Ingham County Board of Commissioners
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

The County Services Committee will meet on Tuesday, July 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 June 21, 2016 Minutes
Additions to the Agenda
Limited Public Comment

1. Board of Commissioners – Women’s Commission Interviews

2. Drain Commissioner – Resolution Authorizing an Increase in Funding for the Revolving Drain Fund (Fund 802)

3. Innovation & Technology Department
   a. Resolution to Approve Purchase of Training from Imagesoft
   b. Resolution to Approve Purchase of Training from Lynda.com
   c. Resolution to Approve the Renewal of the Munis Software Annual Support Agreement from Tyler Technologies
   d. Resolution to Approve the Renewal of the RightFax Support Agreement

4. Potter Park Zoo – Resolution Recommending Central Nebraska Packing, Inc. Become a Sole Source Vendor to Supply Meat for Potter Park Zoo’s Animal Diets

5. Ingham County Fair – Resolution Authorizing Entering into a Contract with Dietz Janitorial for As Needed Cleaning Services at the Ingham County Fairgrounds Community Hall

6. Parks Department
   a. Resolution Authorizing Entering into Contracts for the Trails and Parks Millage Applications
   b. Resolution Honoring John Elias

7. Finance Department – Resolution to Change the Plan Administrator and Plan Name of the Former Road Commission’s Nationwide Post Employment Health Plan to Ingham County
8. **Facilities Department**
   a. Resolution Authorizing Amending the Costs on Resolution #16-251 for a One Year Contract Extension with PM Technologies to Provide Generator Services for Various Backup Generators Throughout the County
   b. Resolution Authorizing Two Purchase Orders for the 20 Ton RTU #10 Replacement at Forest Community Health Center
   c. Resolution Authorizing a Contract with Myers Plumbing & Heating, Inc. to Replace the Two Youth Center Boilers
   d. Resolution Authorizing a Contract with Teachout Security for Uniformed Unarmed Guard Services in Various County Buildings

9. **Road Department**
   a. Resolution to Approve Local Road Agreements with Stockbridge, Bunker Hill, Williamston, Locke, Leslie, Leroy, Aurelius, and Alaiedon Townships for the Ingham County Road Department
   b. Resolution for Approval of the Preliminary Plat of Ember Oaks
   c. Resolution Authorizing Contracted Trucking Services to Haul Hot Mix Asphalt to the Ingham County Road Department
   d. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and Ingham County and Third Party Agreements Between Michigan State University and Ingham County and the Charter Township of Meridian and Ingham County in Relation to Road Construction Projects for Park Lake Road from Grand River Avenue (M-43) to Merritt Road and Improvements to Hagadorn Road and Mt Hope Road Intersection
   e. Resolution Authorizing the Purchase of Two New Wheel Loaders for the Ingham County Road Department
   f. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

10. **Human Resources**
    a. Resolution Authorizing Updating Municipal Employees Retirement System (MERS) of Michigan Division Names
    b. Resolution to Adopt a New Hire Driving Record Check Policy

11. **Controller’s Office** – Resolution Authorizing Adjustments to the 2016 Ingham County Budget

12. **Board of Commissioners** – Resolution Honoring Bob Selig

Announcements
Public Comment
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
COUNTY SERVICES COMMITTEE
June 21, 2016
Draft Minutes

Members Present: Nolan, Koenig (arrived at 6:17 p.m.), Celentino, Bahar-Cook, Tsernoglou (arrived at 6:10 p.m.), Hope, and Maiville

Members Absent: None

Others Present: John Neilsen, Becky Bennett, Travis Parsons, Rick Terrill, Tim Morgan, Jill Rhode, Dan Troia, Brian Collins, Deb Fett, Ryan Buck, and others

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

Approval of the June 7, 2016 Minutes

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE MINUTES OF THE JUNE 7, 2016 MEETING.

The minutes were amended as follows:

Commissioner Bahar-Cook asked if the Land Bank would be receiving a new round of funding from the Michigan State Housing Development Authority for demolition.

THE MOTION, AS AMENDED, CARRED UNANIMOUSLY. Absent: Commissioners Koenig and Tsernoglou.

Additions to the Agenda

5. Road Department
   k. Resolution to Approve Local Road Program Agreement with Delhi Township for the Ingham County Road Department
   l. Resolution to Approve Local Road Agreement with Meridian Township for the Ingham County Road Department
   m. Resolution to Approve Local Road Agreement with Lansing Township for the Ingham County Road Department
   n. Resolution to Approve Local Road Agreement with White Oak Township for the Ingham County Road Department

Substitutes –

5. Road Department
   d. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item I of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of English Meadows Subdivision Streets, Delhi Township
e. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item II of The 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Streets, Meridian Township

f. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item III of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Streets, Lansing Township

g. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item IV of the 2016 Local Road Program Bid Packet #112-16 Resurfacing of Various Primary Roads, Ingham County

h. Resolution Authorizing a Contract with Michigan Paving & Materials for Item V of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Primary Roads, Ingham County

i. Resolution Authorizing a Contract with Michigan Paving & Materials For Item VI of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Roads, White Oak Township

Pulled from Agenda -

8. Board of Commissioners - Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual

Commissioner Hope asked why Agenda Item No. 8 was pulled.

Chairperson Nolan stated that she was not aware that the agenda item was put on the agenda and it was the Chair’s prerogative.

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

1. Facilities Department
   a. Emergency Purchase Order to John E. Green for Forest RTU Repairs
   b. Emergency Purchase Order to Midstate Electronics for Repairs to Jail Post #9
   c. Emergency Purchase Order to Western Detention to Supply the Parts for Repairs to Jail Post #9

2. Finance Department - Resolution to Authorize Duplicate Coverage for the Financial Service Insurance and Benefit Coordinator from September 2016 to January 2017

3. Innovation & Technology Department
   a. Resolution to Approve the Purchase of NetBrain Software
   b. Resolution to Approve Purchase of Training from New Horizons
   c. Resolution to Approve the Battery Replacement Service from Nationwide Power

4. Parks Department
   b. Resolution Authorizing Deer Hunting at Lake Lansing Park-North
5. **Road Department**
   a. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and Ingham County and a Third Party Agreement between Delhi Charter Township and Ingham County in Relation to a Road Construction Project for Holt Road from Grovenburg Road to Aurelius Road
   b. Resolution Authorizing a Contract for Supplying and Servicing Mechanics’ Uniforms, Shop Towels, Floor Mats & Related Services for the Road Department
   c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
   d. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item I of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of English Meadows Subdivision Streets, Delhi Township
   e. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item II of The 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Streets, Meridian Township
   f. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item III of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Streets, Lansing Township
   g. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item IV of the 2016 Local Road Program Bid Packet #112-16 Resurfacing of Various Primary Roads, Ingham County
   h. Resolution Authorizing a Contract with Michigan Paving & Materials for Item V of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Primary Roads, Ingham County
   i. Resolution Authorizing a Contract with Michigan Paving & Materials For Item VI of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Roads, White Oak Township

6. **Human Resources**
   a. Resolution to Adopt a Policy for Tuberculosis Screening of Newly Hired Employees
   b. Resolution Approving a Letter of Understanding with American Federation of State, County, and Municipal Employees Regarding Maximum Accumulation of Compensatory Time

7. **Controller’s Office** - Resolution to Rescind Amendment No. 2 to the February 19, 1997 Design, Construction, Lease Agreement between Ingham County and the Community Mental Health Authority of Clinton, Eaton and Ingham Counties and the Amendment of September 15, 2008

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Tseroglou.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Tseroglou.

Please note that later in the meeting, the Committee suspended the rules to allow Commissioners Koenig and Tseroglou to vote on the items on the consent agenda. Both Commissioners Koenig and Tseroglou voted to approve the items on the consent agenda.

(3)
Limited Public Comment

None.

3. Innovation & Technology Department
d. Resolution to Authorize the Establishment of a Deputy Information Officer and Project Manager in the Innovation & Technology Department

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE RESOLUTION TO AUTHORIZE THE ESTABLISHMENT OF A DEPUTY INFORMATION OFFICER AND PROJECT MANAGER IN THE INNOVATION & TECHNOLOGY DEPARTMENT.

The resolution’s title was amended as follows:

RESOLUTION TO AUTHORIZE THE ESTABLISHMENT OF A DEPUTY INFORMATION OFFICER AND PROJECT MANAGER IN THE INNOVATION & TECHNOLOGY DEPARTMENT

RESOLUTION TO AUTHORIZE THE CONVERSION OF A VACANT PROJECT MANAGER POSITION TO TWO TECHNICIAN I POSITIONS WITHIN THE INNOVATION AND TECHNOLOGY DEPARTMENT

The amendment was considered friendly.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Koenig and Tsernoglou.

4. Parks Department
a. Resolution to Enter into a Contract with Rocky Mountain Conveyor & Equipment, Inc. (D/B/A Magic Carpet Lifts/RMCE, Inc.) for a Snow Tubing Conveyor Lifting System at Hawk Island County Park

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO ENTER INTO A CONTRACT WITH ROCKY MOUNTAIN CONVEYOR & EQUIPMENT, INC. (D/B/A MAGIC CARPET LIFTS/RMCE, INC.) FOR A SNOW TUBING CONVEYOR LIFTING SYSTEM AT HAWK ISLAND COUNTY PARK.

Commissioner Celentino asked why there were no local bids.

Tim Morgan, Parks Department Director, stated that no local vendors produce the “magic carpet.”

Commissioner Tsernoglou arrived at 6:10 p.m.
Discussion.

Chairperson Nolan asked who could repair the magic carpet.

Brian Collins, Park Manager, stated that there would be technicians available to repair it.

Mr. Morgan stated that the magic carpet would be much safer.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

4. Parks Department
   c. Resolution to Authorize a Reorganization of the Parks Department’s Vacant Ranger I Position

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE PARKS DEPARTMENT’S VACANT RANGER I POSITION.

Commissioner Celentino stated that with their current setup, they have one assistant manager that was shared between Burchfield Park and Lake Lansing. He further stated that the other assistant manager was stationed at Hawk Island. Commissioner Celentino asked how this resolution would change that setup.

Mr. Morgan stated that each area would have a dedicated assistant manager.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

5. Road Department
   j. Resolution Authorizing an Agreement with Michigan Department of Environmental Quality for Scrap Tire Market Development Grant Funded Use of Crumb Rubber Modified Asphalt Paving Mixture on 2017 Jolly Road Resurfacing Project, Dobie to Meridian Roads for the Ingham County Road Department

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING AN AGREEMENT WITH MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR SCRAP TIRE MARKET DEVELOPMENT GRANT FUNDED USE OF CRUMB RUBBER MODIFIED ASPHALT PAVING MIXTURE ON 2017 JOLLY ROAD RESURFACING PROJECT, DOBIE TO MERIDIAN ROADS FOR THE INGHAM COUNTY ROAD DEPARTMENT.

Commissioner Koenig arrived at 6:17 p.m.
Commissioner Maiville stated that there had been news coverage about an earlier project on Waverly Road near Miller Road that did not hold up.

Dan Troia, Road Department Project Engineer, stated that the Waverly project was their first one and since then, the Road Department had advanced their techniques for future projects. He further stated that the work they would be doing this year on the Hagadorn and Mount Hope intersection would be utilizing new technology, including using different gradation of stone. Mr. Troia stated that the idea was to create a market for used tires.

Discussion.

Chairperson Nolan asked for an update on the projects in Meridian Township.

Mr. Troia stated that work continues to progress. He further stated that the damage to the bridge was more extensive than originally believed.

Chairperson Nolan requested that the Road Department put out a press release when the bridge would be completed.

Mr. Troia stated that it had been in the media and social media. He further stated that they could put out a press release.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CELENTINO, TO SUSPEND THE RULES SO THAT COMMISSIONERS KOENIG AND TSERNOGLOU MAY VOTE ON THE ITEMS ON THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY.

COMM. KOENIG VOTED TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

COMM. TSERNOGLOU VOTED TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

Announcements

None.

Adjournment

The meeting was adjourned at 6:25 p.m.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1. **Board of Commissioners** - *Women’s Commission Interviews*
   
   Applicants for open seats on the Women’s Commission will be present to participate in interviews with the Committee.

2. **Drain Commissioner** - *Resolution Authorizing an Increase in Funding for the Revolving Drain Fund (Fund 802)*
   
   Additional funds ($5 million) are sought for the Revolving Drain Fund (Fund 802) to fund necessary work undertaken in response to duly authorized petitions for new or improved drain projects. The Drain Commissioner believe interim Notes issued to banks will not be sufficient to meet the need for interim financing of petitions now pending for drain construction and improvement. Funds are repaid when permanent bonding is obtained for a drain project as required by statute (MCL 280.303) with interest at a rate equal to 1.50% greater than the yield on a one year U.S. Treasury obligation. Other terms and conditions of this proposal are unchanged from those approved in 2010 (Resolution 10-159).

   Additional information will be presented at the meeting concerning two matters:

   **Legality of the Requested Action**
   
   There is reason to conclude the requested action is not allowed. Corporation Counsel concluded that the Michigan Constitution prohibits granting by the state in aid of any person, association or corporation, public or private (Const. 1963, art. 9, §18). Also, lending of money to another governmental entity is not an authorized investment under the statute pertaining to the investment of surplus funds (MCL 129.91 et seq.). Bond counsel for the Drain Commissioner believes a provision of the Drain Code would allow for this action. The Drain Commissioner’s office and Controller will work to resolve the question prior to the Committee meeting.

   **County Ability to Provide $5 million**
   
   Perhaps the most important question is the County’s ability to provide $5 million for the stated purpose. General fund reliance on fund balance and number of significant changes in pension obligation payments beginning in 2017 make this a more precarious proposition. However, if this is a short-term arrangement allowed by law, then the higher rate of return (1.5%) is worthy of consideration.
3a. **Innovation and Technology Department** - Resolution to Approve Purchase of Training from Imagesoft

Imagesoft is a Michigan-based vendor that has worked with the County on numerous large and small OnBase projects since 2008. The County utilized Imagesoft services to make training available to all OnBase users as well as IT staff. Imagesoft provides training in an online subscription format that is purchased in yearly increments. The IT Department recommends approval of an agreement with Imagesoft to provide training services for a period of one year at a cost not to exceed $6,800.

3b. **Innovation and Technology Department** - Resolution to Approve Purchase of Training from Lynda.com

Lynda.com has provided training to Ingham County employees since 2014. This service provides training in easy to understand videos on various software applications as well as business, web design, and programming concepts. Training is provided in an online subscription format purchased in yearly increments, and the current subscription expires on August 19. The IT Department recommends approval of an agreement with Lynda.com to provide training services for a period of one year at a cost not to exceed $7,875.

3c. **Innovation and Technology Department** - Resolution to Approve the Renewal of the Munis Software Annual Support Agreement from Tyler Technologies

The MUNIS application is the heart of the County’s Finance, Budgeting, Human Resources and Purchasing operations. An annual maintenance agreement exists to maintain the application, receive support, and receive needed software updates. The County has purchased annual support agreements each year since the application was originally installed. The IT Department recommends approval of an agreement with Tyler Technologies to provide Munis software support for a period of one year at a cost not to exceed $157,533.78.

3d. **Innovation and Technology Department** - Resolution to Approve the Renewal of the RightFax Support Agreement

As part of the Cisco phone system project, Ingham County obtained RightFax licenses for virtual faxing. These licenses have a support component that must be renewed each year. Konica Minolta, the County’s vendor for this software for several years, provided a quote under the NASPO ValuePoint 3091 contract (formerly WSCA-NASPO) to extend licensing for another year. The IT Department recommends approval of the RightFax support agreement for a period of one year at a cost not to exceed $7,326.

4. **Potter Park Zoo** - Resolution Recommending Central Nebraska Packing, Inc. Become a Sole Source Vendor to Supply Meat for Potter Park Zoo’s Animal Diets

Potter Park Zoo (PPZ) orders 14,000 pounds of meat every year as one of the main diet items for all felines and carnivores in the zoo. In the interest of quality assurance and animal health, PPZ requests authorization to utilize Central Nebraska Packing, Inc. as a sole source vendor for meat required for animal diets. There are limited vendor sources available to acquire this meat at a high quality:
- Natural Balance which had a negative impact on PPZ animals health and is also consistently more expensive;
- Toronto meat which requires permitting for international transport and an increased cost for shipping;
- Bravo and Triple-A Meat which are considered substandard diets by zoo nutritionists and veterinarians.

Sole-source purchasing (procurement without competitive bidding) should be limited situations where conditions preclude the use of a competitive process. If only one vendor can/will satisfy the requirements and/or circumstances present, then a contract can be justifiably awarded without competition to the sole source provided that the purchase is in compliance with the dollar approval limit authority. Sole source purchasing at any level should be subject to approval by the Board of Commissioners.

Accreditation standards of the Association of Zoos and Aquariums (AZA) require that animal diets be of a quality and quantity suitable for each animal’s nutritional and psychological needs. Central Nebraska Packing Inc. is the only vendor the Potter Park Zoo veterinarian and general curator would approve buying meat from for animal diets at this time. For these reasons, PPZ recommends authorization of felines and carnivore meat purchases from Central Nebraska Packing, Inc. as a sole source vendor.

5. **Ingham County Fair** - Resolution Authorizing Entering into a Contract with Dietz Janitorial for As Needed Cleaning Services at the Ingham County Fairgrounds Community Hall

The Ingham County Fair Community Hall continues to experience accelerated booking throughout 2016 and well into 2017. With fifty out of fifty-two weekends booked on the grounds and most every weekend booked in the Community Hall, the maintenance team is no longer capable of continuing to simultaneously clean the Community Hall and maintain the level of service to the events on the grounds. The Facilities Department recommends approval of a resolution to award a contract for cleaning services at the Ingham County Fairgrounds to Dietz Janitorial Services on an “as needed” basis at a cost of $62 per cleaning, not to exceed $8,928 annually. The lowest bid was not chosen as the recommended vendor based on past experience.

6a. **Parks Department** - Resolution Authorizing Entering into Contracts for the Trails and Parks Millage Applications

After several months of review, the Parks Department recommends approval of 23 bridge projects identified within the Ingham County Trails and Parks Comprehensive Report at a total cost of $4,736,872.30. This total includes $4.5 million authorized by the Board (Resolution 16-105) for bridge applications, remaining dollars from the asphalt round ($211,137) and $25,735.30 from budgeted reserves. All applications for funding are recommended for approval except a $1,024,000 bridge project east of the Crego Park Access site in Lansing. That project will be eligible for funding in a future round. Individual projects recommended for approval are as follows:
<table>
<thead>
<tr>
<th>Municipality</th>
<th>Location</th>
<th>Project Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of East Lansing</td>
<td>South County Line, West of Abbot Road</td>
<td>$229,450</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>Whitehills Park</td>
<td>$204,100</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>Hagadorn Road</td>
<td>$206,050</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>Kalamazoo Street</td>
<td>$128,700</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>Harrison Meadows</td>
<td>$61,100</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>East of Abbey Road</td>
<td>$61,100</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Oakland Avenue</td>
<td>$86,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Lansing Center</td>
<td>$281,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Potter’s Zoo Creek Bridge</td>
<td>$1,806,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Under Railroad North of Crego Park</td>
<td>$335,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>East of Moores Park</td>
<td>$50,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>River Trail West (Near Elm St) - Wall and Pavement Repair</td>
<td>$215,393</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Moores River Drive Trail Repair</td>
<td>$368,160</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Maple Grove Cemetery to Mason Community Gardens</td>
<td>$21,057.30</td>
</tr>
<tr>
<td>City of Mason</td>
<td>Near West South Street</td>
<td>$54,381</td>
</tr>
<tr>
<td>City of Mason</td>
<td>North of West Elm Street</td>
<td>$54,381</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>East of Okemos Road</td>
<td>$140,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>Central Park South</td>
<td>$101,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>Nancy L. Moore Community Park Trail End</td>
<td>$50,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>Nancy L. Moore Community Park</td>
<td>$70,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>West of Okemos Road</td>
<td>$68,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>Hartrick Park</td>
<td>$136,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>West of Okemos Road, Meridian Interurban Pathway</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

6b. **Parks Department** - Resolution Honoring John Elias

John Elias began his employment with the Ingham County Parks Department in 1989 as a Park Ranger-I. The Parks Department recommends approval of a resolution honoring John for his commitment to high work quality and sense of ownership that proved to be a great asset to the County Parks Department and Ingham County.

7. **Financial Services Department** - Resolution to Change the Plan Administrator and Plan Name of the Former Road Commission’s Nationwide Post Employment Health Plan to Ingham County

The former Road Commission had two post-employee health plans with Nationwide in which employees and retirees had money invested in trust to pay for health related expenses after retirement. The County no longer contributes to these plans, but employees and retirees still have money invested in them. It was recently discovered that the plan name and plan administrator have never been changed from the Ingham County Road “Commission.” Nationwide requires approval of a resolution to document authorization of this change. The Financial Services Department concurs and recommends approval of the resolution.
8a. **Facilities Department** - Resolution Authorizing Amending the Costs on Resolution #16-251 for a One Year Contract Extension with PM Technologies to Provide Generator Services for Various Backup Generators Throughout the County

Resolution #16-251 approved on June 14, 2016 authorized a one year contract extension with PM Technologies to provide generator services for various back-up generators throughout Ingham County. The Facilities Department requests approval of a subsequent resolution to authorizes a one year contract extension with PM Technologies to provide generator services for various backup generators throughout Ingham County for a total cost of $6,005. In addition, load bank testing will be provided at a cost of $450.00 per generator, on an as needed basis.

8b. **Facilities Department** - Resolution Authorizing Two Purchase Orders for the 20 Ton RTU #10 Replacement at Forest Community Health Center

This resolution authorizes two purchase orders for the 20 ton RTU #10 (Roof Top Unit - air conditioning) replacement at Forest Community Health Center. The two purchase orders totaling $74,366.00 for the following:


2. Nelson Trane for installation of the rooftop unit for a cost of $34,000, which includes the requested $5,000 contingency.

Funds for the project are available in the 2015 approved CIP

8c. **Facilities Department** - Resolution Authorizing a Contract with Myers Plumbing & Heating, Inc. to Replace the Two Youth Center Boilers

The Facilities Department has experienced several maintenance issues with the two Youth Center boilers which have exceeded their life expectancy. Although not a local vendor, the Facilities Department recommends approval of the proposal submitted by Myers Plumbing and Heating, Inc. to replace the two boilers at a cost not to exceed $71,566. A $6,000 contingency is also requested for any unforeseen circumstances that may arise.

8d. **Facilities Department** - Resolution Authorizing a Contract with Teachout Security for Uniformed Unarmed Guard Services in Various County Buildings

The Facilities Department proposes a resolution to authorize a contract renewal with Teachout Security to provide uniformed unarmed guard services in various county buildings for three years with a two-year contract renewal option. The contract period begins June 1, 2016 and ends May 31, 2019 at a billable rate of $20.25/hour, an initial yearly cost of $414,882. Additional years’ costs will be based on the living wage rate increase. Teachout was the lowest responsible local bidder in the amount of $414,882 for the first year at a billable rate of $20.25 per hour. Funds are available within the current budget for this purpose.
9a. **Road Department** - *Resolution to Approve Local Road Agreements with Stockbridge, Bunker Hill, Williamstown, Locke, Leslie, Leroy, Aurelius, and Alaiedon Townships for the Ingham County Road Department*

The Road Department recommends approval of a resolution showing eight proposed 2016 Local Road Program Agreements with Stockbridge, Bunker Hill, Williamstown, Locke, Leslie, Leroy, Alaiedon, and Aurelius Townships. Resolution attachments provide detail for each proposed road improvement project and its funding proposal. Total Road Department match amounts are included in the adopted/amended 2016 road fund budget. Projects included are as follows:

<table>
<thead>
<tr>
<th>Township</th>
<th>Impacted Roads</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaiedon</td>
<td>• Wirt Road east of College Road</td>
<td>$ 137,500</td>
</tr>
<tr>
<td></td>
<td>• Willoughby Road from College Road to Hagadorn Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Willoughby Road from Dobie Road to east of Button Creek Bridge</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Willoughby Road from Every Road to Meridian Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Lamb Road from Walline Road to Every Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Harper Road from College Road to Okemos Roads</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Harper Road from Wolverine Road to Every Roads</td>
<td></td>
</tr>
<tr>
<td>Aurelius</td>
<td>Kipp Road from College Road to Edgar Road</td>
<td>$ 28,000</td>
</tr>
<tr>
<td>Bunker Hill</td>
<td>• Parman Road from Baseline Road to Fitchburg Road</td>
<td>$ 111,000</td>
</tr>
<tr>
<td></td>
<td>• Baseline Road from Bunker Hill Road to Friermuth Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Friermuth Road from Fitchburg Road to Holland Road</td>
<td></td>
</tr>
<tr>
<td>Leslie</td>
<td>Churchill Road from Covert Road to Plains Roads</td>
<td>$ 81,430</td>
</tr>
<tr>
<td>Leroy</td>
<td>Various roads</td>
<td>$ 72,200</td>
</tr>
<tr>
<td>Locke</td>
<td>Glendor Subdivision streets</td>
<td>$ 94,400</td>
</tr>
<tr>
<td>Stockbridge</td>
<td>• Kinsey Road from Brogan Road to M-36</td>
<td>$ 402,000</td>
</tr>
<tr>
<td></td>
<td>• Green Road from M-52 to Kane Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Milner Road from Dexter Trail to Brogan Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• O’Brien Road from Parman Road to Chapman Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Chapman Road from Heeney Road to O’Brien Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Main Street from Stockbridge Village Limit to Dexter Trail</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Budd Road from Milner Road to Oakley Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Oakley Road from Budd Road to Burden Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Burden Road from Oakley Road to M-36</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Stilson Road from Catholic Church Road to Dexter Trail</td>
<td></td>
</tr>
<tr>
<td>Williamstown</td>
<td>• Lounsbury Road from Barry Road to Haslett Road</td>
<td>$ 230,000</td>
</tr>
<tr>
<td></td>
<td>• Shoesmith Road from the Township line to Shoeman Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Gulick Road from Shoeman Road to Zimmer Road</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Foster Road from Barry Road to the Township line</td>
<td></td>
</tr>
</tbody>
</table>
9b. **Road Department** - Resolution to for Approval of the Preliminary Plat of Ember Oaks

The Ember Oaks Subdivision is a 156 unit single-family subdivision located on roughly 161.9 acres, north Jolly Road, between Dobie Road and Every Road. The proprietor wishes to proceed with the next phase of the subdivision (lots 48 through 58). The current Ember Oaks Subdivision Preliminary Plat expired on November 19, 2013 (per state statute, Preliminary Plat approvals expire after two years). The Road Department recommends re-approval of the Preliminary Plat of Whitehills Lakes South No. 2.

9c. **Road Department** - Resolution Authorizing Contracted Trucking Services to Haul Hot Mix Asphalt to the Ingham County Road Department

The Road Department was in need of a Flow Boy trailer to haul asphalt for paving purposes. The Flow Boy hauls approximately 40-50 tons of asphalt while County dump trucks haul just 5-10 tons. The rental of the Flow Boy will allow the Road Department to efficiently complete the paving prior to the August deadline when chip sealing will begin. Typically paving will be required again after the chip sealing is complete.

With the construction season well underway, it was necessary to issue and emergency purchase order to allow use of a Flow Boy trailer prior to formal approval of a contract. Emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, wherein the immediate purchase is essential to prevent detrimental delays in the work of any department.

The Road Department recommends approval of resolution to authorize an agreement with Rieth & Riley Construction Company to continue contracted trucking service to deliver hot mix asphalt to Road Department crews at a rate of $138 per hour.

9d. **Road Department** - Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and Ingham County and Third Party Agreements Between Michigan State University and Ingham County and the Charter Township of Meridian and Ingham County in Relation to Road Construction Projects for Park Lake Road from Grand River Avenue (M-43) to Merritt Road and Improvements to Hagadorn Road and Mt Hope Road Intersection

The Road Department received federal funding to resurface Park Lake Road from Grand River Avenue (M-43) to Merritt Road at a cost of $709,000, and to reconfigure and resurface the Hagadorn Road/Mount Hope Road intersection at a cost of $535,738. The two projects were packaged together as a single construction contract because they have similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements. The Road Department recommends approval of a resolution to authorize a contract with the State of Michigan/MDOT for these projects consisting of $817,574 in federal funding, $180,000 from an MDEQ scrap tire grant, and $247,364 in Road Department and Charter Township of Meridian funds. The resolution also authorizes entering into third party agreement with Charter Township of Meridian to secure the estimated $59,100 of funds for township requested work.
9e. **Road Department - Resolution Authorizing the Purchase of Two New Wheel Loaders for the Ingham County Road Department**

The Road Department currently has two wheel loaders that are out of service because of mechanical issues involving obsolete parts. Wheel loaders are an instrumental tool in department operations and are normally replaced after 15-20 years of service. Most vendors submitting proposals offered demonstration units for staff to operate and evaluate functions, features, warranty, maintenance and repair accessibility, dump height, fuel efficiency, performance and most importantly, operator visibility. Because it was the only unit to fully meet all specifications, the Road Department recommends approval of a resolution to purchase two Volvo L-70H wheel loaders from Alta Construction Equipment at a total cost of $278,740.00, including a trade-in allowance of $58,000.00 for two, Deere 444 wheel loaders that are out of service.

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

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 27 projects (see attachment).

10a. **Human Resources Department - Resolution Authorizing Updating Municipal Employees Retirement System (MERS) of Michigan Division Names**

The County has several established Municipal Employees Retirement System of Michigan (MERS) pension divisions. Division names correspond to a group of employees represented within the division. In the past year, there have been several changes in Union representation which require changes in the naming convention of corresponding pension divisions to maintain accurate records. Changing division names requires formal action of the governing body under MERS rules. The Human Resources Department recommends approval of the resolution.

10b. **Human Resources Department - Resolution to Adopt a New Hire Driving Record Check Policy**

This Human Resources Department recommends approval of a policy to set forth the requirement, use of history and current status of driving records in the employment process and normal procedure upon hire. Employees assigned to driving duties must at all times meet, at a minimum, the following criteria:

1. Drivers must have a current, valid Michigan driver’s license
2. Drivers must maintain a clean driving record and have a driving history reflecting lawful, prudent and safe operation of a motor vehicle; and,
3. Drivers must be, and remain, insurable under the County’s liability insurance policy.

The County will conduct driving record checks on all covered applicants following a conditional offer of employment. After conducting an individualized assessment, exceptions or accommodations may be made as contemplated by law, or for positions in which operating a motor vehicle is not an essential job duty.
11. **Controller’s Office** - *Resolution Authorizing Adjustments to the 2016 Ingham County Budget*

   This proposed resolution would authorize adjustments to the Ingham County budget for the second quarter of fiscal year 2016. The total increase to the General Fund is $22,384. Also included is an update of contingency fund spending so far this year. The current contingency amount is $315,450.

12. **Board of Commissioners** - *Resolution Honoring Bob Selig*

   A resolution is offered to congratulate Bob Selig on the event of his retirement as President-CEO of the Capital Region International Airport.
MEMO TO THE INGHAM COUNTY BOARD OF COMMISSIONERS

FROM DRAIN COMMISSIONER PATRICK E. LINDEMANN

RE: REVOLVING DRAIN FUND 802

July 5, 2016

In August of 2014 I sought and received a $6 million increase in the use of county fund balance for Fund 802, the Revolving Drain Fund. (See Resolution 14-345) I promised the Finance Committee at that time to seek to reduce the use of fund balance when the Groesbeck Park Drain petition project was bonded. After Groesbeck Park was bonded, you passed Resolution 15-462 at my request, reducing the amount of fund balance allocated to Fund 802 to $1 million.

In the intervening half year, I have concluded that interim Notes issued to banks (under Section 434 of the Drain Code) will be unable to meet the need for interim financing for the petitions now pending for drain construction and improvement. In order to finance the costs of bringing pending petitions to permanent financing, I am requesting that $5 million be added to the Revolving Drain Fund (Fund 802), increasing its maximum balance to the level of $6 million. This is accomplished by the attached Resolution.

The Fund will be used under the same terms and conditions as has been true since 2010. The money is repaid to the fund when permanent bonding is obtained for the drain that borrows the money. The agreed-upon interest benchmark means that the County receives more interest than it would from a bank while the drains pay less than they might from a bank.

My staff or I will attend the July 19 and 20 Committee meetings to answer questions.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN INCREASE IN FUNDING FOR
THE REVOLVING DRAIN FUND (FUND 802)

WHEREAS, the County of Ingham, State of Michigan (the "County"), established a revolving drain fund (the "Revolution Drain Fund," "Fund 802") in 1975 pursuant to Chapter 12 of the Drain Code of 1956 (Act 40, Public Acts of Michigan, 1956, as amended) (the "Drain Code") and appropriated money to the Revolving Drain Fund; and

WHEREAS, the amount attributable to the Revolving Drain Fund was $1,000,000 in 2010; and

WHEREAS, this amount was increased to $7,000,000 in 2014; and

WHEREAS, this amount was decreased to $1,000,000 in 2015; and

WHEREAS, Ingham County Drain Commissioner (the "Drain Commissioner") has proposed that the Board of Commissioners increase the Revolving fund amount by $5,000,000 to a total of $6,000,000; and

WHEREAS, the Drain Commissioner has agreed to continue to pay interest to the general fund on any funds that are borrowed from the Revolving Drain Fund until repaid to the Revolving Drain Fund.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to Chapter 12 of the Drain Code, the Ingham County Board of Commissioners shall set the cash advance from the general fund of the County to the Revolving Drain Fund in the amount of $6,000,000.

2. The amount in the Revolving Drain Fund is available for use by the Drain Commissioner as provided in Chapter 12 of the Drain Code. The Drain Commissioner will notify the Financial Services Department of any transfer needed and the funds will be transferred.

3. The County Treasurer shall account for these funds in a separate account or subaccount in the Revolving Drain Fund (the "Account").

4. The Drain Commissioner will pay the County Treasurer interest on any balance withdrawn on the Account. The interest will be paid on a monthly basis using an interest rate determined annually. The interest will be calculated on the outstanding balance of the Account as of the end of each month.

5. The interest rate will be determined each January at a rate calculated at a rate per annum equal to 150 basis points (1.50%) greater than the yield on a one-year U. S. Treasury obligations (the "Interest Rate"). The Interest Rate shall be based upon the information regarding yields on U. S. Treasury obligations published in the "Market Data" section of Bloomberg.com, or its successor, or such other source as is mutually agreed by the County Treasurer and the Drain Commissioner.
6. The Drain Commissioner can repay any full or partial portion of the outstanding balance at any time. The Drain Commissioner will notify the Financial Services Department, and the funds will be returned to the Revolving Fund.

7. This arrangement may be rescinded by the Board of Commissioners at the request of either the Drain Commissioner or the County Treasurer, and the amount in excess of the original $292,500 in cash provided in 1975 will be returned to the County's General Fund with the understanding that the Treasurer will provide the Drain Commissioner with ample time to borrow funds from an outside source.
Agenda Item 3a

TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO


SUBJECT: Imagesoft Premium Training for all Imagesoft users

BACKGROUND
Imagesoft is the vendor that Ingham County relies on for our OnBase system. In previous years, including 2015, we have utilized Imagesoft to make training available to all OnBase users as well as ITD staff. Imagesoft provides their training in an online subscription format that is purchased in yearly increments. Current list price for their training is $8,500.00 but with vociferous complaining we have gotten the price reduced back down to last year’s price of $6,800.00.

ALTERNATIVES
The alternative would be to forego training for this year.

FINANCIAL IMPACT
The funding for the $6,800.00 total will come from the County’s Innovation and Technology Department’s Development and Training Fund #636-95800-960080.

OTHER CONSIDERATIONS
Imagesoft is a Michigan-based vendor and has worked with the County on numerous large and small OnBase projects over the years.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for Imagesoft training in the amount of $6,800.00.
**Statement of Work**

<table>
<thead>
<tr>
<th>Statement of Work No.</th>
<th>17087</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revision No.</td>
<td>1.1</td>
</tr>
<tr>
<td>Customer Name:</td>
<td>Ingham County</td>
</tr>
<tr>
<td>Project Name:</td>
<td>Premium Subscription</td>
</tr>
<tr>
<td>ImageSoft Contact:</td>
<td>Tim Zarzycki</td>
</tr>
<tr>
<td>Submitted Date:</td>
<td>June 21, 2016</td>
</tr>
</tbody>
</table>

This Statement of Work is made and entered into by and between ImageSoft, Inc., a Michigan Corporation with its principal offices at 25900 West 11 Mile Rd, Suite 100, Southfield, MI 48034 ("ImageSoft"), and Ingham County with its principal offices at 121 E. Maple Street, Mason, MI 48854 ("Customer").

This Statement of Work ("SOW") is to be attached to and is hereby made a part of the Professional Services Agreement ("PSA") entered into by and between Customer and ImageSoft dated September 17, 2008.

Unless otherwise specified, the products and services provided within this SOW are hereby added to and covered for the duration and under the terms of the System Maintenance Agreement (SMA) entered into by and between Customer and ImageSoft dated September 17, 2008.

To the extent that any terms and conditions contained in the related PSA or SMA are in conflict with, or in addition to the terms and conditions of this Statement of Work, the terms and conditions of this Statement of Work shall control.
1. **Introduction**
This SOW will cover the purchase of a one year subscription to OnBase’s Premium Training.

There are no professional services included in this Statement of Work (SOW). A separate SOW can be provided for the recommended professional service hours.

2. **Pricing**
The table below provides estimated pricing for software only.

<table>
<thead>
<tr>
<th>Software</th>
<th>Product</th>
<th>Unit Cost</th>
<th># Units</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>OnBase Software</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Premium Training Subscription</td>
<td></td>
<td>$6,800</td>
<td>1</td>
<td>$6,800</td>
</tr>
<tr>
<td>Software Subtotal</td>
<td></td>
<td></td>
<td></td>
<td>$6,800</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td></td>
<td></td>
<td>$6,800</td>
</tr>
</tbody>
</table>

*Pricing valid until 8/30/2016*

2.1 **Payment Schedule**
All payments will be due on a Net-30 day basis.
3. Approval

Signature is required to accept this SOW. By signing below each party agrees to the proposed project scope and authorizes work to begin.

<table>
<thead>
<tr>
<th>Agreed to:</th>
<th>Agreed to:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ingham County</td>
<td>ImageSoft, Inc.</td>
</tr>
<tr>
<td>121 E. Maple Street</td>
<td>25900 West 11 Mile Rd, Suite 100</td>
</tr>
<tr>
<td>Mason, MI 48854</td>
<td>Southfield, MI 48034</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>By:</th>
<th>By:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Authorized Signature

Date:__________________ Date:__________________

Name (type or print): ______________________________ Name (type or print): Scott Bade

Title (type or print): ______________________________ Title (type or print): President

Project name: Premium Subscription

Internal Use: Opportunity #: 17087
Sales Order #: ________________________
INTRODUCED BY COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM IMAGESOFT

WHEREAS, Ingham County relies heavily on our OnBase system; and

WHEREAS, in the past, Imagesoft has provided training to Ingham County staff; and

WHEREAS, a subscription for an entire year of Premium OnBase Training will be $6,800.00 and available to all Ingham County OnBase users.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from Imagesoft in the amount not to exceed $6,800.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology’s Development and Training Fund #63695800-960080.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 6/30/2016
SUBJECT: Lynda.com Training renewal for County employees

BACKGROUND
Ingham County has been using the web service Lynda.com for user training since 2014. This service provides training in easy to understand videos on various software applications as well as business, web design, and programming concepts. This training is an online subscription format that is purchased in yearly increments. The current annual cost for the subscription is $7,875.00. This is a 5% increase over last year’s price of $7,500.00 which had been unchanged for 5 years. Our current subscription expires on August 19th, 2016.

ALTERNATIVES
Lynda.com is a single source vendor as per the attached document.

FINANCIAL IMPACT
The funding for the $7,875.00 total will come from the County’s Innovation and Technology Department’s Development and Training Fund #636-95800-960080.

OTHER CONSIDERATIONS
Ongoing training is an important part of ensuring our County staff are best able to serve our citizens.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for Lynda.com training in the amount of $7,875.00.
To Whom It May Concern:

RE: Sole Source provider for the lynda.com library of instructional videos.

Thank you for your interest in lynda.com. The company currently offers over 2,700 courses in the areas of 3D + Animation, Audio, Business, Design, Developer, Documentaries, Video, Web and Photography. The benefits of the library are:

• **Respected authors.** Our handpicked instructors are proven experts in their fields, clear communicators and excellent teachers.

• **All you can learn.** We place no limits on our active subscribers; you can watch as many titles as you want and access them for as long as you need. Just as a public library gives you access to every book you can imagine, the lynda.com library allows you to view every training title we publish.

• **Task-based learning.** Learn an entire topic or program from start to finish or just learn a specific task.

• **Video-based training.** Watch, rewind, fast forward, and replay as often as you like. Easier than reading, our video based format is great for visual learners.

• **Stay current.** Keep your skills up to date with new training titles published every month.

This unique educational resource is exclusively available through lynda.com. For additional information and pricing, we invite you to contact us at:

lynda.com
805-477-3900

Best regards,

Laura Hansen
Legal Operations Specialist
Order Form # 00035666

Expiration Date: August 19, 2016
Prepared By: Julie Palmer
Email: jpalmer@lynda.com

Account Name: Ingham County, Michigan

Bill To: Deb Fett
Master Admin: Nick Thomas

Address: 121 E. Maple
Mason, Michigan 48854-1851
United States

Address: Purchasing P.O. Box 31
MASON, Michigan
48854
United States

Phone: (517) 676-7371

Phone: (517) 676-7386
Email: dfett@ingham.org
Email: ndthomas@ingham.org

Accounts Payable Email

Subscription Information

Start Date: August 20, 2016
End Date: August 19, 2017
PO Required*
Billing Frequency: Upfront
PO Number
Payment Terms: Net 30
PO Amount

Subscription Start Date will be the later of the Start Date described above or the date the Order Form is fully executed. *If PO Required = Yes, then provisioning will occur when we receive your PO document.

<table>
<thead>
<tr>
<th>Product</th>
<th>Description</th>
<th>UOM</th>
<th>QTY</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>lyndaPro</td>
<td></td>
<td>Users</td>
<td>25</td>
<td>USD 155.00</td>
<td>USD 7,775.00</td>
</tr>
<tr>
<td>Master Admin Complimentary User</td>
<td></td>
<td>1 User</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Total Order Amount: $7,775.00

This Order Form does not reflect any taxes that may apply. Organizations that are tax exempt may email a copy of their tax exemption certificate to taxexemption@lynda.com

Terms

- Services provided under this Order Form are provided pursuant to LinkedIn's terms and conditions set forth at https://legal.linkedin.com/lsa/public-sector ("LSA"), the terms of which are incorporated into this Order Form.
- Additional usage terms for Services provided under this Order Form are outlined at http://www.linkedin.com/solutions/servicesusage.
- Services provided under this Order Form will terminate on the expiration date of the Term or the date terminated by either party as provided in the LSA.
- Order forms with contiguous dates will ensure no gap in service.
- Add-on product orders must end coterminous with the originating contract.
- Future incremental add-on or renewal orders will be at list price at time of purchase.
- Please allow up to 3 business days for account provisioning.
- Except as otherwise provided in the LSA, this is a non-cancelable and non-refundable purchase. I hereby represent that I am an authorized signatory and have read and agreed to the terms of this Order Form.
<table>
<thead>
<tr>
<th>Ingham County, Michigan</th>
<th>LinkedIn Corporation</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signature</strong></td>
<td>Emory Wu</td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td>Emory Wu</td>
</tr>
<tr>
<td><strong>Business Title</strong></td>
<td>Sr. Revenue Analyst</td>
</tr>
<tr>
<td><strong>Authority Level</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td>9/29/2016</td>
</tr>
<tr>
<td><strong>Signature</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Name</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Business Title</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td></td>
</tr>
</tbody>
</table>
Agenda Item 3b

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM LYNDACOM

WHEREAS, Ingham County has been using Lynda.com since 2014 to provide online training to Ingham County staff; and

WHEREAS, ongoing training is an important part of ensuring our County staff are best able to serve our citizens; and

WHEREAS, a subscription for a year of training will be $7,875.00 and available to Ingham County staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from Lynda.com in the amount not to exceed $7,875.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology’s Development and Training Fund #63695800-960080.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services, & Finance Committees
FROM: Deb Fett, CIO
DATE: 6/28/2016
SUBJECT: Renewal of the MUNIS support
For the meeting agendas of 7/19/2016, 7/20/2016, and 7/28/2016

BACKGROUND
The MUNIS application is the heart of our Finance, Budgeting, Human Resources and Purchasing operations and has been utilized for years in Ingham County. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates. This support has been purchased every year since Ingham County has owned the application. (Resolutions #15-136, 14-262, 13-261, etc.) Last year’s total maintenance cost was $151,204.26, this year’s cost proposed by Tyler Technologies is $157,533.78, a 4.19% increase.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The funding for the $157,533.78 total will come from the County’s Innovation and Technology Department’s Contract Maintenance Fund #636-95800-932020.

OTHER CONSIDERATIONS
This application is heavily utilized currently and will continue to be so with the addition of the contract module. It is important that there is a reliable support option for any potential issues that our team is unable to reconcile.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for Tyler Technologies in the amount of $157,533.78.
Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE INNOVATION AND TECHNOLOGY DEPARTMENT FOR THE 2015 BUDGET YEAR

RESOLUTION # 15 – 136

WHEREAS, county policy requires that all contracts over $5,000 be approved by the Board of Commissioners; and

WHEREAS, county policy requires that all contracts under $5,000 be approved by the Controller, Liaison Chairperson, Finance Chairperson and Board Chairperson subject to review by the County Attorney; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2015 Adopted Budget for the Innovation and Technology Department; and

WHEREAS, these contracts are required to maintain and keep the Ingham County technology network maintained and operational.

THEREFORE BE IT RESOLVED, that the following maintenance agreements be approved for the Innovation and Technology Department:

Annual ARUBA Maintenance – This is maintenance on the County wireless network - $6,807.97
Dark Fiber maintenance - Zayo - $10,000
Oracle Database Maintenance – Mythics - $14,766.56
Annual server parts Maintenance – Service Express - $15,448.39
ATT – Monthly phone and data services for multiple offices - $50,000
Comcast data services - $36,000
Tylor Munis Annual upgrade – $153,308.65

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other related documents which are contained in the adopted budget subject to review by the County Attorney as to form and to certification by the Controller/Administrator that the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted.

BE IT FURTHER RESOLVED, that all contracts over $5,000 that are not included in this resolution or Resolution #14-488 shall be approved by the Board of Commissioners by separate resolution.

BE IT FURTHER RESOLVED, that all contracts under $5,000 that are not included in this resolution or Resolution #14-488 shall be approved by the Controller, Liaison Chairperson, Finance Chairperson and Board Chairperson, subject to review by the County Attorney.
COUNTY SERVICES:  **Yeas:** Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville  
**Nays:** None  
**Absent:** None  
**Approved 4/21/15**

FINANCE:  **Yeas:** Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, Case Naeyaert  
**Nays:** None  
**Absent:** Tennis  
**Approved 4/22/15**
<table>
<thead>
<tr>
<th>Customer No.</th>
<th>Ord No</th>
<th>PO Number</th>
<th>Currency</th>
<th>Terms</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4815</td>
<td>60085</td>
<td></td>
<td>USD</td>
<td>NET30</td>
<td>07/01/2016</td>
</tr>
<tr>
<td><strong>Date</strong></td>
<td><strong>Description</strong></td>
<td><strong>Units</strong></td>
<td><strong>Rate</strong></td>
<td><strong>Extended Price</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Contract No.: INGHAM COUNTY</strong></td>
<td>SUPPORT &amp; UPDATE LICENSING - ACCTG/GL/BUDGET/AP</td>
<td>1</td>
<td>44,647.69</td>
<td>44,647.69</td>
<td></td>
</tr>
<tr>
<td>Maintenance: Start: 01/Jul/2016, End: 30/June/2017</td>
<td>SUPPORT &amp; UPDATE LICENSING - ACCOUNTS RECEIVABLE</td>
<td>1</td>
<td>10,273.81</td>
<td>10,273.81</td>
<td></td>
</tr>
<tr>
<td>Maintenance: Start: 01/Jul/2016, End: 30/June/2017</td>
<td>SUPPORT &amp; UPDATE LICENSING - BUSINESS &amp; VENDOR SELF SERVICE</td>
<td>1</td>
<td>8,878.64</td>
<td>8,878.64</td>
<td></td>
</tr>
<tr>
<td>Maintenance: Start: 01/Jul/2016, End: 30/June/2017</td>
<td>SUPPORT &amp; UPDATE LICENSING - CITIZEN SELF SERVICE</td>
<td>1</td>
<td>10,273.81</td>
<td>10,273.81</td>
<td></td>
</tr>
<tr>
<td>Maintenance: Start: 01/Jul/2016, End: 30/June/2017</td>
<td>SUPPORT &amp; UPDATE LICENSING - APPLICANT TRACKING</td>
<td>1</td>
<td>2,232.74</td>
<td>2,232.74</td>
<td></td>
</tr>
<tr>
<td>Maintenance: Start: 01/Jul/2016, End: 30/June/2017</td>
<td>SUPPORT &amp; UPDATE LICENSING - FIXED ASSETS</td>
<td>1</td>
<td>11,161.32</td>
<td>11,161.32</td>
<td></td>
</tr>
<tr>
<td>Maintenance: Start: 01/Jul/2016, End: 30/June/2017</td>
<td>SUPPORT &amp; UPDATE LICENSING - GENERAL BILLING</td>
<td>1</td>
<td>4,883.09</td>
<td>4,883.09</td>
<td></td>
</tr>
<tr>
<td>Maintenance: Start: 01/Jul/2016, End: 30/June/2017</td>
<td>SUPPORT &amp; UPDATE LICENSING - HUMAN RESOURCES MANAGEMENT</td>
<td>1</td>
<td>5,073.00</td>
<td>5,073.00</td>
<td></td>
</tr>
<tr>
<td>Maintenance: Start: 01/Jul/2016, End: 30/June/2017</td>
<td>SUPPORT &amp; UPDATE LICENSING - CRYSTAL REPORTS</td>
<td>1</td>
<td>7,046.42</td>
<td>7,046.42</td>
<td></td>
</tr>
<tr>
<td>Maintenance: Start: 01/Jul/2016, End: 30/June/2017</td>
<td>SUPPORT &amp; UPDATE LICENSING - MUNIS OFFICE</td>
<td>1</td>
<td>5,580.66</td>
<td>5,580.66</td>
<td></td>
</tr>
<tr>
<td>Maintenance: Start: 01/Jul/2016, End: 30/June/2017</td>
<td>SUPPORT &amp; UPDATE LICENSING - PAYROLL WITH EMPLOYEE SELF SERVICE</td>
<td>1</td>
<td>11,542.35</td>
<td>11,542.35</td>
<td></td>
</tr>
<tr>
<td>Maintenance: Start: 01/Jul/2016, End: 30/June/2017</td>
<td>SUPPORT &amp; UPDATE LICENSING - PROJECT ACCOUNTING</td>
<td>1</td>
<td>7,610.10</td>
<td>7,610.10</td>
<td></td>
</tr>
<tr>
<td>Maintenance: Start: 01/Jul/2016, End: 30/June/2017</td>
<td>SUPPORT &amp; UPDATE LICENSING - PURCHASE ORDERS</td>
<td>1</td>
<td>11,923.41</td>
<td>11,923.41</td>
<td></td>
</tr>
<tr>
<td>Maintenance: Start: 01/Jul/2016, End: 30/June/2017</td>
<td>SUPPORT &amp; UPDATE LICENSING - REQUISITIONS</td>
<td>1</td>
<td>8,878.64</td>
<td>8,878.64</td>
<td></td>
</tr>
<tr>
<td>Maintenance: Start: 01/Jul/2016, End: 30/June/2017</td>
<td>TYLER FORM PROCESSING SUPPORT</td>
<td>1</td>
<td>4,228.10</td>
<td>4,228.10</td>
<td></td>
</tr>
</tbody>
</table>

Maintenance: Start: 01/Jul/2016, End: 30/June/2017
Questions:
Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Fax: 1-866-673-3274
Email: ar@tylertech.com

Bill To: INGHAM COUNTY
ATTN: M I S Department
121 EAST MAPLE STREET
MASON, MI 48854

Ship To: INGHAM COUNTY
ATTN: M I S Department
121 EAST MAPLE STREET
MASON, MI 48854

<table>
<thead>
<tr>
<th>Customer No.</th>
<th>Ord No</th>
<th>PO Number</th>
<th>Currency</th>
<th>Terms</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4815</td>
<td>80085</td>
<td></td>
<td>USD</td>
<td>NET30</td>
<td>07/01/2016</td>
</tr>
</tbody>
</table>

Date  Description  Units  Rate  Extended Price

**ATTENTION**
Order your checks and forms from Tyler Business Forms at 877-749-2090 or tylertechforms.com to guarantee 100% compliance with your software.

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Subtotal</td>
<td>154,233.78</td>
</tr>
<tr>
<td>Sales Tax</td>
<td>0.00</td>
</tr>
<tr>
<td>Invoice Total</td>
<td>154,233.78</td>
</tr>
</tbody>
</table>
# Invoice

**Remittance:**
Tyler Technologies, Inc.  
(FEIN 75-2303620)  
P.O. Box 20356  
Dallas, TX 75320-3556

**Questions:**
Tyler Technologies - ERP & Schools  
Phone: 1-800-772-2260 Press 2, then 1  
Fax: 1-866-673-3274  
Email: ar@tylertech.com

**Bill To:** INGHAM COUNTY  
ATTN: M I S Department  
121 EAST MAPLE STREET  
MASON, MI 48854

**Ship To:** INGHAM COUNTY  
ATTN: M I S Department  
121 EAST MAPLE STREET  
MASON, MI 48854

<table>
<thead>
<tr>
<th>Customer No.</th>
<th>Ord No</th>
<th>PO Number</th>
<th>Currency</th>
<th>Terms</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>4815</td>
<td>79811</td>
<td></td>
<td>USD</td>
<td>NET30</td>
<td>07/01/2016</td>
</tr>
</tbody>
</table>

**Description**

- **GUI SUPPORT**  
  Maintenance: Start: 01/Jul/2016, End: 30/Jun/2017

**Subtotal**

- 3,300.00

**Sales Tax**

- 0.00

**Invoice Total**

- 3,300.00

**ATTENTION**

Order your checks and forms from Tyler Business Forms at 877-749-2090 or tylerbusinessforms.com to guarantee 100% compliance with your software.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE MUNIS SOFTWARE ANNUAL SUPPORT AGREEMENT FROM TYLER TECHNOLOGIES

WHEREAS, Ingham County currently utilizes Tyler Technologies MUNIS Software as our county-wide Financial, Budget, Human Resource, and Purchasing application; and

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

WHEREAS, the payment totaling $157,533.78 for annual support is due for the support from July 1st 2016- June 30th 2017; and

WHEREAS, the annual contract amount proposed by Tyler is a 4% from the prior year; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of support from Tyler Technologies in the amount not to exceed $157,533.78.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Contract Maintenance Fund (636-95800-932020).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 7/05/2016
SUBJECT: Resolution – RightFax Software Support Renewal

BACKGROUND
Resolution #13-154 was to purchase and install our Cisco phone system. As part of that phone system project, Ingham County obtained RightFax licenses for doing virtual faxing. These licenses have a support component that must be renewed each year. Konica Minolta has been our vendor for this software for several years now. They have provided us a quote under the NASPO ValuePoint 3091 contract (formerly WSCA-NASPO) to bring us current again and carry us forward until next year.

ALTERNATIVES
The alternative would be to not renew our support, risk failure of our faxing system, and not be able to upgrade to newer versions as our version becomes obsolete.

FINANCIAL IMPACT
The funding for the $7,326.00 total will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030. The last year paid was $7,500.00.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached quote for RightFax support renewal from Konica Minolta.
Renewal Notice
Date: 6/19/16
Reference Number: SUSB391330
Contract Number: A040750
Renewal Number: RC074734
Maintenance Term Start Date: 2/1/15
Maintenance Term Expiration Date: 4/30/17
Quote Expires: 7/20/16
Payment Terms: Net 30
Previous PO Number: (through Konica Minolta)

<table>
<thead>
<tr>
<th>QTY</th>
<th>PRODUCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Reconnect for Fax Server, Business Edition 02/01/15 to 04/30/16 Flat Fee - Covers 15 month lapsed term</td>
</tr>
<tr>
<td></td>
<td>S-CPRF2410003</td>
</tr>
<tr>
<td></td>
<td>1,795.00</td>
</tr>
<tr>
<td>100</td>
<td>RightFax Connector for all Konica Minolta MFPs 50-499 05/01/16 to 04/30/17 66285-12251</td>
</tr>
<tr>
<td></td>
<td>S-CPRFPG0145</td>
</tr>
<tr>
<td></td>
<td>2,500.00</td>
</tr>
<tr>
<td>7</td>
<td>RightFax FOIP Enabled Fax Channel 05/01/16 to 04/30/17 66285-12251</td>
</tr>
<tr>
<td></td>
<td>S-CPRFPGDDCFOIP</td>
</tr>
<tr>
<td></td>
<td>2,023.00</td>
</tr>
<tr>
<td>1</td>
<td>RightFax Server PDF &amp; Searchable PDF 05/01/16 to 04/30/17 66285-12251</td>
</tr>
<tr>
<td></td>
<td>S-CPRFPGPDFSPDF</td>
</tr>
<tr>
<td></td>
<td>499.00</td>
</tr>
<tr>
<td>1</td>
<td>Fax Server, RightFax Business Edition 05/01/16 to 04/30/17 66285-12251</td>
</tr>
<tr>
<td></td>
<td>S-CPRFPGBSN-A</td>
</tr>
<tr>
<td></td>
<td>399.00</td>
</tr>
<tr>
<td>1</td>
<td>RightFax FOIP Enable an Existing RightFax Document Delivery Channel 05/01/16 to 04/30/17 66285-12251</td>
</tr>
<tr>
<td></td>
<td>S-CPRFPGDDCFOIPU</td>
</tr>
<tr>
<td></td>
<td>110.00</td>
</tr>
</tbody>
</table>

Subtotal 7,326.00 USD
Tax USD
Total 7,326.00 USD

Taxes are subject to change

This quotation is a nonbinding quote and only upon execution of a signed agreement for maintenance and service will this pricing and term become active. All software is licensed under the terms of the applicable software license agreement signed by the parties.
Resolutions

agendaitem

Agenda Item 3d

Introducing by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE RIGHTFAX SUPPORT AGREEMENT

WHEREAS, Ingham County currently utilizes RightFax for faxing which requires ongoing support; and

WHEREAS, ITD obtained contract pricing from Konica Minolta for our ongoing support and licensing needs; and

WHEREAS, our current existing support agreement is expired and ITD recommends renewing this agreement; and

WHEREAS, our previous annual cost was $7,500.00 and the new annual cost will be $7,326.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the support agreement from Konica Minolta in the amount not to exceed $7,326.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county’s Network Fund #63625810-932030.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners County Services Committee  
FROM: Cynthia Wagner  
DATE: 7-5-16  
SUBJECT: Sole Source Vendor, Central Nebraska Packing Inc.  
For the meeting agenda of 7-19-16  

BACKGROUND  
Potter Park Zoo orders meat as one of the main diet items for all felines and carnivores in the zoo. We order 14,000 lbs. of meat every year from Central Nebraska Packing Inc. for an amount totaling $27,482.00 in 2015. We need to order from this company for quality assurance and the health of the animals. We are requesting Central Nebraska Packing Inc. become a sole source vendor for the meat required at Potter Park Zoo for animal diets.

ALTERNATIVES  
We would continue to purchase meat from Central Nebraska Packing Inc., but would be required to get three quotes for each purchase from vendors, we know, we cannot use to supply food to our animals.

There are limited sources to acquire this meat at a high quality and they include: Natural Balance which had a negative impact on our animals health and is also consistently more expensive; Toronto meat which requires permitting for international transport and an increased cost for shipping; and Bravo and Triple A meat which are considered substandard diets by zoo nutrionists and veterinarians.

FINANCIAL IMPACT  
Time and resources spent acquiring quotes is an indirect financial impact.

OTHER CONSIDERATIONS  
Association of Zoos and Aquariums (AZA) states in the 2016 accreditation standards:
2.6.2. Animal diets must be of a quality and quantity suitable for each animal’s nutritional and psychological needs.

Central Nebraska Packing Inc. is the only vendor the Potter Park Zoo veterinarian and general curator would approve buying meat from for animal diets at this time.

RECOMMENDATION  
Based on the information presented, I respectfully recommend approval of the attached resolution to support Central Nebraska Packaging Inc. to become a sole source vendor for the meat purchased for Potter Park Zoo’s animal diets.
Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOMMENDING CENTRAL NEBRASKA PACKING, INC. BECOME A SOLE SOURCE VENDOR TO SUPPLY MEAT FOR POTTER PARK ZOO’S ANIMAL DIETS

WHEREAS, the Potter Park Zoo feeds their felines and carnivores a nutritionally balanced diet of animal grade meat; and

WHEREAS, the Potter Park Zoo orders twice per year to maintain the freshest product and also to incur the least amount of freight costs; and

WHEREAS, the yearly shipments of the diet totals in the amount of $27,482 and is approximately 14,000 pounds and $1,932 is the freight cost which is included; and

WHEREAS, there are limited sources to acquire this meat at a high quality and they include: Natural Balance which had a negative impact on our animals health and is also consistently more expensive; Toronto meat which requires permitting for international transport and an increased cost for shipping; Bravo and Triple A meat which are considered substandard diets by zoo nutritionists; and

WHEREAS, Central Nebraska Packing, Inc. has maintained the highest quality of meat at a competitive price and continues to be the most recommended source of meat by zoo nutritionists and veterinarians.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accept Central Nebraska Packing, Inc. as the sole source vendor to supply Potter Park Zoo with meat for the zoos animals.
TO: Board of Commissioners, County Services and Finance Committees
FROM: Sandra Dargatz, Executive Director – Ingham County Fair
DATE: July 5, 2016
SUBJECT: Cleaning Services for the Ingham County Fairgrounds Community Hall – As Needed
For the meeting agenda of July 19, and July 20, 2016

BACKGROUND
The Ingham County Fair Community Hall continues to experience accelerated booking throughout 2016 and well into 2017. With fifty out of fifty-two weekends booked on the grounds and most every weekend booked in the Community Hall, the maintenance team is no longer capable of continuing to simultaneously clean the Community Hall and maintain the level of service to the events on the grounds.

The cleaning services requested are on an as-needed basis and may not be required daily, which is why our recommendation is apart from that of the Facilities Department recent cleaning contract.

Customer service and word of mouth are our greatest leverage for return business; therefore it is imperative that we are able to meet the standards of cleanliness throughout the grounds and in our banquet facility in the Community Hall.

ALTERNATIVES
The Community Hall secures over $40,000.00 per year in revenue for the Ingham County Fair, and the rate of rental continues to increase annually. The Community Hall rentals are tied to the Fair Board’s long-range strategic plan to ensure the diversification of the Fair’s off-season revenue stream. Therefore, it is highly important to ensure that the facility is clean and presentable prior to events booked in the Community Hall.

Several local venues exist, with many of those venues having high quality standards of appearance and cleanliness; making it even more important that the Ingham County Fair Board maintain the Community Hall in the correct manner to ensure a competitive edge and to continue to grow our referral base from previous rentals.

FINANCIAL IMPACT
The Ingham County Fair has budgeted for the cleaning services in the 2016 operational budget under line item 56176013 – 818080, and 56176014 – 818080, in the combined amount of $8,928.00.

OTHER CONSIDERATIONS
The lowest bid was not chosen as the recommended contractor as the Ingham County Fair has utilized said contractor previously and found the contractor to require additional reminders to ensure that the facility was prepared appropriately.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the awarding of a contract for As-Needed Cleaning Services at the Ingham County Fairgrounds to Dietz Janitorial Services.
TO: Sandra Dargatz, Ingham County Fair Executive Director
FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org
DATE: June 6, 2016
RE: Memo of performance; Pkt. No. 111-16: Janitorial Services at the Fair

Three written bids were sought and received from vendors for the purpose of supplying cleaning services to the Fair for a one (1) year term, with the option to extend the contract annually for two (2) years.

The Purchasing Department can confirm the following bids were received:

<table>
<thead>
<tr>
<th>Company</th>
<th>Address</th>
<th>Local Preference</th>
<th>Estimated Annual Cost</th>
<th>Additional Clean</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clico Janitorial</td>
<td>86 Primrose Ln., Mason, MI 48854</td>
<td>Yes</td>
<td>$7,800.00</td>
<td>$54.17/clean</td>
</tr>
<tr>
<td>Dietz Janitorial</td>
<td>6910 S. Cedar St., Ste. 3, Holt, MI</td>
<td>Yes</td>
<td>$8,928.00</td>
<td>$62.00/clean</td>
</tr>
<tr>
<td>B &amp; L Janitorial</td>
<td>4409 Empire Way, Lansing MI 48917</td>
<td>No, Eaton County</td>
<td>$12,240.00</td>
<td>$85.00/clean ($95.00/clean/weekend)</td>
</tr>
</tbody>
</table>

This Memorandum is to be included with your memo and resolution submission to the “resolutions group” as acknowledgement of the Purchasing Department’s participation in the bid process.

If I can be of further assistance, please email jhudgins@ingham.org
Agenda Item 5

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH DIETZ JANITORIAL FOR AS NEEDED CLEANING SERVICES AT THE INGHAM COUNTY FAIRGROUNDS COMMUNITY HALL

WHEREAS, The Ingham County Fair Community Hall continues to experience accelerated booking throughout 2016 and well into 2017; and

WHEREAS, fifty out of fifty-two weekends are booked on the grounds and most every weekend is booked in the Community Hall; and

WHEREAS, the maintenance team is no longer capable of continuing to simultaneously clean the Community Hall and maintain the level of service to the events on the grounds; and

WHEREAS, the Community Hall rentals are tied to the Fair Board’s long-range strategic plan to ensure the diversification of the Fair’s off-season revenue stream and it is highly important to ensure that the facility is clean and presentable prior to events booked in the Community Hall; and

WHEREAS, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to Dietz Janitorial who submitted the most qualified bid in the amount of $8,928.00 for as-needed cleaning services at the Ingham County Fair Community Hall and $62.00 an additional cleaning; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2016 operational budget account numbers account 56176013 – 818080, and 56176014 – 818080.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract for one year, with an additional two year extension option, to Dietz Janitorial Services, 6910 S. Cedar St., Ste. 3, Holt, MI 48842 for as-needed cleaning services at the Ingham County Fairgrounds Community Hall at a cost not to exceed $8,928.00.00, and an a rate for any additional as-needed cleaning services at a cost not to exceed $62.00 per cleaning.

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

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

FROM: Tim Morgan, Parks Director

DATE: July 1, 2016

SUBJECT: Ingham County Trails and Park Millage

For the meeting agenda of 7/19/16 County Services and 7/20/16 Finance

BACKGROUND

Board of Commissioner Resolution 16-105 approved all bridges identified within the Ingham County Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for millage funds effective April 1, 2016 through June 1, 2016 with the total amount not to exceed $4,500,000.

Board of Commissioner Resolution 16-163 approved the scoring/ranking criteria for the Trails and Parks Program Application. Following the directives of the Board of Commissioners, the Park Commission reviewed 11 applications that were received from the City of East Lansing (1 application/6 bridges), the City of Lansing (6 application/6 bridges), the City of Mason (3 applications/3 bridges), and Meridian Township (1 application/7 bridges) for a total of 22 bridges.

In addition, Board of Commissioner Resolution 16-257 authorized the application titled River Trail West (Near Elm St) - Wall and Pavement Repair and the application titled Moores River Drive Trail Repair from the City of Lansing that dealt primarily with sea wall and bank stabilization and limited asphalt repairs be considered for the bridge application round and to be first priority under the bridge application round.

The Park Commission recommended 21 of the 22 bridges applied for be funded, and in addition, the two projects moved from the asphalt round be funded as well.

ALTERNATIVES

The Trails and Parks millage adopted report calls for enhancement and rehabilitation of existing trails, bridges and County Park infrastructure which had been deferred in the past and will provide for much needed upgrades to aging facilities into the near future. Approving this resolution will allow local communities to provide for the Trails & Parks Task Force’s recommendation and the Board of Commissioner’s directive to address rehabilitation and repairs.

FINANCIAL IMPACT

Board of Commissioner Resolution 16-105 authorized the allocation of $4,500,000 for the bridge round applications.

Board of Commissioner Resolution 16-257 authorized the remaining dollars from the Asphalt round ($211,137) be placed with the 4.5 million already approved for the bridge round of applications bringing the total of the bridge round to $4,711,137.

The total request for the bridge round is $4,736,872.30. We are requesting an additional $25,735.30 be funded from the millage reserve for the bridge round for the overage. There are reserve funds available in the millage fund to cover these requests.
The Park Commission recommends funding all of the bridges as listed below with the exception of bridge CL-18-LTE-RC, East of Crego Park Access - $1,024,000 of the City of Lansing which was ranked last, six of six bridges that was applied for.

### 2016 Millage Bridge Funding Recommendation

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of East Lansing</td>
<td>EL-07-NTT-SWL, South County Line, West of Abbot Road</td>
<td>$229,450</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>EL-04-NTT-SWL, Whitehills Park</td>
<td>$204,100</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>EL-03-ELT-RC, Hagadorn Road</td>
<td>$206,050</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>CL-22-ELT-RC, Kalamazoo Street</td>
<td>$128,700</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>EL-05-NTT-SWL, Harrison Meadows</td>
<td>$61,100</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>EL-06-NTT-SWL, East of Abbey Road</td>
<td>$61,100</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>CL-29-LT-GR, Oakland Avenue</td>
<td>$86,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>CL-26-LT-GR, Lansing Center</td>
<td>$281,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>CL-16-LTE-RC, Potter’s Zoo Creek Bridge</td>
<td>$1,806,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>CL-20-LTE-RC, Under RR North of Crego Park</td>
<td>$335,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>CL-09-LSW-GR, East of Moores Park</td>
<td>$50,000</td>
</tr>
</tbody>
</table>

**City of Lansing Priority Applications from the Asphalt Round Moved Forward for the Bridge Round:**

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Lansing</td>
<td>River Trail West (Near Elm St) - Wall and Pavement Repair</td>
<td>$215,393</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Moores River Drive Trail Repair</td>
<td>$368,160</td>
</tr>
<tr>
<td>City of Mason</td>
<td>CM-03-HAY-SC, Maple Grove Cemetery to Mason Community Gardens</td>
<td>$21,057.30</td>
</tr>
<tr>
<td></td>
<td>*Reimbursement request for bridge work completed in 2015</td>
<td></td>
</tr>
<tr>
<td>City of Mason</td>
<td>CM-01-HAY-SC, Near West S. Street</td>
<td>$54,381</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>MT-07-MIP-DR, East of Okemos Road</td>
<td>$140,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>MT-03-PK-DR, Central Park South</td>
<td>$101,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>MT-05-PK-DR, Nancy L. Moore Community Park Trail End</td>
<td>$50,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>MT-04-PK-DR, Nancy L. Moore Community Park</td>
<td>$70,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>MT-02-MP-DR, West of Okemos Road</td>
<td>$68,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>MT-01-PK-SW, Hartrick Park</td>
<td>$136,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>MT-06-MIP-DR West of Okemos Road, Meridian Interurban Pathway</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

**TOTAL** $4,736,872.30

### OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their June 27, 2016 meeting.

### RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution.
Agenda Item 6a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO CONTRACTS
FOR THE TRAILS AND PARKS MILLAGE APPLICATIONS

WHEREAS, Board of Commissioner resolution 16-105 authorized all bridges identified within the Ingham County Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), were eligible for millage funds with the total amount not to exceed $4,500,000; and

WHEREAS, Board of Commissioners resolution 16-257 authorized the application titled River Trail West (Near Elm St) - Wall and Pavement Repair and the application titled Moores River Drive Trail Repair from the City of Lansing that dealt primarily with sea wall and bank stabilization and limited asphalt repairs be considered for the bridge application round and to be first priority under the bridge application round; and

WHEREAS, 11 applications were received for the bridge round from the City of East Lansing (1 application/6 bridges), the City of Lansing (6 application/6 bridges), the City of Mason (3 applications/3 bridges), and Meridian Township (1 application/7 bridges) with a total amount including the two items from round one for a total of $5,760,872.30 for a total of 22 bridges; and

WHEREAS, after careful review and evaluation of the applications, the Park Commission recommends funding all of the bridges listed below with a total amount of $4,736,872.30 with the exception of bridge CL-18-LTE-RC, East of Crego Park Access - $1,024,000 of the City of Lansing.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of East Lansing</td>
<td>EL-07-NTT-SWL, South County Line, West of Abbot Road</td>
<td>$229,450</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>EL-04-NTT-SWL, Whitehills Park</td>
<td>$204,100</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>EL-03-ELT-RC, Hagadorn Road</td>
<td>$206,050</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>CL-22-ELT-RC, Kalamazoo Street</td>
<td>$128,700</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>EL-05-NTT-SWL, Harrison Meadows</td>
<td>$61,100</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>EL-06-NTT-SWL, East of Abbey Road</td>
<td>$61,100</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>CL-29-LT-GR, Oakland Avenue</td>
<td>$86,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>CL-26-LT-GR, Lansing Center</td>
<td>$281,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>CL-16-LTE-RC, Potter’s Zoo Creek Bridge</td>
<td>$1,806,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>CL-20-LTE-RC, Under RR North of Crego Park</td>
<td>$335,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>CL-09-LTW-GR, East of Moores Park</td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>City of Lansing Priority Applications from the Asphalt Round Moved Forward for the Bridge Round:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>City of Lansing</td>
<td>River Trail West (Near Elm St) - Wall and Pavement Repair</td>
<td>$215,393</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Moores River Drive Trail Repair</td>
<td>$368,160</td>
</tr>
<tr>
<td>City of Mason</td>
<td>CM-03-HAY-SC, Maple Grove Cemetery to Mason Community Gardens</td>
<td>$21,057.30</td>
</tr>
<tr>
<td></td>
<td>*Reimbursement request for bridge work completed in 2015</td>
<td></td>
</tr>
<tr>
<td>City of Mason</td>
<td>CM-01-HAY-SC, Near West S. Street</td>
<td>$54,381</td>
</tr>
<tr>
<td>City of Mason</td>
<td>CM-02-HAY-SC, North of West Elm Street</td>
<td>$54,381</td>
</tr>
</tbody>
</table>
THEREFORE BE IT RESOLVED, that bridge CL-18-LTE-RC, East of Crego Park Access - $1,024,000 of the City of Lansing will not be funded in this round.

BE IT FURTHER RESOLVED, bridge CL-18-LTE-RC of the City of Lansing is eligible to be considered for a future round if the City of Lansing re-applies in a future round which would be subject to the subsequent approval by the Board of Commissioners in a future resolution.

BE IT FURTHER RESOLVED, per Board of Commissioner Resolution 16-257 that the remaining dollars from the Asphalt round ($211,137) was placed with the 4.5 million already approved for the bridge round of applications bringing the total of the bridge round to $4,711,137.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize an additional $25,735.30 be funded from the millage reserve for the bridge round for the overage.

BE IT FURTHER RESOLVED, the total request to be funded for the bridge round is $4,736,872.30.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with the City of East Lansing to fund the below projects in an amount not to exceed a total of $890,500.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of East Lansing</td>
<td>EL-07-NTT-SWL, South County Line, West of Abbot Road</td>
<td>$229,450</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>EL-04-NTT-SWL, Whitehills Park</td>
<td>$204,100</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>EL-03-ELT-RC, Hagadorn Road</td>
<td>$206,050</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>CL-22-ELT-RC, Kalamazoo Street</td>
<td>$128,700</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>EL-05-NTT-SWL, Harrison Meadows</td>
<td>$61,100</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>EL-06-NTT-SWL, East of Abbey Road</td>
<td>$61,100</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with the City of Lansing to fund the below projects in an amount not to exceed a total of $3,141,553.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Lansing</td>
<td>CL-29-LT-GR, Oakland Avenue</td>
<td>$86,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>CL-26-LT-GR, Lansing Center</td>
<td>$281,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>CL-16-LTE-RC, Potter’s Zoo Creek Bridge</td>
<td>$1,806,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>CL-20-LTE-RC, Under RR North of Crego Park</td>
<td>$335,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>CL-09-LTW-GR, East of Moores Park</td>
<td>$50,000</td>
</tr>
</tbody>
</table>
City of Lansing Priority Applications from the Asphalt Round Moved Forward for the Bridge Round:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Lansing</td>
<td>River Trail West (Near Elm St) - Wall and Pavement Repair</td>
<td>$215,393</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Moores River Drive Trail Repair</td>
<td>$368,160</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with the City of Mason to fund the below projects in an amount not to exceed a total of $129,819.30.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Mason</td>
<td>CM-03-HAY-SC, Maple Grove Cemetery to Mason Community Gardens</td>
<td>$21,057.30</td>
</tr>
<tr>
<td></td>
<td>*Reimbursement request for bridge work completed in 2015</td>
<td></td>
</tr>
<tr>
<td>City of Mason</td>
<td>CM-01-HAY-SC, Near West S. Street</td>
<td>$54,381</td>
</tr>
<tr>
<td>City of Mason</td>
<td>CM-02-HAY-SC, North of West Elm Street</td>
<td>$54,381</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with Meridian Township to fund the below projects in an amount not to exceed a total of $575,000.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meridian Township</td>
<td>MT-07-MIP-DR, East of Okemos Road</td>
<td>$140,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>MT-03-PK-DR, Central Park South</td>
<td>$101,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>MT-05-PK-DR, Nancy L. Moore Community Park Trail End</td>
<td>$50,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>MT-04-PK-DR, Nancy L. Moore Community Park</td>
<td>$70,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>MT-02-MP-DR, West of Okemos Road</td>
<td>$68,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>MT-01-PK-SWL, Hartrick Park</td>
<td>$136,000</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>MT-06-MIP-DR West of Okemos Road, Meridian Interurban Pathway</td>
<td>$10,000</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that all work will be completed within two years from the date the contracts are executed.

BE IT FURTHER RESOLVED, to require the entity to include signage provided by the Ingham County Parks Department referencing the millage funds during the construction phase and a permanent sign to remain on the site in perpetuity post completion of the project.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this Resolution and approved as to form by the County Attorney.
TO: Board of Commissioners County Services Committee
FROM: Tim Morgan, Parks Director
DATE: July 1, 2016
SUBJECT: Honoring John Elias

For the meeting agenda of 7/19/16 County Services

BACKGROUND
John Elias began his employment with the Ingham County Parks Department in 1989 as a Park Ranger I. John’s commitment to high work quality and a sense of ownership has proven to be a great asset to the County Parks Department and Ingham County and park staff and the Park Commission wish to thank John for his years of service.

ALTERNATIVES
N/A

FINANCIAL IMPACT
There are no financial impacts.

OTHER CONSIDERATIONS
The Ingham County Park Commission supported this resolution at their June 27, 2016 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Introducing by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING JOHN ELIAS

WHEREAS, John Elias began his employment with the Ingham County Parks Department in 1989 as a Park Ranger I; and

WHEREAS, John has been instrumental in the development of the Ingham County Parks; and

WHEREAS, throughout his career he was responsible for routine building maintenance along with more complex maintenance responsibilities such as plumbing, electrical work, carpentry, and equipment maintenance within the park system; and

WHEREAS, John has assisted in many significant construction projects including picnic shelters, the Band Shell, playgrounds, and land improvement projects at Lake Lansing Parks and Hawk Island; and

WHEREAS, John’s commitment to high work quality and a sense of ownership has proven to be a great asset to the County Parks Department and Ingham County; and

WHEREAS, during his career John was professional, dedicated, knowledgeable and loyal to the Parks Department mission to provide quality outdoor recreation opportunities and facilities for all segments of our population and to enhance the quality of life for park visitors and county residents through active citizen involvement, planned acquisition, preservation, and professional management of park lands.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby honors John Elias for his outstanding quality of work and extends its sincere appreciation for his contributions during his years of dedicated service to the Ingham County Parks Department.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends to Mr. Elias its best wishes for continued success in all his future endeavors.
TO: Board of Commissioners County Service and Finance Committees
FROM: Jill Rhode, Director of Financial Services
DATE: June 23, 2016
SUBJECT: Change the Plan Name and Plan Administrator for the former Road Commission’s Post-Employment Health Plan
For the meeting agenda of July 19th and July 20nd 2016

BACKGROUND

The former Road Commission had two post-employee health plans (PEHPs) with Nationwide in which employees and retirees had money invested in trust to pay for health related expenses after retiring. There is one plan for the collectively bargained employees and retirees and another for the non-collectively bargained employees and retirees. The County is no longer contributing to these plans but the employees and retirees still have money invested.

I recently discovered that the plan name and plan administrator has never been changed from the Ingham County Road Commission. Nationwide is requiring a resolution authorizing this change.

This just appears to have been missed during the merger.

ALTERNATIVES

There is really no alternative since the Ingham County Road Commission is no longer a valid legal entity.

FINANCIAL IMPACT

There is no financial or operational impact resulting from this change.

RECOMMENDATION

I recommend approval of this resolution to make this administrative change.
Agenda Item 7

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CHANGE THE PLAN ADMINISTRATOR AND PLAN NAME OF THE FORMER ROAD COMMISSION’S NATIONWIDE POST EMPLOYMENT HEALTH PLAN TO INGHAM COUNTY

WHEREAS, the Ingham County Road Commission and Ingham County merged in June 2012; and

WHEREAS, the former Road Commission has post-employment health plans with Nationwide for the collectively bargained employees and retirees and another plan for the non-collectively bargained employees and retirees; and

WHEREAS, the County no longer contributes to this plan but employees and retirees still have money invested through the plan; and

WHEREAS, it was recently discovered that the plan and plan administrator was never changed from the Ingham County Road Commission; and

WHEREAS, Nationwide is requiring a resolution authorizing the change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Nationwide to change the plan name and the plan administrator for both the collectively bargained and non-collectively bargained post-employment health plans from the Ingham County Road Commission to Ingham County.
TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 30, 2016

SUBJECT: Amend costs on Resolution #16-251 for a one year contract extension with PM Technologies

For the meeting agendas of: July 19 & 20

BACKGROUND
Resolution #16-251 authorized a one year contract extension with PM Technologies to provide generator services for various back-up generators throughout Ingham County. This resolution had incorrect compensation amounts. The corrected amounts are listed below.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
PM Technologies has agreed to hold their current pricing for the one year extension. The one year contract extension will begin August 1, 2016 and end July 31, 2017 for a total not to exceed cost of $6,005.00.

Funds for the county back-up generators located at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center, Potter Park Zoo and the Youth Center, totaling $ 4,695.00, are available within the appropriate contractual line items.

Funds for the four (4) Emergency 911 back-up generators, located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites, totaling $1,310.00, are available in Line Item #261-32500-818000.

Total cost for the one year extension will not exceed $6,005.00.
Load bank testing will be provided for an additional cost of $450.00 per generator, on an as needed basis only.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached amended resolution to support an agreement with PM Technologies to provide generator services for various backup generators throughout Ingham County.
ADOPTED - JUNE 14, 2016
AGENDA ITEM NO. 15

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A ONE YEAR CONTRACT EXTENSION WITH PM TECHNOLOGIES TO PROVIDE GENERATOR SERVICES FOR VARIOUS BACKUP GENERATORS THROUGHOUT THE COUNTY

RESOLUTION # 16 – 251

WHEREAS, the current agreement expires July 31, 2016; and

WHEREAS, the generators, including four (4) Emergency Services 911 back-up generators, require regular preventative maintenance, repair and emergency services; and

WHEREAS, PM Technology has agreed to hold their current pricing for a one year contract extension; and

WHEREAS, load bank testing is available on an as needed basis for a cost of $498.00 per generator; and

WHEREAS, funds for the county back-up generators located at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center and the Youth Center, totaling $12,870.00, are available within the appropriate contractual operating budgets; and

WHEREAS, funds for the four (4) Emergency 911 back-up generators located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites, totaling $3,930.00, are available in Line Item #261-32500-818000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a one year contract extension with PM Technologies, 29395 Wall Street, Wixom, Michigan 48393 to provide generator services for various backup generators throughout Ingham County for a total cost of $16,800.00. In addition, load bank testing will be provided at a cost of $498.00 per generator, on an as needed basis.

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.

COUNTY SERVICES:  Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville
                     Nays: None  Absent: Celentino  Approved 6/07/2016

FINANCE:  Yeas: Bahar-Cook, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert
           Nays: None  Absent: Tennis  Approved 6/08/2016
Agenda Item 8a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AMENDING THE COSTS ON RESOLUTION #16-251
FOR A ONE YEAR CONTRACT EXTENSION WITH PM TECHNOLOGIES
TO PROVIDE GENERATOR SERVICES FOR VARIOUS BACKUP GENERATORS
THROUGHOUT THE COUNTY

WHEREAS, Resolution #16-251 contained incorrect compensation amounts; and

WHEREAS, PM Technology has agreed to hold their current pricing for a one year contract extension; and

WHEREAS, funds for the county back-up generators located at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center, Potter Park Zoo and the Youth Center, totaling $4,695.00 are available within the appropriate contractual line items; and

WHEREAS, funds for the four (4) Emergency 911 back-up generators, located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites, totaling $1,310.00, are available in Line Item #261-32500-818000; and

WHEREAS, load bank testing will be provided for an additional cost of $450.00 per generator, on an as needed basis only.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a one year contract extension with PM Technologies, 29395 Wall Street, Wixom, Michigan 48393 to provide generator services for various backup generators throughout Ingham County for a total cost of $6,005.00.

BE IT FURTHER RESOLVED, load bank testing will be provided for an additional cost of $450.00 per generator, on an as needed basis only.

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

FROM: Rick Terrill, Facilities Director

DATE: June 30, 2016

SUBJECT: Resolution authorizing two purchase orders for the 20 ton RTU #10 replacement at Forest Community Health Center

For the meeting agendas of: July 18, July 19 and July 20

BACKGROUND
The 20 ton RTU #10 at Forest Community Health Center is in need of replacement.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Both Trane US Inc., and Ingham County are members of the US Community Contract Program.

Purchasing the unit directly through the manufacturer, Trane US Inc., and the US Community Contract, the County avoids paying the mark-up cost that would apply if the unit was purchased through Nelson Trane.

The Facilities Department is asking for a $5,000.00 contingency for any unseen circumstances that may arise during installation.

The Facilities Department is requesting approval to issue two purchase orders totaling $74,366.00 for the following:


2. Nelson Trane for installation of the rooftop unit for a cost of $34,000.00, which includes the requested $5,000.00 contingency.

Funds for the project are available in the 2015 approved CIP line item #511-61553-976000-02012.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the issuing of two purchase orders for the 20 ton RTU #10 replacement at Forest Community Health Center.
Agenda Item 8b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING TWO PURCHASE ORDERS FOR THE 20 TON RTU #10 REPLACEMENT AT FOREST COMMUNITY HEALTH CENTER

WHEREAS, the 20 ton RTU #10 at Forest Community Health Center is in need of replacement; and

WHEREAS, both Trane US Inc., and Ingham County are members of the US Community Contract Program; and

WHEREAS, purchasing the unit directly through the manufacturer, Trane US Inc., and the US Community Contract, the County avoids paying the mark-up cost that would apply if the unit was purchased through Nelson Trane; and

WHEREAS, the Facilities Department is asking for a $5,000.00 contingency for any unseen circumstances that may arise during installation; and

WHEREAS, the Facilities Department is requesting approval to issue two purchase orders totaling $74,366.00 for the following:

1. Trane US Inc., through a co-op with US Community Contract #15-JLP-023 to purchase the 20 ton rooftop unit for a cost of $40,366.00

2. Nelson Trane for installation of the rooftop unit for a cost of $34,000.00 which includes the requested $5,000.00 contingency

WHEREAS, funds for the project are available in the 2015 approved CIP line item #511-61553-976000-02012.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes two purchase orders for the 20 ton RTU #10 replacement at Forest Community Health Center as follows:

1. Trane US Inc., 3600 Pammel Creek Road, LaCrosse, Wisconsin, 54601-7599, through a co-op with US Community Contract #15-JLP-023 to purchase the rooftop unit for a total cost of $40,366.00.

2. Nelson Trane, 5335 Hill 23 Drive, Flint, Michigan, 48507-3906 for installation of the rooftop unit for a total cost of $34,000.00 which includes the $5,000.00 contingency.

BE IT FURTHER RESOLVED, the project will be completed for a total not to exceed total cost of $74,366.00 which includes the $5,000.00 contingency.

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

FROM: Rick Terrill, Facilities Director

DATE: June 28, 2016

SUBJECT: Contract with Myers Plumbing and Heating, Inc. to replace the two Youth Center boilers

For the meeting agendas of: July 19 and July 20

BACKGROUND
The Facilities Department has experienced several maintenance issues with the two Youth Center boilers which have exceeded their life expectancy.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Although not a local vendor, Myers Plumbing and Heating, Inc. submitted the lowest responsive and responsible bid of $71,566.00 to replace the two boilers. A $6,000.00 contingency is also being requested for any unforeseen circumstances that may arise. Funds are available in the approved CIP line item # 245-66299-976000-5FC05.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with Myers Plumbing & Heating, Inc. to replace the two boilers at the Youth Center.
TO: Human Services, County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 15, 2016
SUBJECT: Mechanical Improvement Projects

Project Description:
Proposals were sought from experienced and qualified mechanical contractors for three (3) mechanical improvement projects at the Human Services Building, Youth Center, and Forest Community Health Center. The scope of work includes the replacement of boilers, pumps, air handling units, and appurtenances in the three buildings. Replacements involve demolition of existing systems, and the supply and installation of new equipment, piping, pumps, insulation, piping identification, and interface with existing building HVAC controls.

Since the initial bids received were over budget, a post-bid addendum was issued in an attempt to lower the costs.

Proposal Summary:
Vendors contacted: 58 Local: 22
Pre-Bid attendance 21 Local: 8
Vendors responding: 5 Local: 3
Post Bid Addendum 2 Local: 1

Original Bid Opening:

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>ADDRESS</th>
<th>LOCAL BID</th>
<th>HSB BASE BID</th>
<th>YC BASE BID</th>
<th>FCHC BASE BID</th>
<th>ALT NO 1 FCHC BID</th>
<th>ALT NO 2 FCHC BID</th>
<th>TOTAL HSB FCHC Plus Alt 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pleune Services</td>
<td>2510 Kerry St., Ste 108, Lansing MI 48912</td>
<td>Yes</td>
<td>$107,500.00</td>
<td>$142,000.00</td>
<td>$126,000.00</td>
<td>$24,900.00</td>
<td>$24,900.00</td>
<td>$425,300.00</td>
</tr>
<tr>
<td>Myers Plumbing &amp; Heating</td>
<td>15525 Industrial Pkwy., Lansing MI 48906</td>
<td>No</td>
<td>$94,926.00</td>
<td>$118,730.00</td>
<td>$113,658.00</td>
<td>$25,516.00</td>
<td>$25,516.00</td>
<td>$378,364.00</td>
</tr>
<tr>
<td>TH Efert</td>
<td>4502 W. St. Joseph, Lansing MI 48917</td>
<td>Yes</td>
<td>$200,000.00</td>
<td>$250,000.00</td>
<td>$350,000.00</td>
<td>$35,000.00</td>
<td>$35,000.00</td>
<td>$670,000.00</td>
</tr>
<tr>
<td>Miller Boldt Inc.</td>
<td>42826 Mound, Sterling Heights MI 48315</td>
<td>No</td>
<td>$117,000.00</td>
<td>$141,000.00</td>
<td>$140,000.00</td>
<td>$29,000.00</td>
<td>$29,000.00</td>
<td>$456,000.00</td>
</tr>
<tr>
<td>John E Green</td>
<td>145 W. Lake Lansing Rd., East Lansing MI 48823</td>
<td>Yes</td>
<td>$132,006.00</td>
<td>$177,516.00</td>
<td>$144,478.00</td>
<td>$26,090.00</td>
<td>$26,090.00</td>
<td>$506,180.00</td>
</tr>
</tbody>
</table>

Post Bid Opening:

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>Bid Bond</th>
<th>HSB BASE BID</th>
<th>YC BASE BID</th>
<th>FCHC BASE BID</th>
<th>ALT NO 1 FCHC BID</th>
<th>ALT NO 2 FCHC BID</th>
<th>TOTAL HSB FCHC Plus Alt 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Myers Plumbing &amp; Heating</td>
<td>No/Lansing/Clinton</td>
<td>Yes</td>
<td>$95,370.00</td>
<td>$71,566.00</td>
<td>$100,387.00</td>
<td>$24,501.00</td>
<td>$24,501.00</td>
<td>$316,325.00</td>
</tr>
<tr>
<td>Pleune Services</td>
<td>Yes, Lansing</td>
<td>Yes</td>
<td>$73,500.00</td>
<td>$108,000.00</td>
<td>$94,000.00</td>
<td>$21,500.00</td>
<td>$21,500.00</td>
<td>$318,500.00</td>
</tr>
</tbody>
</table>

Recommendation:
DLZ Michigan Inc., the County’s architectural and engineering consultant for this project, reviewed the final submissions. The Facilities Department has made the economic decision to only proceed with the Youth Center at this time. The low bid is Myers Plumbing & Heating with a lump sum price of $71,566.00, which includes the payment of prevailing wages in accordance with the County’s Prevailing Wage Policy. Myers Plumbing and Heating has successfully worked with the County on other projects of similar size and scope.

The Facilities Department is recommending awarding the contract to Myers Plumbing and Heating in an amount not to exceed $71,566.00.
The RFP was advertised in the Lansing State Journal, the City Pulse, and posted on the Purchasing Department Web Page.
WHEREAS, the Facilities Department has experienced several maintenance issues with the Youth Center boilers which have exceeded their life expectancy; and

WHEREAS, although not a local vendor, the Purchasing and Facilities Departments both agree that a contract be awarded to Myers Plumbing and Heating, Inc. who submitted the lowest responsive and responsible bid of $71,566.00 to replace the two boilers; and

WHEREAS, a $6,000.00 contingency is being requested for any unforeseen circumstances that may arise; and

WHEREAS, funds are available in the approved CIP line item # 245-66299-976000-5FC05 which has an available balance of $95,100.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Myers Plumbing & Heating, Inc. 16825 Industrial Parkway Lansing, Michigan 48906 to replace the two Youth Center boilers for a not to exceed cost of $77,566.00 which includes a $6,000.00 contingency.

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

FROM: Rick Terrill, Facilities Director

DATE: June 28, 2016

SUBJECT: Teachout Security for uniformed unarmed guard services in various county buildings

For the meeting agendas of: July 14, July 19 and July 20th

BACKGROUND
The current contract for guard services expired on May 31, 2016.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Teachout was the lowest responsible local bidder in the amount of $414,882.00 for the first year at a billable rate of $20.25 per hour. The second and third years will be based on the increase in the living wage rate. Funds for this contract are available within the appropriate contractual line items.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with Teachout Security to provide uniformed unarmed guard services in various county buildings beginning June 1, 2016 and ending May 31, 2019 with a two (2) year renewal option.
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

   Year 1
   Security Supervisor $19.76 /hour
   Security Guard $19.76 /hour
   Total cost for Year 1 $404,842.88

   Year 2
   Security Supervisor $19.76 /hour + percent increase in the 2017 LWR* (do not reduce)
   Security Guard $19.76 /hour + percent increase in the 2017 LWR* (do not reduce)

   Year 3
   Security Supervisor $19.76 /hour + percent increase in the 2018 LWR* (do not reduce)
   Security Guard $19.76 /hour + percent increase in the 2018 LWR* (do not reduce)

   *LWR – Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforementioned by signing below.

Christopher Brown

Signature

Lagarda Security

Company Name

Print Name

6/13/2016

Date

(248) 230-6047 (810) 742-5033

Phone #/Fax #

Title

Business Development Manager
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

   **Year 1**

   Security Supervisor  $19.88/hour          - 2080 hours/year
   Security Guard       $19.77/hour          - 18408 hours/year
   Total cost for Year 1 $403,221.84

   **Year 2**

   Security Supervisor  $20.38/hour          + percent increase in the 2017 LWR*
   Security Guard       $20.47/hour          + percent increase in the 2017 LWR*

   **Year 3**

   Security Supervisor  $20.89/hour          + percent increase in the 2018 LWR*
   Security Guard       $20.94/hour          + percent increase in the 2018 LWR*

   *LWR – Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforementioned by signing below.

Signature  

STEVEN HAGEL  

Print Name ADVANCE SECURITY  

Company Name U.S. SECURITY ASSOCIATES

Date  6-11-16  

Title  877-340-1835  

Phone/Fax  708-444-1836
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

   Year 1
   Security Supervisor $20.25 /hour
   Security Guard $20.25 /hour
   Total cost for Year 1 $414,882.00

   Year 2
   Security Supervisor $20.45 /hour + percent increase in the 2017 LWR
   Security Guard $20.45 /hour + percent increase in the 2017 LWR

   Year 3
   Security Supervisor $20.65 /hour + percent increase in the 2018 LWR
   Security Guard $20.65 /hour + percent increase in the 2018 LWR

   *LWR – Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforementioned by signing below.

[Signature] Tom Gruno
Date June 9, 2016
Title Executive Vice President
Phone #/Fax # 580-747-0755 810-732-8070

Print Name Teachout Security Solutions
Company Name
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

   Year 1
   Security Supervisor $22.15/hour
   Security Guard $20.91/hour
   Total cost for Year 1 $433,567.48

   Year 2
   Security Supervisor $22.15/hour + percent increase in the 2017 LWR
   Security Guard $20.91/hour + percent increase in the 2017 LWR

   Year 3
   Security Supervisor $22.15/hour + percent increase in the 2018 LWR
   Security Guard $20.91/hour + percent increase in the 2018 LWR

   *LWR - Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforementioned by signing below.

Signature:

THOMAS R. WALKER

Print Name: SECURITY

Date: 6/15/16

Title: BUSINESS DEVELOPMENT Mgr.

Phone #: Fax #
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

   **Year 1**
   - Security Supervisor: $21.46 /hour
   - Security Guard: $21.46 /hour
   - Total cost for Year 1: $438,672.48

   **Year 2**
   - Security Supervisor: $21.46 /hour + percent increase in the 2017 LWR*
   - Security Guard: $21.46 /hour + percent increase in the 2017 LWR*

   **Year 3**
   - Security Supervisor: $21.46 /hour + percent increase in the 2018 LWR*
   - Security Guard: $21.46 /hour + percent increase in the 2018 LWR*

   *LWR – Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforementioned by signing below.

Signature: [Signature]
Bryant P. Carter
Print Name: G4S Secure Solutions (USA), Inc.
Company Name: 

Date: 6/14/2016
General Manager
Title: 248.477.9714
Phone #: Fax #: 
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

   **Year 1**
   - Security Supervisor: $22.25/hour
   - Security Guard: $30.32/hour
   - Total cost for Year 1: $438,894.64

   **Year 2**
   - Security Supervisor: $22.25/hour + percent increase in the 2017 LWR
   - Security Guard: $30.32/hour + percent increase in the 2017 LWR

   **Year 3**
   - Security Supervisor: $22.25/hour + percent increase in the 2018 LWR
   - Security Guard: $30.32/hour + percent increase in the 2018 LWR

   *LWR – Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforementioned by signing below.

[Signature]
Signature: 

[Print Name]
Print Name: 

[Title]
Title:

[Phone/Fax #]
Phone/Fax #: 

[Date]
Date: 6/13/2016
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

Year 1
Security Supervisor $ 21.82 /hour
Security Guard $ 21.82 /hour
Total cost for Year 1 $447,048.16

Year 2
Security Supervisor $ 21.82 /hour + percent increase in the 2017 LWR*
Security Guard $ 21.82 /hour + percent increase in the 2017 LWR*

Year 3
Security Supervisor $ 21.82 /hour + percent increase in the 2018 LWR*
Security Guard $ 21.82 /hour + percent increase in the 2018 LWR*

*LWR – Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforesaid by signing below.

Signature
John Allen
Print Name
D.M. Burr Security Services
Company Name

June 9, 2016
Date
Chief Executive Officer
Title
810-233-9114 /810-233-9088
Phone #/Fax #
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

   Year 1
   Security Supervisor $23.83/hour
   Security Guard $22.63/hour
   Total cost for Year 1 $567,629.44

   Year 2
   Security Supervisor $25.93/hour + percent increase in the 2017 LWR
   Security Guard $24.33/hour + percent increase in the 2017 LWR

   Year 3
   Security Supervisor $24.53/hour + percent increase in the 2018 LWR
   Security Guard $24.03/hour + percent increase in the 2018 LWR

   LWR – Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforementioned by signing below.

Signature
Print Name
Company Name

Date
Title
Phone #/Fax #
TO: Rick Terrill, Facilities  
    Mike Pathfinder, Facilities  
    Mike Hughes, Facilities  

FROM: James Hudgins, Director of Purchasing  
      jhudgins@ingham.org  

DATE: June 15, 2016  

RE: Memo of performance for RFP Post Bid No. 25-16 Unarmed Security Services  

Per your request, the Purchasing Department issued a Request for Proposal (RFP) from qualified and experienced security firms for the purpose of entering into a contract to provide unarmed security guard services at various County facilities for a period of three years with an option to renew for two additional years.

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

Per your request, a post bid addendum was issued to the responding bidders due to some confusion related to the total number of hours required for this contract. The responding bidders were asked to rebid their costs on 394 hours per week (20,488 hours per year).

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>37</td>
<td>9</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Vendors responding to the post-bid addendum</td>
<td>8</td>
<td>3</td>
</tr>
</tbody>
</table>

A grid located on the last page summarizes the responding vendor’s original costs, as well as, the post bid costs. As outlined in the Request for Proposal all costs submitted are to be in compliance with the Living Wage (LW) policy.

You have been provided electronic and hard copies of the original proposals and attached are the electronic copies of the vendors’ post bid responses. Hard copies of the post bid addendums will be sent in the courier mail. An evaluation sheet was sent to you in the original packet; however, let me know if you would like to receive a revised evaluation sheet.
You are now ready to complete the final steps in the process: 1) Evaluate the original and post bid submissions based on the criteria established in the RPF; 2) confirm funds are available; 3) submit an evaluation to the Purchasing Department with the recommendation for award; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the "resolutions group" as an acknowledgement of the Purchasing Department’s participation in the proposal process.

If you require further assistance please let me know.
<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>YEAR 1 SUPERVISOR RATE/HR</th>
<th>YEAR 1 SECURITY GUARD RATE/HOUR</th>
<th>YEAR 1 TOTAL COST</th>
<th>YEAR 2 SUPERVISOR RATE/HR + LW INCREASE</th>
<th>YEAR 2 SECURITY GUARD RATE/HOUR + LW INCREASE</th>
<th>YEAR 3 SUPERVISOR RATE/HR + LW INCREASE</th>
<th>YEAR 3 SECURITY GUARD RATE/HOUR + LW INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAGARDA SECURITY</td>
<td>Detroit/Burton MI - No</td>
<td>$19.76</td>
<td>$19.76</td>
<td>$404,842.88</td>
<td>$19.76</td>
<td>$19.76</td>
<td>$19.76</td>
<td>$19.76</td>
</tr>
<tr>
<td></td>
<td>LARGARDA</td>
<td>$23.18</td>
<td>$21.70</td>
<td>$453,765.60</td>
<td>$22.14</td>
<td>$21.70</td>
<td>$22.14</td>
<td>$21.70</td>
</tr>
<tr>
<td>US SECURITY ASSOCIATES</td>
<td>Tinley Park IL - No</td>
<td>$19.88; 2080 Hrs/yr</td>
<td>$19.93; 18,400 Hrs/yr</td>
<td>$408,221.84</td>
<td>$20.38</td>
<td>$20.43</td>
<td>$20.89</td>
<td>$20.94</td>
</tr>
<tr>
<td>TEACHOUT SECURITY</td>
<td>Lansing MI - Yes</td>
<td>$20.25</td>
<td>$20.25</td>
<td>$414,882.00</td>
<td>$20.45</td>
<td>$20.45</td>
<td>$20.65</td>
<td>$20.85</td>
</tr>
<tr>
<td></td>
<td>TEACHOUT</td>
<td>$20.25</td>
<td>$20.25</td>
<td>$414,882.00</td>
<td>$20.45</td>
<td>$20.45</td>
<td>$20.65</td>
<td>$20.85</td>
</tr>
<tr>
<td>SECURITAS SECURITY</td>
<td>Lansing MI - Yes</td>
<td>$22.15</td>
<td>$20.91</td>
<td>$433,562.48</td>
<td>$22.15</td>
<td>$20.91</td>
<td>$22.15</td>
<td>$20.91</td>
</tr>
<tr>
<td>SERVICES USA INC.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SECURITAS</td>
<td>$22.58</td>
<td>$21.32</td>
<td>$442,045.78</td>
<td>$22.58</td>
<td>$21.32</td>
<td>$22.58</td>
<td>$21.32</td>
</tr>
<tr>
<td>INC</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>$512,700.24</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>DK SECURITY</td>
<td>Lansing MI - Yes</td>
<td>$22.25</td>
<td>$20.32</td>
<td>$439,894.00</td>
<td>$22.25</td>
<td>$20.32</td>
<td>$22.25</td>
<td>$20.32</td>
</tr>
<tr>
<td></td>
<td>DK SECURITY</td>
<td>$22.25</td>
<td>$20.28</td>
<td>$401,398.34</td>
<td>$22.25</td>
<td>$20.28</td>
<td>$22.25</td>
<td>$20.28</td>
</tr>
<tr>
<td>DM BURR SECURITY SERVICES</td>
<td>Flint MI - No</td>
<td>$21.82</td>
<td>$21.82</td>
<td>$447,048.16</td>
<td>$21.82</td>
<td>$21.82</td>
<td>$21.82</td>
<td>$21.82</td>
</tr>
<tr>
<td></td>
<td>DM BURR</td>
<td>$21.82</td>
<td>$21.82</td>
<td>$447,048.16</td>
<td>$21.82</td>
<td>$21.82</td>
<td>$21.82</td>
<td>$21.82</td>
</tr>
<tr>
<td>GUARDIAN GUARD SERVICES</td>
<td>Detroit/Southfield MI - No</td>
<td>$23.13</td>
<td>$22.83</td>
<td>$459,325.00</td>
<td>$23.83</td>
<td>$23.33</td>
<td>$24.53</td>
<td>$24.03</td>
</tr>
<tr>
<td></td>
<td>GUARDIAN GUARD</td>
<td>$23.13</td>
<td>$22.83</td>
<td>$459,325.00</td>
<td>$23.83</td>
<td>$23.33</td>
<td>$24.53</td>
<td>$24.03</td>
</tr>
</tbody>
</table>

The following companies did not respond to the post bid addendum:

- ALL SECURITIES SERVICES
- DM SECURITY SERVICES
- GRANVILLE SECURITY

LW = Living Wage
Introducing by the Law & Courts, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH TEACHOUT SECURITY FOR UNIFORMED UNARMED GUARD SERVICES IN VARIOUS COUNTY BUILDINGS

WHEREAS, the current contract for guard services expired on May 31, 2016; and

WHEREAS, the Purchasing and Facilities Departments both agree that a contract be awarded to Teachout Security for uniformed unarmed guard services for a contract term of three (3) years beginning June 1, 2016 and ending May 31, 2019, with a two (2) year renewal option; and

WHEREAS, this contract requires the payment of living wages; and

WHEREAS, the funds for this contract are available within the appropriate contractual line items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Teachout Security, 416 Frandor Avenue, Ste. 103, Lansing, Michigan, 48912, to provide uniformed unarmed guard services in various county buildings for three (3) years with a two (2) year contract renewal option beginning June 1, 2016 and ending May 31, 2019, at a billable rate of $20.25/hour, an initial yearly cost of $414,882.00. Additional years will be based on the living wage rate increase.

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

From: William Conklin, Managing Director
Ingham County Road Department

Date: June 27, 2016

RE: 2016 Local Road Program Agreements with Stockbridge, Bunker Hill, Williamstown, Locke, Leslie, Leroy, Alaiedon, and Aurelius Townships

Attached is a resolution showing eight (8) proposed 2016 Local Road Program Agreements with Stockbridge, Bunker Hill, Williamstown, Locke, Leslie, Leroy, Alaiedon, and Aurelius Townships. Each resolution attachment is self-explanatory as to the proposed road improvements and funding for each township. The total of the Road Department matches indicated in each attachment are included in the adopted/amended 2016 road fund budget.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENTS WITH STOCKBRIDGE, BUNKER HILL, WILLIAMSTON, LOCKE, LESLIE, LEROY, AURELIUS, AND ALAIEDON TOWNSHIPS FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, eight 2016 Local Road Program Agreements are proposed for the following Townships with details as to the proposed road improvements and funding provided in the following attachments:

Stockbridge Township (Attachment A)
Bunker Hill Township (Attachment B)
Williamston Township (Attachment C)
Locke Township (Attachment D)
Leslie Township (Attachment E)
Leroy Township (Attachment F)
Alaiedon Township (Attachment G)
Aurelius Township (Attachment H)

WHEREAS, each attachment describes the proposed road improvements and funding for each Township; and

WHEREAS, total Road Department funding matches indicated in each attachment are included in the adopted/amended 2016 Road Department budget; and

WHEREAS, each respective Township shall pay excess costs associated with road improvements as described in Attachments A through H, or may reduce the scope of described road improvement projects in proportion to its available budget.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified in the attachments A through H to be performed by Road Department crews during the construction season of the 2016 calendar year subject to final approval by, or as modified by each Township.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Stockbridge Township (Attachment A), Bunker Hill Township (Attachment B), Williamston Township (Attachment C), Locke Township (Attachment D), Leslie Township (Attachment E), Leroy Township (Attachment F), Alaiedon Township (Attachment G), and Aurelius Township (Attachment H) to effect the road improvements as described in each attachment.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign all necessary agreements consistent with this resolution and approved as to form by the County Attorney.
Stockbridge Township and the Ingham County Road Department have agreed that asphalt wedging where needed, single course chip sealing and related repairs are needed on the following local roads in Stockbridge Township due to normal deterioration over time:

- Kinsey, Brogan to M-36
- Green, M-52 to Kane
- Milner, Dexter Trail to Brogan
- O’Brien, Parman to Chapman
- Chapman, Heeney to O’Brien
- Main, Stockbridge Village Limit to Dexter Trail
- Budd, Milner to Oakley
- Oakley, Budd to Burden
- Burden, Oakley to M-36
- Stilson, Catholic Church to Dexter Trail

at an estimated cost of $310,000 for materials only on above projects with labor to be provided by the Road Department without charge to the project.

Stockbridge Township and the Ingham County Road Department have also agreed to gravel and place culverts where needed on Oakley Road, Budd Rd to north Township limit at an estimated cost of $75,000 for materials only with labor to be provided by the road department without charge to the project.

Stockbridge Township has also agreed to split the cost of materials for placing an estimated 800 tons of asphalt wedging and commensurate shoulder gravel on Parman Road, a Township line road, with Bunker Hill Township, for $34,000 total estimated cost, $17,000 each for both Bunker Hill and Stockbridge Townships;

Total estimated cost of Stockbridge portion of all above 2016 local road program projects is 402,000.

Stockbridge Township may need to reduce the scope of this project to fit available budget.

The Road Department is willing to cause said improvements to be undertaken by Road Department crews and to pay for a portion of the cost of said improvements from the County Road Fund.

In 2013 the Road Department negotiated a non-refundable permit fee of $900,500 paid by Enbridge Energy Company, Inc., in consideration for Enbridge and/or its contractors building a petroleum pipeline through Stockbridge and other Townships at that time to use certain local, spring weight restricted roads in Stockbridge and other Townships at normal legal loading, with approximately one third, or $300,000, of this fee related to, and thus held for use on, local roads in Stockbridge Township, to be used as agreed upon between Stockbridge Township and the Road Department, of which $29,306 remains for use in 2016.

The Township is willing to pay the remaining portion of the cost of said improvements up to the extent of their budget available for this purpose.
In the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, plus the above mentioned remaining Enbridge funds, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by Road Department crews during the construction season of the 2016 calendar year subject to final approval by, or as modified by Stockbridge Township.

For 2016, the Road Department has allocated to Stockbridge Township’s local roads, a maximum sum of $66,600 from the County Road Fund, including $44,400 left from prior years and $22,200 for the 2016 allocation, which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute up to $66,600 from the County Road fund and $29,306 from the above mentioned remaining Enbridge permit fee toward the cost of said improvement.

In the event the final cost of the improvements is less than the estimate, the savings shall first accrue to the Township for any final costs down to $162,506 (being the amount of match from both the road department and Township plus the Enbridge revenue) and then be split evenly between the Township and the Road Department for any final cost down to $29,306, being the remaining Enbridge revenue, below which any savings shall accrue to the Road Department to be held for use on future local road work in Stockbridge Township.
Bunker Hill Township and Ingham County Road department agree that the following improvements are needed on the following local roads in Bunker Hill Township:

- Parman Rd, Baseline to Fitchburg Roads, to include an estimated 800 tons asphalt wedging and commensurate gravel shouldering, with cost of work on Parman Road being on a township line road to be split with Stockbridge Township, $34,000 total estimated cost, $17,000 each for both Bunker Hill and Stockbridge Townships;
- Baseline Rd, Bunker Hill Rd to Friermuth Rd, to include an estimated 200 tons asphalt wedging where needed and single course chip-sealing, $35,000 estimated cost;
- Friermuth Rd, Fitchburg to Holland Roads, to include an estimated 1000 tons asphalt wedging and commensurate gravel shouldering, $42,000 total estimated cost;

Total of above estimated costs $111,000 for materials to be applied by Road Department crews, $94,000 for Bunker Hill Township, $17,000 for Stockbridge Township.

The Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

The Township is willing to pay the remaining portion of the cost of said improvements.

In the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2016 calendar year.

For 2016, the County on behalf of the Road Department, has allocated to Bunker Hill Township’s local roads, a maximum sum of $22,200.00 from the county Road Fund, which shall be matched equally by the Township to the extent used.

The County on behalf of the Road Department agrees to contribute $22,200.00 toward the cost of said improvements from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

In the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to $44,400, and then be split evenly between the parties for any final costs below $44,400.00.
Williamstown Township desires that improvements be performed on the following local roads in the 2016 local road program:

- Lounsbury between Barry and Haslett
- Shoesmith between the Township line and Shoeman
- Gulick between Shoeman and Zimmer
- Foster between Barry and the Township line
- To include asphalt wedging and skip-paving as necessary, single course chip-sealing, and on Shoesmith Road between the Township line and Shoeman, to include approximately 2-3 foot grade raise over approximately 600 foot length and related repaving to reduce frequent flooding in this low area, for a total estimated cost for materials only on all of the above of $230,000.00; and

The Road Department is willing to cause said improvements to be undertaken by road department crews, to contribute labor without charge to the project, and to pay for a portion of the cost of said improvements.

The Township is willing to pay the remaining portion of the cost of said improvements.

In the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by road department crews during the construction season of the 2016 calendar year.

For 2016, the County on behalf of the Road Department has allocated to Williamstown Township’s local roads, a maximum sum of $30,000.00, plus carry-over of $3,616.66 from 2015, for a total available in 2016 of $33,616.66 shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute labor and up to one half of the final cost of this project to a maximum of $33,616.66 toward the cost of said project, whichever is less.

In the event the final cost of the improvements is less than the estimate provided above, the savings shall first accrue to the Township for any final cost down to twice the above indicated Road department contribution ($67,233.32), and then for any lower final costs, be split evenly between the Township and the Road Department.
Locke Township desires that improvements be performed on various Locke Township local roads throughout the Township as part of the 2016 local road program to include asphalt leveling and maintenance pads where necessary including on the Locke Township portion of Glendor Subdivision streets, approximately 2360 tons of asphalt paving total for all roads, at a total estimated cost on all of the roads of $94,400.00 for material only.

The Road Department is willing to cause said improvements to be undertaken by road department crews, to pay for a portion of the cost of said improvements from the County Road Fund, and to contribute labor without additional charge to the Township.

The Township is willing to pay the remaining portion of the cost of said improvements.

In the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2016 calendar year.

For 2016 the County, on behalf of the Road Department, has allocated to Locke Township’s local roads, a maximum sum of $22,200 plus carry-over from 2015 of $22,200, for a total available in 2016 of $44,400.00 from the County Road Fund, which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute one half the final project cost, up to a maximum of $44,400.00, toward the cost of said improvement from the County Road Fund, and to contribute labor where indicated above without additional charge to the Township.

In the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to $88,800 (2 times the maximum match available of $44,400), and then be split evenly between the parties for any final costs below $88,800.
Leslie Township desires that improvements be performed on Churchill Road between Covert and Plains Roads, 2 miles, to include asphalt leveling and maintenance paving where necessary and single course chip-sealing, at an estimated cost for materials only of $81,430.

The Road Department is willing to cause said improvements to be undertaken with road department crews, to contribute labor at no cost to the project, and to pay for a portion of the cost of said improvements from the County Road Fund.

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

In the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost shall be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2016 calendar year.

For 2016, the County, on behalf of the Road Department, has allocated to Leslie Township’s local roads, a maximum sum of $24,000 plus carryover from 2015 of $16,715.29 for a total available in 2016 of $40,715.29 from the County Road Fund, which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute labor and one half up to a maximum of $40,715.29 toward the cost of said improvement from the County Road Fund.

In the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.
Leroy Township desires that improvements be performed on various Leroy Township local roads throughout the Township to be chosen between the Township and Road department as part of the 2016 local road program to include asphalt leveling, skip-paving and maintenance pads where necessary, approximately 1800 tons of asphalt paving total for all roads, at a total estimated cost for materials on all the roads of $72,200.00.

The Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund and to provide labor on this work at no cost to Leroy Township for Road Department labor.

The Township is willing to pay the remaining portion of the cost of said improvements.

In the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2016 calendar year.

For 2016, the County on behalf of the Road Department has allocated to Leroy Township’s local roads, a maximum sum of $22,200.00, which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute up to $22,200.00 toward the cost of said improvement and labor on these four projects at no cost to Leroy Township for Road Department labor.

In the event the final cost of the improvements is less than the estimate provided above, for any final cost amount greater than twice the maximum Road Department match amount set forth above ($44,400), the savings shall first accrue to the Township, and then, shall be split evenly between the Township and the Road Department for any final cost amount below $44,400.
Alaiedon Township desires that improvements be performed on the following local roads:

- Wirt Road, East of College Road
  - Replacement of 12’’ X 46’ cross-culvert
  - 200 ton of asphalt wedging through-out
  - 1300 ft of single course chip-sealing
- Willoughby Road, College to Hagadorn Roads
  - 1 mile of single course chip-sealing
- Willoughby Road, Dobie rd. to just East of Button Creek Bridge
  - 20 ton of asphalt repairs
  - 1 mile of single course chip-sealing
- Willoughby Road, Every to Meridian Roads
  - 1 mile of single course chip-sealing
- Lamb Road, Walline to Every Roads
  - 1 mile of single course chip-sealing
- Harper Road, College to Okemos Roads
  - 160 ton of asphalt repairs
  - Double seal 600 feet of the east bound lane under trees mid mile
  - 2.5 miles of single course chip-sealing
- Harper Road, Wolverine to Every Roads
  - 100 ton of asphalt repairs.
  - 1 mile of single course chip-sealing

for a total estimated cost for materials of $137,500.00.

The Road Department is willing to cause said improvements to be undertaken, to contribute Road Department labor without charge where used on the above projects, and to pay for a portion of the cost of said improvements from the County Road fund.

The Township is willing to pay the remaining portion of the cost of said improvements.

In the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be performed during the construction season of the 2016 calendar year.

For 2016, the County on behalf of the Road Department has allocated to Alaiedon Township’s local roads, a maximum sum of $30,000.00, from the county road fund which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute up to $30,000.00 toward the cost of said improvement from the County Road fund and to provide labor by road department crews without charge to the project.
In the event the final cost of the improvements is less than the estimate provided above, for any final cost amount greater than twice the maximum Road Department match amount set forth above ($60,000), the savings shall first accrue to the Township, and then, shall be split evenly between the Township and the Road Department for any final cost amount below $60,000.
Aurelius Township desires that improvements be performed on Kipp Road, College to Edgar Roads, a distance of approximately 1.0 mile, as part of the 2016 local road program, to include asphalt maintenance skip-paving and wedging where necessary, at a total estimated cost of $28,000.00 for materials to be applied by Road Department crews.

The Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund as indicated below and to contribute labor where indicated above without additional charge to the Township.

The Township is willing to pay the remaining portion of the cost of said improvements.

In the event the final cost of the improvements is greater than twice the maximum road department match contribution set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above at a total estimated material cost of $28,000.00 and incorporated herein by reference to be performed by Road Department crews during the 2016 construction season.

For 2016, the County, on behalf of the Road Department, has allocated to Aurelius Township’s local roads, a maximum sum of $22,200.00, plus carry-over from 2015 of $1,753.39, for a total available in 2016 of $23,953.39 from the County Road Fund, which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute half the final cost up to a maximum of $23,953.39 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

In the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.
TO: Board of Commissioners, County Services Committee

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: June 30, 2016

SUBJECT: Ember Oaks Subdivision Preliminary Plat Re-Approval

For the County Services Committee meeting agenda of July 19, 2016
For the BOC meeting agenda of July 26, 2016

---

**Background:** Much of the process by which a platted subdivision is developed follows state statute. The process essentially starts with development of a Preliminary Plat of the subdivision that shows the overall configuration, how it fits into the lands that surround it, public utilities serving the lots, and the phases of construction planned to complete its development. Once a Preliminary Plat is approved by the public stakeholders (Township, Road Department, Drain Commissioner, etc.), the proprietor can develop construction plans that also require stakeholder approval. Once the construction plans are approved, construction can begin. After construction is completed, an acceptance process can be initiated to make the roads, drains, and utilities public.

The Ember Oaks development is a 156 unit single-family subdivision located on 161.9 acres, which is north of Jolly Road, between Dobie Road and Every Road. The subdivision is part of the Northwest ¼ of Section 35, Meridian Township, Ingham County, Michigan. The development has followed the process described above for three of the ten phases illustrated on the previously approved Preliminary Plat. The proprietor wishes to proceed with the next phase of the subdivision (lots 48 through 58).

The reason for this memo is to re-approve the Ember Oaks Preliminary Plat. The two-year Preliminary Plat approval period, dictated by state statute, expired on November 19, 2013. The proprietor, Ember Oaks Company, is requesting re-approval.

**RECOMMENDATION:**
Road Department staff recommends re-approval of the Preliminary Plat of Ember Oaks.
WHEREAS, the Board of Ingham County Commissioners last approved the Preliminary Plat for the residential subdivision called Ember Oaks on November 19, 2013; and

WHEREAS, the subdivision is part of the Northwest ¼ of Section 35, Meridian Township, Ingham County, Michigan; and

WHEREAS, Phases 1 through 3 of Ember Oaks was subsequently built and the roads accepted into the county road system; and

WHEREAS, the two-year Preliminary Plat approval period, dictated by state statute, has expired and the proprietor, Ember Oaks Company, requested re-approval of the Ember Oaks Preliminary Plat.

THEREFORE BE IT RESOLVED, that upon the recommendation of Road Department staff, the Ingham County Board of Commissioners re-approves the Ember Oaks Preliminary Plat for a period of two years, in accordance with state statute.
TO: County Services Committee
FROM: Jim Hudgins, Director, Purchasing Department
DATE: July 5, 2016
SUBJECT: Emergency Purchase Order

BACKGROUND
This is to notify the Board of Commissioners that an emergency purchase order has been issued prior to the approval of a resolution.

The Ingham County Road Department was in need of a Flow Boy trailer to haul asphalt for paving purposes. The Flow Boy will haul approximately 40-50 tons of asphalt while the County’s dump trucks haul 5-10 tons. The rental of the Flow Boy will allow the Road Department to efficiently complete the paving prior to the August deadline when chip sealing will begin. Typically paving will be required again after the chip sealing is complete.

The Purchasing Department made several phone calls to obtain the cost to rent a Flow Boy. Two vendors responded. Reith-Riley responded immediately and I.O. Express responded on July 7, 2016.

- Reith-Riley Mason MI $138.00/ hour with 48 hour notice provided.
- I.O. Express Mason MI $150.00/ hour with a minimum of 4 hours.

ALTERNATIVES
There is not sufficient time to solicit bids and have the paving completed by the next Regular Board Meeting scheduled for July 26, 2016.

FINANCIAL IMPACT
Reith-Riley construction has agreed to rent the Flow Boy to the County Road Department with a 48-hour notice, at the rate of $138.00 per hour. The Flow Boy, as of July 5, 2016 has been rented for 3 days, 20 hours from the June 17 to June 31, 2016 at a cost of $2,760. The Road Department anticipates the total number of hours at 160±.

OTHER CONSIDERATIONS
This purchase is being made in accordance with the Purchasing Manual regarding emergency purchases which states:

Notwithstanding the provisions of this policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, wherein the immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. In all such cases a report shall be filed jointly by the Purchasing Director and respective department head to the next meeting of the County Services Committee setting out the nature of emergency and the necessity of the action taken pursuant to this Section, should the amount exceed that provided for in Sections F.4 and F.5. All such emergency purchases shall be covered by a subsequent purchase order.
RECOMMENDATION
Continue the rental between Ingham County Road Department and Rieth-Riley Construction in order to maintain the paving schedule.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACTED TRUCKING SERVICES
TO HAUL HOT MIX ASPHALT TO THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Ingham County Road Department uses approximately 15,000 to 25,000 tons of hot mix asphalt annually to maintain and improve the roads of Ingham County; and

WHEREAS, the Road Department’s 2016 Pavement Maintenance Program is much larger than has been in recent years and contracted trucking services are needed to deliver hot mix asphalt to the Road Department crews for placement; and

WHEREAS, the Road Department amended 2016 budget includes controllable expenditures for this and other services; and

WHEREAS, the Purchasing Department solicited quotes for contracted trucking services from area trucking companies; and

WHEREAS, Rieth & Riley Construction Co. of Mason, Michigan was the only respondent to offer contracted trucking services to Road Department crews and is willing to continue this service at a rate of $138.00 per hour; and

WHEREAS, it is the recommendation of Purchasing Department and Road Department to continue contracted trucking services with Rieth & Riley Construction Co. of Mason, Michigan.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the offer from Rieth & Riley Construction Co. of Mason, Michigan to continue contracted trucking service to deliver hot mix asphalt to Road Department crews at a rate of $138.00 per hour.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute any necessary purchase documents relating to the above on behalf of the County.
TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: June 3, 2016

SUBJECT: Resurfacing of Park Lake Road from Grand River Avenue (M-43) to Merritt Road; and Improvements to Hagadorn Road and Mt Hope Road Intersection

For the County Services Committee meeting agenda of June 21, 2016
For the Finance Committee meeting agenda of June 22, 2016
For the BOC meeting agenda of June 28, 2016

The Ingham County Road Department (ICRD) received federal funding to resurface Park Lake Road from Grand River Avenue (M-43) to Merritt Road and to reconfigure and resurface the Hagadorn Road and Mt Hope Road intersection. The two projects were packaged together as a single construction contract because they have similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements.

The Park Lake Road project generally involves replacing the top 2-inches of existing pavement, curb & gutter repairs, township desired sanitary sewer repairs, and sidewalk improvements. The estimated costs for the project are as follows:

- Federal STP Urban Funding: $532,100
- Township Requested Sanitary Sewer Work: $59,100
- Road Department Match: $118,000

Total: $709,200

The Hagadorn Road and Mt Hope Road intersection project generally involves reconstructing the north approach to provide head-up left turn lanes for Hagadorn Road, curb & gutter repairs, repaving, and signal improvements. In partnership with the Michigan Department of Environmental Quality, Michigan State University, and ICRD the Hagadorn Road and Mt Hope Road intersection project will also receive $180,000 in MDEQ grant funds to study crumb rubber modified asphalt pavement. The estimated costs for the project are as follows:

- Federal CMAQ Funding: $285,474
- MDEQ Scrap Tire Grant: $180,000
- Road Department Match: $70,264

Total: $535,738

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and to administer the construction contract on MDOT’s behalf. A third party agreement between the Charter Township of Meridian and Ingham County is required for the township requested work. The third party agreement between Michigan State University and ICRD to secure
the crumb rubber modified asphalt pavement grant funds was approved by the Board of Commissioners via Resolution #16-193 during the May 10, 2016 meeting.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement and the remaining third 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 INGHAM COUNTY AND THIRD PARTY AGREEMENTS BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM COUNTY AND THE CHARTER TOWNSHIP OF MERIDIAN AND INGHAM COUNTY IN RELATION TO ROAD CONSTRUCTION PROJECTS FOR PARK LAKE ROAD FROM GRAND RIVER AVENUE (M-43) TO MERRITT ROAD AND IMPROVEMENTS TO HAGADORN ROAD AND MT HOPE ROAD INTERSECTION

WHEREAS, the Ingham County Road Department received federal funding to resurface Park Lake Road from Grand River Avenue (M-43) to Merritt Road and to reconfigure and resurface the Hagadorn Road and Mt Hope Road intersection; and

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

WHEREAS, the Ingham County Road Department also received a Michigan Department of Environmental Quality, Scrap Tire Market Development grant to study crumb rubber modified asphalt pavement and help pay for the Hagadorn Road and Mt Hope Road intersection project; and

WHEREAS, the third party agreement with Michigan State University for crumb rubber modified asphalt pavement grant funds has already been secure via Resolution No. 16-193; and

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

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

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated third party agreement Charter Township of Meridian to secure funds for township requested work; and

WHEREAS, the estimated costs for both projects are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal STP Urban Funding</td>
<td>$ 532,100</td>
</tr>
<tr>
<td>Federal CMAQ Funding</td>
<td>$ 285,474</td>
</tr>
<tr>
<td>MDEQ Scrap Tire Grant</td>
<td>$ 180,000</td>
</tr>
<tr>
<td>Township Requested Sanitary Sewer Work</td>
<td>$ 59,100</td>
</tr>
<tr>
<td>Road Department Match</td>
<td>$ 188,264</td>
</tr>
<tr>
<td></td>
<td>$1,244,938</td>
</tr>
</tbody>
</table>
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect resurfacing of Park Lake Road from Grand River Avenue (M-43) to Merritt Road and to reconfigure and resurface the Hagadorn Road and Mt Hope Road intersection for a total estimated cost of $1,244,938 consisting of $817,574 in federal funding, $180,000 from an MDEQ scrap tire grant, and $247,364 in Road Department and Charter Township of Meridian funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into third party agreement with Charter Township of Meridian to secure the estimated $59,100 of funds for township requested work.

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.
The purpose of this memo is to explain the rationale involved in a major equipment purchase.
On June 2, 2016, sealed bids from IFB 101-16 were opened for the purchase of two, 3 cubic yard wheel loaders needed by the Road Department, (RD). There were ten bids received before the 11:00 opening.

The RD currently has two wheel loaders that are out of service due to mechanical issues involving obsolete parts.
Since wheel loaders are an instrumental tool in RD operations and are normally replaced after 15-20 years of service, a great deal of thought and input was involved in the recommendation. An evaluation committee was formed consisting of the Fleet Manager, District Supervisors, Equipment Operators, Mechanics and the Director of Operations. Most vendors supplied demo units for staff to operate and evaluate functions, features, warranty, maintenance and repair accessibility, dump height, fuel efficiency, performance and most importantly, operator visibility since RD ground staff is often working very close to a wheel loader during tree cutting operations, construction and other maintenance work.

Ten bids for two new loaders, minus trade-in of two loaders that are out of service, ranged from $237,888.00 to $314,000.00, only one met all specifications. Demo units were evaluated in side by side comparisons, doing the type of work most commonly done by RD staff.

The only bid meeting all specifications was the Volvo L-70H, and also was the unanimous choice of the evaluation committee. Many of the reasons for the decision are:

1. Best operator visibility in all directions
2. Smoothest operation
3. Highest actual dump height and ground clearance
4. Fastest cycle time
5. Fastest ground speed
6. Lifetime warranty on frame, loader arms and center pins
7. 6 years of Care-Track, (Satellite monitoring of operation and diagnostics)
8. Double seals on all pins and bushings
9. Standard features such as skid plates, full fenders and Michelin tires, (optional on other brands)
10. Past experience of dependability, reliability, longevity and performance

Bids received were:

1. Kawasaki 70TM7 – $314,000.00 (under specs on emissions and over budget)
2. Kawasaki 67MT7 - $256,000.00 (under specs on weight, horsepower, dump height, emissions, bucket and transmission)
3. Komatsu WA270 - $247,000.00 (under specs on weight, horsepower, loader linkage, emissions, bucket and transmission)
4. Deere 544K - $267,000.00 (under specs on horsepower, dump height and emissions)
5. Cat 926M - $237,888.00 (under specs on weight, horsepower, bucket and transmission)
6. Case 621FXT - $260,618.00 (under specs on weight, horsepower, dump height and bucket)
7. Doosan DL250-5 – $250,425.28 (under specs on transmission)
8. Cat 930M – $275,296.00 (under specs on horsepower and transmission)
9. Volvo L70H - $278,740.00 (meets all specifications)
10. Deere 624K – (300,000.00 (under specs on dump height)

Given the committee recommendation and being the only unit to fully meet all specifications, recommendation is to purchase two, Volvo L-70H wheel loaders from Alta Construction Equipment of New Hudson MI, for a total cost of $278,740.00, including a trade-in allowance of $58,000.00 for two, Deere 444 wheel loaders that are out of service.
TO: Jim Benjamin, Road Department

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: June 3, 2016

RE: Memo of performance for ITB No. 101-16: New Front End Wheel Loader for Road Department

The Purchasing Department sought bids to purchase (2) two new front end wheel loaders and trading in two (2) used John Deere 444-JP wheel loaders for the Ingham County Road Department. Attached are electronic copies of the vendors’ responses. Hard copies will be sent in courier.

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to bid</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>6</td>
<td>2</td>
</tr>
</tbody>
</table>

The following grid is summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>Make</th>
<th>Model</th>
<th>TRADE IN ALLOWANCE</th>
<th>TOTAL ALL-INCLUSIVE COST OF TWO (2) NEW FRONT END WHEEL LOADERS MINUS TRADE-INS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan CAT</td>
<td>No, Eaton Cty</td>
<td>CAT</td>
<td>926M</td>
<td>$70,000.00</td>
<td>$237,888.00</td>
</tr>
<tr>
<td>AIS Construction Equipment Corp.</td>
<td>Yes, Lansing</td>
<td>Komatsu</td>
<td>WA270</td>
<td>$80,000.00</td>
<td>$247,000.00</td>
</tr>
<tr>
<td>Carleton Equipment</td>
<td>No, Kalamazoo</td>
<td>DOOSAN</td>
<td>DL250-5</td>
<td>$64,000.00</td>
<td>$250,425.28</td>
</tr>
<tr>
<td>Grand Equipment Co.</td>
<td>No, Hudsonville</td>
<td>Kawasaki</td>
<td>67TM7</td>
<td>$62,000.00</td>
<td>$256,000.00</td>
</tr>
<tr>
<td>Southeastern Equipment Company Inc.</td>
<td>Yes, Holt</td>
<td>CASE</td>
<td>621FXT</td>
<td>$65,000.00</td>
<td>$260,618.00</td>
</tr>
<tr>
<td>AIS Construction Equipment Corp.</td>
<td>Yes, Lansing</td>
<td>John Deere</td>
<td>544K</td>
<td>$80,000.00</td>
<td>$267,000.00</td>
</tr>
<tr>
<td>Michigan CAT</td>
<td>No, Eaton Cty</td>
<td>CAT</td>
<td>930M</td>
<td>$70,000.00</td>
<td>$275,296.00</td>
</tr>
<tr>
<td>Alta Construction Equipment LLC</td>
<td>No, New Hudson</td>
<td>Volvo</td>
<td>L70H</td>
<td>$58,000.00</td>
<td>$276,740.00</td>
</tr>
<tr>
<td>AIS Construction Equipment Corp.</td>
<td>Yes, Lansing</td>
<td>John Deere</td>
<td>624K</td>
<td>$80,000.00</td>
<td>$300,000.00</td>
</tr>
<tr>
<td>Grand Equipment Co.</td>
<td>No, Hudsonville</td>
<td>Kawasaki</td>
<td>70TM7</td>
<td>$62,000.00</td>
<td>$314,000.00</td>
</tr>
</tbody>
</table>

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the ITB; 2) confirm funds are available; 3) inform the Purchasing Department of your recommendation and reason(s) for the decision; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This summary is to be included with your memo and resolution submission to the “resolutions group” as acknowledgement of the Purchasing Department’s participation in the bid process. If I can be of further assistance, please email jhudgins@ingham.org
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF TWO NEW WHEEL LOADERS FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department needs to replace two of its existing wheel loaders which have obsolete major components and are past the point of economical serviceability; and

WHEREAS, the Road Department adopted 2016 budget includes in capital road equipment expenditures, funds for this purchase as it is also included in the 2016 road equipment replacement plan; and

WHEREAS, bids for new wheel loaders were solicited and evaluated by the Ingham County Purchasing Department as well as an evaluation committee comprised of Road Department staff, and it is their recommendation, to purchase two new Volvo L70H wheel loaders from Alta Construction Equipment LLC of New Hudson MI, at a total cost of $278,740.00 including trade in of two Deere 444 wheel loaders; and

WHEREAS, the Volvo L70H was the only unit to completely meet all bid specifications.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid and authorizes the purchase of two new Volvo L70H wheel loaders from Alta Construction Equipment LLC of New Hudson, Michigan.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.
WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated July 5, 2016 as submitted.
<table>
<thead>
<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT / CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2016-320</td>
<td>AT &amp; T</td>
<td>CABLE / UG</td>
<td>HOLT RD &amp; CEDAR ST</td>
<td>DELHI</td>
<td>14</td>
</tr>
<tr>
<td>2016-339</td>
<td>MERIDIAN TOWNSHIP</td>
<td>SPECIAL EVENT</td>
<td>VARIOUS</td>
<td>MERIDIAN</td>
<td></td>
</tr>
<tr>
<td>2016-341</td>
<td>AT &amp; T</td>
<td>CABLE / UG</td>
<td>MARSH RD &amp; HASLETT RD</td>
<td>MERIDIAN</td>
<td>10</td>
</tr>
<tr>
<td>2016-346</td>
<td>DELHI TOWNSHIP</td>
<td>SANITARY</td>
<td>MCCUE RD &amp; WAVERLY RD</td>
<td>DELHI</td>
<td>30</td>
</tr>
<tr>
<td>2016-351</td>
<td>MERIDIAN TOWNSHIP</td>
<td>SPECIAL EVENT</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2016-358</td>
<td>COMCAST</td>
<td>CABLE / UG</td>
<td>CEDAR ST &amp; WILLOUGHBY RD</td>
<td>DELHI</td>
<td>15</td>
</tr>
<tr>
<td>2016-359</td>
<td>INGHAM TOWNSHIP</td>
<td>SPECIAL EVENT</td>
<td>VARIOUS</td>
<td>INGHAM</td>
<td></td>
</tr>
<tr>
<td>2016-368</td>
<td>COMCAST</td>
<td>CABLE / UG</td>
<td>MOORE ST &amp; HAMILTON RD</td>
<td>MERIDIAN</td>
<td>21</td>
</tr>
<tr>
<td>2016-370</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>BENNETT RD &amp; HAGADORN RD</td>
<td>MERIDIAN</td>
<td>31</td>
</tr>
<tr>
<td>2016-378</td>
<td>G.A. HUNT</td>
<td>SANITARY</td>
<td>SHAW ST &amp; LAKE LANSING RD</td>
<td>MERIDIAN</td>
<td>10</td>
</tr>
<tr>
<td>2016-379</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>WENTLAND DR &amp; HARPER RD</td>
<td>DELHI</td>
<td>25</td>
</tr>
<tr>
<td>2016-380</td>
<td>FRONTIER</td>
<td>CABLE / UG</td>
<td>COLUMBIA RD &amp; SEARLS RD</td>
<td>WHITE OAK</td>
<td>1</td>
</tr>
<tr>
<td>2016-381</td>
<td>FRONTIER</td>
<td>CABLE / UG</td>
<td>DIEZT RD &amp; COLUMBIA RD</td>
<td>WHITE OAK</td>
<td>3, 4, 9, 10</td>
</tr>
<tr>
<td>2016-383</td>
<td>FRONTIER</td>
<td>CABLE / UG</td>
<td>GRAMER RD &amp; HUSCHKE RD</td>
<td>LEROY</td>
<td>23</td>
</tr>
<tr>
<td>2016-388</td>
<td>JAMES EDWARD BUILDERS</td>
<td>SIDEWALK</td>
<td>MARSH RD &amp; LAKE DR</td>
<td>MERIDIAN</td>
<td>11</td>
</tr>
<tr>
<td>2016-394</td>
<td>DELHI TOWNSHIP</td>
<td>MANHOLE</td>
<td>CARTAGO DR</td>
<td>DELHI</td>
<td>8</td>
</tr>
<tr>
<td>2016-395</td>
<td>DELHI TOWNSHIP</td>
<td>SANITARY</td>
<td>PINE TREE RD &amp; PINE DELL DR</td>
<td>DELHI</td>
<td>11, 14</td>
</tr>
<tr>
<td>2016-399</td>
<td>INGHAM CO DRAIN COMM</td>
<td>MISCELLANEOUS</td>
<td>VARIOUS</td>
<td>DELHI</td>
<td></td>
</tr>
<tr>
<td>2016-401</td>
<td>CN RAILROAD</td>
<td>DETOUR</td>
<td>VARIOUS</td>
<td>MERIDIAN</td>
<td></td>
</tr>
<tr>
<td>2016-402</td>
<td>DUNN COMPANY</td>
<td>ROAD CONST.</td>
<td>VARIOUS</td>
<td>VARIOUS</td>
<td></td>
</tr>
<tr>
<td>2016-403</td>
<td>AT &amp; T</td>
<td>CABLE / UG</td>
<td>FRENWOOD LN &amp; HOMER ST</td>
<td>LANSING</td>
<td>14</td>
</tr>
<tr>
<td>2016-407</td>
<td>AT &amp; T</td>
<td>CABLE / UG</td>
<td>ALAMO DR &amp; WAVERLY RD</td>
<td>DELHI</td>
<td>7</td>
</tr>
<tr>
<td>2016-408</td>
<td>FRONTIER</td>
<td>CABLE / UG</td>
<td>ALLEN RD &amp; WEBBERVILLE RD</td>
<td>LOCKE</td>
<td>35</td>
</tr>
<tr>
<td>2016-409</td>
<td>FRONTIER</td>
<td>CABLE / UG</td>
<td>ALLEN RD &amp; MORRICE RD</td>
<td>LOCKE</td>
<td>35</td>
</tr>
<tr>
<td>2016-411</td>
<td>PENDERGAST EXCAVATING</td>
<td>STORM</td>
<td>CORNELL RD &amp; TIHART RD</td>
<td>MERIDIAN</td>
<td>23</td>
</tr>
<tr>
<td>2016-412</td>
<td>COMCAST</td>
<td>CABLE / UG</td>
<td>E END DR &amp; PARK LAKE RD</td>
<td>MERIDIAN</td>
<td>8</td>
</tr>
<tr>
<td>2016-414</td>
<td>COMCAST</td>
<td>CABLE / OH</td>
<td>WOOD ST</td>
<td>LANSING</td>
<td>3</td>
</tr>
</tbody>
</table>
TO: Board of Commissioners County Services Committee

FROM: Travis Parsons, Human Resources Director

DATE: July 5, 2016

SUBJECT: MERS Division Name Changes
County Services July 19th

BACKGROUND

The County has several established Municipal Employees Retirement System of Michigan (MERS) pension divisions. The division names correspond with the group of employees represented within the division. In the past year, there have been several changes in Union representation which require changes in the naming convention of corresponding pension divisions to maintain accurate records.

The defined benefit (DB) divisions requiring a new naming convention are:

<table>
<thead>
<tr>
<th>Division #</th>
<th>Current Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>02</td>
<td>Sheriff FOP Spvs</td>
</tr>
<tr>
<td>06</td>
<td>Tmts 243/Sup hired 1/1/09</td>
</tr>
<tr>
<td>15</td>
<td>Animal Cntrl FOP</td>
</tr>
<tr>
<td>21</td>
<td>FOP Shrf Deputies</td>
</tr>
<tr>
<td>22</td>
<td>FOP 911 Non-Sup (former EL)</td>
</tr>
<tr>
<td>23</td>
<td>FOP Non-Sup (fmr Lansing)</td>
</tr>
<tr>
<td>24</td>
<td>Sheriff Deputies MAP</td>
</tr>
<tr>
<td>97</td>
<td>Teamts 580 Spv (frm Lansing)</td>
</tr>
<tr>
<td>99</td>
<td>Team 580 Zoo Hired pr 4/1/13</td>
</tr>
</tbody>
</table>

The Hybrid divisions requiring a new naming convention are:

<table>
<thead>
<tr>
<th>Division #</th>
<th>Current Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>HD/110159</td>
<td>FOP 911 Non-Sup af 1/1/13</td>
</tr>
<tr>
<td>HE/110165</td>
<td>Sheriff Dep MAP af 1/1/13</td>
</tr>
<tr>
<td>HG/110173</td>
<td>FOP Sher/Dep 1/1/13</td>
</tr>
<tr>
<td>HH/110172</td>
<td>Team 580 911 Super 1/1/13</td>
</tr>
<tr>
<td>HI/110175</td>
<td>Animal Ctrl FOP af 4/1/13</td>
</tr>
<tr>
<td>HO/110239</td>
<td>Sheriff FOP Sup after 1/1/13</td>
</tr>
<tr>
<td>HU/110269</td>
<td>Team 580 Zoo Hires af 4/1/13</td>
</tr>
</tbody>
</table>

ALTERNATIVES

If no action were taken, it may make future record keeping more difficult and lead to errors in reporting and communication between the County and MERS.

FINANCIAL IMPACT

There are no financial implications to this action.
OTHER CONSIDERATIONS

This action is accomplished through execution of updated Plan Adoption Agreements.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the updating of the MERS Division Names.
Agenda Item 10a

Introduced by the County Services of the:

INGLEHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING UPDATING MUNICIPAL EMPLOYEES RETIREMENT SYSTEM (MERS) OF MICHIGAN DIVISION NAMES

WHEREAS, the County Board of Commissioners has authorized the establishment of MERS Defined Benefit (DB) and Hybrid Pension Plan divisions; and

WHEREAS, the MERS Plan Adoption Agreements for each pension division provides the descriptive name of the division; and

WHEREAS, there have been several changes in the Union representation requiring changes in the naming convention of the pension division; and

WHEREAS, the Board of Commissioners recognizes the need to maintain accurate and up to date records for each pension division.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes updating the names of the impacted division through new Plan Adoption Agreements for each division requiring a name change.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Human Resources Director to sign and execute the MERS documents on behalf of the County to effectuate and finalize this change, subject to approval as to form, by the County Attorney.
TO: Board of Commissioners County Services Committee
FROM: Travis Parsons, Human Resources Director
DATE: July 5, 2016
SUBJECT: Policy – New Hire Driving Record Check
County Services July 19th Agenda

BACKGROUND

This Policy sets forth the requirement and use of history and current status of driving record in the employment process and normal procedure upon hire.

Employees assigned to driving duties must at all times meet, at a minimum, the following criteria:

1. Drivers must have a current, valid Michigan driver’s license
2. Drivers must maintain a clean driving record and have a driving history reflecting lawful, prudent and safe operation of a motor vehicle; and,
3. Drivers must be, and remain, insurable under the County’s liability insurance policy.

The County will conduct driving record checks on all Covered Applicants following a conditional offer of employment. After conducting an individualized assessment, exceptions or accommodations may be made as contemplated by law, or for positions in which operating a motor vehicle is not an essential job duty.

ALTERNATIVES

No prior County-wide policy and procedure existed.

FINANCIAL IMPACT

The result of a consistent policy and procedure based on the nature and specific duties of a candidate’s position, and the assessment of the candidate’s driving record as it relates to the position they are seeking, is a potential reduction in liability.

OTHER CONSIDERATIONS

All driving record checks will be conducted in compliance with applicable Federal and State statutes.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution approving the policy for New Hire Driving Record Check.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT A NEW HIRE DRIVING RECORD CHECK POLICY

WHEREAS, the Ingham County Board of Commissioners desires to follow risk management best practices; and

WHEREAS, best practices for risk management include running driver record checks to assure maintenance of responsible driving records and to determine a Candidate’s suitability for employment; and

WHEREAS, this policy and procedure establishes a practice of driving record checks on all covered applicants following a conditional offer of employment; and

WHEREAS, the Human Resources Department and County Attorney worked together to evaluate and codify a policy and procedure for driving record checks for newly hired employees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby adopts the attached policy for New Hire Driving Record Checks.

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 personnel policy and work to further the achievement of the stated goals.

BE IT FURTHER RESOLVED, this resolution shall not apply to positions under the authority of County elected officials unless the elected official assents to application of this resolution to such positions.
A. Purpose

Employees assigned to driving duties must at all times meet, at a minimum, the following criteria:

1. Drivers must have a current, valid Michigan driver’s license
2. Drivers must maintain a clean driving record and have a driving history reflecting lawful, prudent and safe operation of a motor vehicle; and,
3. Drivers must be, and remain, insurable under the County’s liability insurance policy.

Specific positions may have different and more rigorous standards or employee requirements either by law/regulation, or such standards/requirements established in the discretion of the County or applicable elected official for the position.

This Policy sets forth the requirement and use of history and current status of driving record in the employment process and normal procedure upon hire.

B. Applicability

Except as set forth below, this Policy applies to: all individuals to whom an offer of part-time, full-time, temporary, special part-time or seasonal employment is made on or after _____, 2016. This includes former employees rehired by the County after a separation from the County service of more than ninety calendar days (Collectively referred to as “Covered Applicants”).

Individuals applying for positions in the offices of the County Treasurer, County Clerk, Register of Deeds, Drain Commissioner, Prosecuting Attorney, Sheriff and the Courts are subject to this Policy if the appropriate elected official or Chief Judge has agreed in writing, in whole or in part, to this Policy.

C. Policy

The County conducts driving record checks on all Covered Applicants following a conditional offer of employment. After conducting an individualized assessment, exceptions or accommodations may be made as contemplated by law, or for positions in which operating a motor vehicle is not an essential job duty.
The new hire driving record check will normally include the following:

a. Verification of driver’s license number;
b. Verification of a Michigan driver’s license;
c. Examination of driver’s past and current history;
d. Examination of any moving violation points put on a driving record;

The County or elected officials may require additional record checks based upon the nature or level of responsibility and requirements of the position. Such decision is within the sole discretion of the County or applicable elected official.

All driving record checks will be conducted in compliance with applicable Federal and State statutes. It is not currently anticipated that driving record checks will require or be by means of a Consumer Report, as defined by the Fair Credit Reporting Act (“FCRA”). However, the County reserves the right to require, with consent, an investigative Consumer Report. If a Consumer Report is required, the County will adhere to requirements of the FCRA and the portions of the Policy addressing the FCRA.

D. Procedure

Covered Applicants must complete and sign any disclosure, release authorization form required by the County or applicable elected official for a driving record check to be conducted. A Covered Applicant’s failure to complete, sign and submit the form will constitute a withdrawal from the applicant pool.

Only a conditional offer may be made to a finalist for the position/appointment (the “Candidate”). Written offers of employment extended to the candidate should state that the offer is contingent on a satisfactory driving record check, if relevant.

Prior to commencement of work/services by the Candidate, Human Resources must be notified to undertake a driving check and be informed whether the nature/responsibility/sensitivity of the Candidate’s position requires additional screening. The driving check will be initiated by the Human Resources Department once a contingent offer of employment has been issued and an appropriate disclosure, release and authorization form is completed.

The results of the driving record check will be sent to an authorized individual in the Human Resources Department. Prior moving or driving violations do not automatically preclude employment.

In consultation with the applicable department director(s) or elected official, the Human Resources Department will conduct an individualized assessment of the Candidate’s driving record as it relates to the position the Candidate is seeking. The Human Resources Department may also seek advice and guidance from the Ingham County Sheriff’s Office, County Counsel, the Prosecuting Attorney, and/or Administrator/Controller’s Office, etc... The driving record check must be completed and results verified before any employee begins work.
In determining a Candidate’s suitability for employment, consideration will be given to the nature and specific duties of the position; the type, nature and gravity of the violation(s); number of violations and circumstances of each, the length of time since the violation(s) and the accuracy of the explanation. The County reserves the right to conduct a further review of any points or violations. Certain positions within Ingham County are subject to State and/or Federal statutory and/or regulatory requirements that may prohibit or limit individuals with certain driving records from holding particular positions or engaging in certain functions. Nothing set forth in the Policy shall in anyway restrict full compliance with State and Federal laws and regulations.

Ingham County may decline to hire or appoint any Candidate whose driving record the County or the applicable elected official deems incompatible, its sole discretion, to the position the Candidate is seeking. Ingham County reserves the right to make the sole determination concerning information or any employment/appointment decision arising out of the driving record check.

If a driving record check of a Candidate is returned with any violation history incompatible with the position, the Human Resources Department will notify affected Department. The Human Resources Department will contact the Candidate to inform him/her that Ingham County may rescind its conditional offer of employment. The County will adhere to the any requirements of the Fair Credit Reporting Act if a specific driving record check falls within the scope and requirements of that law.

Driving record checks will be maintained pursuant to the applicable Ingham County Retention and Disposal Schedule.

Any Candidate who provides incomplete, false or misleading information in the Candidate’s application or disclosure will be eliminated from further consideration and/or will have any conditional offer revoked. If false or misleading information is discovered after an individual has been appointed in the position, the individual’s employment shall be terminated pursuant to the appropriate dismissal procedures, if any.

This Policy addresses pre-employment/re-employment driving record checks only. Nothing in this Policy should be interpreted to exclude or limit circumstances in which a driving record check may be required for existing employee.
TO: Board of Commissioners Finance and Liaison Committees
FROM: Teri Morton, Budget Director
DATE: July 5, 2016
SUBJECT: Second Quarter 2016 Budget Adjustments and Contingency Fund Update

For the meeting agendas of 7/14/16 Law and Courts, 7/18/16 Human Services, 7/19/16 County Services and 7/20/16 Finance

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

ALTERNATIVES

FINANCIAL IMPACT
Detail of the the recommended adjustments to the Ingham County budget for the second quarter of fiscal year 2016 are attached. The total increase to the General Fund is $22,384.

The largest adjustments in the general fund are an increase in property tax revenue of $86,000 to reflect the actual taxable value included in 2016 Equalization Report, which was slightly higher than budgeted, and a decrease in interest revenue of $79,500 to reflect current projections. Also included are two grant increases in the Prosecuting Attorney’s Office and an increase in the Jury Administration budget for the transition to the new jury management software, which was inadvertently excluded from the 2016 adopted budget.

Most of the increases outside of the general fund are in the Machinery and Equipment Revolving Fund for replacement computer equipment. Funds are available for these purchases through accumulated chargebacks to departments.

Resolution 16-190 made several adjustments to the Zoo fund to ensure that current year revenues can support current year expenditures. Since the adoption of that resolution, the Zoo budget has been reviewed further, and an increase of $84,313 in revenues and expenditures is recommended to continue to align the current year budget with previous years’ actuals and the current year’s projections.

OTHER CONSIDERATIONS
Also included is an update of contingency fund spending so far this year. The current contingency amount is $315,450. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of $350,000.

RECOMMENDATION
It is recommended that the Board adopt the adjustments to the Ingham County budget for the second quarter of fiscal year 2016 as presented in the attached resolution and schedule.
Agenda Item 11

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2016 INGHAM COUNTY BUDGET

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

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

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

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

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2016 BUDGET 7/1/16</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$80,896,808</td>
<td>$22,384</td>
<td>$80,919,192</td>
</tr>
<tr>
<td>208</td>
<td>Parks</td>
<td>2,279,091</td>
<td>2,450</td>
<td>2,281,541</td>
</tr>
<tr>
<td>256</td>
<td>ROD Automation</td>
<td>217,790</td>
<td>839</td>
<td>218,629</td>
</tr>
<tr>
<td>258</td>
<td>Potter Park/Zoo</td>
<td>3,672,269</td>
<td>84,313</td>
<td>3,756,582</td>
</tr>
<tr>
<td>262</td>
<td>Concealed Pistol Licensing</td>
<td>10,000</td>
<td>70,000</td>
<td>80,000</td>
</tr>
<tr>
<td>664</td>
<td>Mach. &amp; Equip. Revolving</td>
<td>1,343,246</td>
<td>46,971</td>
<td>1,390,217</td>
</tr>
<tr>
<td>Revenue Source</td>
<td>2016 Budget – 7/1/16</td>
<td>Proposed Changes</td>
<td>2016 Proposed Budget</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>----------------------</td>
<td>------------------</td>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Tax Revenues</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Property Tax</td>
<td>44,696,645</td>
<td>86,000</td>
<td>44,782,645</td>
<td></td>
</tr>
<tr>
<td>Property Tax Adjustments</td>
<td>(150,000)</td>
<td></td>
<td>(150,000)</td>
<td></td>
</tr>
<tr>
<td>Delinquent Real Property Tax</td>
<td>15,000</td>
<td></td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td>Unpaid Personal Property Tax</td>
<td>(10,000)</td>
<td></td>
<td>(10,000)</td>
<td></td>
</tr>
<tr>
<td>Industrial Facility Tax</td>
<td>300,000</td>
<td></td>
<td>300,000</td>
<td></td>
</tr>
<tr>
<td>Trailer Fee Tax</td>
<td>15,000</td>
<td></td>
<td>15,000</td>
<td></td>
</tr>
<tr>
<td><strong>Intergovernmental Transfers</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>State Revenue Sharing</td>
<td>6,088,744</td>
<td></td>
<td>6,088,744</td>
<td></td>
</tr>
<tr>
<td>Convention/Tourism Tax - Liquor</td>
<td>1,395,224</td>
<td></td>
<td>1,395,224</td>
<td></td>
</tr>
<tr>
<td>Court Equity Fund</td>
<td>1,490,000</td>
<td></td>
<td>1,490,000</td>
<td></td>
</tr>
<tr>
<td>Use of Fund Balance</td>
<td>2,778,068</td>
<td></td>
<td>2,778,068</td>
<td></td>
</tr>
<tr>
<td><strong>Department Generated Revenue</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Control</td>
<td>708,636</td>
<td></td>
<td>708,636</td>
<td></td>
</tr>
<tr>
<td>Circuit Court - Family Division</td>
<td>1,016,625</td>
<td></td>
<td>1,016,625</td>
<td></td>
</tr>
<tr>
<td>Circuit Court - Friend of the Court</td>
<td>562,000</td>
<td></td>
<td>562,000</td>
<td></td>
</tr>
<tr>
<td>Circuit Crt - General Trial</td>
<td>2,467,390</td>
<td></td>
<td>2,467,390</td>
<td></td>
</tr>
<tr>
<td>Controller</td>
<td>3,170</td>
<td></td>
<td>3,170</td>
<td></td>
</tr>
<tr>
<td>Cooperative Extension</td>
<td>2,500</td>
<td></td>
<td>2,500</td>
<td></td>
</tr>
<tr>
<td>County Clerk</td>
<td>632,210</td>
<td></td>
<td>632,210</td>
<td></td>
</tr>
<tr>
<td>District Court</td>
<td>2,674,448</td>
<td></td>
<td>2,674,448</td>
<td></td>
</tr>
<tr>
<td>Drain Commissioner/Drain Tax</td>
<td>394,758</td>
<td></td>
<td>394,758</td>
<td></td>
</tr>
<tr>
<td>Economic Development</td>
<td>56,640</td>
<td></td>
<td>56,640</td>
<td></td>
</tr>
<tr>
<td>Elections</td>
<td>66,550</td>
<td></td>
<td>66,550</td>
<td></td>
</tr>
<tr>
<td>Emergency Operations</td>
<td>53,582</td>
<td></td>
<td>53,582</td>
<td></td>
</tr>
<tr>
<td>Service</td>
<td>2016 Budget</td>
<td>Proposed Changes</td>
<td>2016 Proposed Budget</td>
<td></td>
</tr>
<tr>
<td>--------------------------------</td>
<td>-------------</td>
<td>------------------</td>
<td>----------------------</td>
<td></td>
</tr>
<tr>
<td>Equalization /Tax Mapping</td>
<td>10,100</td>
<td></td>
<td>10,100</td>
<td></td>
</tr>
<tr>
<td>Facilities</td>
<td>172,957</td>
<td></td>
<td>172,957</td>
<td></td>
</tr>
<tr>
<td>Financial Services</td>
<td>89,673</td>
<td></td>
<td>89,673</td>
<td></td>
</tr>
<tr>
<td>Health Department</td>
<td>120,000</td>
<td></td>
<td>120,000</td>
<td></td>
</tr>
<tr>
<td>Human Resources</td>
<td>42,368</td>
<td></td>
<td>42,368</td>
<td></td>
</tr>
<tr>
<td>Probate Court</td>
<td>277,178</td>
<td></td>
<td>277,178</td>
<td></td>
</tr>
<tr>
<td>Prosecuting Attorney</td>
<td>597,652</td>
<td>15,884</td>
<td>613,536</td>
<td></td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>2,036,729</td>
<td></td>
<td>2,036,729</td>
<td></td>
</tr>
<tr>
<td>Remonumentation Grant</td>
<td>87,454</td>
<td></td>
<td>87,454</td>
<td></td>
</tr>
<tr>
<td>Sheriff</td>
<td>6,440,124</td>
<td></td>
<td>6,440,124</td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>5,301,633</td>
<td>(79,500)</td>
<td>5,222,133</td>
<td></td>
</tr>
<tr>
<td>Tri-County Regional Planning</td>
<td>63,921</td>
<td></td>
<td>63,921</td>
<td></td>
</tr>
<tr>
<td>Veteran Affairs</td>
<td>399,829</td>
<td></td>
<td>399,829</td>
<td></td>
</tr>
<tr>
<td><strong>Total General Fund Revenues</strong></td>
<td><strong>80,896,808</strong></td>
<td><strong>22,384</strong></td>
<td><strong>80,919,192</strong></td>
<td></td>
</tr>
</tbody>
</table>

**GENERAL FUND EXPENDITURES**

<table>
<thead>
<tr>
<th>Service</th>
<th>2016 Budget - 7/11/16</th>
<th>Proposed Changes</th>
<th>2016 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Commissioners</td>
<td>556,179</td>
<td></td>
<td>556,179</td>
</tr>
<tr>
<td>Circuit Court - General Trial</td>
<td>8,613,169</td>
<td></td>
<td>8,613,169</td>
</tr>
<tr>
<td>District Court</td>
<td>3,175,311</td>
<td></td>
<td>3,175,311</td>
</tr>
<tr>
<td>Circuit Court - Friend of the Court</td>
<td>1,594,800</td>
<td></td>
<td>1,594,800</td>
</tr>
<tr>
<td>Jury Board</td>
<td>1,199</td>
<td></td>
<td>1,199</td>
</tr>
<tr>
<td>Probate Court</td>
<td>1,485,465</td>
<td></td>
<td>1,485,465</td>
</tr>
<tr>
<td>Circuit Court - Family Division</td>
<td>5,489,400</td>
<td></td>
<td>5,489,400</td>
</tr>
<tr>
<td>Jury Selection</td>
<td>127,967</td>
<td>6,500</td>
<td>134,467</td>
</tr>
<tr>
<td>Elections</td>
<td>358,257</td>
<td></td>
<td>358,257</td>
</tr>
<tr>
<td>Financial Services</td>
<td>771,089</td>
<td></td>
<td>771,089</td>
</tr>
<tr>
<td>County Attorney</td>
<td>445,143</td>
<td></td>
<td>445,143</td>
</tr>
<tr>
<td>Department</td>
<td>Revenue</td>
<td>Blended</td>
<td>Total</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------------------</td>
<td>------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>County Clerk</td>
<td>953,950</td>
<td></td>
<td>953,950</td>
</tr>
<tr>
<td>Controller</td>
<td>937,239</td>
<td></td>
<td>937,239</td>
</tr>
<tr>
<td>Equalization/Tax Services</td>
<td>729,444</td>
<td></td>
<td>729,444</td>
</tr>
<tr>
<td>Human Resources</td>
<td>748,469</td>
<td></td>
<td>748,469</td>
</tr>
<tr>
<td>Prosecuting Attorney</td>
<td>6,347,069</td>
<td>15,884</td>
<td>6,362,953</td>
</tr>
<tr>
<td>Purchasing</td>
<td>217,271</td>
<td></td>
<td>217,271</td>
</tr>
<tr>
<td>Facilities</td>
<td>2,078,574</td>
<td></td>
<td>2,078,574</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>751,832</td>
<td></td>
<td>751,832</td>
</tr>
<tr>
<td>Remonumentation Grant</td>
<td>87,454</td>
<td></td>
<td>87,454</td>
</tr>
<tr>
<td>Treasurer</td>
<td>540,495</td>
<td></td>
<td>540,495</td>
</tr>
<tr>
<td>Drain Commissioner</td>
<td>964,065</td>
<td></td>
<td>964,065</td>
</tr>
<tr>
<td>Economic Development</td>
<td>131,524</td>
<td></td>
<td>131,524</td>
</tr>
<tr>
<td>Community Agencies</td>
<td>220,000</td>
<td></td>
<td>220,000</td>
</tr>
<tr>
<td>Ingham Conservation District</td>
<td>8,190</td>
<td></td>
<td>8,190</td>
</tr>
<tr>
<td>Equal Opportunity Committee</td>
<td>500</td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>Women’s Commission</td>
<td>500</td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>Historical Commission</td>
<td>500</td>
<td></td>
<td>500</td>
</tr>
<tr>
<td>Tri-County Regional Planning</td>
<td>113,053</td>
<td></td>
<td>113,053</td>
</tr>
<tr>
<td>Jail Maintenance</td>
<td>215,600</td>
<td></td>
<td>215,600</td>
</tr>
<tr>
<td>Sheriff</td>
<td>20,794,155</td>
<td></td>
<td>20,794,155</td>
</tr>
<tr>
<td>Tri-County Metro Squad</td>
<td>75,000</td>
<td></td>
<td>75,000</td>
</tr>
<tr>
<td>Community Corrections</td>
<td>154,896</td>
<td></td>
<td>154,896</td>
</tr>
<tr>
<td>Animal Control</td>
<td>1,738,197</td>
<td></td>
<td>1,738,197</td>
</tr>
<tr>
<td>Homeland Sec./Emergency Ops.</td>
<td>204,115</td>
<td></td>
<td>204,115</td>
</tr>
<tr>
<td>Board of Public Works</td>
<td>300</td>
<td></td>
<td>300</td>
</tr>
<tr>
<td>Drain Tax at Large</td>
<td>430,000</td>
<td></td>
<td>430,000</td>
</tr>
<tr>
<td>Health Department</td>
<td>5,302,865</td>
<td></td>
<td>5,302,865</td>
</tr>
<tr>
<td>Community Health Centers</td>
<td>2,892,486</td>
<td></td>
<td>2,892,486</td>
</tr>
<tr>
<td>Category</td>
<td>Budget 2017</td>
<td>Budget 2018</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------</td>
<td>-------------</td>
<td>-------------</td>
<td></td>
</tr>
<tr>
<td>Jail Medical</td>
<td>1,921,190</td>
<td>1,921,190</td>
<td></td>
</tr>
<tr>
<td>Medical Examiner</td>
<td>359,075</td>
<td>359,075</td>
<td></td>
</tr>
<tr>
<td>Substance Abuse</td>
<td>701,927</td>
<td>701,927</td>
<td></td>
</tr>
<tr>
<td>Community Mental Health</td>
<td>1,897,161</td>
<td>1,897,161</td>
<td></td>
</tr>
<tr>
<td>Department of Human Services</td>
<td>1,924,769</td>
<td>1,924,769</td>
<td></td>
</tr>
<tr>
<td>Tri-County Aging</td>
<td>78,512</td>
<td>78,512</td>
<td></td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>551,795</td>
<td>551,795</td>
<td></td>
</tr>
<tr>
<td>Cooperative Extension</td>
<td>444,081</td>
<td>444,081</td>
<td></td>
</tr>
<tr>
<td>Library Legacy Costs</td>
<td>133,236</td>
<td>133,236</td>
<td></td>
</tr>
<tr>
<td>Parks and Recreation</td>
<td>1,566,141</td>
<td>1,566,141</td>
<td></td>
</tr>
<tr>
<td>Contingency Reserves</td>
<td>315,450</td>
<td>315,450</td>
<td></td>
</tr>
<tr>
<td>Legal Aid</td>
<td>20,000</td>
<td>20,000</td>
<td></td>
</tr>
<tr>
<td>2-1-1 Project</td>
<td>45,750</td>
<td>45,750</td>
<td></td>
</tr>
<tr>
<td>Community Coalition for Youth</td>
<td>27,000</td>
<td>27,000</td>
<td></td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>1,654,999</td>
<td>1,654,999</td>
<td></td>
</tr>
<tr>
<td><strong>Total General Fund Expenditures</strong></td>
<td><strong>80,896,808</strong></td>
<td><strong>80,919,192</strong></td>
<td></td>
</tr>
</tbody>
</table>

**General Fund Revenues**

- **Property Tax Revenue**: Increase current year property tax revenue $86,000 to reflect taxable value from 2016 Equalization Report.
- **Prosecuting Attorney**: Increase State Victim Rights revenue $4,800 for tablet purchases per grant award. Increase VOCA revenue $11,084 for Small Talk contract per grant award.
- **Treasurer**: Decrease interest revenue $79,500 to reflect current projections.

**General Fund Expenditures**

- **Jury Administration**: Increase budget $6,500 for transition to new jury management software.
- **Prosecuting Attorney**: Increase State Victim Rights revenue $4,800 for tablet purchases per grant award. Increase VOCA revenue $11,084 for Small Talk contract per grant award.
Non-General Fund Adjustments

**Parks**  
(F208)  
Increase passport revenue per projections and increase expenses to purchase replacement passport camera ($2,450).

**ROD Automation**  
(F256)  
Increase use of fund balance to purchase one replacement PC ($839).

**Potter Park/Zoo**  
(F258)  
Increase revenues and expenditures $84,313 to reflect current projection as follows: Decrease revenue control $4,000, increase property tax related revenue $37,900, decrease special events revenue $1,500, increase zoo interactive site revenues $6,875, decrease parking fees $27,889, decrease interest revenue $10,000, increase donations revenue $20,000, decrease miscellaneous revenues $25,000, increase use of fund balance $87,927, decrease expenditure control $5,000, decrease permanent salaries $15,054, increase temporary salaries $42,126, increase controllable costs $40,241, and increase utilities $22,000.

**Concealed Pistol Licensing**  
(F262)  
Set up budget for Concealed Pistol Licensing fund. Fund was created in 2015, budget not included in 2016 budget process. ($70,000)

**Mach./Equip. Revolving**  
(F664)  
Increase CIP upgrade funds for emergency replacement of Probate Court video conferencing equipment ($17,601), 2 PCs ($1,677) and a scanner ($3,500) for Circuit Court, one tablet for Controller’s Office ($1,711), one laptop for the County Clerk ($1,328), one PC for Prosecuting Attorney’s Office ($942), 3 PCs for Cooperative Extension ($2,516), 4 PCs for Treasurer’s Office ($3,458), 2 PCs for Veterans Affairs ($2,166), 3 PCs for the Youth Center ($2,516), and 11 PCs for the Sheriff’s Office ($9,556).
## 2016 CONTINGENCY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Contingency Amount</td>
<td>$350,000</td>
</tr>
<tr>
<td>R16-165: BOC Temporary Employee for FOIA</td>
<td>(4,550)</td>
</tr>
<tr>
<td>R16-269: VOA New Hope Day Shelter</td>
<td>(30,000)</td>
</tr>
<tr>
<td><strong>Current Contingency Amount</strong></td>
<td><strong>$315,450</strong></td>
</tr>
</tbody>
</table>
Agenda Item 12

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING BOB SELIG

WHEREAS, Bob Selig began serving as the President-CEO of the Capital Region Airport Authority on November 18, 2002; and

WHEREAS, following a tour of duty with the U.S. Air Force, Bob spent his entire 40 year career in management and development of public airports, he began his career in Kalamazoo, Michigan, then relocated to Columbia, Missouri; followed by Grand Forks, North Dakota, Grand Island, Nebraska, Columbus, Ohio and will finish his career in Lansing, Michigan upon his retirement in September; and

WHEREAS, he is one of approximately 500+ Accredited Airport Executives (AAE) in the United States through the American Association of Airport Executives (AAAE); and

WHEREAS, Bob’s career passion has been promoting airport/economic development and encouraging airport organizations to meet their maximum potential; and

WHEREAS, under Bob’s leadership, the Capital Region Airport Authority experienced several major accomplishments such as the establishment of an air service development program that resulted in the recruitment of nine (9) new airlines serving twelve (12) new domestic and international destinations; and

WHEREAS, Bob led the conversion of the airport into the Capital Region International Airport through the establishment of U.S. Port of Entry #3883 (Port Lansing) and established Port Lansing Foreign Trade Zone #275 at the Airport; and

WHEREAS, the development of the international airport program stimulated a capital investment of over $27 million in the construction of new and expanded airport facilities; and

WHEREAS, during Bob’s tenure the Authority’s air cargo program was expanded through the recruitment of 747 and 767 freighter charter flights through Kalitta Air, Amerijet Air Freight, and Atlas Air Freight and a designated Container Freight Station in the Port Lansing Global Logistics Centre was established for the processing of international ocean freight containers; and

WHEREAS, Bob was instrumental in charting a course of financial survival for the Authority through the significant reduction of air service associated with the Delta – Northwest Airline merger.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby congratulates Bob Selig on the event of his retirement and extends its sincere appreciation to Bob for his dedication and his many contributions as President-CEO of the Capital Region International Airport.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in all of his future endeavors.