THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JANUARY 19, 2016 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the December 1, 2015 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. Ingham County Fair Economic Impact Study Presentation

2. Tri-County Regional Planning Commission - Resolution to Authorize an Agreement with the Tri-County Regional Planning Commission for 2016 Membership Dues

3. Health Department - Resolution to Authorize Agreements with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center

4. Facilities - Resolution Amending the Contract with Len’s Carpet Care & Consultants to Provide Mold Remediation Services at Forest Community Health Center

5. Equalization - Resolution to Contract for Commercial and Industrial Appraisals for the Ingham County Equalization Department

6. Potter Park Zoo - Resolution Authorizing the Acceptance of a $500.00 Risk Avoidance Program (RAP) Grant Award for Training all Staff in Autism Awareness

7. Road Department
   a. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to Road Improvement Projects for Barnes Road from Onondaga Road to Aurelius Road Haslett Road from Williamston Road to M-52 Holt Road from Meridian Road to Zimmer Road
   b. Resolution to Authorize Bridge Beam Fabrication Inspection Services for the Marsh Road Bridge Superstructure Replacement Project
   c. Resolution to Authorize a Bridge Engineering Design Services Contract Extension with DLZ Michigan, Inc. for the Marsh Road Bridge Emergency Repair Project
   d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
8. **Innovation & Technology**
   a. Resolution to Authorize the Relocation of AT&T Trunk at Forest Community Health Center (FCHC)
   b. Resolution to Authorize the Maintenance Renewal of NetMotion for Ingham County Law Enforcement Mobility Officers Network Connectivity
   c. Resolution to Approve the Annual Licensing Renewal of SeamlessDocs

9. **Controller’s Office**
   a. Fair Line Item Transfer Request
   b. Resolution Authorizing an Agreement with the Ingham Conservation District
   c. Resolution to Negotiate a Tax Sharing Agreement with Delhi Charter Township Downtown Development Authority

10. **Board of Commissioners**
    a. Resolution Approving Annual 2016 Compensation for Non-Judicial County-Wide Elected Officials
    b. Resolution Amending the Board Rules to Change the Schedule for Several Board of Commissioners’ Meetings for 2016
    c. Resolution Recognizing Black History/Cultural Diversity Month in Ingham County

11. **Human Resources**
    a. Resolution to Approve Generic Service Credit Purchase for County Employee: Lora C. Bradley
    b. Resolution to Adopt a Suspension of County Operations Policy
    c. Discussion Regarding Temporary Employee Sick Leave Policy
    d. Discussion Regarding Labor Relations *(Closed Session - Materials Distributed at Meeting)*

Announcements
Public Comment
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).
COUNTY SERVICES COMMITTEE
December 1, 2015
Draft – Minutes

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

Members Absent: None

Others Present: Drain Commissioner Pat Lindemann Travis Parsons, Becky Bennett, Tim Dolehanty, Peter Cohl, Gordon Love, Jim Hudgins, Lisa McCormick, Vince Foess, Steve Walters, Bill Conklin, Curt Smith, Henry Rojas, and others

The meeting was called to order by Chairperson Celentino at 7:03 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the November 17, 2015 Open and Closed Session Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE NOVEMBER 17, 2015 MEETING.

THE MOTION CARRIED UNANIMOUSLY.

Additions to the Agenda

5. Road Department
   a. Resolution to Relinquish Jurisdiction of Forsberg Drive West of Stagecoach Drive In and to the Westerly Boundary of the Ponderosa Subdivision to Meridian Charter Township

7. Controller’s Office
   c. Resolution to Accept the Recommendation of the Ingham County Health Coalition for Employee Benefits for 2016 and Authorizing Letters of Agreement with Bargaining Unites

8. Board of Commissioners
   c. Resolution Honoring Keith Tobe

10. Attorney-Client Communication Discussion (Closed Session)

Substitute -

9. Ethics Policy
   a. Resolution to Adopt a Whistleblower Protection Policy
3. Health Department - Resolution to Authorize the Status Change of a Medical Assistant from .75 FTE to 1.0 FTE

Removed from Agenda –

7. Controller’s Office
   b. Resolution to Negotiate a Tax Sharing Agreement with Delhi Charter Township Downtown Development Authority

Limited Public Comment

Mark Hooper stated that he would be willing to speak on behalf of the Forsberg Drive issue.

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

5. Road Department
   b. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and Ingham County in Relation to State Funded Bridge Project Located at Marsh Road over the Canadian National Railroad
   d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

6. Human Resources
   a. Resolution Approving a Collective Bargaining Agreement with Local #1499 of the American Federation of State, County and Municipal Employees AFL-CIO, Council 25
   b. Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual
   c. Resolution Approving the Conversion of Employees in the Ingham County Employees’ Association – Professionals from MERS Division 12 to Division HJ
   d. Resolution Approving Implementation of a Code Red Alert System with Capital City Lodge No. 141, Fraternal Order of Police, Labor Program Inc. – Corrections Non-Supervisory Unit

7. Controller’s Office
   a. Resolution Authorizing the Controller/Administrator to Make Year End Budget Adjustments
   c. Resolution to Accept the Recommendation of the Ingham County Health Coalition for Employee Benefits for 2016 and Authorizing Letters of Agreement with Bargaining Unites

8. Board of Commissioners
   a. Resolution Honoring Dr. Martin Luther King, Jr.
   b. Resolution Authorizing a Contract with WebQA for a FOIA Management Program
   c. Resolution Honoring Keith Tobe

(2)
THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

1. Drain Commissioner - Resolution Rescinding the 2014 Increase in Funding for the Revolving Drain Fund (Fund 802)

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION RESCINDING THE 2014 INCReASE IN FUNDING FOR THE REVOLVING DRAIN FUND (FUND 802).

Drain Commissioner Pat Lindemann and Paul Pratt, Deputy Drain Commissioner, addressed the committee regarding the resection of the 2014 increase in funding for the revolving drain fund.

Commissioner Koenig stated that it was an example of how Ingham County Departments could work together to benefit its citizens.

There was a discussion regarding the anticipation of law suits.

Drain Commissioner Lindemann stated that Lansing Township would most likely sue, but it was likely the case would be dismissed.

THE MOTION CARRIED UNANIMOUSLY.

2. Women’s Commission - Women’s Commission Resolution Requesting Verification of Accurate Identification and Resource Allocation of Potential Victims of Human Trafficking through the Department of Health and Human Services

Pamela Moore, Chair of the Ingham County Women’s Commission, addressed the committee regarding human trafficking.

Commissioner Bahar-Cook clarified that the Women’s Commission was making a recommendation for the betterment of women and children living in the county.

Chairperson Celentino accepted the resolution and referred it to the Controller’s Office.

Commissioner Maiville asked if the definition of coercion, as stated in the resolution, included people with mental disabilities.

Ms. Moore answered that it did not address the mental state of an individual.

Commissioner Banas thanked Ms. Moore for her time and effort in raising awareness for human trafficking.
3. **Health Department** - Resolution to Authorize the Status Change of a Medical Assistant from .75 FTE to 1.0 FTE

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO AUTHORIZE THE STATUS CHANGE OF A MEDICAL ASSISTANT FROM .75 FTE TO 1.0 FTE.

Commissioner Bahar-Cook asked for the justification of the change of status.

Travis Parsons, Human Resources Director, stated that it was the Health Department’s decision to change the status.

Commissioner Hope stated that the change in status was grant funded.

There was a discussion regarding the lack of a Health Department representative at the meeting.

THE MOTION FAILED UNANIMOUSLY.

4. **Innovation & Technology** - Resolution to Authorize the Purchase, Installation and Configuration of the Primary and Secondary Storage Area Networks from Avalon Technologies

MOVED BY COMM. HOPE, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION TO AUTHORIZE THE PURCHASE, INSTALLATION AND CONFIGURATION OF THE PRIMARY AND SECONDARY STORAGE AREA NETWORKS FROM AVALON TECHNOLOGIES.

Commissioner Maiville stated that the Resolution was to spend $250,000 and it did not explain why the vendor was chosen.

Steve Walters, Network Administrator, stated that the contract had already been competitively bid on. He further stated that they were doing it now because storage needs had increased more than they had anticipated.

Commissioner Maiville stated that the needs had been explained, but the purchasing process had not been elaborated.

Mr. Walters stated that the contract was renegotiated from July 2015.

Commissioner Bahar-Cook stated that, since the last time the contract had gone out to bid was 2013, she did not feel comfortable approving it without a Request for Proposal (RFP).

Commissioner Crenshaw asked how much the County had spent on Avalon to date.

Commissioner Banas asked why it hadn’t gone out to an RFP previously.
Mr. Walters answered that, since Avalon had such a great knowledge of the system, it was easier and less time consuming to work with them.

Jim Hudgins, Purchasing Director, answered that many contracts were done through cooperative contracts. He further stated that since RFPs took several months, and staff and time was limited, it was better to go with cooperative contracts.

Commissioner Koenig asked what would happen if the Committee declined the Resolution and asked for the contract to out for an RFP.

Lisa McCormick, Chief Assistant of the Prosecutors Office, stated that the office was at a standstill because the lack of storage space available. She stated that her office had an emergency in regards to the lack of storage space.

Vince Foess, Interim IT Director, stated that this was presented to the previous IT management, and it was also picked up and accepted by the current IT management.

Mr. Walters stated that the resolution was written back in August, but it sat until October.

Commissioner Koenig asked what the original contract cost was.

Mr. Walters answered that the contract cost for 2013 was around $557,000, $96,978 for 2014, and $242,000 for 2015.

There was a discussion regarding the previous contract costs.

Commissioner Bahar-Cook stated that previous resolutions had been brought as emergencies, but she could not vote in favor of them any longer because she did not believe she would be representing her constituents properly.

Tim Dolehanty, Controller/Administrator, stated that staff was following procedure.

Commissioner Hope asked if the contract was in the budget for 2016.

Commissioner Bahar-Cook answered no.

Commissioner Hope asked if there was an in-between solution and recognized that there was a short-term issue.

Commissioner Banas expressed appreciation over the candor with which the attending IT staff had spoken about their procedure.

Mr. Foess answered that eventually storage would come to a standstill if something was not done about it soon.
Chairperson Celentino asked if the contract could be approved for a short period of time, while an RFP was conducted.

There was a discussion regarding a data retention policy for the County.

Commissioner Crenshaw asked if half a terabyte would cover for the next three months.

Mr. Walters answered that it would, but the cost per terabyte would go up.

Commissioner Koenig stated that the amount of money was not the problem, but the short amount of time to approve it was. She stated that the committee did not feel confident that the County was getting the best deal possible. She asked when space would run out.

Mr. Foess answered that they were running on reserve space. He further stated that performance, county-wide, was decreasing every day.

There was a discussion regarding Avalon’s familiarity with the County’s storage system and the terms of the contract in regards to support.

COMM. KOENIG, SUPPORTED BY COMM. BANAS, MOVED TO APPROVE THE RESOLUTION AND ADD LANGUAGE TO CONDUCT A STUDY TO DETERMINE CURRENT GUIDELINES REQUIRED FOR STORAGE SO AS TO FREE UP SPACE IN THE FUTURE. THE STUDY WOULD INCLUDE POLICIES FOR DATA RETENTION AND EMAIL RESTRICTION. FURTHER, IT WOULD REQUIRE A REQUEST FOR PROPOSAL THAT THE COMMITTEE COULD REVIEW IN THE FUTURE.

Commissioner Bahar-Cook asked for feedback from the IT Department.

Mr. Walters stated that he wanted a retention policy and wanted the committee to direct the IT Department to start one.

THE MOTION PASSED UNANIMOUSLY.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY.

5. Road Department
   a. Resolution to Relinquish Jurisdiction of Forsberg Drive West of Stagecoach Drive In and to the Westerly Boundary of the Ponderosa Subdivision to Meridian Charter Township

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO RELINQUISH JURISDICTION OF FORSBERG DRIVE WEST OF STAGECOACH DRIVE IN AND TO THE WESTERLY BOUNDARY OF THE PONDEROSA SUBDIVISION TO MERIDIAN CHARTER TOWNSHIP.

There was a discussion regarding the relinquishment of Forsberg Drive.
THE MOTION CARRIED UNANIMOUSLY.

c. Resolution to Authorize a Bridge Engineering Design Services Contract Extension with the Great Lakes Engineering Group, LLC for the Southbound Okemos Road Bridge Repair Project

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION TO AUTHORIZE A BRIDGE ENGINEERING DESIGN SERVICES CONTRACT EXTENSION WITH THE GREAT LAKES ENGINEERING GROUP, LLC FOR THE SOUTHBOUND OKEMOS ROAD BRIDGE REPAIR PROJECT.

There was a discussion regarding the process of assessing the bridge.

THE MOTION CARRIED UNANIMOUSLY.

6. Human Resources
e. Discussion Regarding the Accrual of Sick Time for Part Time Employees

Mr. Parsons addressed the committee regarding policies of sick time for part time employees.

Commissioner Bahar-Cook stated that the amount of time that the part-time employees would receive would not cost a lot of money.

Mr. Parsons stated that he would prepare a resolution that would include 30 hours of work for 1 hour of sick leave.

Commissioner Maiville asked if it would change collective bargaining employees.

Mr. Parsons answered that collective bargaining employees were excluded.

8. Board of Commissioners
b. Resolution Authorizing a Contract with WebQA for a FOIA Management Program

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT WITH WEBQA FOR A FOIA MANAGEMENT PROGRAM.

Commissioner Bahar-Cook asked how the vendor was chosen and if it would alleviate work for Becky Bennett, Board Coordinator.

Ms. Bennett stated that it would help the tracking system and that it would help alleviate her work load.

Mr. Hudgins stated that the contract would piggy-back off a contract with Oakland County.
Commissioner Koenig stated that the amount of time from when Oakland County conducted the RFP was a concern.

THE MOTION CARRIED UNANIMOUSLY.

9. Ethics Policy
   a. Resolution to Adopt a Whistleblower Protection Policy

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION TO ADOPT A WHISTLEBLOWER PROTECTION POLICY.

There was a discussion regarding the inclusion of a Board Coordinator as a contact for reporting unethical conduct and conducting an investigation.

Commissioner Crenshaw stated that the Board Coordinator might not have the resources to conduct an investigation.

Commissioner Hope suggested adding that reports go to the immediate supervisor, the Board Coordinator and the Human Resources Director.

Mr. Cohl suggested adding in the procedure that the Human Resources Director would have to report to the Board Chair.

Commissioner Banas asked who could have access to a log of all compliance concerns.

Mr. Cohl stated that anybody could unless the information was confidential.

There was a discussion regarding a tandem reporting system.

Commissioner Crenshaw suggested striking out a redundant section of the policy.

Commissioner Bahar-Cook suggested adding that the results of an investigation be shared with the Controller or Board Coordinator.

Mr. Cohl suggested sending it to elected official and department heads to get their comments.

Commissioner Bahar-Cook stated that there was a resolution asking county-wide elected officials to adopt the ethics policy.

Mr. Cohl suggested amending the resolution to include a part that would ask county-wide elected officials to provide comments and feedback.

Commissioner Koenig suggested fixing the numbering on the policy and adding language to distinguish frivolous claims from non-frivolous claims.

THE MOTION CARRIED UNANIMOUSLY.
b. Vendor Ethics Resolution (*Resolution and Policy will be handed out at the Meeting*)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING STANDARDS OF CONDUCT FOR INGHAM COUNTY VENDORS.

Commissioner Crenshaw suggested re-adding the stricken text about solicitation of county employees.

Mr. Cohl stated since this was a standards of conduct for vendors, and that the suggestion did not fit the resolution.

Commissioner Crenshaw stated that adding it back in would notify the vendor how employees were expected to operate in terms of ethical behavior.

Commissioner Hope suggested adding the Board Coordinator back into the standards of conduct and fixing the Board Coordinator’s phone number.

THE MOTION CARRIED UNANIMOUSLY.

c. Resolution Asking County-Wide Elected Officials to Adopt the Ingham County Ethics Policy

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION ASKING COUNTY-WIDE ELECTED OFFICIALS TO ADOPT THE INGHAM COUNTY ETHICS POLICY.

Commissioner Bahar-Cook asked what the elected officials would be asked to sign. She suggested adding a signature line to the end of the policies and adding language stating that the elected official would follow the policy.

THE MOTION CARRIED UNANIMOUSLY.

d. Resolution to Authorize an Agreement with Plante and Moran, PLLC to Review County Contracts

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PLANTE AND MORAN, PLLC TO REVIEW COUNTY CONTRACTS.

The motion was amended as follows:
WHEREAS, the County Services Committee asked that Corporation Counsel review internal controls to determine if systematic failures exist, and to suggest ways to correct any such failures; and

This was considered a friendly amendment.

Mr. Dolehanty suggested not adopting the resolution as the audit was already covered in one of the investigations.

Commissioner Koenig stated that a forensic study would not be included in that audit.

Commissioner Hope stated that it was important to look at the departments that were implicated in the scandal.

There was a discussion regarding the breadth of investigation for the contracts.

Commissioner Koenig asked if anything more was found in regards to the investigations being conducted.

Mr. Dolehanty answered that there were no further results.

Commissioner Hope withdrew her support for the motion.

Commissioner Crenshaw withdrew his motion.

10. Attorney-Client Communication Discussion (Closed Session)

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CRENSHAW, AT 9:20 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSES OF DISCUSSING ATTORNEY-CLIENT COMMUNICATION.

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

The meeting entered closed session.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CRENSHAW, AT 9:50 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

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

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

COMM. BAHAR COOK, SUPPORTED BY COMM. MAIVILLE, MOVED TO RELEASE ATTORNEY/CLIENT LETTER.
THE MOTION PASSED UNANIMOUSLY.

COMM. KOENIG, SUPPORTED BY COMM. BAHAR-COOK, MOVED TO INSTRUCT THE CONTROLLER’S OFFICE TO BRING FORTH A RESOLUTION ABOUT THE PURCHASING POLICY AS MENTIONED IN THE NOVEMBER 24, 2015 ATTORNEY CLIENT/PRIVILEGE LETTER AND THAT THE CONTROLLER’S OFFICE CONTACT MUNIS REGARDING SOFTWARE THAT COULD BE USED AS ADDITIONAL SAFEGUARDS FOR THE SYSTEM.

THE MOTION PASSED UNANIMOUSLY.

Announcements

Commissioner Maiville thanked Chairperson Celentino for his leadership.

Commissioner Crenshaw thanked Chairperson Celentino for his leadership.

Commissioner Hope announced that Delhi Township was opening up a new trail for a non-motorized route.

Commissioner Banas thanked Chairperson Celentino for his work and leadership.

Chairperson Celentino recognized the cooperation of the committee and expressed appreciation. He thanked staff for their help and support.

Public Comment

None.

Adjournment

The meeting was adjourned at 10:00 p.m.
ACTION ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1. **Fair** – *Ingham County Fair Economic Impact Study Presentation*
   
   Fair Director Sandy Dargatz will be in attendance to discuss the Ingham County Fair Impact Study.

2. **Tri-County Regional Planning Commission** - Resolution to Authorize an Agreement with the Tri-County Regional Planning Commission for 2016 Membership Dues
   
   The Tri-County Regional Planning Commission was formed in 1956 to foster a cooperative effort in resolving problems, policies and plans that are regional in nature. The Commission receives dues from its members which it uses to operate the Commission and to match federal and state grants, primarily in the areas of transportation, environment, economic development and related programs. Annual membership dues total $113,053 for 2016.

3. **Health Department** - Resolution to Authorize Agreements with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center
   
   This resolution authorizes an agreement with Midland County Educational Services Agency to implement the Great Start to Quality Resource Center in an amount up to $473,608, for the period of October 1, 2015 to September 30, 2016. The resolution also authorizes a temporary status change for an existing Early Childhood Consultant position (#601122) from a .75 FTE to 1.0 FTE for the duration of the agreement and the hiring of a temporary .75 FTE Early Childhood Consultant (ICEA Pro 5) for the duration of the agreement.

4. **Facilities Department** - Resolution Amending the Contract with Len’s Carpet Care & Consultants to Provide Mold Remediation Services at Forest Community Health Center
   
   The resolution proposed by the Facilities Department would allow an amendment to the contract with Len’s Carpet Care and Consultants to include the $1,102.50 living wage increase as well as $2,929.00 for additional mold remediation in the area to be occupied by Community Mental Health at Forest Community Health Center. The total contract amendment amount will not exceed $4,031.50. Approval of this Resolution would be consistent with provisions of the Purchasing Procedures Policy.
5. **Equalization Department** - Resolution to Contract for Commercial and Industrial Appraisals for the Ingham County Equalization Department

The Equalization Department proposed entering into an agreement for appraisals of commercial and/or industrial real properties for equalization purposes. The chosen vendor is required to hold a Michigan Master Assessing Officer (Level 4) Certification from the Michigan State Tax Commission, and this severely limited the number of potential vendors. Five vendors were invited to submit proposals, and Michigan Equalization Services LLC of Williamston provided the sole response. It was confirmed that this company possesses the necessary qualifications and experience necessary to complete the assignments. The Equalization Department recommends approval of the agreement at a cost not to exceed $90,000.

6. **Potter Park Zoo** - Resolution Authorizing the Acceptance of a $500.00 Risk Avoidance Program (RAP) Grant Award for Training all Staff in Autism Awareness

Potter Park Zoo recommends acceptance of a $500 grant from Michigan Municipal Risk Management Authority (MMRMA) to offset costs associated with a staff training event to promote autism awareness. The program was designed in conjunction with local school districts and is funded, in part, by the Capital Area Community Foundation. Autism Alliance of Michigan will conduct the training session during the first quarter of 2016.

7a. **Road Department** - Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and the Ingham County Road Department in Relation to Road Improvement Projects for Barnes Road from Onondaga Road to Aurelius Road Haslett Road from Williamston Road to M-52 Holt Road from Meridian Road to Zimmer Road

The Ingham County Road Department received federal funds to improve Barnes Road from Onondaga Road to Aurelius Road, Haslett Road from Williamston Road to M-52, and Holt Road from Meridian Road to Zimmer Road. These three projects were packaged together as a single construction contract for economy of scale and to streamline federal reporting requirements. The Road Department recommends approval of an agreement with State of Michigan to undertake these improvements at a total estimated cost of $518,900.

7b. **Road Department** - Resolution to Authorize Bridge Beam Fabrication Inspection Services for the Marsh Road Bridge Superstructure Replacement Project

The Road Department seeks approval for up to $30,000 to retain certified inspection personnel for beam fabrication inspection associated with the Marsh Road bridge project. Solicitation of bids for inspection services involves providing potential inspection firms with approved fabricator provided shop drawings and schedule information. However, once the shop drawings are approved, beam fabrication should begin immediately to maintain the project construction schedule. That would not leave enough time to advertise, select, and secure Board approval before fabrication needs to begin. In an effort to secure certified inspection service in a timely manner, the Road Department proposes a Resolution to allow a contract for fabrication inspector services ahead of the actual fabrication project.
7c. **Road Department** - Resolution to Authorize a Bridge Engineering Design Services Contract Extension with DLZ Michigan, Inc. for the Marsh Road Bridge Emergency Repair Project

The Road Department requests approval of a resolution to accept a contract extension with DLZ Michigan, Inc. for the Marsh Road Bridge project. Additional engineering design services will cost $6,900.00 and will be drawn from the Road Department’s consultant services budget line item.

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

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

8a. **Innovation and Technology Department** - Resolution to Authorize the Relocation of AT&T Trunk at Forest Community Health Center (FCHC)

This resolution authorizes the removal of an existing AT&T trunk from room #1172 at FCHC so the room could be used for client interviews. The trunk will be moved to another location at FCHC at a cost not to exceed $8,826.15. Funding for this request will come from the Community Health Center Fund. The Innovation and Technology Department expects to meet all project requirements, schedules, and dates to close the project under budget (approximately $135,000.00) with all contingency funding intact.

8b. **Innovation and Technology Department** - Resolution to Authorize the Maintenance Renewal of NetMotion for Ingham County Law Enforcement Mobility Officers Network Connectivity

Consistent with the Purchasing Procedures Policy, the Innovation and Technology Department recently sought quotes for renewal of the County’s NetMotion Maintenance and Service Agreement. NetMotion is utilized by Sheriff’s Deputies and Animal Control Officers for mobile connectivity back into the County network. Innovation and Technology officials recommend approval of a resolution to renew the NetMotion Maintenance and Service agreement with AT&T at a total cost of $16,419.00 over three years.

8c. **Innovation and Technology Department** - Resolution to Approve the Annual Licensing Renewal of SeamlessDocs

SeamlessDocs is a comprehensive document forms engine and eSignature platform dedicated to government solutions currently utilized by the Controller’s Office, Board of Commissioners office, Human Resources Department and Health Department. Other departments are researching SeamlessDocs functionality for their use. The Innovation and Technology Department recommends approval of a resolution to renew the annual licensing agreement with SeamlossDocs at a cost of $19,950.
9a. **Controller’s Office - Fair Line Item Transfer Request**

The Ingham County Fair requests a line item transfer to move $10,000 from its operating supplies budget to its capital budget in order to purchase a street sweeper from the City of Mason. The Board of Commissioners’ budget policy requires liaison committee and Finance Committee approval of category transfers greater than $5,000 but less than $25,000. The Budget Office has confirmed availability of funds to complete the requested transfer.

9b. **Controller’s Office - Resolution Authorizing an Agreement with the Ingham Conservation District**

Conservation Districts were established during the dust bowl era to help improve farming practices and to be protective of the environment. The Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support, and the 2016 Ingham County budget includes $8,190 for this purpose. A resolution is offered to authorize a formal agreement with the Ingham Conservation District.

9c. **Controller’s Office - Resolution to Negotiate a Tax Sharing Agreement with Delhi Charter Township Downtown Development Authority**

The Delhi Charter Township Downtown Development Authority (DDA) seeks to extend the life of the DDA by 10 years. Currently set to expire in 2025, this action would potentially result in capture of additional County revenue to offset DDA expenditures. Unlike traditional tax capture programs, Delhi Township must secure a revenue sharing agreement with Ingham County before any County funds can be captured. A resolution is offered that would direct the Controller and Corporation Counsel to negotiate the terms of a new Revenue Sharing Agreement.

10a. **Board of Commissioners - Resolution Approving Annual 2016 Compensation for Non-Judicial County-Wide Elected Officials**

A resolution is offered to increase annual compensation for Non Judicial Countywide Elected Officials by one percent. This increase is consistent with the amount offered to other employee groups.

10b. **Board of Commissioners - Resolution Amending the Board Rules to Change the Schedule for Several Board of Commissioners’ Meetings for 2016**

Adopted rules of the Board of Commissioners establish meeting dates for the second and fourth Tuesdays of each month, with the exception of January, July, August, September and December when there is only one full Board of Commissioners meeting. In order to change these established meeting dates, it is necessary to formally amend the Board Rules to reflect the new meeting dates. A resolution is offered meeting dates for October, 2016.
10c. **Board of Commissioners** - Resolution Recognizing Black History/Cultural Diversity Month in Ingham County

Through this Resolution the Ingham County Board of Commissioners formally recognizes the month of February, 2016 as “Black History/Cultural Diversity Month” in Ingham County.

11a. **Human Resources** - Resolution to Approve Generic Service Credit Purchase for County Employee: Lora C. Bradley

Pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees’ Retirement System (MERS). Employee Lora C. Bradley recently completed the MERS application and received the cost estimate to purchase nine (9) months under the County’s plan. A resolution is offered to formalize this purchase with the understanding that all costs will be borne by the employee.

11b. **Human Resources** - Resolution to Adopt a Suspension of County Operations Policy

Ingham County officials monitor situations which may require suspension of some or all County functions in the interest of operational needs and/or employee safety. Since 2014, Ingham County has suspended operations on three occasions because of inclement weather. Pay and benefit procedures have been created in response to various remuneration actions for employees under these extraordinary circumstances, always with the overarching principal to take the necessary actions to make employees whole. The Human Resources Department has proposed a standardized policy to assist departments in navigating a variety of unique pay and benefit situations to assure consistent application throughout all departments.

11c. **Human Resources** – Discussion Regarding Temporary Employee Sick Leave Policy

Human Resources Department representative will be in attendance to discuss accrual of sick time for part-time employees.

11d. **Human Resources** - Discussion Regarding Labor Relations (Closed Session - Materials Distributed at Meeting)

The Human Resources Department requests a closed session to discuss matters associated with negotiation of collective bargaining agreements and to consult with a County attorney regarding litigation, as allowed under the Open Meetings Act (MCL 15.268(c) and MCL 15.268(e)).
N = 2,340 respondents

Study Timeline = May 8, 2015 to Aug. 23, 2015

Number of Events = Seventeen

Multi-State Attendance or Long Distance Attendance > 70% of Attendees

Study Overview
<table>
<thead>
<tr>
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<tr>
<td>1</td>
<td>5/8-5/10</td>
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<td>5/15-5/17</td>
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<td>Eastern Michigan Arab Horse</td>
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<td>6/5-6/7</td>
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<td>6/22-6/14</td>
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<td>6/13-6/18</td>
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<td>M.H.S.A Medallion Horse</td>
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<td>6/26-6/28</td>
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<td>7/3-7/5</td>
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<td>17</td>
<td>8/22-8/23</td>
<td>2</td>
<td>Loping Lariats 4-H Horse Show</td>
</tr>
</tbody>
</table>

**Survey – Event List**

**Per Person - Daily Spending Averages**

**Local Services Impact**
Event Services Impact

» Employment of 4 FTEs
   > 40 Temporary Positions Annually

» Over $302,000 Spent Locally Per Quarter

» Over 2,000 Event Participants Quarterly

Important Information
Annual Economic Impact On Local Services

= $1.2 Million

Economic Impact

Study Does Not Include Daily Fair Operational Expenditures

Study Does Not Include Fair Capital Expenditures

Study Does Not Include The Week of Fair

Additional Facts
To: County Services and Finance Committees

From: Jared Cypher, Deputy Controller

Date: January 4, 2016

Subject: Resolution to Authorize an Agreement with the Tri-County Regional Planning Commission

The Tri-County Regional Planning Commission was formed in 1956 to foster a cooperative effort in resolving problems, policies and plans that are regional in nature. July 18, 2012 was TCRPC's 56th anniversary as a regional planning commission. The Commission's membership includes the counties of Ingham, Eaton and Clinton, the cities of Lansing and East Lansing, Delta and Meridian Township and the Michigan Department of Transportation. Also included by right are the County Road Department and Transit Authorities, making a total of nineteen voting members. The Commission receives dues from its members which it uses to operate the Commission and to match federal and state grants, primarily in the areas of Transportation, Environment, Economic Development and related programs. The Commission also operates a Regional Data Center that provides demographic data, maps and aerial photography to support both public and private planning and development efforts.

This resolution approves a contract with the Tri-County Regional Planning Commission for the payment of 2016 dues in the amount of $113,053.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE TRI-COUNTY REGIONAL PLANNING COMMISSION FOR 2016 MEMBERSHIP DUES

WHEREAS, The Tri-County Regional Planning Commission was formed in 1956 to foster a cooperative effort in resolving problems, policies and plans that are regional in nature; and

WHEREAS, The Commission's membership includes the counties of Ingham, Eaton and Clinton, the cities of Lansing and East Lansing, Delta and Meridian Township and the Michigan Department of Transportation; and

WHEREAS, also included by right are the County Road Department and Transit Authorities, making a total of nineteen voting members; and

WHEREAS, the Commission receives dues from its members which it uses to operate the Commission and to match federal and state grants, primarily in the areas of Transportation, Environment, Economic Development and related programs.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into an agreement with the Tri-County Regional Planning Commission for the period of January 1, 2016 through December 31, 2016 in an amount not to exceed $113,053 for membership dues.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract/placement documents that are consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 3

TO: Human Services Committee
    County Services Committee
    Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: December 18, 2015

RE: Resolution to Authorize Agreement with the Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center

Since 2009, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has contracted with Midland County Educational Services Agency (MCESA) for services to implement the Great Start to Quality Central Resource Center (GSQRC). MCESA has proposed an agreement for ICHD to continue providing this service in the Central Region for fiscal year 2016.

The contracted services assure that the work plan is successfully implemented and that GSQRC’s performance meets expectations. These services will be funded by a grant MCESA has received from the Early Childhood Investment Corporation (ECIC). Through this proposed agreement, MCESA will pay ICHD up to $473,608. The term of this agreement shall be October 1, 2015 through September 30, 2016.

To adhere to the scope of work provided by the ECIC in the aforementioned agreement, the following is being requested:

- A temporary status change for an existing Early Childhood Consultant position (#601122) from a .75 FTE to 1.0 FTE for the duration of the agreement.
- To hire a temporary .75 FTE Early Childhood Consultant (ICEA Pro 5) for the duration of the agreement.

ICHD’s FY16 budget anticipated the provision of these services and receipt of these funds. I recommend the Board of Commissioners adopt the attached resolution and authorize this agreement with MCESA.

c: Sarah Bryant w/attachment
    Debbie Edokpolo w/attachment
    Eric Thelen w/attachment
INTRODUCED BY THE HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS WITH MIDLAND COUNTY EDUCATIONAL SERVICES AGENCY FOR SERVICES ASSOCIATED WITH THE GREAT START TO QUALITY RESOURCE CENTER

WHEREAS, since 2009, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has contracted with Midland County Educational Services Agency (MCESA) for services to implement the Great Start to Quality Central Resource Center (GSQRC); and

WHEREAS, MCESA has proposed an agreement for ICHD to continue providing this service in the Central Region for fiscal year 2016; and

WHEREAS, the contracted services will be funded by a grant MCESA has received from the Early Childhood Investment Corporation (ECIC); and

WHEREAS, through this proposed agreement, MCESA will pay ICHD up to $473,608; and

WHEREAS, the term of this agreement shall be October 1, 2015 through September 30, 2016; and

WHEREAS, adherence to the scope of work provided by the ECIC in the aforementioned agreement ICHD requests the following:

- A temporary status change for an existing Early Childhood Consultant position (#601122) from a .75 FTE to 1.0 FTE for the duration of the agreement.
- To hire a temporary .75 FTE Early Childhood Consultant (ICEA Pro 5) for the duration of the agreement.

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the contract with MCESA.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MCESA for ICHD to implement the Great Start to Quality Resource Center in an amount up to $473,608, for the period of October 1, 2015 to September 30, 2016.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a temporary status change for an existing Early Childhood Consultant position (#601122) from a .75 FTE to 1.0 FTE for the duration of the agreement and the hiring of a temporary .75 FTE Early Childhood Consultant (ICEA Pro 5) for the duration of the agreement.

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: Human Services, County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: January 4, 2016

SUBJECT: RESOLUTION AMENDING THE CONTRACT WITH LEN’S CARPET CARE & CONSULTANTS TO PROVIDE MOLD REMEDIATION SERVICES AT FOREST COMMUNITY HEALTH CENTER

Resolution #15-445 approved a contract with Len’s Carpet Care & Consultants to provide mold remediation services at Forest Community Health Center.

When the Facilities Department evaluated the quotes for mold remediation and cleaning in the space that Community Mental Health will occupy, Len’s Carpet was not asked to bid according to living wage because it was under $50,000.00.

The Purchasing Department brought to the Facilities Department’s attention that when the current contract and the mold remediation contract are combined it puts Len’s Carpet over the $50,000.00 threshold which requires the vendor to pay living wage.

In addition to the living wage increase, when Len’s Carpet removed all the drywall, per the contract, additional mold was revealed on adjacent walls. The cost difference includes $1,102.50 for the living wage increase as well as $2,929.00 for the additional mold remediation for a total contract amendment amount not to exceed $4,031.50.

The Controller approved the proceeding as waiting until the next round to submit this request would have prevented Community Mental Health from occupying the premises by the end of December.

Funds for said services are available within Line Item#511-61580-818000-02013.

I recommend approval of this resolution.
INTRODUCED BY THE HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE CONTRACT WITH LEN’S CARPET CARE & CONSULTANTS TO PROVIDE MOLD REMEDIATION SERVICES AT FOREST COMMUNITY HEALTH CENTER

WHEREAS, Resolution #15-445 approved a contract with Len’s Carpet Care & Consultants to provide mold remediation services at Forest Community Health Center; and

WHEREAS, when the Facilities Department evaluated the quotes for mold remediation and cleaning in the space that Community Mental Health will occupy Len’s Carpet was not asked to bid according to living wage because the cost was under $50,000.00; and

WHEREAS, the Purchasing Department brought to the Facilities Department’s attention that when the current contract and the mold remediation contract are combined it puts Len’s Carpet over the $50,000.00 threshold which requires the vendor to pay living wage; and

WHEREAS, in addition to the living wage increase when Len’s Carpet removed all the drywall, per the contract, additional mold was revealed on adjacent walls; and

WHEREAS, the cost difference includes $1,102.50 for the living wage increase as well as $2,929.00 for the additional mold remediation for a not to exceed cost of $4,031.50; and

WHEREAS, the Controller/Administrator approved proceeding rather than waiting until the next round to submit this request as this would have prevented Community Mental Health from occupying the premises by the end of December; and

WHEREAS, the funds for said services are located within Line Item #511-61580-818000-02013.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes amending the contract with Len’s Carpet Care & Consultants, 3436 Franette Road, Lansing, Michigan 48906 to include the $1,102.50 living wage increase as well as $2,929.00 for additional mold remediation, at Forest Community Health Center, for a total contract amendment amount not to exceed $4,031.50.

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

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

Date: January 5, 2016

Subject: Contract for Commercial/ Industrial Appraisals

Attached please find the Resolution to Contract with Michigan Equalization Services of Williamston for commercial and industrial appraisals for 2016.

The cost is provided for in the department’s 2016 budget.

Please feel free to contact me with any questions you may have.
TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: January 5, 2016
SUBJECT: Commercial and/or Industrial Property Appraisals

Project Description:
Proposals were sought to provide the Ingham County Equalization Department with a number of commercial and/or industrial real property appraisals for equalization purposes to be performed by an existing company with an established and active business record in the valuation of real estate for general property tax purposes in the State of Michigan.

The vendor is required to hold a Michigan Master Assessing Officer (Level 4) Certification from the Michigan State Tax Commission; which limited the number of persons who can fulfill the request.

Proposal Summary:
Vendors contacted: 05 Local: 00
Vendors responding: 01 Local: 00

The Contracting Company agrees to provide the appraisal services on the following basis for 2016:

- 100 or less commercial appraisals: $305 per parcel
- 101-120 commercial appraisals: $305 per parcel
- 121 or more commercial appraisals: $300 per parcel
- 100 or less industrial appraisals: $315 per parcel
- 101-120 industrial appraisals: $315 per parcel
- 121 or more industrial appraisals: $310 per parcel

The County has requested a five (5) year contract, therefore the subsequent year appraisal service costs need to be listed below:

Recommendation:
Michigan Equalization Services LLC, located in Williamston, Michigan was the only responsive proposal. This company has the qualifications and experience necessary to complete the assignments needed by the Equalization Department.

The Evaluation Committee recommends awarding the 2016 contract to Michigan Equalization Services LLC at the costs outlined above.

Advertisement:
The RFP was advertised in the Lansing State Journal and posted with the Michigan Townships Association and the Purchasing Department Web Page.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT FOR COMMERCIAL AND INDUSTRIAL APPRAISALS FOR THE INGHAM COUNTY EQUALIZATION DEPARTMENT

WHEREAS, the contracting for commercial and/or industrial appraisals has been approved for the 2016 Equalization Department Budget; and

WHEREAS, the Purchasing Department has advertised and requested proposals for the necessary contractual service; and

WHEREAS, Michigan Equalization Services of Williamston, Michigan has submitted an acceptable proposal in accordance with the qualifications required by the Equalization Department; and

WHEREAS, it is the recommendation of the Ingham County Equalization Department in concurrence with the Purchasing Department to award this contract to Michigan Equalization Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, through the Equalization Department, authorizes entering into a contract with Michigan Equalization Services in an amount not to exceed $90,000. The cost is provided for in the 2016 Equalization Department Budget.

BE IT FURTHER RESOLVED, that a five-year contract be approved with the stipulation that the second, third, fourth and fifth years renewal shall be at the option of the County.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the County after approval as to form by the County attorney.
To: County Services & Finance Committees
From: James Tissue, Public Safety Coordinator
Date: 11/29/2015
RE: RAP Grant

This is a resolution to accept $500.00 from the MMRMA for a Rap Grant that will be used to train staff public safety and zoo staff in Autism awareness.
Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ACCEPTANCE OF A $500.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR TRAINING ALL STAFF IN AUTISM AWARENESS

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

WHEREAS, the grant funds will reimburse Potter Park Zoo 50% of the cost of hosting and training for all zoo staff in autism awareness; and

WHEREAS, this grant will provide the funding for the staff training required to fulfill the parameters of a new program designed by our education department in conjunction with local school districts to serve autistic children and their families in our community and generously funded by the Capital Area Community Foundation; and

WHEREAS, Autism Alliance of Michigan will come to the zoo to conduct the training in the first quarter of 2016.

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

FROM: Robert Peterson, Director of Engineering
        Road Department

DATE: January 4, 2016

SUBJECT: Road improvement work for:
          Barnes Road from Onondaga Road to Aurelius Road
          Haslett Road from Williamston Road to M-52
          Holt Road from Meridian Road to Zimmer Road

The Ingham County Road Department (ICRD) received federal STP Rural funds to improve Barnes Road from Onondaga Road to Aurelius Road, Haslett Road from Williamston Road to M-52, and Holt Road from Meridian Road to Zimmer Road.

The three projects were packaged together as a single construction contract because each has similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements. Bids are to be received in April. The estimated costs for the project are as follows:

Federal Funding: $290,500
State TED Funding: $72,500
Road Department Match: $155,900
                      $518,900

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

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

Approval of the attached resolution is recommended.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO ROAD IMPROVEMENT PROJECTS FOR BARNES ROAD FROM ONONDAGA ROAD TO AURELIUS ROAD HASLETT ROAD FROM WILLIAMSTON ROAD TO M-52 HOLT ROAD FROM MERIDIAN ROAD TO ZIMMER ROAD

WHEREAS, the Ingham County Road Department (ICRD) received federal STP Rural funds to improve Barnes Road from Onondaga Road to Aurelius Road, Haslett Road from Williamston Road to M-52, and Holt Road from Meridian Road to Zimmer Road; and

WHEREAS, the three projects were packaged together as a single construction contract because each has similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor. The County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT, consistent with the requirement for state and federal funding requirements; and

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

Federal Funding: $290,500
State TED Funding: $ 72,500
Road Department Match: $155,900
$518,900

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with State of Michigan/MDOT to effect the Barnes Road from Onondaga Road to Aurelius Road, Haslett Road from Williamston Road to M-52, and Holt Road from Meridian Road to Zimmer Road improvements for a total estimated cost of $518,900 consisting of $290,500 in federal funding, $72,500 in State TED funding, and $155,900 in Road Department funds.

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

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: December 18, 2015

SUBJECT: Marsh Road Bridge Beam Fabrication Inspection Services

The Ingham County Road Department (ICRD) received Local Bridge Program funding to remove and replace the Marsh Road Bridge superstructure over the Canadian National Railroad. The bridge is located near Haslett, just north of Haslett High School. The superstructure replacement was recommended by our bridge inspection consultant based on their 2013 biennial bridge inspection report.

The superstructure replacement project generally involves replacement of all the bridge elements above the abutments and piers, which involves new beams, concrete deck, railings, and guardrail. The construction is proposed to be performed using half-width construction, which involves building the bridge superstructure a half at a time while maintaining traffic on the other half. Originally, the construction was to coincide with Haslett’s school summer break, but pursuant to contractor comments and discussion with the Haslett School Superintendent, construction is now scheduled to start in March and be completed before the start of school in September 2016.

Even with the earlier start date, the construction schedule is tight. One of the first tasks the successful contractor will execute after award, to keep on-schedule, is order fabrication of the new bridge beams. Throughout fabrication of the 30 individual steel beam elements, the regulations require on-site inspection by certified inspection personnel. ICRD does not have staff with the required certifications and therefore must hire someone for those services.

Soliciting bids for the inspection services involves providing potential inspection firms with approved fabricator provided shop drawings and schedule information. The problem is, once the shop drawings are approved, the beam fabrication should start fabricating the beams immediately to stay on the project’s construction schedule. That being the case, staff would not have enough time to advertise the inspection work, select an inspection firm, and obtain Board approval before fabrication starts. In an effort to have certified inspection personnel ready to inspect the beam fabrication when the fabricator is ready to start, we need to have the beam fabrication inspector under contract shortly after award of the project.

The reason for this memo and resolution is to request pre-approval for up to $30,000 to retain certified inspection personnel for our Marsh Road Bridge project’s beam fabrication inspection requirement. Under the pre-approved scenario, Road and Purchasing Department staff would solicit quotes for the inspection work, select the most responsible bidder, and award the work to the most responsible bidder.

Approval of the attached resolution is requested.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE BRIDGE BEAM FABRICATION INSPECTION SERVICES FOR THE MARSH ROAD BRIDGE SUPERSTRUCTURE REPLACEMENT PROJECT

WHEREAS, the Ingham County Road Department received Local Bridge Program funding to remove and replace the superstructure of the Marsh Road Bridge over the Canadian National Railroad starting in March 2016 and is to be completed before the start of school in September 2016; and

WHEREAS, the construction schedule is tight and streamlining acquisition of consultant provided inspection services is recommended to keep construction on schedule.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the pre-approval for up to $30,000 to retain certified inspection personnel for our Marsh Road Bridge project’s beam fabrication inspection requirement.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes Road Department and Purchasing Department staff to solicit quotes for the inspection work, select the most responsible bidder, and award the work to the most responsible bidder.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any contract amendment documents necessary to implement this resolution upon approval as to form by the County Attorney.
TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: September 30, 2015

SUBJECT: Marsh Road Bridge Engineering Services Contract Extension

The Ingham County Road Department (ICRD) is scheduled to remove and replace the superstructure of the Marsh Road Bridge over the Canadian National Railroad starting in June 2016. DLZ Michigan, Inc., Lansing, Michigan, was retained to provide engineering design services for the Marsh Road Bridge superstructure work; their estimated fee totaled $41,673.83.

A recent biennial bridge inspection revealed that a number of the Marsh Road Bridge’s beams had deteriorated to the point where the bridge inspector recommended that the northbound outside lane be immediately closed to traffic. Since funding has been allocated for the superstructure replacement project next year and half-width construction methods are to be utilized, ICRD requested emergency 2015 funding to repair the deteriorated beams this year to ensure that all lanes crossing the structure can be open to serve the public and to facilitate the bridge superstructure project scheduled for next summer.

We recently received the emergency funding from the Michigan Department of Transportation (MDOT) Local Bridge Program Manager and had our design consultant put together the bidding documents for the Marsh Road Bridge Emergency Repair Project. The additional engineering design services fee for the Marsh Road Bridge Emergency Repair Project amount to $6,900.00, which can be absorbed by the Road Department consultant budget.

The reason for this memo and resolution is to request acceptance of a contract extension to the original engineering design services contract with DLZ Michigan, Inc. for the Marsh Road Bridge project and authorize the payment of $6,900.00 to be drawn from the Road Department’s consultant services budget line item to pay DLZ Michigan, Inc., for their additional professional engineering services.

Approval of the attached resolution is requested.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A BRIDGE ENGINEERING DESIGN SERVICES CONTRACT EXTENSION WITH DLZ MICHIGAN, INC. FOR THE MARSH ROAD BRIDGE EMERGENCY REPAIR PROJECT

WHEREAS, the Ingham County Road Department received Local Bridge Program funding to remove and replace the superstructure of the Marsh Road Bridge over the Canadian National Railroad starting in June 2016; and

WHEREAS, pursuant to Resolution No. 14-018, the County has contracted with DLZ Michigan, Inc. to provide professional engineering services for said rehabilitation of the Marsh Road Bridge; and

WHEREAS, a recent bridge inspection revealed that a number of the bridge’s beams had deteriorated to the point where the bridge inspector recommended that the northbound outside lane be immediately closed to traffic; and

WHEREAS, the Road Department has requested emergency funding from MDOT to repair the deteriorated beams this year to ensure that all lanes crossing the structure can be open to serve the public and to facilitate the bridge superstructure project scheduled for next summer; and

WHEREAS, the Road Department had DLZ Michigan, Inc. put together the bidding documents for the Marsh Road Bridge Emergency Repair Project; and

WHEREAS, the additional engineering services fee for putting together the bidding documents for the Marsh Road Bridge Emergency Repair Project is $6,900.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the contract extension to the original engineering design services contract with DLZ Michigan, Inc. for the Marsh Road Bridge project and authorizes the payment of $6,900.00 to be drawn from the Road Department’s consultant services budget line item to pay DLZ Michigan, Inc. for their additional professional engineering services.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any contract amendment documents necessary to implement this resolution upon approval as to form by the County Attorney.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS
FOR THE INGHAM COUNTY 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 January 5, 2016 as submitted.
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<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT /CONTRACTOR</th>
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To: Human Services, County Services and Finance Committees
From: Vince Foess, CIO (interim)
Date: January 5, 2016
Re: Relocation of AT&T Trunk at Forest Community Health Center (FCHC)

Dear Commissioners,

On 11/17/15 the Innovation and Technology Department (ITD) received a request from the Health Department to remove an existing AT&T trunk (image attached) from room #1172 at FCHC so the room could be used for client interviews.

ITD is unable to obtain three (3) quotes for the requested move/service as the AT&T trunk is proprietary equipment which no other vendor will relocate. So ITD contacted AT&T to request a quote to have the trunk moved/relocated to another location within the FCHC, which will provide vital IT support for the Health Department, allowing future utilization of analog (pots) lines for monitoring of their immunization refrigerator’s and a backup faxing solution.

AT&T responded with the attached Estimate of Cost and Authority to Work Special Construction Charge agreement in the amount of $8,826.15.

Resolution #15-408 authorized the installation and updating of the IT infrastructure for the FCHC at a cost of $175,000 with a 10% contingency for any unseen circumstances with the total cost not to exceed $192,500 from the Community Health Center Fund (#51161553 743000 02012).

The funding for this request will come from the Community Health Center Fund. ITD is expecting to meet all project requirements, schedules, dates and close the project under budget (approximately $135,000.00) with all contingency funding intact/untouched.

ITD is requesting the Ingham County Board of Commissioners to authorize the total cost of $8,826.15 to AT&T for their service to move the AT&T trunk and authorize payment from the Community Health Center Fund.

Thank you.
**Billing Information**

**Billing Party’s Name**: INGHAM COUNTY  
**Phone**: (517) 676-7372  
**Billing Address**: 121 EAST MAPLE STREET  
MASON, MI 48654  
**Contact Name**: BEN FOESS  
**Phone**: (517) 676-7372

**Work Description & Engineering Remarks**: CUSTOMER REQUEST TO RELOCATE FACILITIES AT 2316 SOUTH CEDAR STREET, LANSING, MI 48905. THIS WORK REQUIRES UP-FRONT PAYMENT & SIGNED CONTRACT. QUOTE AUTHORIZED BY VINCENT FOESS ON 11/20/15.

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<td>Misc, Tax</td>
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**Total Estimated Costs** $8,826.15

**CSPE Representative**: GENE FERRY  
**Title**: Customer Contracts Specialist  
**Phone #**: (262) 979-8404
DESCRIPTION OF CUSTOM WORK:

CUSTOMER REQUEST TO RELOCATE FACILITIES AT 2316 SOUTH CEDAR STREET, LANSING, MI 48906. THIS WORK REQUIRES UP-FRONT PAYMENT & SIGNED CONTRACT. QUOTE AUTHORIZED BY VINCENT FOESS ON 1/20/15.

CHARGE FOR CUSTOM WORK: \[ \text{FIXED CONTRACT PRICE: } \$8,026.15 \]

Applicant understands that pursuant to the tariff on file with the FCC and with the State of Michigan and/or in order to induce AT&T to relinquish or modify its property right, it is Applicant's responsibility to pay these costs incurred by Michigan Bell Telephone Company, dba SBC Michigan, a Michigan corporation to complete the work requested.

Applicant has asked AT&T to perform the above-described custom work for which Applicant shall pay AT&T the contract price of Eight Thousand Eight Hundred Twenty-Six Dollars And Fifteen Cents ($8,026.15) in advance of the start of any AT&T work.

Applicant shall pay for work on a "Fixed Price" basis. Applicant also understands that if the actual charges exceed the estimated costs Applicant will not receive any additional billing unless Applicant has pre-authorized billing due to a change requested by Applicant or Applicant's representative(s).

Charges are computed in accordance with AT&T's ordinary accounting practices under the Uniform System of Accounts for Class A telephone companies and include allocated costs for labor, engineering, materials, transportation, motor vehicles, toll and supply expenses and corporate overhead loadings.

The amount of Eight Thousand Eight Hundred Twenty-Six Dollars And Fifteen Cents/ $8,026.15 is valid for only sixty (60) days and is therefore subject to change/cancellation after February 12, 2016 if AT&T has not received an executed copy of the Application and advance payment by that date.

If Applicant cancels the work prior to completion, Applicant shall pay AT&T for all costs AT&T has incurred before being notified in writing to cease work.

ACCEPTED FOR APPLICANT:

BY: ______________________________

Printed Name: ______________________________

Title: ______________________________

Date Signed: ______________________________

SEND PAYMENT PAYABLE TO:

AT&T Midwest - CNO Center
220 Wisconsin Avenue - Floor 2,
Waukesha, WI 53186
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE USE OF FUNDS FROM THE COMMUNITY HEALTH CENTER FUND FOR THE IT INFRASTRUCTURE OF THE FOREST COMMUNITY HEALTH CENTER

RESOLUTION # 15 – 408

WHEREAS, Forest Community Health Center (FCHC) has a need for a new and updated IT infrastructure; and

WHEREAS, the pricing is based up the current government discounted rate; and

WHEREAS, the Innovation and Technology Department agrees with the estimated costs of equipment and labor.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes installation and updating of the IT infrastructure for the FCHC at a cost of $175,000 with a 10% contingency for any unseen circumstances with the total cost not to exceed $192,500 from the Community Health Center Fund.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes payment not to exceed $52,000 to FD Hayes for cable installation at FCHC.

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

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

HUMAN SERVICES: Yeas: Tennis, Nolan, Anthony, Banas, McGrain, Maiville, Case Naeyaert
Nays: None Absent: None Approved 10/19/15

COUNTY SERVICES: Yeas: Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
Nays: None Absent: None Approved 10/20/15

FINANCE: Yeas: Anthony, Bahar-Cook, McGrain, Schafer, Case Naeyaert
Nays: None Absent: Tennis, Tsernoglou Approved 10/21/15
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE RELOCATION OF AT&T TRUNK AT
FOREST COMMUNITY HEALTH CENTER (FCHC)

WHEREAS, Room #1172 at FCHC has an existing AT&T trunk mounted on the wall; and

WHEREAS, the Health Department would like to utilize the room for interviewing clients; and

WHEREAS, the Innovation and Technology Department (ITD) is unable to obtain three (3) quotes for the requested move/service as the AT&T trunk is proprietary equipment which no other vendor will relocate; and

WHEREAS, ITD contacted AT&T on 11/20/15 to request a quote to move/relocate their trunk to another location within the FCHC facility; and

WHEREAS, ITD received a quote back in the amount of $8,826.15 from AT&T to move/relocate the trunk from Room #1172 into a data closet across the hall and terminate, allowing future use of pots lines for FCHC; and

WHEREAS, Resolution #15-408 authorized the installation and updating of the IT infrastructure for the FCHC at a cost of $175,000 with a 10% contingency for any unseen circumstances with the total cost not to exceed $192,500 from the Community Health Center Fund; and

WHEREAS, this requested service and cost from AT&T was an unknown and not planned or projected for; and

WHEREAS, ITD was able to come in under budget on numerous other projected costs (switches, wireless access points, network configuration) and additional projected costs (phones, printers, copiers) will not be required or purchased thus allowing ITD to remain under budget for the project with all contingency funding untouched; and

WHEREAS, ITD is requesting the Ingham County Board of Commissioners to authorize the total cost of $8,826.15 to AT&T for their service to move the AT&T trunk and authorize payment from the Community Health Center Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby authorize the relocation of the AT&T trunk at a total cost of $8,826.15 to be paid from the Community Health Center Fund (#51161553 743000 02012).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract/purchasing documents consistent with this resolution and approved as to form by the County Attorney.
To: County Services and Finance Committees  
From: Vince Foess, CIO (interim)  
Date: January 5, 2016  
Re: NetMotion Maintenance Renewal

Dear Commissioners,

In November 2015 the Innovation and Technology Department (ITD) proactively requested quotes from CDWG, AT&T and NetMotion for the renewal of the County’s current NetMotion Maintenance and Service Agreement which will terminate the end of February 2016. NetMotion is a sole sourced Maintenance/Services provider of the NetMotion application utilized by the County’s Sheriff’s Office and Animal Control Officers for connectivity back into the County network when mobile.

ITD received the following three (3) quotes:

- **CDWG**-Quote #GQQC452 containing three options; one (1), two (2) and three (3) year cost options. 1yr. = $6,841.25, 2yr’s. = $12,239.58 and 3yr’s. =$16,513.06.
- **AT&T**-Quote #Q-93392-1 with only three (3) year option, total cost is $16,419.00.
- **NetMotion**-Quote #Q-93531-1 with only three (3) year option, total cost is $16,419.00

After evaluating the quotes and because our current NetMotion Maintenance and Service Agreement provider is AT&T, ITD is recommending and requesting the Ingham County Board of Commissioners (BOC) approval to renew the County NetMotion Maintenance and Service agreement with AT&T’s quote for three (3) years (2/27/16 to 2/26/19) at a total cost of $16,419.00, also because AT&T’s quote was $94.00 less than CDWG’s quote and equal too NetMotion’s quote.

The funding will come from the County’s Innovation and Technology Departments Network Maintenance – Software Fund #636-25810-932033.

Thank you.
Dear John,

Enclosed is the pricing information for the renewal of your software maintenance contract. The price quotation below outlines the beginning and end dates of your next maintenance contract and details the software and licenses that are included under the contract renewal.

This quote is valid until 2/26/2016.

### 3-Year Premium Maintenance

Maintenance covers: Mobility with 71 devices, 1 Additional Servers, Analytics Module, Policy/NAC Bundle Module

Maintenance effective from 2/27/2016 to 2/26/2019

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Remaining current on NetMotion Wireless software maintenance provides you and your organization a number of benefits:

- 24x7 technical support
- Major version upgrades
- Tech notes and web based support
- Cumulative quantity discounts on additional device licenses
- Patch and point releases at no additional charge
- Guaranteed response times

By renewing your maintenance agreement, you retain email (support@netmotionwireless.com) and phone (North American Toll Free: (888) 723-2662) access to the NetMotion Wireless technical support team. Our technical support team is staffed by highly qualified networking experts who are full time employees of the company (not outsourced), and are located in two US based support centers - Seattle, Washington and Bethlehem, PA.

Our goal is to continue to support you, your IT staff and the users of NetMotion Wireless software and ensure your organization is optimizing its deployment. Please do not hesitate to contact your AT&T and NetMotion Wireless Sales Representatives, who are available to answer any questions you may have.

Joe Solly
Renewal Specialist
joe.solly@netmotionwireless.com
Phone: (206) 691-5672

Matt Green
AT&T Mobility
mg2816@att.com
(816) 710-9107

Above prices in US dollars, State and local sales tax will apply in certain states. Exempt customers must provide an official sales tax exemption certificate in compliance with state and local laws to avoid sales tax exchanges. Please note that pricing on this quote is subject to change if you purchase additional licenses, add new software features, or if we change our software prices. Maintenance renewals are based on current software list prices at the time of renewal and must include the total quantity of licenses, servers, and features that you own at the time of renewal. This pricing quote is confidential and may not be redistributed.
# Sales Quotation

**CDW.com** | 800.594.4239
---

**SALES QUOTATION**

**QUOTE NO.** 0020482 | **ACCOUNT NO.** 609-1672 | **DATE** 11/20/2015

**BILL TO:**
VICKY L WATSON
121 E MAPLE ST
HILLIARD BLDG 3RD FL

**SHIP TO:**
HILLIARD BLDG 3RD FL

**Accounts Payable:** MASON, MI 48065-1000
**Contact:** VICKY WATSON 517-244-5027
**Customer Phone #** 517-244-5027

**Customer P.O. #:** NETMOTION QUOTE

---

## Account Manager
SEAN BERGQUIST 877-325-3771

## Shipping Method
ELECTRONIC DISTRIBUTION

## Terms
MasterCard/VISA/Check

## Exemption Certificate
GOVT-EXEMPT

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<td>NETMOTION PREM MNT 1Y&lt;br&gt;Mfg#: 00077732M1&lt;br&gt;Contact: MARKET&lt;br&gt;Maintenance effective from 2/27/2016 to 2/26/2017&lt;br&gt;Electronic distribution - NO MEDIA</td>
<td>6,841.25</td>
<td>6,841.25</td>
</tr>
<tr>
<td>1</td>
<td>2066401</td>
<td>NETMOTION PREM MNT 2Y&lt;br&gt;Mfg#: 00077732M2&lt;br&gt;Contact: MARKET&lt;br&gt;Maintenance effective from 2/27/2016 to 2/26/2017&lt;br&gt;Electronic distribution - NO MEDIA</td>
<td>12,390.69</td>
<td>12,390.69</td>
</tr>
<tr>
<td>1</td>
<td>1977068</td>
<td>NETMOTION NM FREM SY MNT&lt;br&gt;Mfg#: 00077732M3&lt;br&gt;Contact: MARKET&lt;br&gt;Maintenance effective from 2/27/2016 to 2/26/2017&lt;br&gt;Electronic distribution - NO MEDIA</td>
<td>10,513.00</td>
<td>10,513.00</td>
</tr>
</tbody>
</table>

**SUBTOTAL** 35,583.89

**FREIGHT** 0.00

**TAX** 0.00

**TOTAL** 35,593.89

---

**CDW Government**
230 North Milwaukee Ave.
Vernon Hills, IL 60061

**Fax:** 312.739.6283

---

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.
Ship To:
John Barber
Ingham County
600 Curtis St
Mason, MI 48854
(517) 676-7376
jbarber@ingham.org

Dear John,

Thank you for your interest in NetMotion Wireless products. Below, please find the detailed quote you requested. This quote is valid until 2/26/2016.

3-Year Premium
Maintenance: 71 Devices
- Policy/NAC/Analytics + 1 Add. Server

<table>
<thead>
<tr>
<th>Product Description</th>
<th>SKU</th>
<th>Quantity</th>
<th>Unit List Price</th>
<th>Ingham County Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mobility Premium Software Maintenance</td>
<td>10NMXP20</td>
<td>1</td>
<td>20%</td>
<td>$16,419.00</td>
</tr>
<tr>
<td>• 24x7 Tech Support</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Major software upgrades</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Tech notes and web based support</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Commit fee quarterly decommission of additional device licensing</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Patch and point upgrades also additional charge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Guaranteed response times</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(Effective from 2/27/2016 through 2/26/2019)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Maintenance Subtotal</td>
<td></td>
<td></td>
<td></td>
<td>$16,419.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td>$16,419.00</td>
</tr>
</tbody>
</table>

I will follow up with you to answer any questions. Until then, please do not hesitate to contact me.

Joe Solly
Renewal Specialist
joe.solly@netmotionwireless.com
Phone: (206) 691-5572
Fax:

Above prices in US dollars. State and local sales tax will apply in certain states. Except customers must provide an official sales tax-exempt certificate in compliance with state and local laws to avoid sales tax charges. Please note that pricing on this quote is subject to change if you purchase additional licenses, add new software features, or if we change our software prices. Main balance renewals are based on current software list prices at the time of renewal and must include the full quantity of licenses, servers, and features that you own at the time of renewal. This pricing quote is confidential and may not be redistributed.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE MAINTENANCE RENEWAL OF NETMOTION FOR INGHAM COUNTY LAW ENFORCEMENT MOBILITY OFFICERS NETWORK CONNECTIVITY

WHEREAS, the NetMotion application is a critical component for the Ingham County Sheriff’s Office and Animal Control Officers mobile operations, providing assistance concerning officer safety; and

WHEREAS, the NetMotion application provides mobile County law enforcement officers connectivity back into the County IT Network; and

WHEREAS, NetMotion is a sole sourced maintenance/service provider of the NetMotion application, the Innovation and Technology Department is recommending a three (3) year maintenance/service agreement be purchased from AT&T on behalf of NetMotion effective from 2/27/16 through 2/26/2019 at a total cost of $16,419.00; and

WHEREAS, this maintenance/service agreement was budgeted for by the Innovation and Technology Department in 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby authorize the three (3) year maintenance/service agreement is purchased from AT&T on behalf of NetMotion effective from 2/27/16 through 2/26/2019 at a total cost of $16,419.00.

BE IT FURTHER RESOLVED, the total cost will be paid out of the County’s Innovation and Technology Departments Network Maintenance – Software Fund 636-25810-932033.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract/purchasing documents consistent with this resolution and approved as to form by the County Attorney.
To: County Services and Finance Committees
From: Vince Foess, CIO (interim)
Date: January 5, 2016
Re: SeamlessDocs Annual Licensing Renewal

Dear Commissioners,

SeamlessDocs is a comprehensive forms engine and eSignature platform dedicated to
government solutions that is currently utilized by the County Controllers Office, Human
Resources and Health Departments since February of 2015, other County departments are
researching it’s functionality for their use. The current SeamlessDocs annual licensing
agreement will expire on 2/19/16.

Bizodo Inc. SeamlessDocs is a registered County vendor (#36369) and sole source provider of
the SeamlessDocs application, obtaining three (3) quotes for the service is not possible so ITD
contacted Bizodo Inc. to request a quote for the annual licensing renewal of SeamlessDocs.

The Innovation and Technology Department (ITD) received back the following quote details:

- 75 SeamlessDocs and Web Forms Submissions, 7 Users, Unlimited Virtual Training
  Sessions for a total cost of $15,950.00.
- A Private Labeling Upgrade for a total cost of $1,500.00.
- An Authorize.Net Payment Integration Add-On for $2,500.00.
- Final Total Cost for SeamlessDocs Annual License Renewal is $19,950.00

ITD is recommending and requesting the Ingham County Board of Commissioners (BOC)
approval to renew the SeamlessDocs Annual License Renewal with Bizodo Inc. at a total cost of
$19,950.00.

The funding will come from the County’s Innovation and Technology Departments Network
Maintenance – Software Fund #636-25810-932033.

Thank you.
SeamlessGov Renewal Proposal
The Future of Government Forms
Exclusive Renewal Proposal:

For the intended recipient only

This proposal, and any attachments or links, is for the intended recipient(s) only, may contain information that is privileged, confidential and/or proprietary and subject to important terms and conditions available at seamlessdocs.com.

Prepared for: Ingham County MI

Prepared by: Michael Fulvio | Account Director

Prepared Date: December 2, 2015

Expiration Date: February 19, 2016
Overview
Comprehensive Forms & eSignature Engine Dedicated to Streamlining Paper Processes

SeamlessDocs was founded to help organizations become more efficient and effective by streamlining the entire form process. We understand that these aren't just forms, they are business processes. From finding the right form, figuring out how to fill it out correctly, eSigning or uploading supplements and then the processing of the data and updates; SeamlessDocs has you covered.

The platform turns any PDF or form into smart automated business processes. Our team specializes in solving paperless & efficiency initiatives across all departments. We are not a vendor, we are your Partner in going paperless. Whether you want to convert existing paper forms, create new web forms or surveys, or easily electronically sign documents, the SeamlessDocs platform will be the solution for your organization.

Honored & Awarded By:

[Icons of various awards and recognitions]
PRICING:
This Proposal offers a step by step guide to finding a plan that works for your needs.

Our Plans are comprised of 4 major sections.
1. A base subscription depending on the amount of SeamlessDoc templates.
2. A term for your subscription
3. An Account Management and support plan.
4. Choose any optional platform add-ons, or extensions
5. Decide if you would like any technical or non technical professional services.
Review your 2015 plan:
Below highlights your usage limits and fee structure for your current subscription. The following pages will review your options for the upcoming term.

<table>
<thead>
<tr>
<th>CURRENT PLAN</th>
<th>75 SeamlessDocs</th>
<th>INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td># of SeamlessDocs</td>
<td>75</td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Web Forms</td>
<td>Unlimited</td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Submissions &amp; eSignatures</td>
<td>Unlimited</td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Users</td>
<td>Up to 7</td>
<td>INCLUDED</td>
</tr>
</tbody>
</table>

**TOTAL BASE:** $15,950

<table>
<thead>
<tr>
<th>ACCOUNT MANAGEMENT</th>
<th>1 Success Manager</th>
<th>INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated Account Management Team</td>
<td>1 Success Manager</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>Virtual Training Sessions</td>
<td>Unlimited</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>SeamlessDocs Support Forum</td>
<td>support.seamlessdocs.com</td>
<td>INCLUDED</td>
</tr>
</tbody>
</table>

2015 Activity Stats:
The below statistics highlight how successfully Ingham County has used the SeamlessDocs platform as of December 2nd, 2015.

<table>
<thead>
<tr>
<th>CURRENT PLAN</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td># of SeamlessDocs Created</td>
<td>54</td>
</tr>
<tr>
<td># of Web Forms Created</td>
<td>2</td>
</tr>
<tr>
<td># of Submissions &amp; eSignatures</td>
<td>592</td>
</tr>
<tr>
<td># of Users</td>
<td>7</td>
</tr>
<tr>
<td># of Log Ins</td>
<td>517</td>
</tr>
<tr>
<td>Estimated Time Saved*</td>
<td>148 hours</td>
</tr>
</tbody>
</table>

*based on 15 minutes saved per form submission
Renewal Proposal:

**STEP 1: CHOOSE BASE PLAN**

First, choose the subscription type for your new term. This will determine the usage limits for your account, however all basic features within the SeamlessDocs platform are included.

<table>
<thead>
<tr>
<th>TIER 1: CURRENT</th>
<th>75 Docs</th>
<th>INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td># of SeamlessDocs</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Submissions/eSignatures</td>
<td>Unlimited</td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Users</td>
<td>Up to 7</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>TOTAL BASE:</td>
<td>$15,950</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIER 2</th>
<th>150 Docs</th>
<th>INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td># of SeamlessDocs</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Submissions/eSignatures</td>
<td>Unlimited</td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Users</td>
<td>Up to 15</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>TOTAL BASE:</td>
<td>$24,950</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>TIER 3: UNLIMITED</th>
<th>Unlimited</th>
<th>INCLUDED</th>
</tr>
</thead>
<tbody>
<tr>
<td># of SeamlessDocs</td>
<td></td>
<td></td>
</tr>
<tr>
<td># of Submissions/eSignatures</td>
<td>Unlimited</td>
<td>INCLUDED</td>
</tr>
<tr>
<td># of Users</td>
<td>Up to 40</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>TOTAL BASE:</td>
<td>$39,950</td>
<td></td>
</tr>
</tbody>
</table>
Renewal Proposal:

STEP 2: CHOOSE TERM

The Longer the term, the more you SAVE! We look forward to a long and paperless relationship together. Remember, we are not a vendor, we are your partner in innovation.

<table>
<thead>
<tr>
<th>TERM</th>
<th>SAVINGS</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Year</td>
<td>$0</td>
</tr>
<tr>
<td>2 Years</td>
<td>$1,595.00</td>
</tr>
<tr>
<td>3 Years</td>
<td>$2,392.50</td>
</tr>
</tbody>
</table>

Benefits of Multi Year Contracts

- 5% discount per year
- Instant Savings Year 1
- No Price Increases
- No Annual Maintenance Fee
- Automatic Upgrades Included
- Early Access to New Features
- 10% discount if paid upfront
Renewal Proposal:

**STEP 3: ACCOUNT MANAGEMENT**

We have robust documentation and support materials for your needs. Every plan includes basic support and access to user manuals. You can add on additional services if needed.

<table>
<thead>
<tr>
<th>Service Type</th>
<th>Description</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dedicated Account Management Team</td>
<td>1 Success Manager</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>Virtual Training Sessions</td>
<td>Unlimited</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>SeamlessDocs Support Forum</td>
<td>support.seamlessdocs.</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>SeamlessDocs University</td>
<td>Certification</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>Phone Support (only for Users)</td>
<td>From 10am to 5pm EST</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>Direct Support</td>
<td>Email, Chat, Forum</td>
<td>UNLIMITED</td>
</tr>
</tbody>
</table>
Renewal Proposal:

**STEP 4: CHOOSE ADD ONS (CHECK ALL THAT APPLY)**

SeamlessDocs continues to extend our platform with tools to extend the ability to use the data collected and gain insights. These can be added on a case by case basis.

<table>
<thead>
<tr>
<th>Add On</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payment Services (annual)</td>
<td>Authorize.net $2,500</td>
</tr>
<tr>
<td>Start collecting payments directly from your form submissions. Set up an integration between your payment gateway. Use any payment provider or we will help you find one!</td>
<td></td>
</tr>
<tr>
<td>SeamlessPay (Per Transaction)</td>
<td>3% Transaction Fee + $0.30 convenience</td>
</tr>
<tr>
<td>The easiest way to collect payments on your forms with absolutely ZERO cost to your government. All of the fees get passed to the end constituent.</td>
<td></td>
</tr>
<tr>
<td>Private Labeling (annual)</td>
<td>$1,500</td>
</tr>
<tr>
<td>Rather than going to a URL like government.seamlesssdocs.com/f/formname you will have a private labeled address, like docs.government.com/formname. *Included in Unlimited Tier</td>
<td></td>
</tr>
<tr>
<td>Citizen Portal (annual)</td>
<td>$5,000</td>
</tr>
<tr>
<td>A way for your end citizens to login to SeamlessDocs and view the status of their form submission. This includes the ability to save and continue the process of filling out forms.</td>
<td></td>
</tr>
<tr>
<td>Active Directory Integration (annual)</td>
<td>$2,500</td>
</tr>
<tr>
<td>Full integration with your existing Active Directory account to make signing in and using SeamlessDocs even easier than it already is.</td>
<td></td>
</tr>
<tr>
<td>Form Center (annual)</td>
<td>$2,500</td>
</tr>
<tr>
<td>The Success Team will fully setup a public or private webpage that contains all of your desired SeamlessDoc Forms in an easy to use interface. See anytown.seamlessdocs.com.</td>
<td></td>
</tr>
<tr>
<td>Public Records Portal (annual)</td>
<td>$2,500</td>
</tr>
<tr>
<td>The Public Records Portal is a citizen facing solution built to solve the Records Request process. Citizens can search previous requests, submit new requests, or see status of existing requests.</td>
<td></td>
</tr>
</tbody>
</table>
Renewal Proposal:

**STEP 5: PROFESSIONAL SERVICES**

SeamlessDocs offers by the hour consulting work where we can help get you set up with technical and non-technical services. If you select any of the services below a sales rep will be in touch to discuss a pricing quote.

<table>
<thead>
<tr>
<th>Service</th>
<th>Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professional Paperless Conversion</td>
<td>$150/hour</td>
</tr>
<tr>
<td>The SeamlessDocs Success Team will fully setup your SeamlessDocs and prepare them for implementation. This includes conversion, consultation, and setup.</td>
<td></td>
</tr>
<tr>
<td>Developer Consulting</td>
<td>$250/hour</td>
</tr>
<tr>
<td>The SeamlessDocs Development Team uses their form expertise to work with your organization and help customize the technical structure of the systems that manage your form process.</td>
<td></td>
</tr>
<tr>
<td>Automation Consulting</td>
<td>$150/hour</td>
</tr>
<tr>
<td>The SeamlessDocs Success Team uses their form expertise to work with your organization and help customize the steps to automate the entire form process to maximize efficiency.</td>
<td></td>
</tr>
<tr>
<td>Payment Integration</td>
<td>$150/hour</td>
</tr>
<tr>
<td>We integrate with almost every payment gateway on the market, so if we don’t already integrate with your provider, we can build out an integration with your existing payment gateway.</td>
<td></td>
</tr>
<tr>
<td>Database Integration</td>
<td>$250/hour</td>
</tr>
<tr>
<td>Take advantage of the product experts that built SeamlessDocs and have a technical member of your success team integrate SeamlessDocs with your existing local database.</td>
<td></td>
</tr>
</tbody>
</table>
Renewal Proposal:

FINAL: VERIFY PRICING
Almost there. Just double check that you have checked all the boxes within the Step by Step Pricing Guide and add any notes below. Once ready you can eSign on the following page.

<table>
<thead>
<tr>
<th>SEAMLESSDOCS ANNUAL COSTS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>ANNUAL BASE PACKAGE</td>
<td>$15,950.00</td>
</tr>
<tr>
<td>ACCOUNT MANAGEMENT (Additional)</td>
<td>INCLUDED</td>
</tr>
<tr>
<td>ANNUAL ADD ON FEES</td>
<td>$4,000.00</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td></td>
</tr>
<tr>
<td>MULTI YEAR SAVINGS</td>
<td>$0.00</td>
</tr>
<tr>
<td>ANNUAL SUBSCRIPTION</td>
<td>$19,950.00</td>
</tr>
</tbody>
</table>

TOTAL $19,950.00

Payment Terms

Agreement Term: 1 Year
Effective Date: Date Executed
Maintenance Fee: 5% per subsequent Years
Multi Year Deals: Maintenance Fee Waived

Any comments or Notes:
Renewal Agreement:

**SIGNATURE PAGE**

Please complete the info and sign below. You will receive an executed copy automatically.

- **Primary Contact Name**
- **Primary Contact Email**
- **Billing Contact Name**
- **Billing Contact Email**

and Bizodo Inc. dba SeamlessDocs (“SeamlessDocs”) with an address of:

30 Vandam Street, 2nd Floor, New York, NY, 10013.

<table>
<thead>
<tr>
<th><strong>Partner</strong></th>
<th><strong>SeamlessDocs</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Signature</td>
<td>Signature</td>
</tr>
<tr>
<td>Full Name</td>
<td>Full Name</td>
</tr>
<tr>
<td>Date</td>
<td>Date</td>
</tr>
</tbody>
</table>
WHEREAS, the SeamlessDocs application is a sole sourced comprehensive forms engine and eSignature platform dedicated to government solutions; and

WHEREAS, the SeamlessDocs application provides a secure, cost effective, green initiative solution with improved time efficiency for County staff creating on-line forms or surveys; and

WHEREAS, utilization of the SeamlessDocs application by the County provides County constituents a higher level of service concerning response times and approvals; and

WHEREAS, the Innovation and Technology Department is recommending the yearly licensing renewal be renewed with Bizodo, Inc. dba SeamLessDocs at a total cost of $19,950.00; and

WHEREAS, this licensing renewal was budgeted for in 2016 by the Innovation and Technology Department.

THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby authorize the yearly licensing renewal is contracted from Bizodo, Inc. dba SeamLessDocs at a total cost of $19,950.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County’s Innovation and Technology Departments Network Maintenance Software Fund (636-25810-932033).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract/purchasing documents consistent with this resolution and approved as to form by the County Attorney.
January 5, 2016

TO:       County Services and Finance Committees

FROM:    Teri Morton, Budget Director

RE:       Fair Line Item Transfer Request

The Ingham County Fair is requesting a line item transfer to move $10,000 from its operating supplies budget to its capital budget in order to purchase a street sweeper from the City of Mason. Attached is a line item transfer request, including a memo of explanation from Sandy Dargatz, Executive Director for the Fair. The Board of Commissioners’ budget policy requires that transfers between cost categories of more than $5,000 but less than $25,000 be approved by the appropriate liaison committee and the Finance Committee. The Budget Office has confirmed that the funding is available.

Your approval of the requested transfer is recommended. Please feel free to contact me if you have any questions or would like any additional information.
To:     Ingham County Purchasing Office  
        Ingham County Controller’s Office  
        Ingham County Board of Commissioners - County Service Committee, Chair  
        Ingham County Board of Commissioners - County Finance Committee, Chair  
        Ingham County Board of Commissioners, Chair  

From:  Sandra Dargatz, Executive Director, Ingham County Fair  

Date:  January 5, 2016  

RE:  Ingham County Fair Line Item Transfer Request  

Pursuant to the Ingham County Board of Commissioner 2016 Budget Priorities of fostering economic well-being and providing recreational opportunities for Ingham County residents, the Ingham County Fair Board has been contacted by the City of Mason to purchase their Tenant II street sweeper (Model Year - 2000) for $10,000.00.  

The Ingham County Fair has consistently been the recipient of the City of Mason’s street sweeping services as the Main Arena is converted three times a year between animal and people shows. This service allows the Fair Maintenance Team to ensure that the facility flooring is cleared of debris and dust as people-centered events are hosted in the Main Arena.  

For many years the Fair Maintenance Team has scheduled time to have the City of Mason perform this service, at times having to wait until the City of Mason is available with their street sweeper; thus slowing down the turnaround of the Main Arena. Apart from the Main Arena conversion three times a year, the Fair Maintenance Team has been hand sweeping the midway areas for decades; taking much needed man hours to ensure that the facility is clean and presentable for each of the events.  

The line item transfer request would allow us to take ownership of the Tenant II street sweeper and decrease the turnaround time of our facilities, decrease man hours spent on manual sweeping, and enhance the appearance of the Main Arena and the Ingham County Fairgrounds.  

Attached is the Line Item Transfer Request; moving funds from the off season and fair supply line items to the capital line item of 56176900-978000 from which the purchase order will be generated to purchase the street sweeper.  

Sincerely,  

Sandra Dargatz  
Director, Ingham County Fair  
(517) 676-2857  

Attachment (s):  Ingham County Fair – Line Item Transfer Request Form
**LINE ITEM TRANSFER REQUEST**

<table>
<thead>
<tr>
<th>Department</th>
<th>Ingham County Fair</th>
<th>Date: 01/04/2016</th>
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</thead>
<tbody>
<tr>
<td>Contact:</td>
<td>Sandy Dargatz</td>
<td>517-676-2857</td>
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</tbody>
</table>

**Reason for Transfer (explain fully)**
To purchase street sweeper. See cover memo.

<table>
<thead>
<tr>
<th>From</th>
<th>Amount</th>
<th>To</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
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<td>$5,000</td>
<td>Acct 56176000 978000 (machinery &amp; equipment)</td>
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<td>Acct 56176014-726010 (supplies)</td>
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**BUDGET OFFICE VERIFICATION BELOW THIS LINE**

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<tr>
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<td>5</td>
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<tbody>
<tr>
<td>Input Done</td>
<td>Date</td>
<td></td>
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</table>

| Controller | Date | Human Svcs Comm | Date | Law & Courts Comm | Date | County Svcs Comm | Date | Finance Comm | Date | Board Comm | Date | Resolution # | Date |
Agenda Item 9b

TO: County Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
RE: Agreement with the Ingham Conservation District
DATE: November 12, 2015

The 2016 budget includes $8,190 in operational funding to support Ingham Conservation District (ICD) Education and Outreach, Conservation Oriented Events, Vehicle and Property Maintenance and Office Support. This amount represents a 2% inflationary increase from the 2015 appropriation. The following narrative details how funds will be divided between these purposes.

Staff Support
$5,190 is budgeted for support of staff. ICD staff will manage existing projects and pursue and develop new projects and programs beneficial to the environmental and economic health of Ingham County. The staff support request has been increased to reflect the additional 6 hours per month that will be dedicated to the promotion of the Michigan Agriculture Environmental Assurance Program (MAEAP), a voluntary program that reduces environmental risk on and from farms. Please reference the ICD Annual Plan of Work for a list of current programs and new programs being pursued for 2016.

Educational/Outreach Materials and Events
$1,000 is earmarked for education and outreach activities. Funding will provide printed outreach materials including brochures and flyers as well as supplies for ICD events. Events planned for 2016 to date include the ICD Annual Meeting, Green Space Trail Race, Garlic Mustard Pull, Rain Garden Days and spring and fall Volunteer Stream Monitoring.

Vehicle and Property Maintenance
$1,000 is budgeted for maintenance activities. This amount will support maintenance of ICD’s 200 acre publically accessible green space, trail system, vehicles and buildings. This includes fuel and maintenance for the ICD truck, tractor, gator, and other equipment.

Office Support
$1,000 is budgeted for office support. Funds will be used for general office supplies.
WHEREAS, Conservation Districts were established in response to the “Dust Bowl” to improve farming practices and be protective of the environment; and

WHEREAS, the Ingham Conservation District was established in 1946; and

WHEREAS, the role of Conservation Districts has expanded to be protective of all natural resources including soil, water, wildlife, etc.; and

WHEREAS, Ingham Conservation District made a budget request to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support; and

WHEREAS, the 2016 Ingham County budget includes $8,190 for the Ingham Conservation District.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with the Ingham Conservation District to provide operational funding in support of education and outreach, conservation oriented events, vehicle and property maintenance and office support.

BE IT FURTHER RESOLVED, this agreement shall be for the period of January 1, 2016 through December 31, 2016 in an amount not to exceed $8,190.

BE IT FURTHER RESOLVED, 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: County Services Committee and Finance Committee  
FROM: Timothy J. Dolehanty, Controller/Administrator  
DATE: January 19, 2016  
SUBJECT: Delhi Charter Township Downtown Development Plan Amendment

The Delhi Charter Township Downtown Development Authority (DDA) seeks to extend the life of the DDA by 10 years. Currently set to expire in 2025, this action would potentially result in capture of additional County revenue to offset DDA expenditures. However, unlike traditional tax capture programs, Delhi Township must secure a revenue sharing agreement with Ingham County before any County funds can be captured.

New projects proposed in the DDA plan amendment center mostly on improvements to the Cedar Street corridor between Willoughby Road and Harper Road. A description of some projects is offered in a correspondence from the DDA dated October 23, 2015 (attached). Total capture amounts by year under the current and proposed plans are provided below:

<table>
<thead>
<tr>
<th>Year</th>
<th>Current Plan</th>
<th>Proposed Plan</th>
<th>Difference</th>
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</thead>
<tbody>
<tr>
<td>2015</td>
<td>$1,047,334</td>
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<td>2016</td>
<td>$660,837</td>
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<td>2017</td>
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<td>2018</td>
<td>$680,811</td>
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<tr>
<td>2019</td>
<td>$691,023</td>
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<tr>
<td>2020</td>
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<tr>
<td>2021</td>
<td>$444,943</td>
<td>$711,909</td>
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<tr>
<td>2022</td>
<td>$451,617</td>
<td>$722,588</td>
<td>$270,970</td>
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<tr>
<td>2023</td>
<td>$458,391</td>
<td>$733,426</td>
<td>$275,035</td>
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<tr>
<td>2024</td>
<td>$465,267</td>
<td>$744,428</td>
<td>$279,160</td>
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<tr>
<td>2025</td>
<td>$472,246</td>
<td>$755,594</td>
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<td>2026</td>
<td>$0</td>
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<tr>
<td>2027</td>
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<td>TOTAL</td>
<td>$6,744,607</td>
<td>$16,328,304</td>
<td>$9,583,697</td>
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</table>
Figures in the preceding table assume an annual growth taxable value growth rate of 1.5%. Capture amounts include county operating millage and all special voted millages.

The Michigan Association of Counties (MAC) offered a seven-point plan for amending tax capture statutes to better serve county governments. If not addressed under the current model, these points can be incorporated into any new revenue sharing agreement.

**Allow for County opt-out when TIF plan expires**
The revenue sharing model adopted by Delhi Township requires County approval of an interlocal agreement before any capture occurs, thereby meeting this objective.

**Assure determination of need is met on renewal**
DDA officials confirmed that many properties along the Cedar Street corridor that fall within established DDA boundaries are in a state of deterioration.

**Reserve a seat at the table for all “investors”**
MAC promotes appointing a representative of the Board of Commissioners (a major investor) to the DDA Board. Township officials were resistant to this suggestion stating they would then be inundated with similar requests from all “investors” (i.e. CATA, CADL, etc.).

**Reset base year taxable value upon renewal**
A reset of base year taxable value in this instance would probably result in the DDA seeking 100% capture, thereby defeating the purpose of the suggested reset.

**Discontinue collection of special millages**
MAC argues that voters approve special millage requests believing that all new taxes will be directed to a stated purpose (zoo, trails and parks, juvenile justice, etc.). Township officials acknowledge they do not capture any part of a special township fire millage, but do capture funds from all special county millages.

**Enforce automatic return of surplus funds**
All funds capture by the DDA offset current expenses or have been earmarked for specific projects or bond payments.

**Require modified tax billing**
Tax bills sent to property owners should indicate amounts captured for DDA purposes.
TAX SHARING AGREEMENT BETWEEN THE DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY AND THE COUNTY OF INGHAM

THIS AGREEMENT made as of the ___ day of ________________, 2016, by and
between the DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY,
whose address is 4415 W. Holt Road, Holt, Michigan 48842 (the “DDA”) and THE COUNTY
OF INGHAM, whose address is Courthouse, Mason, Michigan 48854 (the “County”).

WITNESSETH:

WHEREAS, the DDA is a downtown development authority incorporated in 1987
pursuant to PA 1975 No. 197 (MCL 125.1651 et seq) (the “Act”); and

WHEREAS, the DDA is permitted by the Act to capture certain tax revenue from various
taxing jurisdictions which are authorized to levy taxes on the property within the downtown
district (“Development Area’’); and

WHEREAS, the County is a taxing jurisdiction whose tax revenue has been partially
captured by the DDA as provided by the Act; and

WHEREAS, the DDA is specifically authorized, pursuant to Section 14 of the Act
(MCL 125.1664(4)), “…to enter into agreements with the taxing jurisdiction and the governing
body of a municipality in which the Development Area is located to share a portion of the
captured assessed value of the district”; and

WHEREAS, in accordance with Section 14 of the Act, the parties desire to enter into this
Tax Sharing Agreement;

NOW, THEREFORE, IT IS MUTUALLY AGREED AS FOLLOWS:

1. Downtown Development and Tax Increment Financing Plan. The DDA
Development Plan and Tax Increment Financing Plan, as amended (Exhibit A), is acknowledged and
agreed by the County to be the Plan and the downtown district to which the Agreement pertains, and that
the activities and projects described therein are eligible for funding in whole or in part by taxes and revenues resulting from the assessed valuation and tax revenue captured by the DDA.

2. **Tax Sharing and Reduction of Captured Assessed Valuation.** Pursuant to Section 14(4) of the Act, it is agreed that for the period commencing in 2016 through 2035, the DDA will retain forty percent (40%) of the assessed/taxable valuation which would have been captured but for this Agreement and the County will retain sixty percent (60%), i.e., the DDA will continue to retain 40% of the captured tax revenue and the remaining 60% shall be paid to the County.

Distribution of revenue resulting from the reduced capture described above will be made by the DDA on July 1, 2016 (actually in advance of the 2016 tax collection) and shall continue annually on the 1st day of July in each year thereafter until all distributions required by this paragraph 2 have been made.

3. **Plan Amendments.** The parties acknowledge and agree that the DDA and the Delhi Charter Township Board of Trustees (the governing body of the municipality) may from time to time amend the Plan as they deem appropriate pursuant to the Act; provided, however, no such amendment shall have the effect of modifying the provisions of paragraph 2 relating to tax sharing without the consent of the County.

IN WITNESS WHEREOF, the parties have set their hands and seals as of the date above first written.

DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY, a public body corporate

By: _________________________________________
   Howard Haas
   Its:   Executive Director

AND:
______________, Ingham County, MI

By: ______________________________________

Its: _____________________

_______________________________________

_____________________

Its: _____________________

Exhibit A:
DDA Development Plan and Tax Increment Financing Plan
CHARTER TOWNSHIP OF DELHI

ORDINANCE NO. 80.5

AMENDMENTS TO THE
DELHI CHARTER TOWNSHIP
DOWNTOWN DEVELOPMENT AUTHORITY
DEVELOPMENT PLAN
AND
TAX INCREMENT FINANCING PLAN

Original Adoption – July 21, 1987
1st Amendment Adoption – December 1, 1987
2nd Amendment Adoption – February 6, 1990
3rd Amendment Adoption – May 20, 1997
4th Amendment Adoption – October 21, 2003

5th AMENDMENT
APPROVED & ADOPTED BY TOWNSHIP BOARD
ON DECEMBER 1, 2015
CHARTER TOWNSHIP OF DELHI
INGHAM COUNTY, MICHIGAN
ORDINANCE NO. 80.5

PREAMBLE

The following amendments to the existing Development Plan and Tax Increment Financing Plan are additions and details for those portions of the Plan relating to certain projects proposed to be undertaken by the Charter Township of Delhi Downtown Development Authority (the “Authority”). Pursuant to the requirements of Sections 14 and 17 of the Downtown Development Authority Act, as amended (being 1975 PA 197; referred to as the “Act”) (MCL 125. 1664 and MCL 125.1667), the following amendments (the “Plan Amendments”) modify certain components of the Development Plan and Tax Increment Financing Plan, and shall be as follows.

PART I [Section 14(1) of the Act; MCL 125.1664(1)]

EXPLANATION OF THE TAX INCREMENT FINANCING PROCEDURE.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART II [Section 17(2)(a) of the Act; MCL 125.1667(2)(a)]

THE DESIGNATION OF BOUNDARIES OF THE DEVELOPMENT AREA IN RELATION TO HIGHWAYS, STREETS, STREAMS, OR OTHERWISE.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

PART III [Section 17(2)(b) of the Act; MCL 125.1667(2)(b)]

THE LOCATION AND EXTENT OF EXISTING STREETS AND OTHER PUBLIC FACILITIES WITHIN THE DEVELOPMENT AREA, SHALL DESIGNATE THE LOCATION, CHARACTER, AND EXTENT OF THE CATEGORIES OF PUBLIC AND PRIVATE LAND USES THEN EXISTING AND PROPOSED FOR THE DEVELOPMENT AREA, INCLUDING RESIDENTIAL, RECREATIONAL, COMMERCIAL, INDUSTRIAL, EDUCATIONAL, AND OTHER USES, AND SHALL INCLUDE A LEGAL DESCRIPTION OF THE DEVELOPMENT AREA.

Unchanged: See existing Development Plans & Tax Increment Financing Plans
PART IV [Sections 17(2)(c) and (d) of the Act; MCL 125.1667(c) and (d)]

THE LOCATION, EXTENT, CHARACTER, AND ESTIMATED COST OF THE IMPROVEMENTS INCLUDING REHABILITATION CONTEMPLATED FOR THE DEVELOPMENT AREA AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION; AND A DESCRIPTION OF EXISTING IMPROVEMENTS IN THE DEVELOPMENT AREA TO BE DEMOLISHED, REPAIRED, OR ALTERED, A DESCRIPTION OF ANY REPAIRS AND ALTERATIONS, AND AN ESTIMATE OF THE TIME REQUIRED FOR COMPLETION.

In addition to the projects listed in the existing Development Plans & Tax Increment Financing Plans, the Authority proposes to undertake the following projects.

1. Street and Corridor Improvements.

   The Authority will undertake or assist in the financing of various public improvements within the development area, including, but not necessarily limited to public road improvements, access management improvements, and other modifications to enhance traffic circulation and pedestrian safety by creating a more walkable community, better access to businesses, enhanced aesthetics, and a sense of place; relocation of utilities underground.

   Estimated time for completion: 2016 through duration of Plans
   Estimated cost: $12.5 million

2. LED Message Display Board.

   The Authority will acquire and install a LED message display board within the Development Area to be used for purposes that include, but are not limited to, marketing initiatives that benefit the downtown district.

   Estimated time for completion: 2016 through duration of Plans
   Estimated cost: $25,000.00

3. Acquisition of Properties.

   The Authority will acquire key properties to facilitate strategic redevelopment in a manner consistent with the Township’s place-making goals to benefit the downtown district.

   Estimated time for completion: 2016 through duration of Plans
   Estimated cost: $1 million
4. Decorative Street Lighting.

The Authority will install and replace decorative street lighting throughout the Development Area to benefit the downtown district.

Estimated time for completion: 2016 through duration of Plans
Estimated cost: $1.475 million

PART V [Section 17(2)(e) of the Act; MCL 125.1667(e)]

A STATEMENT OF THE CONSTRUCTION OR STAGES OF CONSTRUCTION PLANNED, AND THE ESTIMATED TIME OF COMPLETION OF EACH STAGE.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above. In addition, the duration of the Development Plan & Tax Increment Financing Plan and amendments thereto shall be extended until December 31, 2035.

PART VI [Section 17(2)(f) of the Act; MCL 125.1667(f)]

A DESCRIPTION OF ANY PARTS OF THE DEVELOPMENT AREA TO BE LEFT AS OPEN SPACE AND THE USE CONTEMPLATED FOR THE SPACE.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above.

PART VII [Section 17(2)(g) of the Act; MCL 125.1667(g)]

A DESCRIPTION OF ANY PORTIONS OF THE DEVELOPMENT AREA THAT THE AUTHORITY DESIRES TO SELL, DONATE, EXCHANGE, OR LEASE TO OR FROM THE MUNICIPALITY AND THE PROPOSED TERMS.

Not applicable.

PART VIII [Section 17(2)(h) of the Act; MCL 125.1667(h)]

A DESCRIPTION OF DESIRED ZONING CHANGES AND CHANGES IN STREETS, STREET LEVELS, INTERSECTIONS, OR UTILITIES.

There are no zoning changes contemplated by these amendments. For changes in any streets, intersections, and utilities, see Part IV above.
PART IX [Section 17(2)(i) of the Act; MCL 125.1667(i)]


See existing Development Plans & Tax Increment Financing Plans, and Part IV above. The Township or the Authority may issue bonds as authorized by the Act to finance all or a portion of the identified projects, as set forth in the existing plans. The Authority may also use installment purchase contracts, where eligible, to finance certain projects. The Authority may use proceeds from the sale of property, leases, licenses, or other miscellaneous revenue to finance all or a portion of the above-described projects. The Authority may use revenues capture by the Tax Increment Financing Plan to pay for all or a portion of the above-described projects.

PART IX-A [Section 17(2)(j) of the Act; MCL 125.1667(j)]

DESIGNATION OF THE PERSON OR PERSONS, NATURAL OR CORPORATE, TO WHOM ALL OR A PORTION OF THE DEVELOPMENT IS TO BE LEASED, SOLD, OR CONVEYED IN ANY MANNER AND FOR WHOSE BENEFIT THE PROJECT IS BEING UNDERTAKEN IF THAT INFORMATION IS AVAILABLE TO THE AUTHORITY.

See existing Development Plans & Tax Increment Financing Plans, and Part IV above.

PART IX-B [Section 17(2)(k) of the Act; MCL 125.1667(k)]

THE PROCEDURES FOR BIDDING FOR THE LEASING, PURCHASING, OR CONVEYING IN ANY MANNER OF ALL OR A PORTION OF THE DEVELOPMENT UPON ITS COMPLETION, IF THERE IS NO EXPRESS OR IMPLIED AGREEMENT BETWEEN THE AUTHORITY AND PERSONS, NATURAL OR CORPORATE, THAT ALL OR A PORTION OF THE DEVELOPMENT WILL BE LEASED, SOLD, OR CONVEYED IN ANY MANNER TO THOSE PERSONS.

Not applicable.

PART X [Section 17(2)(l) of the Act; MCL 125.1667(l)]

ESTIMATES OF THE NUMBER OF PERSONS RESIDING IN THE DEVELOPMENT AREA AND THE NUMBER OF FAMILIES AND INDIVIDUALS TO BE DISPLACED.

No families or individuals are proposed to be displaced by the proposed project.
PART X-A [Section 17(2)(m) of the Act; MCL 125.1667(m)]

A PLAN FOR ESTABLISHING PRIORITY FOR THE RELOCATION OF PERSONS DISPLACED BY THE DEVELOPMENT IN ANY NEW HOUSING IN THE DEVELOPMENT AREA.

Not applicable.

PART X-B [Section 17(2)(n) of the Act; MCL 125.1667(n)]


Not applicable.

PART X-C [Section 17(2)(o) of the Act; MCL 125.1667(o)]

A PLAN FOR COMPLIANCE WITH ACT NO. 227 OF THE PUBLIC ACTS OF 1972, BEING SECTIONS 213.321 TO 213.332 OF THE MICHIGAN COMPILED LAWS.

Not applicable.

PART XI [Section 14(1) of the Act; MCL 125.1664(1)]

A STATEMENT OF THE ESTIMATED IMPACT OF TAX INCREMENT FINANCING ON THE ASSESSED VALUES OF ALL TAXING JURISDICTIONS IN WHICH THE DEVELOPMENT AREA IS LOCATED.

Unchanged: See existing Development Plans & Tax Increment Financing Plans

EFFECTIVE DATE.

This ordinance shall become effective immediately upon its final adoption and publication as required by law.

Ayes: Sweet, Warfield, Davis, Harmon, Hayhoe
Nays: None
Absent: Hope, Ketchum

Adopted by the Delhi Charter Township Board of Trustees at a regular meeting held on the 1st of December, 2015.
First Reading: November 17, 2015
First Publication: November 22, 2015
Second Reading: December 01, 2015
Section Publication: December 06, 2015

C.J. Davis, Supervisor

Evan Hope, Clerk

I, Evan Hope, Clerk of the Charter Township of Delhi, hereby certify that the foregoing constitutes a true and complete copy of Ordinance No. 80.5, duly adopted by the Board of Trustees of the Charter Township of Delhi, Ingham County, Michigan, on the 1st day of December, 2015.

Evan Hope, Clerk
RESOLUTION TO NEGOTIATE A TAX SHARING AGREEMENT WITH DELHI CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY

WHEREAS, the Delhi Township Downtown Development Authority (DDA) was incorporated in 1987 pursuant to the Downtown Development Authority Act (MCL 125.1651 et seq.) (the Act); and

WHEREAS, the DDA is permitted by the Act to capture certain tax revenue from various taxing authorities which are authorized to levy taxes on property within the established downtown district; and

WHEREAS, Ingham County is a taxing jurisdiction whose tax revenue has been partially captured by the DDA as provided by the Act; and

WHEREAS, the DDA is specifically authorized, pursuant to Section 14 of the Act (MCL 125.1664(4)), “…to enter into agreements with the taxing jurisdiction and the governing body of a municipality in which the development area is located to share a portion of the captured assessed value of the district”; and

WHEREAS, in accordance with Section 14 of the Act, the parties desire to enter into a Tax Sharing Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the Tax Sharing Agreement between the Delhi Charter Township Downtown Development Authority and The County of Ingham following parameters established by the Board of Commissioners.

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.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ANNUAL 2016 COMPENSATION FOR
NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS

WHEREAS, a 1 percent wage increase was recommended and approved as part of the 2016 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 2016 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 2016 salary as listed below (reflects a 1 percent increase):

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<thead>
<tr>
<th>Elected Official</th>
<th>2015</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Clerk</td>
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<td>$91,713</td>
</tr>
<tr>
<td>Drain Commissioner</td>
<td>$84,882</td>
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</tr>
<tr>
<td>Prosecuting Attorney</td>
<td>$130,767</td>
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</tr>
<tr>
<td>Register of Deeds</td>
<td>$84,882</td>
<td>$85,731</td>
</tr>
<tr>
<td>Sheriff</td>
<td>$122,473</td>
<td>$123,698</td>
</tr>
<tr>
<td>Treasurer</td>
<td>$97,834</td>
<td>$98,812</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 BOARD RULES TO CHANGE THE SCHEDULE FOR SEVERAL BOARD OF COMMISSIONERS’ MEETINGS FOR 2016

WHEREAS, the Board of Commissioners typically have set the Board’s regular meetings for the 2nd and 4th Tuesdays of each month, with the exception of the months of January, July, August, September and December when there is only one (1) full Board of Commissioners meeting; and

WHEREAS, the Board of Commissioners wish to amend the Board Rules to change the date of two (2) Board of Commissioners’ meetings in 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the Board Rules, Section I, BOARD MEETINGS - TIME & PLACE, A. REGULAR AND ADJOURNED REGULAR MEETINGS, Subsections 16 and 18, to read as follows:

16. The second Monday of October, this being the Statutory Annual Meeting which shall be held in the Courthouse, Mason

18. The second Wednesday of November

BE IT FURTHER RESOLVED, that the above regular meeting schedule changes are only in effect for 2016, and for 2017 and thereafter shall revert back to the current schedule and these subsections shall then read as follows:

16. The second Tuesday of each October, this being the Statutory Annual Meeting which shall be held in the Courthouse, Mason

18. The second Tuesday of each November.
Resolutions & Ordinances

Agenda Item 10c

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING BLACK HISTORY/CULTURAL DIVERSITY MONTH IN INGHAM COUNTY

WHEREAS, each February “National African American History Month” also known as “Black History Month” is observed to celebrate and honor the many achievements and contributions made by African Americans to our economic, cultural, spiritual, and political development; and

WHEREAS, in 1915, Dr. Carter Godwin Woodson founded the Association for the Study of Negro Life and History and through that Association, he began pressing for the establishment of Negro History Week as a way to bring national attention to the accomplishments of African Americans; and

WHEREAS, Dr. Woodson's dream became a reality in 1926, he chose the second week of February for the observance because of its proximity to the birthdays of Abraham Lincoln and Frederick Douglass, two individuals whom Dr. Woodson felt had dramatically affected the lives of African Americans; and

WHEREAS, in the early 1970's the event was called Black History Week, and in 1976, the Association succeeded in expanding the observance, which then became Black History Month; and

WHEREAS, the United States is a diverse nation comprised of citizens from various ethnic groups and cultures; and

WHEREAS, it is important to promote a greater awareness of the history and culture of all ethnic groups across our country.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognizes the month of February, 2016 as “Black History/Cultural Diversity Month” in Ingham County.
Resolved by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE GENERIC SERVICE CREDIT PURCHASE FOR
COUNTY EMPLOYEE: LORA C. BRADLEY

WHEREAS, pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees’ Retirement System (MERS); and

WHEREAS, the Resolution further provides that the cost for generic service “must be totally borne by the employee”; and

WHEREAS, Lora C. Bradley has completed the MERS application and received the cost estimate to purchase nine (9) months under the County’s plan; and

WHEREAS, by Board of Commissioners approval under the standing Resolution, and by the employee’s payment to MERS, Ms. Bradley will purchase nine (9) months generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee Lora C. Bradley, the Board of Commissioners hereby approves the purchase of nine (9) months generic service under County Resolution #02-101.

BE IT FURTHER RESOLVED, that the Chair of the Board is authorized on behalf of the County to sign and execute all MERS documents to effectuate and finalize this transaction, subject to approval as to form, by the County Attorney.
APPLICATION FOR ADDITIONAL CREDITED SERVICE
Member Certification and Governing Body Resolution

GOVERNING BODY RESOLUTION
As provided by the MERS Plan Document, and in accordance with the Employer's policy thereunder, the additional credited service described above is hereby granted to this Member by Resolution of the Governing Body of Ingham Co., at its meeting on 1/24/06. The Employer understands this is an estimated cost, calculated using actuarial assumptions approved by the Retirement Board. Any difference between the assumptions and actual experience will affect the true cost of the additional service. For example, changes in benefit programs through adoption or transfer of the affected employee to a division with 'better' benefits; increases in wages other than 4.5% per year; and changes to the anticipated date of termination, will affect the actual cost of the additional service (increase or decrease). Thus, actual future events and experience may result in changes different than those assumed, and liability different than that estimated. The Employer understands and agrees that it is accountable for any difference between estimated and actual costs.

Signature of Authorized Official from Ingham Co. Date

MERS Use Only
| Payment Received: | Member Payment: |
| Service Credited: | ER Payment: |
| Signed: |

PAYMENT OPTIONS
The Member’s share of the cost may be any amount from zero up to the total estimated actuarial cost, and is due at the time of purchase. The Employer’s share is the balance of the total estimated actuarial cost not paid by the Member, and must be paid in a lump sum at the time of purchase.

STEPS FOR PROCESSING APPLICATION FOR ADDITIONAL SERVICE CREDIT
1. The cost estimate (Application for Additional Service Credit) is valid for 2 months from the calculation date.
2. If you are paying for the additional service by a rollover distribution from another pension plan (or traditional IRA), you must follow these steps:
   • Contact the other plan administrator (or trustee) to determine their rules for a distribution of your funds.
   • Complete the form "Certification of Qualified Rollover to MERS". After plan administrator signs form, return the completed original to MERS.
   • Send signed, approved Application for Additional Service Credit to MERS prior to sending any payment.
   • MERS’ Finance Department will provide wiring instructions, if needed.
3. If you have any questions, please call MERS Employee and Retiree Services at 800-767-2308, or go to www.mersofmich.com. MERS is a tax-qualified plan under section 401(a) of the Internal Revenue Code, pursuant to IRS Letter of Favorable Determination dated June 15, 2005.

SPECIAL CONDITIONS APPLICABLE TO THIS CALCULATION
[If you will be rolling-over funds from a qualified plan to complete this purchase, additional forms are required. Please visit www.mersofmich.com, click on "forms" to download a copy of form #38, "Certification of Qualified Fund Rollover to MERS" (General) with Instructions.]
January 5, 2016

To: County Services Committee

From: Travis Parsons, Human Resources Director

Subject: RESOLUTION TO ADOPT A SUSPENSION OF COUNTY OPERATIONS POLICY

Ingham County Board of Commissioners is committed to monitoring situations which may require suspension of some or all of the County’s functions in the interest of operational needs and/or employee safety.

Since 2014, Ingham County has suspended operations on three occasions due to inclement weather. Pay and benefit procedures have been created in response to various remuneration actions for employees under these extraordinary circumstances, always with the overarching principal to take the necessary actions to make employees whole.

It is necessary to create a standardized policy and procedure to assist departments with navigating a variety of unique pay and benefit situations and assure consistent application throughout all departments.

Attached for review and approval by the Board of Commissioners is the resolution and corresponding Suspension of Operations Policy for all permanent County employees.
WHEREAS, Ingham County is committed to monitoring situations which may arise requiring suspension of some or all of the County’s functions; and

WHEREAS, Ingham County experienced situations requiring the Chairperson of the Board and County Controller/Administrator to take such action due to inclement weather; and

WHEREAS, this policy will provide an applicable framework and procedure to suspend operations and to determine remuneration actions to be taken on behalf of the employees in concurrence with applicable collective bargaining agreements and personnel manuals; and

WHEREAS, the County Services Committee has reviewed and discussed the proposed Suspension of County Operations Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached Suspension of County Operations Policy.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs that all departments and agencies under the jurisdiction of the Board of Commissioners shall be bound by this policy.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners requests and encourages all county wide elected officials and Chief Judges to voluntarily adopt this policy and procedure.
A. Purpose and Applicability

The purpose of this policy is to provide the framework for action and response when situations arise requiring the suspension of some or all of the County’s functions. The policy is applicable to all permanent County employees.

B. Definitions

Chairperson of the Board of Commissioners - the Chairperson of the Board of Commissioners, the Vice-Chairperson of the Board of Commissioners, or personnel designated to fill in for the Chairperson of the Board of Commissioners or the Vice-Chairperson of the Board of Commissioners in their absence.

Controller - the Controller, Interim Controller, or personnel designated by the Controller or Interim Controller to fill in for them during an absence.

Department Head - the Department Head, Interim Department Head, or personnel designated by the Department Head or Interim Department Head to fill in for them during an absence.

Day - the 24 hour period commenced at 00:00 Eastern Time and ended 23:59 Eastern Time of a specified calendar date.

Leave of Absence – time away from work which may be paid or unpaid, e.g. FMLA leave. Vacation time and sick time are not considered leaves of absence.

Period of closure – days of closure.

Period of suspended operations - days of suspended operations.

Regularly Scheduled - the time period and day of the week for which an employee is normally scheduled to work. For employees working rotating schedules, the time period and day of the week for which an employee is scheduled to work when the schedule for the period is finalized. Employees on any type of leave of absence are not considered to be regularly scheduled.
C. Authority and Responsibility

Department Heads have the authority to suspend any or all of their department’s operations.

The Controller together with the Chairperson of the Board of Commissioners may officially close departments of the County or the entire County.

The Controller is responsible for periodically reviewing this policy and submitting recommended changes to the County Services Committee for approval.

D. Procedure

1. In a situation where a Department Head suspends some or all of their department’s operations, they must notify the Controller as soon as reasonably feasible given the situational circumstances, but no later than 1 hour after the decision to suspend operations has been made.

   a. Employees being asked to work during the period of suspended operations shall be compensated at their contractually specified rates for the hours they work.

      i. An employee who works during a period of suspended operations fewer hours than those for which they are regularly scheduled can choose to go unpaid for those hours or receive pay via the utilization of compensatory, vacation or sick time.

   b. Employees not working during the period of suspended operations and who are regularly scheduled to work during the period can choose to go unpaid for those hours or receive pay via the utilization of compensatory, vacation or sick time.

2. In a situation where the Controller together with the Chairperson of the Board of Commissioners closes departments of the County or the entire County, and if:

   a. Notification of the closure has been made to employees via public service announcement at least one hour prior to the commencement of their regularly scheduled shift, then:

      i. Employees being asked to work during the period of closure shall be compensated at their contractually specified rates for the hours they work and will also accrue one hour of vacation time for each hour worked.

         1. Vacation time accrued for working during the period of closure is subject to the contractually specified caps. An employee accruing time over the cap will lose that time and will not be compensated for it.
ii. An employee who works during a period of closure fewer hours than those for which they are regularly scheduled will be paid an amount of hours to bring their total hours paid equal to that of their regularly scheduled hours.

iii. Employees not working during the period of closure and who are normally, regularly scheduled to work during the period will be paid for their regularly scheduled hours.

b. Notification of the closure is not made at least one hour prior to the commencement of the regularly scheduled shift and/or employees are instructed to return home, then:

i. Employees being asked to work during the period of closure shall be compensated at their contractually specified rates for the hours they work.

   1. An employee who works during a period of closure fewer hours than those for which they are regularly scheduled will be paid an amount of hours to bring their total hours paid equal to that of their regularly scheduled hours.

   ii. Employees being instructed to return home, who do not follow the instruction and continue to work, shall be compensated at their contractually specified rates for the hours they work, but will be subject to disciplinary action up to and including termination.

   iii. Employees not working during the period of closure and who are normally, regularly scheduled to work during the period will be paid for their regularly scheduled hours.

c. Should an instance arise that falls outside of these stipulations, the overarching principal to be used to determine remuneration actions to be taken on behalf of employees is, “the actions necessary to make employees whole.” This stipulation is subject to the limitations stated in item d. below.

d. The Controller together with the Chairperson of the Board of Commissioners can declare a maximum of sixteen hours per calendar year as paid administrative leave. Any further loss of compensation by employees must be compensated by use of compensatory, vacation or sick time or employees will be uncompensated.

3. Employees who are reasonably prevented from reporting to work at their regularly scheduled time immediately following a period of suspended operations or period of closure under this policy may use compensatory, vacation or sick time to cover their absence.