 4 T4N R2W

33-01-01-05-427-041

LOT 5 ASSESSORS PLAT NO 57

33-01-01-05-451-021

W 140.7 FT, S 23DEG 44MIN W 272.45 FT TO N BANK OF GRAND RIVER, S 64DEG 16MIN E 161.55 FT ALONG SAID BANK, N 21DEG 34MIN E 284 FT TO SAID S R/W LINE, N 68DEG 26MIN W 10.13 FT TO BEG; SEC 5 T4N R2W

33-01-01-05-451-031

COM ON S'LY LINE OF 100 FT R/W GRAND RIVER AVE S 68DEG 26MIN E 10.13 FT FROM INTERSECTION R2W WITH N&S 1/4 LINE, TH S 68DEG 26MIN E 270 FT, S 21DEG 34MIN W 397.6 FT TO N BANK GRAND RIVER, N 45DEG 37MIN W 292.9 FT ALONG SAID BANK, N 21DEG 34MIN E 284 FT TO BEG; SEC 5 T4N

33-01-01-06-131-035

LOT 237 WESTMONT SUB

Property Address: 426 CHILSON AVE LANSING MI

Property Address: 2730 N M L KING JR BLVD LANSING MI

Property Address: N GRAND RIVER AVE LANSING MI

Property Address: ALFRED AVE LANSING MI
33-01-01-08-201-571

W 32 FT OF E 70.25 FT LOT 1 ASSESSORS PLAT NO 12

Property Address: 1217 MUSKEGON AVE LANSING MI

33-01-01-08-282-051

S 26 FT LOT 130 & N 17 FT LOT 129 KNOLLWOOD PARK

Property Address: ROOSEVELT AVE LANSING MI

33-01-01-08-378-251

LOT 22 BLOCK 2 DAYTONS ADD

Property Address: 817 N JENISON AVE LANSING MI

33-01-01-08-406-161

LOT 29 BUNGALOW HOME ADD

Property Address: 1123 THEODORE ST LANSING MI

33-01-01-08-408-071

LOT 162, N 15 FT LOT 163 & S 20 FT LOT 161 CHARLES KUDNERS SUB

Property Address: 1003 WESTMORELAND AVE LANSING MI

33-01-01-08-479-011

W 110 FT OF N 16.31 FT LOT 128 & W 110 FT OF S 16.69 FT LOT 129 ENGLEWOOD PARK ADD

Property Address: 922 CHICAGO AVE LANSING MI
33-01-01-08-482-191

N 34 FT LOT 106 ENGLEWOOD PARK ADD

Property Address: 729 CHICAGO AVE LANSING MI

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33-01-01-09-352-221

S 2 R LOT 10 BLOCK B SUB OF BLOCKS 26 & 27 ORIG PLAT

Property Address: 1118 N PINE ST LANSING MI

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33-01-01-09-352-221

E 1/2 LOT 5 BLOCK 2 MOORES SUB ON BLOCK 27

Property Address: 623 BROOK ST LANSING MI

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33-01-01-09-360-231

E 37 FT LOTS 11 & 12 BLOCK E SUB OF BLOCKS 26 & 27 ORIG PLAT

Property Address: 515 W OAKLAND ST LANSING MI

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33-01-01-09-476-041

S 2 R OF W 6 R LOT 22 BLOCK 21 ORIG PLAT

Property Address: 808 CENTER ST LANSING MI

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33-01-01-10-103-011

LOT 2 BLOCK 2 BALLARDS ADD

Property Address: 1913 N HIGH ST LANSING MI
33-01-01-10-103-031

S 14 FT LOT 3 & N 26 FT LOT 4 BLOCK 2 BALLARDS ADD

Property Address: 1903 N HIGH ST LANSING MI

33-01-01-10-106-051

LOT 19 & PART OF VAC ALLEY DESC AS COM NE COR LOT 19, TH W 33 FT, N 3.96 FT, E 33 FT, S 3.96 FT TO BEG; REPLAT OF BLOCK 3 OF BALLARDS ADD

Property Address: 825 E NORTH ST LANSING MI

33-01-01-10-180-161

LOT 182 HIGHLAND PARK

Property Address: 1315 MASSACHUSETTS AVE LANSING MI

33-01-01-10-254-121

LOT 208 CAPITOL HEIGHTS

Property Address: 1419 OHIO AVE LANSING MI

33-01-01-10-326-551

LOT 2 BROWNS SECOND SUB

Property Address: E GRAND RIVER AVE LANSING MI

33-01-01-10-326-561

LOT 1 BROWNS SECOND SUB

Property Address: 1108 E GRAND RIVER AVE LANSING MI
33-01-01-10-401-140

LOT 27, ALSO PARTS LOTS 28 & 29 LYING S OF A LINE COM 10.815 FT N OF SE COR LOT 29, TH W'LY 102 FT =/- TO POINT ON W LINE LOT 28 LYING 10.815 FT S OF NW COR THEREOF & POE; OTTO'S ADD

Property Address: CLARK ST LANSING MI

33-01-01-10-408-061

LOT 54 FARRANDS ADD

Property Address: 1108 CLEVELAND ST LANSING MI

33-01-01-14-309-111

E 94 FT LOT 396 LESLIE PARK SUB

Property Address: 2221 E KALAMAZOO ST LANSING MI

33-01-01-14-352-041

LOT 80 LESLIE PARK SUB

Property Address: 413 S CLEMENS AVE LANSING MI

33-01-01-14-360-001

W 99 FT LOTS 431 & 432 LESLIE PARK SUB

Property Address: 501 S HAYFORD AVE LANSING MI

33-01-01-15-104-401

LOT 11 BLOCK 2 ASSESSORS PLAT NO 7
Property Address: 825 W SAGINAW ST LANSING MI

33-01-01-17-258-121

E 3 R LOT 17 BLOCK 2 FRENCHS SUB

Property Address: 1210 W OTTAWA ST LANSING MI

33-01-01-17-258-181

S 9 R OF E 2 R OF W 4 R LOTS 1, 2 & 3 BLOCK 2 FRENCHS SUB

Property Address: 1112 W OTTAWA ST LANSING MI

33-01-01-20-130-131

W 37 FT LOT 38 RIVERVIEW HEIGHTS SUB REC L 4 P 44

Property Address: 1607 W MALCOLM X ST LANSING MI

33-01-01-20-489-041

LOT 10 FLORAL SUB

Property Address: 1817 S RUNDLE AVE LANSING MI

33-01-01-21-258-085

E 2 R OF S 5 1/2 R LOT 15 BLOCK 203 ORIG PLAT

Property Address: 227 E SOUTH ST LANSING MI

33-01-01-21-277-070

LOT 3 BLOCK 220 ORIG PLAT
Property Address: 1016 BEECH ST LANSING MI

33-01-01-21-430-040
LOT 15 & S 6.5 FT OF E 21 FT LOT 14 TORRANCE COURT SUB REC L 8 P 29

Property Address: 535 TORRANCE CT LANSING MI

33-01-01-21-431-095
S 56.5 FT LOT 32 TORRANCE FARM ADD

Property Address: 1508 BAILEY ST LANSING MI

33-01-01-21-451-015
LOT 10 BLOCK 2 HALLS THIRD ADD

Property Address: 138 GARDEN ST LANSING MI

33-01-01-21-484-020
N 31 FT LOT 129 TORRANCE FARM ADD

Property Address: 1815 LINVAL ST LANSING MI

33-01-01-22-203-161
LOT 253 EXCELSIOR LAND COMPANYS SUB

Property Address: 924 DAKIN ST LANSING MI

33-01-01-22-206-142
LOTS 232 & 233 EXCELSIOR LAND COMPANYS SUB
Property Address: 1042 DAKIN ST LANSING MI

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33-01-01-22-207-021

LOT 281 EXCELSIOR LAND COMPANYS SUB

Property Address: 1015 DAKIN ST LANSING MI

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33-01-01-22-228-041

LOTS 46 & 47 ASSESSORS PLAT NO 49

Property Address: 721 LESLIE ST LANSING MI

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33-01-01-22-277-121

LOT 154 & N 1/2 LOT 153 CITY PARK SUB

Property Address: 1132 LESLIE ST LANSING MI

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33-01-01-22-280-162

LOTS 105, 106 & 107 PARKVIEW LAND CO ADD

Property Address: 1236 ALLEN ST LANSING MI

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33-01-01-22-283-262

W 34 FT LOT 63 CITY PARK SUB

Property Address: 1820 PERKINS ST LANSING MI

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33-01-01-22-309-291

LOT 7 BLOCK 6 ASSESSORS PLAT NO 28 REC L 10 P 33
Property Address: 912 BAKER ST LANSING MI

33-01-01-22-352-011
LOT 3 BLOCK 4 ASSESSORS PLAT NO 28 REC L 10 P 33

Property Address: 1507 LYONS AVE LANSING MI

33-01-01-22-353-031
LOT 9 REO MOTOR CAR CO'S SUB REC L 6 P 30

Property Address: 1609 DONORA ST LANSING MI

33-01-01-23-103-091
LOT 53 LANSING ADDITION COMPANY'S SUB REC L 5 P 20

Property Address: 704 S MAGNOLIA AVE LANSING MI

33-01-01-23-127-061
LOTS 18 & 19 J L PUTMANS SUB REC L 7 P 35

Property Address: 723 S FRANCIS AVE LANSING MI

33-01-01-23-153-021
S 14 FT LOT 27 & N 36 FT LOT 28 AVIS SUB REC L 9 P 30

Property Address: 1210 S CLEMENS AVE LANSING MI

33-01-01-26-302-021
LOT 3 GREEN MEADOWS SUB
Property Address: 2023 HAMELON ST LANSING MI

33-01-01-27-476-050

S 330 FT OF E 792 FT OF SE 1/4 OF SE 1/4 EXC E 173 FT OF S 240 FT; SEC 27 T4N R2W

Property Address: AURELIUS RD LANSING MI

33-01-01-27-476-055

COM 330 FT N OF SE COR SEC 27, TH W ON LINE 330 FT N OF & PARLL TO S SECTION LINE 792 FT, N 14.68 FT TO S LINE GOODHOME SUB, E'LY TO E LINE SAID SECTION, S 15.48 FT TO BEG; SEC 27 T4N R2W

Property Address: AURELIUS RD LANSING MI

33-01-01-28-285-071

LOTS 129, 130 & N 5 FT LOT 133 ALSO COM NW COR LOT 129, TH N 5 FT E 120 FT, S 5 FT, W 120 FT TO BEG; ADDMORE PARK

Property Address: 569 LINCOLN AVE LANSING MI

33-01-01-28-452-231

N 46 FT OF S 132 FT LOT 1 BLOCK 1 OAK CREST SUB

Property Address: 3116 S CEDAR ST LANSING MI

33-01-01-29-277-051

LOTS 13 & 14 BLOCK 1 RESUB OF BLOCKS 17, 21, 22 AND LOTS 35 TO 72 INCL, BLOCK 30 ELMHURST SUB

Property Address: 2501 STIRLING AVE LANSING MI
LOT 12 BLOCK 3 RESUB OF BLOCKS 17, 21, 22 AND LOTS 35 TO 72 INCL, BLOCK 30 ELMHURST SUB

Property Address: 2509 S M L KING JR BLVD LANSING MI

LOT 429 PLEASANT GROVE SUB NO 1

Property Address: 3318 AVALON ST LANSING MI

COM 1638.8 FT E OF NW COR SEC 31, TH S 596.75 FT, W 136 FT, N 596.75 FT, E 136 FT TO BEG;
SEC 31 T4N R2W

Property Address: W HOLMES RD LANSING MI

LOT 6 PLEASANT SUB

Property Address: 4209 RICHMOND ST LANSING MI

LOT 150 PLEASANT GROVE SUB

Property Address: 4909 HUGHES RD LANSING MI

LOT 32 SUPERVISORS PLAT OF BURCHFIELD SUB

Property Address: 3827 BURCHFIELD DR LANSING MI
LOT 38 SUPERVISORS PLAT OF CHERRY HILL

Property Address: REX ST LANSING MI

LOT 20 SONNYBROOK PLAT

Property Address: 2621 DIER ST LANSING MI

LOTS 52 & 53 SUPERVISORS PLAT OF CULVER-DALE SUB

Property Address: 2018 IRENE ST LANSING MI

LOT 19 SUPERVISORS PLAT OF HOME OWNERS SUB

Property Address: 5835 ROLFE RD LANSING MI

COM ON SW'LY LINE LOT 14 961.7 FT S 44DEG 20MIN E OF W'LY COR, TH S 44DEG 20MIN E 105 FT, N 45 DEG VALLEAUS SUB E 57.5 FT, N 44DEG 20MIN W 105 FT, S 45DEG W 57.5 FT TO BEG; SUPERVISORS PLAT OF

Property Address: SELFRIDGE BLVD LANSING MI

LOT 4 SUPERVISORS PLAT OF VALLEAUS SUB

Property Address: 5812 S M L KING JR BLVD LANSING MI
33-01-05-06-201-282

E 78.5 FT OF N 1/2 LOT 55 ALSO W 15 FT OF N 1/2 LOT 56 MAPLE GROVE FARMS NO 2

Property Address: 3009 W JOLLY RD LANSING MI

33-01-05-06-226-041

E 57.5 FT OF S 176.25 FT LOT 67 MAPLE GROVE FARMS NO 2

Property Address: 2416 MIDWOOD ST LANSING MI

33-01-05-06-433-041

LOT 51 EXC E 10 FT SUPERVISORS PLAT OF WEBSTER FARM SUB NO 2

Property Address: 2422 WEBSTER ST LANSING MI

33-01-05-06-434-061

LOT 76 WEBSTER FARM SUB NO 1

Property Address: 5840 PIPER AVE LANSING MI

33-01-05-09-203-001

W 65 FT OF N 140 FT LOT 4 GARDENDALE SUB

Property Address: 300 E MILLER RD LANSING MI

33-02-02-10-432-007

MP 2063 COM. AT A PT. 208.66 FT. N OF THE SE COR. OF BLK. 16.-N. 66 FT.-W. 132 FT.-S. 66 FT.-E. 132 FT. TO BEG., BLOCK 16 VILLAGE OF NEMOKA.

Property Address: 5681 SCHOOL HASLET MI
33-13-13-29-431-006
O 94 LOTS 8 & 9 BLOCK 3 BALDWIN'S ADD TO VILLAGE OF ONONDAGA SEC 29 T1NR2W
Property Address: 4836 ONONDAGA RD ONONDAGA MI

33-17-14-21-452-008
LSV-217 LOT 11 BLOCK 11 CITY OF LESLIE
Property Address: 208 E RACE LESLIE MI

33-20-02-18-202-009
LOT 285 STRATHMORE NO 3
Property Address: 1025 S NYDER EAST LANSING MI

33-21-01-18-207-005
LOT 283 MICHIGAN HEIGHTS.
Property Address: 412 N CATHERINE ST LANSING MI

33-21-01-18-428-016
LOTS 40 & 41 DURANT HILLS NO 1.
Property Address: 124 HUNGERFORD ST LANSING MI

33-25-05-17-127-001
BEG @ A PT ON N SEC LN 439.91 FT N 89 DEG 44' 31"W, FROM THE N 1/4 COR SEC.17-S
0 DEG 27' 33"W, 74.15 FT TO NE COR LOT 14 HOUGHTON HGTS SUBD.-N 83 DEG 58'54"W,
241.05 FT-N 0 DEG 15' 29"W, 50 FT-S 89 DEG 44'31"E, ON N SEC LN 240 FT TO THE
POB. SEC.17,T3N R2W. .34 ACRES M/L.

Property Address: SANIBEL HOLLOW HOLT MI

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33-25-05-18-226-016

BEG AT A PT ON N SEC LN 1055.74 FT N89°51'47"W FROM NE COR OF SEC 18, TH S00°08'13"W ON W R/W LN OF RENFREW WAY 175.18 FT, TH N89°52'17"W 31.72 FT, TH N00°53'36"W 175 FT TO N SEC LN, TH S89°51'47"E ON N SEC LN 32.25 FT TO POB. SEC 18, T3N,R2W. 0.13 AC M/L. (SPLIT FOR 1999- NEW PLAT, PARENT PARCEL 18-226-015, REMAINDERS 18-226-016 & -017)

Property Address: HORSTMEYER RD LANSING MI

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MEMORANDUM

TO: County Services Committee
FROM: Jim Hudgins, Purchasing Director
SUBJECT: Prevailing Wage and Living Wage Updates
DATE: November 21, 2016

Prevailing Wage
County purchasing policy requires the payment of prevailing wages on all construction contracts exceeding $10,000 using the guidelines promulgated by the United States Secretary of Labor pursuant to the Federal Davis-Bacon Act. The Prevailing Wage Policy requires that the County Controller/Administrator or her/his designee be responsible for monitoring the implementation of and compliance with the provisions of this policy. The following attachment details construction projects in 2016 requiring compliance with the policy.

The county contracts with Michigan Fair Contracting Center (MFCC) to act as an agent for the county in monitoring prevailing wage compliance on construction contracts. Together with MFCC, the Purchasing Department monitors prevailing wage compliance through reviewing required certified payrolls of contractors and their subcontractors, and through random job site visits. The frequency of monitoring is dependent upon the size and scope of the construction project and whether any violations are discovered which usually require further time and investigation. The Road Department has in-house staff that monitors its construction contracts.

Where a contractor is discovered to be in non-compliance with the policy, they are informed by the Purchasing Department that the appropriate restitutions, including any retroactive pay, must be made to their affected employees within the required 30-day time limit. The contractors are also informed that further violations whether on current or future projects will constitute an ineligibility to bid on future county construction contracts for a period of five (5) years.

All solicitations requiring the payment of prevailing wages contain the most current wage determinations, a summary of the policy, and specific instructions to bidders on the submission of certified payrolls to the Purchasing Department. Prevailing wage requirements are also discussed at all pre-bid and pre-construction meetings.

Living Wage
Vendors contracting with the county primarily to perform services are required to pay their employees a living wage if the total expenditure of the contract or the total value of all contracts the vendor has with the county exceeds $50,000 in a twelve-month calendar; and, the vendor employs five (5) or more employees. In Ingham County, living wage is defined as an hourly wage rate which is equivalent to 125% of the federal poverty level for a family of four, based on 2,000 hours worked annually.
The Living Wage Policy requires the County Controller/Administrator to annually adjust the living wage to incorporate changes in the federal poverty level and to notify the Board of Commissioners and contractors of any change in the amount of the living wage. For 2016, the living wage rate is $15.19/hour. Twenty percent (20%) of the living wage rate paid by the employer may be deducted if a comprehensive health care benefits package is provided. The living wage rate is based on the U.S. Department of Health and Human Services' federal poverty guidelines for a family of four and changes annually – typically increasing from 2-4%.

Respectfully,

Jim Hudgins
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<th>PACKET NUMBER</th>
<th>DESCRIPTION OF PROJECT</th>
<th>CONTRACTOR</th>
<th>DEPARTMENT/LOCATION</th>
<th>VALUE OF CONTRACT</th>
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<td>Ewing, Apshel, &amp; Associates</td>
<td>Veh &amp; Roads</td>
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<td>Izzo Construction</td>
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<td>Blaine &amp; Blaine</td>
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<td>Mark Riley</td>
<td>Veh &amp; Roads</td>
<td>Bid cost w/ 10% contingency of $374,364.01</td>
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<td>12-16</td>
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<td>Bid cost w/ 10% contingency of $194,356.07</td>
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<td>Bid cost w/ 10% contingency of $111,750.00</td>
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<td>Veh &amp; Roads</td>
<td>Bid cost w/ 10% contingency of $693,348.14</td>
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<td>Miami Planning</td>
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<td>North Grant Street Resurfacing - College Road to Egmont Drive</td>
<td>Not awarded</td>
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<td>Graham, Dyer &amp; Associates</td>
<td>Veh &amp; Roads</td>
<td>$52,475</td>
<td>Ongoing project</td>
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Agenda Item 9a

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS
FOR THE INGHAM COUNTY ROAD DEPARTMENT

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

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of 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 November 21, 2016 as submitted.
### INGHAM COUNTY ROAD DEPARTMENT

**LIST OF CURRENT PERMITS ISSUED**

<table>
<thead>
<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT / CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
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<td>2016-720</td>
<td>CONSUMERS ENERGY ELECTRIC / UG</td>
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<td>TYLER DELONG TREE REMOVAL</td>
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**MANAGING DIRECTOR:** ___________________________
TO: Board of Commissioners, County Services Committee and Finance Committee
FROM: Robert Peterson, Director of Engineering, Road Department
DATE: November 28, 2016
SUBJECT: MDEQ Scrap Tire Market Development Grant
Devulcanized Rubber Modified Warm Mix Asphalt Pavement Project

For the County Services Committee meeting agenda of December 6, 2016
For the Finance Committee meeting agenda of December 7, 2016
For the BOC meeting agenda of December 13, 2016

The Ingham County Road Department (ICRD) received a Michigan Department of Environmental Quality (MDEQ) grant to investigate devulcanized rubber (DVR) modified warm mix asphalt (WMA) mixtures relative to existing commercially available polymer modified WMA mixtures. The $462,311 grant covers all the costs associated with the testing and research, which is the subject of this memo, and the project’s DVR-WMA test section paving.

It is the purpose of this project to investigate and demonstrate whether DVR modified WMA mixtures will perform comparably to existing polymer modified WMA mixtures. The true viability of a sustainable, unsubsidized market for inclusion of recycled tire rubber in WMA mixtures will rely on the performance enhancements of the devulcanized rubber additives to equal or exceed the performance enhancements of existing commercially available polymers, at a comparable cost.

The Purchasing Department solicited proposals from qualified and experienced organizations, agencies, and consulting firms to provide the project’s testing and research services - services the ICRD is not qualified or prepared to perform. Proposals for this RFP were to be received on November 28, 2016, however no proposals were received on time, and one proposal was received late. Therefore proposals will be received again on November 30, 2016, after which this agenda packet will have been sent out to the County Services and Finance Committees for their December 6 and 7, 2016, meetings respectively. As the subject service must be started prior to the next Board of Commissioners meetings in 2017, this “placeholder” memo and resolution with blanks for the subject bid result is being submitted, and a substitute memo and resolution with bid results will be provided at the December 6 and 7 County Services and Finance Committee meetings.

Proposals were received to provide the required services. The results are as follows:

$000,000.00  First Proposer
$000,000.00  Second Proposer (if submitted)
$000,000.00  Third Proposer (“…”)
ICRD and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed work scope, experience, and overall value to the county. Based on our proposal review and previous partnerships with SELECTED on similar projects, ICRD recommends that SELECTED be retained to provide the requested services.

It is anticipated that the DVR-WMA test sections will be constructed along Holt Road, between Depot Street and US-127. Funding for the entire Holt Road project will be combination of Transportation Economic Development Fund, Category F funds, the MDEQ, Scrap Tire Market Development Grant, and ICRD funds. A Holt Road project funding memo and resolution will be offered for Board consideration at a later date.

We respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the proposal from SELECTED.
Introduced by the County Services and Finance Committees of the:

TINGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RETAIN MDEQ SCRAP TIRE MARKET DEVELOPMENT - DEVULCANIZED RUBBER MODIFIED WARM MIX ASPHALT PAVEMENT PROJECT TESTING AND RESEARCH SERVICES

WITH SELECTED

WHEREAS, the Ingham County Road Department (ICRD) received a Michigan Department of Environmental Quality (MDEQ) grant to investigate devulcanized rubber (DVR) modified warm mix asphalt (WMA) mixtures relative to existing commercially available polymer modified WMA mixtures; and

WHEREAS, the MDEQ scrap tire market development - devulcanized rubber modified warm mix asphalt pavement grant requires testing and research services that the ICRD is not qualified or prepared to perform; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced organizations, agencies, and consulting firms to provide the required testing and research services and received ___ 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, Road Department staff recommends that the Board of Commissioners retain SELECTED to provide the required testing and research services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining SELECTED to provide the required MDEQ scrap tire market development - devulcanized rubber modified warm mix asphalt pavement grant testing and research 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: Board of Commissioners County Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: November 16, 2016

SUBJECT: MOU with the Friends of the Lansing Regional Trails Ambassador Program

For the meeting agenda of 12/6/16 County Services and 12/7/16 Finance

BACKGROUND
The purpose of the Memorandum of Understanding (MOU) is to establish a trail ambassador program with cooperation with the Friends of the Lansing Regional Trails Ambassador Program. The Friends of the Lansing Regional Trails Ambassador Program has agreed to work with Ingham County Park staff for mutually beneficial programs, projects, and trails and river activities at the county park level.

Below is a list of the Friends of the Lansing Regional Trails (FLRT) board members:

Tony Beyers - East Lansing
Dana Graham - East Lansing
Brandon Zuk - East Lansing
Lori Leaming - Lansing
Cherry Hamrick - Lansing
Jeff Smith - East Lansing
Kevin Shaw - Watertown Township
Marcie Kinzer - Meridian Township
Nancy Krupiarz - Meridian Township
Mike McGrath - East Lansing
Dan Zolkowski - East Lansing
Cassie Cotton - Lansing
Michelle Coss - Meridian Township
George Hayhoe - Meridian Township
Debbie Richards - Meridian Township
Kip Boehne - Delhi Township

ALTERNATIVES
Without the Memorandum of Understanding, Ingham County Parks would not have the expertise and assistance of FLRT and its many members and volunteers.

FINANCIAL IMPACT
There are no financial impacts. This group volunteers hundreds of hours annually in support of the regional trail system.

OTHER CONSIDERATIONS
Ingham County Park staff, the Park Commission, and FLRT have worked together on the development of the attached MOU along with County legal. The Parks & Recreation Commission supported this resolution with the passage of a motion at their October 24, 2016 meeting.
RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution authorizing a Memorandum of Understanding with the Friends of the Lansing Regional Trails Ambassador Program.
MEMORANDUM OF UNDERSTANDING

2016 – 2020

By and Between

Friends of the Lansing Regional Trails

&

The County of Ingham acting on behalf of the Parks Department
MEMORANDUM OF UNDERSTANDING

between

Friends of the Lansing Regional Trails (FLRT)

and

The County of Ingham acting on behalf of the Parks Department

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Friends of the Lansing Regional Trails, a Michigan Nonprofit Corporation, hereinafter referred to as FLRT, and the COUNTY OF INGHAM, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County") acting on behalf of the Ingham County Parks Department.

PURPOSE:

The purpose of this MOU is to initiate frameworks of a high degree of cooperation between FLRT and the County. This institutes a beginning for mutually beneficial programs, projects, and trails and river activities at the county park level. These programs, projects, and activities comprise part of the Ingham County Parks multiple use mission and service the public.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY MUTUALLY AGREED, as follows:

A. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:

Ingham County Parks’ benefits include an active partnership with FLRT to plan, build, maintain and promote designated trails and waterways in Ingham County.

This cooperative effort is provided through the strategic planning of trail development and provides a public service to all trail users.

B. Ingham County Parks may:

1. Work with FLRT to identify opportunities (trail projects, education, and assistance) and jointly pursue such projects with the FLRT’s Ambassador Program.
2. Make Ingham County Parks trails and rivers available for related activities, subject to applicable laws, regulations, policy, plans and other management direction.
3. Provide to the public the appropriate rules and regulations pertaining to recreation on county property.
4. If possible, Ingham County Parks may provide hand tools for volunteers working on trail maintenance. Such tools could include but are not limited to: shovels, folding hand-saws, loppers, wheel barrows, hand trimmers, etc.
5. Be receptive to expanded use of trails and rivers, including but not limited to: snow trails, fat tire biking, assistive devices or equipment further expanding access to Ingham County Parks trail systems by all users and those with varied physical or mental abilities.
6. Promote awareness and trail and river access throughout the Ingham County Parks trail system through social media and other channels.
C. FLRT may:

1. Work with Ingham County Parks to identify appropriate partnership opportunities (trail projects, promotion and education programs) and jointly pursue such projects in conjunction with the trail and river community and the Ingham County Parks.
2. Provide technical assistance with projects, educational activities, grant applications, and trail and river activities and management.
3. Under the direction of Ingham County Parks staff, assist in coordinating trail development and maintenance using volunteers.
4. Advocate that to the best possible extent, utilize best-practices of trail development and management with a focus on user safety, environmental protection and trail system financial and environmental sustainability.
5. Monitor the trail system and assist in removing incidental debris such as leaves, limbs, sticks, etc. on all trails.
6. Organize volunteer trail maintenance events to assist in maintenance of the trails within the confined resources of FLRT.
7. Encourage safe and courteous trail use, and provide signage about trail use ethics.
8. Promote awareness and access throughout the Ingham County Parks trail system through social media and other channels.
9. Help identify and advocate current trends as part of the 5 year master plan public input and stake holder process including but not limited to: approved/authorized uses, assistive devices or equipment further expanding access to Ingham County Parks trail systems by all users and those with varied physical or mental abilities.
10. Provide available hand tools for use by volunteers for trail maintenance.

D. LIABILITY:

a. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the FLRT in the performance of this Agreement shall be the responsibility of the FLRT, and not the responsibility of the County, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the FLRT, any volunteer, subcontractor, or anyone directly or indirectly employed by the FLRT.

b. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the County in the performance of this Agreement shall be the responsibility of the County and not the responsibility of the FLRT if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any County employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees as provided by statute or court decisions.

c. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the County and the FLRT in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the County and the FLRT in relation to each party’s responsibilities under these joint activities provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees, respectively, as provided by statute or court decisions.
E. INSURANCE:
   a. FLRT shall purchase and maintain insurance not less than the limits set forth below. All
      coverages shall be with insurance companies licensed and admitted to do business in the State of
      Michigan and with insurance carriers acceptable to the County and have a minimum A.M. Best
      Company’s Insurance Reports rating of A or A- (Excellent).
   b. General Liability Insurance on an “Occurrence Basis” with limits of liability not less than
      $1,000,000 per occurrence and/or aggregate combined single limit. Coverage shall include the
      following: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent
      Contractors Coverage; (D) Broad Form General Liability Endorsement or Equivalent.
   c. Proof of Insurance - FLRT shall provide to the County at the time the Agreements are returned
      by it for execution, two (2) copies of certificates of insurance for each of the policies mentioned
      above. If so requested, certified copies of all policies will be furnished.

F. NONDISCRIMINATION. The FLRT, as required by law, shall not discriminate against a person to be
   served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or
   privileges of employment, or a matter directly or indirectly related to employment because of race,
   color, religion, national origin, age, sex, gender identity, disability that is unrelated the individual’s
   ability to perform the duties of a particular job or position, height, weight, or marital status. The FLRT
   shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting
   discrimination, including, but not limited to the following:
   a. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended;
   b. The Persons With Disabilities Civil Rights Act, 1976 PA 220, as amended;
      promulgated thereunder; and
   d. The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 327, as amended, and
      regulations promulgated thereunder.

Breach of this section shall be regarded a material breach of this Agreement. In the event FLRT is
found not to be in compliance with this section, the County may terminate this Agreement effective as of
the date of delivery of written notification to FLRT.

G. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:
   1. FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to the Ingham
      County Parks under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).
   2. MODIFICATION. Modifications within the scope of the instrument shall be made by mutual
      consent of the parties, by the issuance of a written modification, signed and dated by all parties,
      prior to any changes being performed.
   3. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument shall be made by mutual
      consent of the parties, by the issuance of a written modification, signed and dated by all parties,
      prior to any changes being performed.
   4. TERMINATION. Any of the parties, in writing, may terminate the instrument in whole, or in
      part, at any time before the date of expiration.
   5. PRINCIPAL CONTACTS. The principle contacts for this instrument are:

| Ingham County Parks | FLRT Contact |
6. **NON-FUND OBLIGATING DOCUMENT.** This instrument is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for Government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.

7. **COMMENCEMENT/EXPIRATION DATE.** This instrument is executed as of the date of last signature and is effective through January 1, 2020 at which time it will expire unless extended.

8. **WAIVERS.** No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

9. **AGREEMENT MODIFICATIONS.** All modifications to this Agreement must be mutually agreed upon by the parties, and incorporated into written amendments to this Agreement after approval by the County’s Board of Commissioners, and signed by their duly authorized representatives.

10. **PURPOSE OF SECTION TITLES.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

11. **COMPLETE AGREEMENT.** This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

12. **SEVERABILITY.** If any part of this Agreement is found by a Court or Tribunal of competent jurisdiction to be invalid, unconstitutional or beyond the authority of either party to enter into or carry out, such part shall be deemed deleted and shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect. If the removal of such provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found invalid, unconstitutional or beyond the authority of the parties.

13. **CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT.** The people signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.
IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

COUNTY:

Kara Hope – Chairperson
Ingham County Board of Commissioners

Date

FLRT:

Tony Beyers, President
Friends of the Lansing Regional Trails

Date:

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

Mattis D. Nordfjord
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A MEMORANDUM OF UNDERSTANDING WITH THE FRIENDS OF THE LANSING REGIONAL TRAILS AMBASSADOR PROGRAM

WHEREAS, it has been determined that Ingham County Parks would benefit from the expertise and involvement of the Friends of the Lansing Regional Trails Ambassador Program; and

WHEREAS, the Memorandum of Understanding (MOU) would initiate frameworks of a high degree of cooperation between Friends of the Lansing Regional Trails Ambassador Program and Ingham County Parks for mutually beneficial programs, projects, and trails and river activities at the county park level; and

WHEREAS, the Friends of the Lansing Regional Trails Ambassador Program and Ingham County Parks are agreeable to this arrangement, as reflected in the attached Memorandum of Understanding between the parties.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the attached Memorandum of Understanding with the Friends of the Lansing Regional Trails Ambassador Program.

BE IT FURTHER RESOLVED, the term of the Memorandum of Understanding shall be from the date of execution until January 1, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Memorandum of Understanding on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: November 17, 2016
SUBJECT: Consulting Services for the Trails and Parks Millage
For the meeting agenda of 12/6/16 County Services and 12/7/16 Finance

BACKGROUND
The Board of Commissioners authorized Resolution 16-103 to direct staff to develop a job description for a staff person who would specifically work on the trails and parks millage. The Park Commission passed a motion at their June 27, 2016 meeting to direct staff to work with the Purchasing Department to issue a Request for Proposal (RFP) for a consultant to assist County staff with the Trails and Park Millage.

The Purchasing Department solicited proposals for the purpose of providing consulting services to and assisting the Ingham County Parks staff with the delivery of 20 millage related items. The cost for two years was $245,620 for the initial quote. The Park Commission met last month and determined a reduced scope of services and for the director to negotiate with Spicer Group, Inc. The scope of services were negotiated with Spicer Group, Inc. and reduced from 20 items to 8 items as detailed in the attached table and memo from Spicer Group, Inc. The Park Commission Evaluation Committee recommends that a contract be awarded to Spicer Group, Inc. The contract would be for a total two-year cost not to exceed $192,846.74 from the Trails and Parks Millage with a two year renewal option. The cost savings from the reduced scope of work amounted to $52,773.26. The Park Commission approved the resolution be approved as written with a vote of Yes-7; No-0 (Absent County Commissioner Carol Koenig, County Commissioner Teri Banas, and Park Commissioner Robin Lewis) at their November 14, 2016 meeting.

ALTERNATIVES
Ingham County Park staff does not have the engineering expertise that the consultant would be able to provide. Teri Morton, Budget Director, ran a report for the Parks Commission of what an engineering staff person would cost-and the range would be $111,229-$138,376. If we hired a consultant they would have various personnel with very diverse skill sets. Hiring a staff person with all the expertise spelled out in the eight scope items would be highly unlikely. The Park Commission feels strongly that this level of assistance will provide engineering expertise, oversight, and ensure we are doing our due diligence with the selection and implementation of millage funds.

FINANCIAL IMPACT
There are funds available in the Trails and Parks millage fund.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution with the passage of a motion at their November 14, 2016 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend the resolution authorizing a contract with Spicer Group, Inc. be approved.
November 2, 2016

Tim Morgan, Director
Ingham County Parks
121 E. Maple St., Suite 102
Mason, MI 48854

RE: Professional Consulting Services RFP, Packet #132-16
Ingham Count, MI

Tim,

At your request, we are providing you with a revised Scope of Work for the Parks and Trails Professional Consulting Services, Request for Proposals (RFP) Packet #132-16.

Background
Ingham County has a Parks and Trails millage that generates about 3.5 million dollars per year. With this millage, the County offers a grant program, to communities within the County, to create and maintain a sustainable countywide system of recreation trails and adjacent parks.

Administering this program is a good deal of work. Ingham County would like assistance with the administration of this grant program regarding a number of specified tasks. The initial task list in the Request for Proposals (RFP) included 20 items (see attached) but for budgetary reasons the desired assistance task list has been reduced to 8 of those 20 items. Listed below are the 8 items with an associated scope of work for each item.

Scope of Work / Fee
Following email correspondence from Ingham County, dated 10/25/16, and a follow-up meeting with Tim Morgan, Parks Director on 10/2/16, we have revised our Scope of Work as follows:

TASK 84. VALIDATE COST ESTIMATES ARE ACCURATE – Validate that cost estimates given in the application are accurate for each Ingham County Trails Parks Program Application before they are recommended for funding.

- We will review program application cost estimates, as determined by the County, for accuracy.
- We will visit the site, if needed, to help determine the accuracy of the proposed estimate. At the site we may check the project size or length, the number of road crossings, look at any drain crossings, grade challenges, wetland issues, and any needed bridge crossings, among other things.
- We will compare the cost estimate to recent bid prices for accuracy and we will include an inflation factor for the actual construction time.
- Reviewing the estimate, we will look to make sure all the needed ancillary elements are included as well, such as engineering, survey, staking, material testing, inspection, permits, soil erosion and sedimentation control, contingencies and project signage.
- Once we have completed our review, we will send a brief memo to Park staff on its accuracy and recommendation.
November 2, 2016
Page 2 of 7

- The Park staff will communicate any identified inaccuracies with the corresponding community.

**Fee:** Our anticipated fee for this task is based on an average of 4 hours per application review. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is $560 for each application, based on an average of 4 hours of time per application. Last year 17 projects were awarded. If we were to review 17 project cost estimates for the 2017 round we would anticipate our fee to be $9,520 for this work in 2017.

**TASK #5. PROVIDE RECOMMENDATION ON PROJECT VIABILITY** – Provide recommendations on project viability for the Ingham County Trails Parks Program Application to Parks Commission with oversight from the Director.

- Spicer Group will look at each application, as requested by the county, with regard to project viability. Project viability is reliant on many factors, including such things as needed easements or Right of Way (ROW), wetlands, permitting, project costs and water crossings, to name a few.
- The Park Staff will communicate any viability issues to the corresponding community and Park Commission.

**Fee:** Our anticipated fee for this task is based on an average of 1 hour per application review. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is $122 for each application, based on an average of 1 hour of time per application. Last year 17 projects were awarded. If we were to review 17 projects for viability for the 2017 round, we would anticipate our fee to be $2,074 for this work in 2017.

**TASK #9. FOLLOW UP ON AWARDED PROJECTS AND MONITOR ON-GOING PROJECTS THROUGH FALL 2016 COMPLETION** – Follow up on awarded projects and monitors on-going project activities to assure conformance to standards, plans and specifications as an Ingham County’s Trails project as to their status through to completion, including asphalt and bridge rounds as well as fall 2016 round.

- Spicer Group will follow up on awarded projects and monitor ongoing project construction activities, providing intermittent site observation to ensure compliance with the contract for each awarded project. At each project site visit we will check the work for conformance to the plans and specifications.
- For this task we would like to be involved in the pre-construction meeting between the owner and the contractor and the community’s prime professional. We would also envision participating in the project close out walk through with the community, contractor and project prime professional.
- This work includes general oversight of the asphalt and bridge rounds as well.
- Spicer Group will communicate with county park staff on its findings and the county park will then communicate as they see fit with the Community.
November 2, 2016
Page 3 of 7

- It is not the intent of this task to act as the project Prime Professional and provide all needed project inspection and testing, but to check to make sure that this type of oversight is occurring and that the project is being constructed to the industry standards and per the plans and specifications.

**Fee:** Our anticipated fee for this task is based on an average of 20 hours per project. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is $2,800 for the monitoring of each project, based on an average of 20 hours of time per project. Last year a total of 17 projects were awarded. If we were to follow up on 17 projects and monitor the construction progress of these projects for 2017, we would anticipate our fee to be $47,600 for this work in 2017.

**TASK #10. PROJECT AUDIT POST COMPLETION** – Perform a “project audit” post completion on each project as part of the Ingham County’s Trails award to ensure compliance with the contract for each awarded project. Including construction inspection and checking their work for conformance to standards, specifications and guidelines.

- Upon project completion, Spicer Group will audit the project and make sure the project elements in the grant have been completed and to industry standards, that site restoration is complete and the vegetation is established and that the project is ready to be closed out.
- Once the audit is complete, Spicer Group will communicate with the park Staff that the project is complete and ready for final close out.

**Fee:** Our anticipated fee for this task is based on an average of 4 hours per project. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is $460 for the post completion project audit of each project, based on an average of 4 hours of time per project. Last year a total of 17 projects were awarded. If we were to perform a post completion project audit on 17 projects for 2017, we would anticipate our fee to be $9,520 for this work in 2017.

**TASK #13. BRIDGE AND ENGINEERING EXPERTISE** – *Bridge Engineering and Expertise,* ability to conduct a variety of engineering field studies pertaining to bridge evaluation according to MDOT standards.

- Spicer Group will provide the ability to conduct a variety of engineering field studies pertaining to bridge evaluation according to MDOT Standards.
- Our in-house MDOT certified, structural engineers and MDOT field inspectors will visit a county requested project site and evaluate an existing bridge structure and structure approaches for a variety of needs.
- Our staff is also able to evaluate best fits of pre-manufactured pedestrian bridges for needed water crossings, wetland crossings or valley crossings.
November 2, 2016  
Page 4 of 7

**Fee:** Our anticipated fee for this task is based on an average of 4 hours per project. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is $10,212 for providing bridge engineering and expertise for 23 projects, based on an average of 4 hours of time per project. However, not all bridge projects may require our expertise or review. If this is the case, our fee would reflect this accordingly.

**TASK #15. PROVIDED FINISHED PROGRAM** – Leads the County Parks and community stakeholders in the development of way-finding and signage design, concepts and implementation program for Ingham County Trails. Provide finished program including design standards, guidelines and examples of signage that can be implemented by all communities as part of the regional trail system in Ingham County.

- We will conduct a stakeholder meeting to discuss long term way finding goals and review the way finding development process.
- At this stakeholder meeting we will seek input from the communities.
- Next we will develop options for a way finding system similar to the TART way-finding system.
- We will then meet with County Park Staff and review way finding system options.
- County park Staff will seek input from the Park Commission.
- Once feedback is received, we will revise the Wayfinding signage options.
- From this point, County parks will share the Wayfinding system with the communities.

**Fee:** Our anticipated fee for this task is based on an expected amount of 40 hours of effort. This equates to $5,600.

**TASK #16. PROFESSIONAL SERVICES DESIGN, WRITES GRANT APPLICATIONS AND PROVIDED DATA FOR RFP’s** – Prepares the prime professional design and cost estimates that would be usable for an RFP and write(s) grant application(s) for the Lake Lansing bathhouse/concession/restroom building/facility replacement project with assistance from staff for MDNR, Land and Water and Trust Fund grants and additional as deemed appropriate by consultant to try and secure grant funding to match millage funds. (2018 submittal)

*The County is also interested in pursuing Recreation Passport grants to provide ADA parking (paving the existing parking spaces) at both Burchfield and Lake Lansing Parks. (2017 submittal)*

We will explore the various preferred improvements and see what might be fundable under a grant. We will also explore what grant program might best match with your improvements and budget. After we have sorted out the grant type and project scope, we will begin the grant application process which will include a conceptual plan and preliminary estimate of cost (PEC) for the proposed improvements. Our tasks for this item will include:
November 2, 2016
Page 5 of 7

- **Conceptual Plan**
  - Walk the site with County Park Staff to review the site(s) for the proposed park improvements.
  - Prepare a base map of the proposed project site(s).
  - Gather information to include in the plan.
  - Develop preliminary conceptual plan(s).
  - Submit the preliminary conceptual plan(s) to the County for review.
  - Make any needed changes to the plan(s) based on feedback from the County.
  - Submit the final conceptual plan(s) to the County.

- **Grant Application**
  - Prepare a Preliminary Estimate of Cost (PEC) for the project(s). Assist the County in determining the local match amount(s).
  - Assist the County in setting up the new grant application(s) on the DNR MiRecGrants online system.
  - Complete the MDNR application form(s) with the required information.
  - Produce the project location map(s) and legal boundary map(s).
  - Review and complete the environmental checklist(s) with the County.
  - Write the supporting text for the application(s).
  - Include photos of the park site(s) and areas of proposed improvements.
  - Produce and submit the Transmittal Letter(s) and Notice of Intent form(s) to the regional planning house.
  - Compile and upload all of the requirements for the grant application(s).

- **Ingham County’s Responsibilities:**
  - Assist with and provide information for the grant application form(s) as needed (i.e. property deeds, plat map information, property descriptions, etc.)
  - Obtain commitment letters from any cash donors.
  - Obtain your attorney’s signature on the Documentation of Site Control form(s).
  - Advertise for a public meeting at least one week prior to the public meeting.
  - Host the advertised public meeting prior to April 1, 2017.
  - Obtain documentation from a disabled person and/or disability organization about the accessibility of the project(s) and their concerns and/or support.
  - Produce signed public meeting minutes and obtain a copy of the advertisement.
  - Certify a resolution from the Ingham County Board of Commissioners regarding the application(s), committing the matching funds, prior to April 1, 2017.
  - Solicit and collect letters of support for the project(s).
  - Review the final submittal documents.
  - Electronically submit the application(s) through the MiRecGrant system.

**Fee:** For all grant application projects, the cost estimate and conceptual plan are included in our scope of work.

Our anticipated fee for this task is based on an expected amount of 30 hours of effort per grant application. We understand there are (2) Recreation Passport grant applications for 2017. This equates to $3,660 per grant application, or $7,320. This includes separate applications to provide ADA paved parking spaces at Lake Lansing North and Burchfield Parks.
November 2, 2016
Page 6 of 7

For 2018, we understand the County would like to submit (1) Land & Water Conservation Fund grant application. This equates to $3,780. This application would include the bathhouse/concession/restroom and ADA parking improvements at Lake Lansing Park.

TASK #18. PROVIDES UPDATES AND IMPROVEMENTS TO COMPREHENSIVE REPORT –
Updates and improvements to the Ingham County Parks Trails and Parks Comprehensive Report maps showing clear detail of critical connections within the entire system, and identify missing links and recommending priorities within the regional system for connecting communities. This would include verification of on road bike lanes within the current plans/mapping and status of widths of those bike lanes identified, this would be completed by the consultant but, coordinated with the Ingham County Road Department and Park Departments.

- Review the maps and documentation in the existing plan.
- Identify trail connection gaps and critical connections that are unclear.
- Review gaps and critical connections with Park Staff.
- Seek input on what gaps and connections the staff would like to further research.
- Study identified trail gaps and identify potential routes.
- Review potential routes with park staff and seek their input.
- Park staff to share possible routes with Park Commission.
- Revise maps indicating potential trail gap routes
  - We will also look at the study and list all the identified future trail connectors and recommend connection priorities.
- Review bike lanes with the Ingham County Road Commission.
- Update map and trail document, “Ingham County Trails and Parks Comprehensive Report” to reflect yearly changes.

Fee: Our anticipated fee for this task is based on an expected amount of 24 hours of effort per year. This equates to $3,360.

Additional Services

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

Fee Schedule

Our proposed fee to complete these services can be found above and on the attached spreadsheet. When we add up the anticipated task efforts for Year 1, the total estimated hourly fee is in the amount of $95,206.

We find it difficult to determine a not-to-exceed lump sum number without knowing the actual amount of projects, or number of applications, or required time to monitor the construction of the projects. We are aware of the County’s desire to set a pre-determined dollar amount for the budgeting of this work. If that is the desire, we believe it might be best for the County to set an upper limit dollar amount per year. If, or when, we approach that number, we would let the park staff know that we are within say 15% of the upper
November 2, 2016
Page 7 of 7

limit. At that time the County could determine to either limit additional work or utilize additional dollars.

It is also our understanding that the Ingham County Park Staff will be responsible for communication with the Park Commission and Board of Commissioners, however if our attendance is required at one of these meetings, our fee for this will be in addition to the amount above, at a rate of $350 per meeting.

Once we have done this work for a year or two, I think both parties will have a better understanding of what work is involved and the level of assistance needed.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,

[Signature]

Robert R. Eggers, AICP
Senior Planner / Principal

[Signature]

Tanya M. Moore, PLA, ASLA
Landscape Architect/Planner

SPICER GROUP, INC.
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 754-4717 ext. 5568
Fax: (989) 754-4440
mailto: robe@spicergroup.com

Cc: SGI File
ALE, Acctg.
<table>
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<tr>
<th>Items in RFP</th>
<th>YEAR 1 Estimated Hours</th>
<th>YEAR 1 Rate/Hour</th>
<th>YEAR 1 Total Not-to Exceed</th>
<th>YEAR 2 Estimated Hours</th>
<th>YEAR 2 Rate/Hour</th>
<th>YEAR 2 Total Not-to Exceed</th>
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<td></td>
<td></td>
<td>BY STAFF</td>
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<td>2. Score applications</td>
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<td>3. Ensure applications are complete and correct</td>
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<td>4. Validate cost estimates are accurate</td>
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<td>6. Evaluate applications &amp; provide funding recommendations</td>
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<td>7. Provide limited assistance to communities completing application</td>
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<td>8. Work w/ staff &amp; improve mapping, produce GIS doc &amp; printable copies for 4 parks</td>
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<td></td>
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<td>9. Follow up on awarded projects &amp; monitor ongoing projects through Fall 2016 completion</td>
<td>340 *</td>
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<td>10. Project audit post completion</td>
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<td>15. Provided finished program</td>
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<td>18. Provides updates &amp; improvements to Comprehensive report</td>
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<td>19. Track and provide detailed reporting</td>
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<td>20. Assist and guide development of spending plan through FY 2010</td>
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* Estimated cost is based on the 17 projects that were awarded in spring 2016.
** Estimated cost is based on 23 bridge projects.

NOTE: We anticipate an annual increase of 2% or the rate of inflation, whichever is greater.

11/2/2016
Tim,

Another item you might share with the Committee,

Spicer Group will refrain from contracting with Ingham communities for any associated path or trail designs while we are under contract with Ingham for the millage assistance program.

I say this as an RFP came through today requesting a response for trails design assistance in Ingham County. I thought, we better not respond with the possibility of working for the County and this project may be related to the trails millage program.

Thank you,

Rob
### 2017 Personnel Cost Projection
**Road Department Design Engineer**

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<td><strong>Total</strong></td>
<td>$111,229</td>
<td>$138,376</td>
</tr>
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</table>
TO: Timothy Morgan, Director of Parks

FROM: James Hudgins, Director of Purchasing  
jhudgins@ingham.org

DATE: September 26, 2016

RE: Memo of performance for RFP No. 132-16: Parks and Trails Professional Consulting Services

Per your request, the Purchasing Department sought proposals from experienced and qualified professional consultants for the purpose of providing services to and assisting the Ingham County Parks staff with the delivery of certain millage related items.

The RFP was advertised in the Lansing State Journal, City Pulse and Ingham County Purchasing Department.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>42</td>
<td>8</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

Vendors not submitting proposals
Lapham Associates, West Branch MI: We do not feel that, with our current workload and staffing level, we would be able to provide you with the timely services that you deserve.

Butler, Fairman & Seufert Inc., Indianapolis IN,: At this time, we do not believe our current workload would allow us to assign the staffing needed to perform the required services mentioned in the RFP. Also, we were not able to identify a local Ingham County consultant available to partner with BF&S. We believe this type of partnership would be important in creating a viable Team relative to the scope of work identified in this RFP.

DLZ, Lansing, MI: At this time, we cannot submit a proposal for your project

Mannik & Smith Group, Inc., Monroe, MI: Unfortunately at this time, due our workload and other project commitments, we are unable to submit for this project. We appreciate the opportunity to be included in your solicitation for services.

Prein & Newhof, P.E., Grand Rapids, MI: Unfortunately we will not be submitting a bid, but we would like to remain on your submittal list.
Vendors Responding
Spicer Group, a local vendor, 110 W. Michigan Ave., Suite 725, Lansing MI 48933
Landscape Architect & Planners, Inc., One Oakland Center, 809 Center St., Suite 1, Lansing MI 48906

Estimate of Costs:

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<th></th>
<th>Spicer Group</th>
<th>Spicer Group</th>
<th>Spicer Group</th>
<th>LAP</th>
<th>Spicer Group</th>
<th>Spicer Group</th>
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<tr>
<td></td>
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<td>YEAR 1</td>
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<td>YEAR 2</td>
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<td>911</td>
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<td>934</td>
<td>1,000</td>
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</table>

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit evaluation to the Purchasing Department with your recommendation; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the “resolutions group” as acknowledgement of the Purchasing Department’s participation in the proposal process.

If I can be of further assistance, please email jhudgins@ingham.org
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH SPICER GROUP, INC. TO PROVIDE CONSULTING SERVICES TO AND ASSIST THE INGHAM COUNTY PARKS STAFF WITH THE DELIVERY OF CERTAIN MILLAGE RELATED ITEMS

WHEREAS, Board of Commissioner Resolution 16-103 directed staff to develop a job description for a staff person who would specifically work on the trails and parks millage; and

WHEREAS, the Park Commission passed a motion at their June 27, 2016 meeting to direct staff to work with the Purchasing Department to issue a Request for Proposal (RFP) for a consultant with various personnel with very diverse skill sets to assist County staff with the Trails and Park Millage; and

WHEREAS, the Purchasing Department solicited proposals from experienced and qualified professional consultants for the purpose of providing consulting services to and assisting the Ingham County Parks staff with the delivery of certain millage related items; 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 an estimated first-year cost of $95,206.00 and an estimated second-year cost of $97,640.74 for a combined two-year total not to exceed $192,846.74 from the Trails and Parks Millage to provide consulting services to and assist the Ingham County Parks staff with the delivery of certain millage related items.

BE IT FURTHER RESOLVED, the term of the contract is two years from the date of execution.

BE IT FURTHER RESOLVED, the Board of Commissioners also authorizes Spicer Group’s attendance at Park Commission or Board of Commissioners meeting(s), if required and requested, at a cost of $350.00 per meeting, in a total not to exceed three meetings per year for a total cost of $1,050 a year.

BE IT FURTHER RESOLVED, the Board of Commissioners approves an option to renew the contract for an additional two year period provided the annual cost increases should not exceed the Consumer Price Index’s Annual Inflation rate or 1%, whichever is greater, during the term of the Agreement.

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 after approval as to form by the County Attorney.
TO: Board of Commissioners County Services Committee
FROM: Tim Morgan, Parks Director
DATE: November 16, 2016
SUBJECT: Honoring Raelyn Kateley
For the meeting agenda of 12/6/16 County Services

BACKGROUND
Raelyn Kateley began her employment with the Ingham County Parks Department in 1994 as an Account Clerk. Park staff and the Park Commission wish to thank Raelyn for her years of service.

ALTERNATIVES
N/A

FINANCIAL IMPACT
There are no financial impacts.

OTHER CONSIDERATIONS
The Ingham County Park Commission supported this resolution at their October 24, 2016 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
WHEREAS, Raelyn Kateley began her employment with the Ingham County Parks Department in 1994 as an Account Clerk; and

WHEREAS, throughout her career she was responsible for processing payroll, accounts payable, p-card statement processing, entering cash receipts, entering PARs (personnel action requests), processing U.S. passport applications, inputting park shelter reservations, and responding to customer and employee inquiries; and

WHEREAS, Raelyn’s commitment to providing exceptional customer service has proven to be a great asset to the County Parks Department and Ingham County; and

WHEREAS, during her career Raelyn was dedicated, knowledgeable and loyal to the Parks Department mission to provide quality outdoor recreation opportunities and facilities for all segments of our population and to enhance the quality of life for park visitors and county residents through active citizen involvement, planned acquisition, preservation, and professional management of park lands.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby honors Raelyn Kateley for her outstanding quality of work and extends its sincere appreciation for her contributions during her years of dedicated service to the Ingham County Parks Department.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends to Raelyn its best wishes for continued success in all her future endeavors.
TO: County Services and Finance

DATE: November 21, 2016

FROM: Stacy Byers

SUBJECT: Approval to Close On Sheridan, Miedema and Lovette Properties

The Farmland and Open Space Preservation Board received applications for the 2015 cycle. In accordance with the Ordinance, the FOSP Board scored and ranked the applications based on the approved 2015 selection criteria. The appraisals were sent to the County Purchasing Department to participate in the Bid Process, whereas applicants are asked to provide their lowest bid for purchase. Through that process, three farmland properties are being recommended for conservation easement purchase. The FOSP Board approved and recommends closing on the Sheridan, Miedema and Lovette properties. The FOSP Board has funds in their 2016 budget to cover all closing and purchase costs.

Furthermore, in the spirit of full disclosure, the Sheridan property is owned and operated by William and Sally Sheridan, relatives to Stacy Byers, Director of the FOSP Board. Precedence was sent with the Koelling property in 2014 which established a process for properly stewarding easements through that are closer than arms length. Mrs. Byers recused herself from all board discussion concerning the Sheridan application.

In a memo dated July 22, 2014, from Mr. Peter Cohl, of Cohl Stoker & Toskey, P.C., he states “there is a conflict of interest, but the application may be approved with full disclosure in advance of the meeting at which it is to be approved as well as in the Board’s minutes of the meeting, (b) recusal of the Board member from all discussion and voting on the application, and (c) concurrence of 2/3 majority vote of the FOSP Board.” The FOSP Board and Mrs. Byers have complied with all requirements set forth above and conducted all due diligence in accordance with the County Ethics Policy.

Thank you.
Rescued by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON THE SHERIDAN, MIEDEMA, AND LOVETTE PROPERTIES

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

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Preservation Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2015 application cycle, and of which, said ranking was approved by Resolution #16-044; and

WHEREAS, the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a “Bid” process; and

WHEREAS, The Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds on all properties using 100% locals fund on the Sheridan, Miedema, and Lovette properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Sheridan, Miedema and Lovette properties at a price not to exceed the amount listed in the chart below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Appraisal /CE Price</th>
<th>Landowner Contribution</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheridan</td>
<td>$253,000.00</td>
<td>$3000.00</td>
<td>$250,000.00</td>
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<tr>
<td>Miedema</td>
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<td>$554,500.00</td>
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<tr>
<td>Lovette</td>
<td>$305,000.00</td>
<td>$0.00</td>
<td>$305,000.00</td>
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</tbody>
</table>

BE IT FURTHER RESOLVED, that the County 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.
MEMORANDUM

TO: COUNTY SERVICES AND FINANCE COMMITTEES

DATE: NOVEMBER 21, 2016

FROM: STACY BYERS, INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD

SUBJECT: APPROVAL OF 2016 APPLICATION CYCLE RANKING

This resolution approves the 2016 application cycle ranking and establishes a priority for the top applications. In 2012 the BOC established the Purchasing Department as the designated party responsible for negotiating prices with landowners for the purchase of conservation easements. The 2016 ranked applications will go through the Purchasing Departments’ Bid process to negotiate easement values.

There will be future costs associated with proceeding with negotiations on the top scoring farms, including, but not limited to, appraisal, survey, title commitment and insurance costs. Those costs are included in the 2017 budget.
RESOLUTION APPROVING THE RANKING OF THE 2016 FARMLAND AND OPEN SPACE PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE TOP RANKED PROPERTIES

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board Preservation Program), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, on August 5, 2008, the voters of Ingham County approved the levy of 0.14 mills for the purpose of funding the Farmland and Open Space Preservation Board; and

WHEREAS, Resolution #10-100 directs the Farmland and Open Space Board to identify agricultural and open space property for inclusion in the program, to rank the applications received according to established criteria approved by the Board of Commissioners, and to select properties for purchase of Conservation Easement Deeds which requires approval by the Board of Commissioners; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase Conservation Easement Deeds on Agricultural and Open Space properties in Ingham County; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all farmland open space applications received for the 2016 cycle and wishes to proceed with negotiations on the top ranked properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the 2016 Farmland and Open Space Application Ranking as attached, and approves the FOSP Board to proceed with negotiations on the top ranked properties.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
### 2016 Farmland Score and Rank

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<tr>
<th>Applicant Zones</th>
<th>Agricultural Productivity</th>
<th>Size of Parcels</th>
<th>Additional Ag Income</th>
<th>Proximity to Existing Livestock Farm</th>
<th>Proximity to Water or Sewer</th>
<th>Proximity to Designated Population Center</th>
<th>Road Frontage</th>
<th>Location to Protected Property</th>
<th>Block Applications</th>
<th>Additional Ag Characteristics</th>
<th>MAEAP</th>
<th>Final Score</th>
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</thead>
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TO: Board of Commissioners County Services and Finance Committee  
FROM: Travis Parsons, Human Resources Director  
DATE: November 21, 2016  
SUBJECT: LOU – Capitol City Labor Program, Inc. – 911 Non-Supervisory Unit  
County Services December 6th and Finance Committee December 7th

BACKGROUND

The 911 Center continues to experience significant staffing shortages that require current employees to work a tremendous amount of overtime. Employees currently volunteer for some overtime assignment and other overtime assignments are mandated in accordance with minimum staffing levels necessary to operate the 911 Center. During reopener negotiations for 2017, an issue was raised by the Union regarding the forced overtime caused by a staffing shortage on a holiday.

In addition, the Employer identified an issue regarding shift preference and clarification of the Call Taker (new classification in 2016) assignments to shifts.

The Union issue regarding forced overtime was discussed and the solution was to incentivize employees with double time in response to the holiday assignments. This will help improve the morale of employees forced to come in on holidays that were previously scheduled off.

ALTERNATIVES

To make no change to the current language.

FINANCIAL IMPACT

The forced overtime issue will continue to alleviate itself as more trained Emergency Telecommunicators and Call Takers are introduced to the schedule. This will ultimately eliminate the need mandatory overtime assignments and specifically forced overtime on holidays.

OTHER CONSIDERATIONS

Through the meet and confer process, all parties agreed to the arrangement and captured the agreement in the proposed Letter of Understanding.

RECOMMENDATION

Based on the information presented, the Director – 911 and I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and the CCLP – 911 Non-Supervisory Unit regarding the overtime rate for forced overtime on a designated holiday and clarification of Call Taker assignments.
LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM
AND
CAPITOL CITY LABOR PROGRAM, INC.
911 NON-SUPERVISORY UNIT

2017 Collective Bargaining Agreement Re-opener

WHEREAS, the Employer and Union are parties to a Collective Bargaining Agreement with a term running from January 1, 2016, through December 31, 2017 (the “CBA”); and

WHEREAS, Article 22, Section 22.4, of the CBA provided the option to both parties to choose one issue for a re-opener;

WHEREAS, the Union’s issue is forced overtime caused by a staffing shortage on a holiday and the Employer’s issue is a change to shift preference; and

WHEREAS, the parties wish to revise the terms of the CBA to incorporate the agreement reached on these issues.

NOW, THEREFORE IT IS HEREBY AGREED as follows:

1. Article 8, Section 8.1 is amended and replaced in its entirety with the following:

   8.1 Under the current shift schedule, two 6 month shifts and team selections will be bid twice per year, by each group, Call Takers and Dispatchers. For the first 8 Call Takers, after being trained, no more than 2 Call Takers will be assigned to each of the 4 teams. Starting November 7, 2016, once 12 Call Takers are hired and trained, the parties will meet to discuss any issues with the Call Taker position. No more than 3 Call Takers will be assigned to each of the 4 teams.

2. Article 28, Section 28.6 is amended and replaced in its entirety with the following:

   28.6 Employees who work on one of the above holidays, will be paid holiday pay for all hours worked on the holiday, time and one (1 ½) their regular straight time rate. Starting with the Thanksgiving holiday in 2016, employees who volunteer or are forced to work overtime caused by a staffing shortage on one of the above holidays will be compensated at two times their regular straight time rate of pay.

3. This Letter of Understanding shall modify the parties’ CBA only to the extent expressly provided herein.
IN WITNESS WHEREOF the authorized representatives of the parties hereto have executed this Agreement on date indicated below each signature.

CAPITOL CITY LABOR PROGRAM, INC.  

Division Representative

Thomas Krug, Lodge Executive Director

Steven Lett, Lodge Attorney Approved as to form

COUNTY OF INGHAM:

Kara Hope Chairperson Board of Commissioners

Mattis D. Nordfjord, County Attorney Approved as to form
Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A LETTER OF UNDERSTANDING WITH
CAPITOL CITY LABOR PROGRAM, INC. – 9-1-1 NON-SUPERVISORY UNIT REGARDING
OVERTIME AND CALL TAKER ASSIGNMENTS

WHEREAS, an agreement was reached between representatives of Ingham County and the Capitol City labor
Program, Inc. – 911 Non-Supervisory unit (CCLP) for the period January 1, 2016 through December 31, 2017;
and

WHEREAS, the Human Resources Department, 911 Center and the County Attorney have addressed in a
contract reopener with CCLP the staffing issues and the need for forced overtime on designated holidays; and

WHEREAS, the Human Resources Department, 911 Center and the County Attorney have addressed in a
contract reopener with CCLP the need for clarification of Call taker assignments; and

WHEREAS, the Employer and Union desire to modify the current language in the collective bargaining
agreement and amended the language through the attached Letter of Understanding; and

WHEREAS, the provisions of the Letter of Understanding have been approved by the County Services and
Finance Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the
attached Letter of Understanding.

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.
TO:       Board of Commissioners County Services and Finance Committee
FROM:    Travis Parsons, Human Resources Director
DATE:    November 21, 2016
SUBJECT: Resolution Approving Modifications to the 2017 Managerial and Confidential Employee Personnel Manual

BACKGROUND
Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2017, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual. This included language changes and clarifications in several areas. The Steering Committee also reviewed the recent change to section K. Severance Pay made by the Board of Commissioners.

ALTERNATIVES
None

FINANCIAL IMPACT
The manual update includes a 1% increase to the 2017 salary schedule.

OTHER CONSIDERATIONS
None

RECOMMENDATION
On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving modifications to the 2017 Managerial and Confidential Employee Personnel Manual.
RESOLUTION APPROVING MODIFICATIONS TO THE
2017 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL

WHEREAS, the Managerial and Confidential Employee Steering Committee discussed changes to the 2017 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommended changes for the 2017 Managerial and Confidential Employee Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommendations, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2017 Managerial and Confidential Employee Personnel Manual:

1. Change in language under section B. Compensation Plan: For clarification, add the Board Coordinator, Director – Equalization and Managing Director – Road Department to the list positions reporting directly to the Board of Commissioners.

2. Update language under section C. Compensation Levels: Effective January 1, 2017, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 1% increase to the 2016 salary schedule.

3. Update language in section E. Hospitalization – Medical Coverage: Subject to annual modification for health plan year 2017.

4. Change in language under section I. Longevity Plan: Clarify the longevity bonus schedule by eliminating the reference to the percentage calculation of base pay and listing the actual amounts for each level of continuous service.

5. Change in language under section J. Leaves of Absence: Under subsection b. Sick Leave – add language regarding positions reporting directly to the Board of Commissioners will inform the Board Office of his/her intention to take sick leave.

6. Change in language under section M. Vacations: Add subsection 8 regarding positions reporting directly to the Board of Commissioners notifying the Board Office of vacation leave.

7. Change in language under section O. Vacation Bonus Days: Under subsection 2, add language regarding positions reporting directly to the Board of Commissioners notifying the Board Office of vacation bonus leave.

8. Change in language under section Q. Travel Allowance: Include a reference to the current Board approved Travel Policy.

9. Change in language under section W. Administrative Leave: Include a reference to the current Board approved Suspension of County Operations Policy.
10. Change in Appendix A: Add subsection 5 regarding positions reporting directly to the Board of Commissioners notifying the Board Office of telecommute days.

11. Change in Appendix D - Compensation Levels: Eliminate the special separate grade of the Court Officer/Research Clerk and incorporate into the MCF Grade 8.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual will be effective January 1, 2017 and shall expire on December 31, 2017.
TO:        Board of Commissioners Finance and Liaison Committees
FROM:  Jill Bauer, Administrative Analyst
DATE:    11/18/2016
SUBJECT: Resolution Approving Various Contracts for the 2017 Budget Year
for the meeting agendas of December 1st, 5th, 6th and 7th

BACKGROUND
This resolution will approve the attached list of contracts for the 2017 budget year. The list consists only of contracts that are included in the 2017 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over $5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index’s Annual Inflation rate (0.9% for 2017) or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners’ Guidelines. Expenditure contracts with a 2017 increase of 1% or less are the only ones included in this resolution.

ALTERNATIVES
This process is in place to reduce the number of contracts that have to go the Board of Commissioners each year.

FINANCIAL IMPACT
Budgets were approved in the 2017 Budget for the contracts included in the list attached.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
The budget office recommends approving the attached contracts for the 2017 Budget year.
Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2017 BUDGET YEAR

WHEREAS, county policy requires that all contracts over $5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2017 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller’s Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over $5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.
### COUNTY SERVICES COMMITTEE

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<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
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<th>2016 COST</th>
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<td>Equalization</td>
<td>State of Michigan</td>
<td>Annual Grant for Remuneration Program</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$15,620</td>
<td>$25,000</td>
<td>$9,380</td>
<td>60%</td>
<td>State Fund</td>
</tr>
</tbody>
</table>
TO: Board of Commissioners Finance and Liaison Committees

FROM: Teri Morton, Budget Director

DATE: November 21, 2016

SUBJECT: Year End Adjustment and Contingency Fund Update

For the meeting agendas of 12/1/16 Law and Courts, 12/5/16 County Services, 12/6/16 Human Services, and 12/7/16 Finance

BACKGROUND
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.

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2016 Budget. The General Fund budget will be adjusted to the amount of $82,862,858 for the fourth quarter of 2016.

FINANCIAL IMPACT
Detail of the recommended adjustments to the Ingham County budget for the fourth quarter of fiscal year 2016 are attached. The total decrease to the General Fund is $145,450.

There are just two major adjustments this quarter. One is an additional appropriation of $100,000 to the Department of Health and Human Services Child Care fund for costs associated with Federal Audit findings. With State matching funds, the total increase to the budget will be $200,000. The general fund portion will be funded from the 2016 contingency account.

The second adjustment is a decrease to State Prisoner Care revenue of $145,450, as the result of the abruptly canceled contract for leased Jail beds by the State of Michigan. This will also be funded from the 2016 contingency account.

There are also a few adjustments in the Machinery and Equipment Revolving Fund for replacement computer equipment and copiers. Funds are available for these purchases through accumulated chargebacks to departments.

OTHER CONSIDERATIONS
Also included is an update of contingency fund spending so far this year. The current contingency amount is $245,450. If this resolution is approved as presented, the 2016 contingency account will be depleted. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of $350,000.

RECOMMENDATION
Adoption of this resolution is recommended.
### 2016 CONTINGENCY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Contingency Amount</td>
<td>$350,000</td>
</tr>
<tr>
<td>R16-165: BOC Temporary Employee for FOIA</td>
<td>(4,550)</td>
</tr>
<tr>
<td>R16-269: VOA New Hope Day Shelter</td>
<td>(30,000)</td>
</tr>
<tr>
<td>R16-362: DHHS Additional Appropriation</td>
<td>(50,000)</td>
</tr>
<tr>
<td>R16-421: Temporary Assistant Prosecutor</td>
<td>(20,000)</td>
</tr>
<tr>
<td>Proposed 4\textsuperscript{th} Quarter/Year End Adjustment</td>
<td>(245,450)</td>
</tr>
<tr>
<td><strong>Current Contingency Amount</strong></td>
<td><strong>$0</strong></td>
</tr>
</tbody>
</table>
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; and

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute.

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:

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2016 BUDGET</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$83,008,308</td>
<td>($145,450)</td>
<td>$82,862,858</td>
</tr>
<tr>
<td>288</td>
<td>DHHS – Child Care</td>
<td>$4,212,707</td>
<td>$200,000</td>
<td>$4,412,707</td>
</tr>
<tr>
<td>664</td>
<td>Mach. &amp; Equip. Revolving</td>
<td>$1,391,998</td>
<td>$14,778</td>
<td>$1,406,776</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2016 Ingham County General Fund budget at $82,862,858.
## GENERAL FUND REVENUES

<table>
<thead>
<tr>
<th>Tax Revenues</th>
<th>2016 Budget – 11/15/16</th>
<th>Proposed Changes</th>
<th>2016 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Property Tax</td>
<td>44,782,645</td>
<td></td>
<td>44,782,645</td>
</tr>
<tr>
<td>Property Tax Adjustments</td>
<td>(150,000)</td>
<td></td>
<td>(150,000)</td>
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<tr>
<td>Delinquent Real Property Tax</td>
<td>15,000</td>
<td></td>
<td>15,000</td>
</tr>
<tr>
<td>Unpaid Personal Property Tax</td>
<td>(10,000)</td>
<td></td>
<td>(10,000)</td>
</tr>
<tr>
<td>Industrial Facility Tax</td>
<td>300,000</td>
<td></td>
<td>300,000</td>
</tr>
<tr>
<td>Trailer Fee Tax</td>
<td>15,000</td>
<td></td>
<td>15,000</td>
</tr>
</tbody>
</table>

### Intergovernmental Transfers

| State Revenue Sharing                            | 6,088,744              |                  | 6,088,744            |
| Convention/Tourism Tax - Liquor                  | 1,395,224              |                  | 1,395,224            |
| Court Equity Fund                                | 1,490,000              |                  | 1,490,000            |
| Use of Fund Balance                              | 5,128,068              |                  | 5,128,068            |

### Department Generated Revenue

| Animal Control                                   | 710,636                |                  | 710,636              |
| Circuit Court - Family Division                  | 1,016,625              |                  | 1,016,625            |
| Circuit Court - Friend of the Court              | 562,000                |                  | 562,000              |
| Circuit Crt - General Trial                      | 2,467,390              |                  | 2,467,390            |
| Controller                                       | 3,170                  |                  | 3,170                |
| Cooperative Extension                            | 2,500                  |                  | 2,500                |
| County Clerk                                     | 632,210                |                  | 632,210              |
| District Court                                   | 2,674,448              |                  | 2,674,448            |
| Drain Commissioner/Drain Tax                     | 394,758                |                  | 394,758              |
| Economic Development                             | 56,640                 |                  | 56,640               |
| Elections                                        | 247,677                |                  | 247,677              |
| Emergency Operations                             | 53,582                 |                  | 53,582               |
| Equalization /Tax Mapping                        | 10,100                 |                  | 10,100               |
| Facilities                                       | 172,957                |                  | 172,957              |
### Financial Services
89,673

### Health Department
120,000

### Human Resources
42,368

### Probate Court
277,178

### Prosecuting Attorney
602,452

### Register of Deeds
2,036,729

### Remonumentation Grant
87,454

### Sheriff
6,007,197 (145,450) 5,861,747

### Treasurer
5,222,133

### Tri-County Regional Planning
63,921

### Veteran Affairs
399,829

### Total General Fund Revenues
83,008,308 (145,450) 82,862,858

### GENERAL FUND EXPENDITURES

<table>
<thead>
<tr>
<th>Department</th>
<th>2016 Budget - 11/15/16</th>
<th>Proposed Changes</th>
<th>2016 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Commissioners</td>
<td>556,179</td>
<td></td>
<td>556,179</td>
</tr>
<tr>
<td>Circuit Court - General Trial</td>
<td>8,613,169</td>
<td></td>
<td>8,613,169</td>
</tr>
<tr>
<td>District Court</td>
<td>3,175,311</td>
<td></td>
<td>3,175,311</td>
</tr>
<tr>
<td>Circuit Court - Friend of the Court</td>
<td>1,594,800</td>
<td></td>
<td>1,594,800</td>
</tr>
<tr>
<td>Jury Board</td>
<td>1,199</td>
<td></td>
<td>1,199</td>
</tr>
<tr>
<td>Probate Court</td>
<td>1,485,465</td>
<td></td>
<td>1,485,465</td>
</tr>
<tr>
<td>Circuit Court - Family Division</td>
<td>5,489,400</td>
<td></td>
<td>5,489,400</td>
</tr>
<tr>
<td>Jury Selection</td>
<td>134,467</td>
<td></td>
<td>134,467</td>
</tr>
<tr>
<td>Elections</td>
<td>537,562</td>
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<td>537,562</td>
</tr>
<tr>
<td>Financial Services</td>
<td>773,589</td>
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<td>773,589</td>
</tr>
<tr>
<td>County Attorney</td>
<td>445,143</td>
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<td>445,143</td>
</tr>
<tr>
<td>County Clerk</td>
<td>955,772</td>
<td></td>
<td>955,772</td>
</tr>
<tr>
<td>Controller</td>
<td>934,739</td>
<td></td>
<td>934,739</td>
</tr>
<tr>
<td>Equalization/Tax Services</td>
<td>729,444</td>
<td></td>
<td>729,444</td>
</tr>
<tr>
<td>Department</td>
<td>Budget</td>
<td>Expenses</td>
<td></td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------------</td>
<td>-----------</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>748,469</td>
<td>748,469</td>
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<tr>
<td>Prosecuting Attorney</td>
<td>6,371,869</td>
<td>6,371,869</td>
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<tr>
<td>Purchasing</td>
<td>217,271</td>
<td>217,271</td>
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<tr>
<td>Facilities</td>
<td>2,078,574</td>
<td>2,078,574</td>
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<tr>
<td>Register of Deeds</td>
<td>751,832</td>
<td>751,832</td>
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<tr>
<td>Remonumentation Grant</td>
<td>87,454</td>
<td>87,454</td>
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</tr>
<tr>
<td>Treasurer</td>
<td>540,495</td>
<td>540,495</td>
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<tr>
<td>Drain Commissioner</td>
<td>964,065</td>
<td>964,065</td>
<td></td>
</tr>
<tr>
<td>Economic Development</td>
<td>131,524</td>
<td>131,524</td>
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<tr>
<td>Community Agencies</td>
<td>220,000</td>
<td>220,000</td>
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<tr>
<td>Ingham Conservation District</td>
<td>8,190</td>
<td>8,190</td>
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</tr>
<tr>
<td>Equal Opportunity Committee</td>
<td>500</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Women’s Commission</td>
<td>500</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Historical Commission</td>
<td>500</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Tri-County Regional Planning</td>
<td>113,053</td>
<td>113,053</td>
<td></td>
</tr>
<tr>
<td>Jail Maintenance</td>
<td>215,600</td>
<td>215,600</td>
<td></td>
</tr>
<tr>
<td>Sheriff</td>
<td>20,361,228</td>
<td>20,361,228</td>
<td></td>
</tr>
<tr>
<td>Tri-County Metro Squad</td>
<td>75,000</td>
<td>75,000</td>
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<tr>
<td>Community Corrections</td>
<td>154,896</td>
<td>154,896</td>
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<tr>
<td>Animal Control</td>
<td>1,740,197</td>
<td>1,740,197</td>
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<tr>
<td>Homeland Sec./Emergency Ops.</td>
<td>204,115</td>
<td>204,115</td>
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</tr>
<tr>
<td>Board of Public Works</td>
<td>300</td>
<td>300</td>
<td></td>
</tr>
<tr>
<td>Drain Tax at Large</td>
<td>430,000</td>
<td>430,000</td>
<td></td>
</tr>
<tr>
<td>Health Department</td>
<td>5,302,865</td>
<td>5,302,865</td>
<td></td>
</tr>
<tr>
<td>Community Health Centers</td>
<td>2,892,486</td>
<td>2,892,486</td>
<td></td>
</tr>
<tr>
<td>Jail Medical</td>
<td>1,921,190</td>
<td>1,921,190</td>
<td></td>
</tr>
<tr>
<td>Medical Examiner</td>
<td>359,075</td>
<td>359,075</td>
<td></td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>701,927</td>
<td>701,927</td>
<td></td>
</tr>
<tr>
<td>Community Mental Health</td>
<td>1,897,161</td>
<td>1,897,161</td>
<td></td>
</tr>
<tr>
<td>Department of Human Services</td>
<td>1,974,769</td>
<td>100,000</td>
<td>2,074,769</td>
</tr>
<tr>
<td>Service Area</td>
<td>Budget Amount</td>
<td>Adjustments</td>
<td></td>
</tr>
<tr>
<td>--------------------------------------</td>
<td>-----------------</td>
<td>---------------------</td>
<td></td>
</tr>
<tr>
<td>Tri-County Aging</td>
<td>78,512</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>551,795</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cooperative Extension</td>
<td>444,081</td>
<td></td>
<td></td>
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<tr>
<td>Library Legacy Costs</td>
<td>133,236</td>
<td></td>
<td></td>
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<tr>
<td>Parks and Recreation</td>
<td>1,566,141</td>
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<tr>
<td>Contingency Reserves</td>
<td>245,450</td>
<td>(245,450)</td>
<td></td>
</tr>
<tr>
<td>Legal Aid</td>
<td>20,000</td>
<td>20,000</td>
<td></td>
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<tr>
<td>2-1-1 Project</td>
<td>45,750</td>
<td></td>
<td></td>
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<tr>
<td>Community Coalition for Youth</td>
<td>27,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>2,154,999</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Additional Pension Contribution</td>
<td>1,850,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total General Fund Expenditures</strong></td>
<td><strong>83,008,308</strong></td>
<td><strong>(145,450)</strong></td>
<td></td>
</tr>
</tbody>
</table>

**General Fund Revenues**

Sheriff  
Decrease State Prisoner Care revenue $145,450 based on current projections.

**General Fund Expenditures**

Dept. of Hlth/Human Svcs.  
Increase general fund transfer up to $100,000 for costs associated with Federal Audit findings.

Contingency  
Decrease contingency $145,450 to offset decreased Sheriff revenue and $100,000 for increased transfer to Department of Health and Human Services Child Care fund.

**Non-General Fund Adjustments**

DHHS Child Care (F288)  
Increase general fund transfer up to $100,000 for costs associated with Federal Audit findings. Funds will be matched by the State of Michigan for a total budget of $200,000.

Mach./Equip. Revolving (F664)  
Increase CIP upgrade funds for replacement of two copiers for the Road Department ($12,540), a laptop for Parks ($1,330), and a PC for the Budget Office ($908).
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING COMMISSIONER COMPENSATION
FOR 2017 AND 2018

WHEREAS, the Board of Commissioners is authorized to establish the compensation for the Board of Commissioners; and

WHEREAS, the Board of Commissioners cannot make changes in compensation which affect the Board during the current term, but can make changes to be effective for the next term; and

WHEREAS, the Board of Commissioners wishes to establish the Commissioners’ Compensation for the period of January 1, 2017 through 2018 with a ___% increase for 2017 and a ___% increase for 2018.

THEREFORE BE IT RESOLVED, that effective on the date indicated, the salaries for the Ingham County Board of Commissioners shall be as follows:

<table>
<thead>
<tr>
<th>Position</th>
<th>Current Compensation</th>
<th>January 1, 2017</th>
<th>January 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Chair</td>
<td>$17,425</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Chair, Vice Chair Pro Tem and all Standing Committee Chairs</td>
<td>$12,704</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Commissioners</td>
<td>$11,647</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that each Commissioner shall continue to be paid a $60.00 per diem for attending each officially called Standing Committee and Board Meeting of which the Commissioner is a member, including Committee of the Whole and Board Leadership to a maximum of eighty (80) per year, provided, however, that a Commissioner shall not be entitled to a payment for more than two (2) meetings per day; and provided further that Commissioners shall not be eligible for payment for a committee meeting which occurs on the same day as a board meeting.

BE IT FURTHER RESOLVED, that the Board of Commissioners’ Chairperson, and Vice-Chairperson as Ex-Officio of all Committees, shall be paid a per diem subject to a maximum of 100 per year.

BE IT FURTHER RESOLVED, that the above-stated salaries for Ingham County Commissioners shall not preclude a Commissioner from receiving a per diem payment when he/she is appointed to a statutory board and/or agency by the County Board of Commissioners. Commissioners shall receive the same per diem as non-Commissioner members appointed by the Board of Commissioners to statutory boards and/or agencies, in addition to the above stated salary, provided that a per diem Commissioner payment is not prohibited by the specific statute in question.
BE IT FURTHER RESOLVED, that the Board Coordinator shall be responsible for periodically preparing appropriate vouchers for the payment of per diem for each Commissioner, based on the approved minutes of each Standing Committee, Committee of the Whole, and Board Leadership meeting, and that said voucher shall be approved and signed by the individual Commissioners prior to its submission for payment.

BE IT FURTHER RESOLVED, that each Commissioner may, at his/her own expense, purchase health insurance, including dental and vision, as now or in the future provided by the County to its Managers.

BE IT FURTHER RESOLVED, that the retirement benefit for Commissioners who began serving prior to January 1, 2013 shall be MERS plan C-2 with B-1 base, 55F with 15 years; V6, FAC5, with Commissioners paying 4.76% of salary; which includes a 1.2% increase in Commissioner contributions, provided, however, that each Commissioner at the beginning of his/her term has the option of choosing to participate in the retirement plan.

BE IT FURTHER RESOLVED, effective January 1, 2013 Commissioners shall be covered under a MERS Hybrid Plan.

BE IT FURTHER RESOLVED, that Commissioners shall receive reimbursement for travel outside Ingham County only for actual miles traveled on county business, at the rate established by the Internal Revenue Service, provided, however, that said mileage reimbursement is not more than that set for State Officers as determined by the State Officers Compensation Commission. In the event that the above stated mileage reimbursement exceeds the mileage rate established by the State Officers Compensation Commission, then under such circumstances that rate established by the State Officers Compensation Commission shall supersede the above stated rates. This paragraph shall apply to out-of-county travel only. Commissioners shall not receive mileage reimbursement for intra-county travel, except when in the process of traveling in the County as stated above and as otherwise provided hereunder.

BE IT FURTHER RESOLVED, that the reimbursement for expenses associated with conferences and conventions shall continue to be provided for Commissioners in the attached Travel Policy and Procedures for Ingham County Commissioners.
TRAVEL POLICY AND PROCEDURES
FOR INGHAM COUNTY COMMISSIONERS

1. Each Commissioner may be reimbursed up to $1,500 annually for costs of transportation, meals and lodging associated with attending conferences or conventions in his/her capacity as a County Commissioner. Expenses for incidental travel and alcoholic beverages while at such conferences and conventions will not be reimbursed. Expenses must be reimbursed in the year in which they are incurred.

2. The cost of registration not exceeding $1,000 per Commissioner for in-state and out-of-state conferences or conventions may be paid from the Board of Commissioners budget and will not be counted as part of the Commissioners annual $1,500 travel reimbursement allowance.

3. In the event that a Commissioner is appointed or elected to an office by a state or national association, the Board may, by resolution, recognize the position and allocate up to an additional $1,500 annually within the County’s fiscal year to cover increased expenses of attending necessary functions associated with the office.

4. Expenses incurred by a Commissioner in excess of the above limits which are billed to the County will be recovered through payroll deduction unless reimbursed by the Commissioner within 10 working days of receipt of the statement by the Board Office.

5. Original receipts or credit card records must be submitted to obtain reimbursement for travel and lodging expenses.

6. Any funds authorized pursuant to this policy, but unexpended within the fiscal year, cannot be carried over for use in succeeding fiscal years.

7. A Commissioner shall not be reimbursed more than $3,000 for travel expenses within the County’s fiscal year, excluding registration fees.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ANNUAL 2017 COMPENSATION FOR NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS

WHEREAS, a 1 percent wage increase was recommended as part of the 2017 Managerial/Confidential Personnel Manual; and

WHEREAS, the Board wishes to increase the salary level for non-Judicial County-Wide Elected Officials by 1 percent for 2017 as well.

THEREFORE BE IT RESOLVED, that the following Ingham County Non-Judicial Elected Officials: County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall be provided a 2017 salary as listed below (reflects a 1 percent increase):

<table>
<thead>
<tr>
<th>Elected Official</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Clerk</td>
<td>$91,713</td>
<td>$92,630</td>
</tr>
<tr>
<td>Drain Commissioner</td>
<td>$85,731</td>
<td>$86,588</td>
</tr>
<tr>
<td>Prosecuting Attorney</td>
<td>$132,075</td>
<td>$133,396</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>$85,731</td>
<td>$86,588</td>
</tr>
<tr>
<td>Sheriff</td>
<td>$123,698</td>
<td>$124,935</td>
</tr>
<tr>
<td>Treasurer</td>
<td>$98,812</td>
<td>$99,800</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the salary is contingent upon the elected official foregoing any per diem, fees, or payments to which the elected official may otherwise be entitled, other than as may be specifically identified herein, including but not limited to Delinquent Tax Administration fees (Treasurer); fees from divorces involving minor children (Prosecutor); per diem for Elections Commission and Plat Board (Clerk, Register of Deeds, Treasurer); housing and clothing/cleaning allowance (Sheriff); Drainage Board meetings (Drain Commissioner).

BE IT FURTHER RESOLVED, non-Judicial County-Wide Elected Officials taking office after January 1, 2013 shall not be eligible for single retiree health insurance coverage until after they reach 60 years of age, subject to the scale based on years of service. Retirees that purchase dental and vision insurance at group rates and subsequently choose to discontinue the coverage, may not re-enroll.

BE IT FURTHER RESOLVED, these salaries are established on the expectation each elected official will perform services comparable to the hours worked by the County managers.

BE IT FURTHER RESOLVED, that the County of Ingham shall pay the annual Michigan Bar Dues for the Prosecuting Attorney.
RESOLUTION AMENDING THE INGHAM COUNTY BOARD RULES TO ASSIGN THE HUMAN SERVICES COMMITTEE AS THE LIAISON FOR THE INGHAM COUNTY FAIR, FAIR BOARD, PARKS DEPARTMENT, AND PARKS AND RECREATION COMMISSION

WHEREAS, current Board Rules provide that the County Services Committee is the liaison for the Ingham County Fair, Parks Department and their respective Boards; and

WHEREAS, the Board of Commissioners wishes to assign this responsibility to the Human Services Committee.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby assigns the liaison committee responsibility for the Ingham County Fair and Fair Board, Parks Department and Parks and Recreation Commission to the Human Services Committee, effective immediately.

BE IT FURTHER RESOLVED, that the appropriate change is to be made to the Board Rules.
Whereas Dr. Martin Luther King, Jr., a Baptist minister and passionate fighter for civil rights through non-violent action, was a vital personality of the modern era, his lectures and remarks stirred the concern and sparked the conscience of a generation; and

Whereas the movements and marches led by Dr. Martin Luther King, Jr. brought significant changes in the fabric of American life; and

Whereas his courageous and selfless devotion gave people of color and the disenfranchised people direction to thirteen years of civil rights activities, his charismatic leadership inspired men and women, young and old, in the nation and abroad; and

Whereas Dr. King's concept of somebodiness gave black and poor people a new sense of worth and dignity, his philosophy of nonviolent direct action, and his strategies for rational and non-destructive social change, galvanized the conscience of this nation and reordered its priorities; and

Whereas his wisdom, his words, his actions, his commitment, and his dreams for a new cast of life, are intertwined with the American experience; and

Whereas few have had as much impact upon the American consciousness as Dr. Martin Luther King, Jr.; and

Whereas the 16th of January, 2017 has been designated a national holiday in honor of the birthday of the late Dr. Martin Luther King, Jr.

Therefore be it resolved, that the Ingham County Board of Commissioners hereby honors the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.

Be it further resolved, that the citizens of Ingham County are encouraged to celebrate this holiday and join the Board of Commissioners in the celebration of this notable holiday in honoring this great American hero and role model.