

CHAIRPERSON
KARA HOPE

VICE-CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

COUNTY SERVICES COMMITTEE
DEB NOLAN, CHAIR
CAROL KOENIG
VICTOR CELENTINO
REBECCA BAHAR-COOK
PENELOPE TSERNOGLOU
KARA HOPE
RANDY MAIVILLE

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MAY 3, 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 [April 19, 2016](#) Minutes and Closed Session Minutes

Additions to the Agenda

Limited Public Comment

1. Equal Opportunity Commission - Interviews
2. Sheriff's Office - Presentation: Overview of the Ingham County Jail Operations
3. Board of Commissioner's Office - Resolution to Establish a [FOIA Appeal](#) Advisory Committee
4. Facilities Department
 - a. Resolution Authorizing an Agreement with Roger Donaldson, AIA, P.L.C. Architect to Perform Professional Design Services for a [Storage Building](#) to be Located at the Ingham County Family Center
 - b. Resolution Authorizing an Agreement with Straub Pettitt Yaste Architects for Architectural and Engineering Services for [File Storage Room Expansion](#) in the Probate Court Office
 - c. Resolution Authorizing an Agreement with Victory Heating & Cooling to Replace Three [Heat Exchangers](#) at 55th District Court
 - d. Master Facilities Plan (Discussion)
5. Road Department
 - a. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Resurfacing Project for [Byrum Road](#) from Bellevue Road Northerly to Kinneville Road, Kinneville Road from Byrum Road Westerly to Aurelius Road, and Aurelius Road from Kinneville Road Northerly to Barnes Road
 - b. Resolution Authorizing an Agreement with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of Recycled Tire Rubber Modified Asphalt Paving Mixture on the 2016 [Hagadorn-Mt. Hope](#) Intersection Project for the Ingham County Road Department

- c. Resolution Authorizing the Purchase of Three New [Tandem Axle Truck](#) Chassis for the Ingham County Road Department
 - d. Resolution Authorizing the Purchase of [Equipment](#) Needed for New Tandem Axle Truck Chassis for the Ingham County Road Department
 - e. Resolution Authorizing a Settlement with [MIOSHA](#) for Work Zone Signing/Traffic Regulating Citations for the Ingham County Road Department
 - f. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
6. Potter Park Zoo - Resolution Authorizing [Adjustments](#) to the 2016 Zoo Budget
7. Human Resources - Resolution to Approve Generic [Service Credit](#) Purchase for County Employee: Eric A. Common
8. Controller's Office
- a. Resolution Updating Various [Fees](#) for County Services
 - b. Discussion Regarding Draft Purchasing Policy – *Materials Available at Meeting*
9. Board of Commissioners - Resolution Honoring [Lucas S. Busse](#)

Announcements
Public Comment
Adjournment

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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

April 19, 2016

Draft Minutes

Members Present: Bahar-Cook, Celentino, Hope, Koenig (Arrived at 6:05 p.m.), Maiville (Departed at 8:01 p.m.), Nolan, and Tsernoglou

Members Absent: None

Others Present: Tim Dolehanty, Travis Parsons, John Neilsen, Becky Bennett, Sandra Dargatz, Rick Terrill, Jim Hudgins, John Dinon, Tim Morgan, Bill Conklin, Sally Auer, Henry Rojas, and others

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

Approval of the April 5, 2016 Minutes

The open session minutes were amended as follows:

Chairperson Nolan stated that the policy was 36 years **old** and that the changes were updates to it. She asked if they could get a list of all vendors.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. HOPE, TO APPROVE THE CLOSED SESSION MINUTES OF THE APRIL 5, 2016 MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

MOVED BY COMM. HOPE, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE OPENED SESSION MINUTES OF THE APRIL 5, 2016 MEETING.

THE MOTION CARRIED UNANIMOUSLY. Commissioner Koenig.

Additions to the Agenda

Substitutes –

6. Controller's Office
 - b. Resolution to Submit to the Electorate a Special Millage Question for Animal Control Shelter Replacement (Three Options)
 - c. Resolution Establishing Priorities to Guide the Development of the 2017 Budget and Activities of County Staff

Limited Public Comment

None.

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

1. Road Department
 - a. Resolution Authorizing Adjustments to the Road Department Budget
 - b. Resolution for Approval of the Preliminary Plat of Georgetown
 - c. Resolution Authorizing a Contract for Supplying and Servicing Mechanics' Uniforms, Shop Towels, Floor Mats & Related Services for the Road Department
 - d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

3. Parks Department
 - c. Resolution Approving the Scoring/Ranking Criteria for the Trails and Parks Program Application

5. Purchasing Department - Resolution Authorizing an Extension of the Agreement with Comerica, Inc. for the Procurement Card Program

6. Controller's Office
 - a. Resolution to Submit to the Electorate an Ingham County Potter Park Zoo and Potter Park Renewal Question
 - c. Resolution Establishing Priorities to Guide the Development of the 2017 Budget and Activities of County Staff

7. Board of Commissioners
 - a. Resolution Establishing a Temporary Clerical Support Position

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION FOR A CONSENT AGENDA CARRIED UNANIMOUSLY.

Commissioner Koenig arrived at 6:05 p.m.

2. Ingham County Fair - Resolution Authorizing Entering into a Contract with Bierlein Companies, Inc. for Demolition Services and Legal Disposal of the Grandstands at the Ingham County Fairgrounds

There was a discussion regarding the demolition of the grandstands.

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH BIERLEIN COMPANIES, INC. FOR DEMOLITION SERVICES AND LEGAL DISPOSAL OF THE GRANDSTANDS AT THE INGHAM COUNTY FAIRGROUNDS.

THE MOTION CARRIED UNANIMOUSLY.

3. Parks Department

- a. Resolution Rescinding Resolution #11-251 Authorizing the Establishment of Ingham County Employee Discount Activity User Fees

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION RESCINDING RESOLUTION #11-251 AUTHORIZING THE ESTABLISHMENT OF INGHAM COUNTY EMPLOYEE DISCOUNT ACTIVITY USER FEES.

Commissioner Bahar-Cook asked how the resolution would impact the County's budget.

Tim Morgan, Parks Director, answered that the discounts were never utilized so it would not impact the budget. He stated that the benefit could be kept and promoted without problem.

Discussion

Commissioner Tsernoglou suggested reconfiguring the benefit instead of canceling it.

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. HOPE TO TABLE THE RESOLUTION.

THE MOTION TO TABLE CARRIED. **Yay:** Bahar-Cook, Celentino, Hope, Koenig, Maiville, and Tsernoglou **Nay:** Nolan **Absent:** None

- b. Resolution Authorizing the Ingham County Parks Department 2015/2016 Trails and Park Millage Expenditures

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION AUTHORIZING THE INGHAM COUNTY PARKS DEPARTMENT 2015/2016 TRAILS AND PARK MILLAGE EXPENDITURES.

There was a discussion regarding the new magic carpet system and the wait times with the current tow-rope system.

THE MOTION CARRIED UNANIMOUSLY.

4. Facilities Department - Space Utilization Study Summary

Rick Terrill, Facilities Director, presented a summary of the space utilization study.

There was a discussion regarding empty unoccupied space in the Grady Porter Building.

Commissioner Bahar-Cook asked if the cost for renting out storage facilities was looked at.

Mr. Terrill answered that it was not part of the study since the annex building was currently being emptied out.

Commissioner Hope asked why it was more expensive to renovate the basement of the Grady Porter Building than to build a new building.

Mr. Terrill answered that they were estimates based on a scope of work that was not included in the report.

Commissioner Tsernoglou asked if it would be appropriate to put file storage in the new building for District Court.

Mr. Terrill stated that he could come up with a plan based on priorities that the Board identified.

Commissioner Koenig stated that there needed to be a document retention policy to understand what the storage needs actually were.

There was a discussion regarding a possible document retention policy.

Commissioner Bahar-Cook suggested consulting with the county attorneys to obtain clarification on what documents the County was statutorily required to keep.

There was a discussion regarding the possibility of moving Circuit Court to another location in Mason.

Commissioner Koenig asked how much the study cost.

Mr. Terrill answered that it cost around \$70,000 but he was not entirely sure.

Commissioner Bahar-Cook asked why it was recommended to build more space instead of, for example, asking the Tri-County Office to move.

Mr. Terrill answered that it was DLZ's recommendation. He stated that he did not agree with everything in the report.

Commissioner Bahar-Cook asked if Facilities would present its own recommendations based on the study.

Mr. Terrill answered that he could, but he would want to hear how the Board wanted to proceed.

Commissioner Bahar-Cook stated that her priorities were: how much money would be saved over time and environmental conditions for employees.

Tim Dolehanty, Controller/Administrator, clarified that the study cost \$74, 900.

Commissioner Hope stated that one of her priorities was the ease of access for residents.

Mr. Terrill stated that ease of access was looked at in the study and that it could be looked at going forward.

Chairperson Nolan asked what the next steps were.

Mr. Terrill answered that he could work with the Controller's office to look at priorities and a tentative plan.

6. Controller's Office

- b. Resolution to Submit to the Electorate a Special Millage Question for Animal Control Shelter Replacement (Three Options)

John Neilsen, Chief Deputy Controller, presented the Resolution to Submit to the Electorate a Special Millage Question for Animal Control Shelter Replacement.

Commissioner Tsernoglou stated that she made the motion for .35 mills that would include funding for: a new facility, partial operational costs, and all of the expanded services.

Commissioner Celentino stated that he liked the .35 millage rate because it provided expanded service hours. He further stated that a possible review of other millages was also discussed.

Commissioner Maiville stated that Law and Courts felt rushed and that the options were not weighed as much as he liked. He further stated that Commissioner Tsernoglou's proposal was a compromise with the condition that other things within the budget be examined for cuts.

Commissioner Bahar-Cook indicated that she wanted to see the millage cover the cost of Animal Control's operations because of its context within the discussion of building the jail. She stated that she wanted to see a mixture of millage funds with fundraising. She further stated that she preferred option two.

John Dinon, Animal Control Director, addressed the committee regarding the expanded services.

Commissioner Bahar-Cook stated that the feasibility study suggested that a range of \$750,000 to 1 million dollars could be raised by donations. She asked why it was not being discussed as a way to raise funds for Animal Control.

Mr. Dinon answered that the change in leadership of Animal Control changed its ability to raise money. He stated that the current capital plan did not include the cost for a modern veterinary program. He further stated that when he asked the Animal Shelter fund, they said that they could raise the money for veterinary facilities.

There was a discussion regarding fundraising for Animal Control services.

Mr. Dinon stated that since the community saw Animal Control as a county department, folks would not be as willing to donate because it was not a non-profit.

Mr. Neilsen stated that the difference between option one and two was \$273,000. He stated that during the previous Law and Courts meeting there was a sense of urgency to make a decision.

Commissioner Tsernoglou indicated that if voters did not want the millage approved by the Board then they would vote it down.

Commissioner Koenig stated that she was confident voters would want expanded services. She further stated that East Lansing shifted the costs of their library from their general fund to the tax payers.

Commissioner Bahar-Cook stated that she was uncomfortable pulling money out of the general fund while taxing voters for expanded services.

Chairperson Nolan stated that she would temporarily hand the meeting over to Vice-Chairperson Koenig. She expressed concern regarding the amount of millages and stated that she was in favor of option one.

Commissioner Maiville stated that the millage would continue to be debated because of the small time frame in which the Board was being asked to make a decision.

Commissioner Celentino expressed concern regarding the amount of time in which the Board was being asked to make a decision. He stated that the Board was currently divided because of the amount of different options.

Commissioner Hope clarified that the November ballot was not considered a possibility because the increased 9-1-1 millage was going to be put on that ballot.

Commissioner Tsernoglou clarified that it was Mark Grebner that recommended putting the Animal Control millage on the August ballot. She stated that Mr. Grebner's comments about the millage pertained to having a back-up plan in case the millage did not pass in August.

Commissioner Hope indicated that she was leaning towards the option passed at Law and Courts. She relayed a first-hand account of a stray neighborhood dog. She stated that she would be willing to wait if commissioners felt uncomfortable about passing a millage.

Commissioner Maiville relayed a first-hand account of trying to receive help from Animal Control for an injured dog.

Commissioner Maiville departed at 8:01 p.m.

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR ANIMAL CONTROL SHELTER REPLACEMENT (THREE OPTIONS).

THE MOTION FAILED. **Yay:** Celentino, Hope, and Tsernoglou **Nay:** Bahar-Cook, Koenig, and Nolan **Absent:** Maiville

There was a discussion regarding the motion.

Becky Bennett, Board Coordinator, stated that the resolution would still go to the Board floor since it was passed at Law and Courts.

6. Controller's Office

d. Discussion Item: Updating Various Fees for County Services

Mr. Dolehanty reviewed various fees for county services.

7. Board of Commissioners

b. Discussion Regarding a FOIA Appeals Panel

Ms. Bennett presented an overview of a possible FOIA appeals Panel.

Commissioner Hope stated that she supported it because it would be beneficial to all members involved in FOIAs.

Commissioner Koenig stated that she agreed.

Public Comment

Sally Auer, United Auto Workers (UAW) Chair, addressed the committee regarding little known employee discounts. She stated that employees should be better informed about those benefits. She expressed concern regarding the possibility of repackaging a failed millage.

8. Human Resources – Labor Negotiation Update (*Closed Session*)

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. KOENIG, AT 8:16 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSES OF DISCUSSING LABOR NEGOTIATIONS.

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

The meeting entered closed session.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. HOPE, AT 8:44 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

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

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

Announcements

None.

Adjournment

The meeting was adjourned at 8:44 p.m.

MAY 3, 2016 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

1. **Equal Opportunity Commission** - Interviews

Candidates for open seats on the Equal Opportunity Commissioner will be present for interviews with Committee members.

2. **Sheriff's Office** - Presentation: Overview of the Ingham County Jail Operations

Representatives from the Sheriff's Office will provide an overview of jail operations ahead of the May 5 Board Leadership meeting.

3. **Board of Commissioners Office** - Resolution to Establish a FOIA Appeal Advisory Committee

The Ingham County Board of Commissioners is the "head of the public body" to whom appeals are addressed from denials of Freedom of Information Act (FOIA) requests, and from FOIA fee determinations. An increased number of FOIA appeals in recent months led to a suggestion that all FOIA appeals be directed to an advisory committee responsible for reviewing appeals in the first instance, and to make a recommendation for final decision to the full Board. A resolution to establish this process is offered for consideration.

4a. **Facilities Department** - Resolution Authorizing an Agreement with Roger Donaldson, AIA, P.L.C. Architect to Perform Professional Design Services for a Storage Building to be Located at the Ingham County Family Center

A resolution proposed by the Facilities Department would authorize an agreement with Roger Donaldson, AIA, P.L.C. Architect to perform professional design services for a storage building to be located at the Ingham County Family Center for a total not to exceed cost of \$8,115.00. Funds are available within the 2016 Capital Improvement Fund for this purpose.

4b. **Facilities Department** - Resolution Authorizing an Agreement with Straub Pettitt Yaste Architects for Architectural and Engineering Services for File Storage Room Expansion in the Probate Court Office

A resolution proposed by the Facilities Department would authorize execution of an agreement with Straub Pettitt Yaste Architects for Architectural and Engineering services for file storage room expansion in the Probate Court Office for a total not to exceed cost of \$15,650.00. Funds are available within the 2016 Capital Improvement fund for this purpose.

4c. Facilities Department - Resolution Authorizing an Agreement with Victory Heating & Cooling to Replace Three Heat Exchangers at 55th District Court

Three heat exchangers at 55th District Court are in need of replacement. The Facilities Department seeks approval for a line item transfer in the amount of \$9,206.07 from the Jail Compressor Replacement project (which has a balance of \$30,000), for the 55th heat exchanger replacements. The Department also seeks authorization to execute an agreement with Victory Heating & Cooling to replace the heat exchangers at a total not to exceed \$9,206.07.

4d. Facilities Department – Master Facilities Plan (Discussion)

The Facilities Director will be in attendance to discuss elements of a master facilities plan.

5a. Road Department - Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Resurfacing Project for Byrum Road from Bellevue Road Northerly to Kinneville Road, Kinneville Road from Byrum Road Westerly to Aurelius Road, and Aurelius Road from Kinneville Road Northerly to Barnes Road

The Road Department received federal and state funding to resurface Byrum Road from Bellevue Road northerly to Kinneville Road, Kinneville Road from Byrum Road westerly to Aurelius Road, and Aurelius Road from Kinneville Road northerly to Barnes Road. The project includes roadway resurfacing, installation of gravel shoulders, guardrail and drainage improvements. The Michigan Department of Transportation (MDOT) will hire the contractor to ensure that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define Road Department responsibilities and to administer the construction contract on MDOT's behalf. A Resolution to acknowledge this arrangement is offered for Board consideration.

5b. Road Department - Resolution Authorizing an Agreement with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of Recycled Tire Rubber Modified Asphalt Paving Mixture on the 2016 Hagadorn-Mt. Hope Intersection Project for the Ingham County Road Department

Construction of a southbound turn lane and resurfacing of the Hagadorn Road / Mount Hope Road intersection is scheduled for 2016 to improve traffic flow and safety. The Michigan Department of Environmental Quality (MDEQ) has made available a \$180,000 grant for implementation and use of recycled tire rubber modified hot mix asphalt (RTR-HMA) paving mixture. Michigan State University entered into an agreement with MDEQ to research and develop the RTR-HMA proposed for use in this project and to be the prime recipient of the MDEQ grant funds. In turn, MSU wishes to subcontract with the County to implement field trial of the RTR-HMA. The Road Department recommends approval of a Resolution to allow this project to proceed.

5c. Road Department - Resolution Authorizing the Purchase of Three New Tandem Axle Truck Chassis for the Ingham County Road Department

The Road Department seeks authorization to replace three tandem axle dump trucks which have aged past the point of economical serviceability. The 2016 budget includes funds for this purchase as

defined in the 2016 road equipment replacement plan. Bids were solicited and evaluated by the Purchasing Department and Road Department, and it is their recommendation to purchase three Western Star truck chassis from D&K Truck Company of Lansing Michigan at a cost of \$297,221. The replaced units will be sold at auction with proceeds deposited in the equipment replacement fund.

5d. Road Department - Resolution Authorizing the Purchase of Equipment Needed for New Tandem Axle Truck Chassis for the Ingham County Road Department

In tandem with Agenda Item 5c above, bids for equipment to complete the new tandem axle truck chassis were solicited and evaluated by the Purchasing Department and Road Department staff. It is their joint recommendation to award contracts to Certified Power of Perrysburg, Ohio for hydraulic components at a cost not to exceed \$55,074 and to Knapheide Truck of Flint, Michigan for truck equipment at a cost not to exceed \$78,189, (total overall cost - \$133,263).

5e. Road Department - Resolution Authorizing a Settlement with MIOSHA for Work Zone Signing/Traffic Regulating Citations for the Ingham County Road Department

Traffic signing and regulation in work zones is generally prescribed and regulated by the Michigan Manual of Uniform Traffic Control Devices (MMUTCD). On September 16, 2015, a Michigan Occupational Safety and Health Administration (MIOSHA) inspector arrived at a chip-sealing project site and determined that signing and traffic regulation were improper. Although Road Department managers believe proper traffic control deployed on that day compliant with MMUTCD standards, they nevertheless recommend acceptance of a MIOSHA-proposed settlement with a total penalty reduced to \$2500, without admission wrong-doing.

5f. Road Department - Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

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

6. Potter Park Zoo - Resolution Authorizing Adjustments to the 2016 Zoo Budget

Potter Park Zoo has identified several adjustments that should be made to its 2016 budget to ensure that current year revenues can support current year expenditures. Several operational adjustments are proposed, and certain fee adjustments will be made effective in 2016 to increase revenue flow see Agenda Item 8a, below). These changes are also necessary to rebuild the Zoo fund balance that was nearly depleted for construction of the Moose Exhibit, Red Panda Exhibit, and Pavilion roof.

7. Human Resources Department - Resolution to Approve Generic Service Credit Purchase for County Employee: Eric A. Common

Resolution #02-101 provides employees the option of purchasing generic service credit under the Municipal Employees' Retirement System (MERS). Mr. Eric Common made application to MERS to obtain an estimated cost for additional credited service and certification of current credited service. Mr. Common has elected to exercise the option to purchase six months of generic service credit.

Consistent with the requirements of Resolution #2-101, Mr. Common will pay the full estimated amount for the purchase. The Human Services Department recommends approval of this request.

8a. Controller's Office - Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2016, for the Park and Zoo winter seasonal fees on November 1, 2016, and for all other departments with the exception of the Zoo, on January 1, 2017. The Zoo fees will be effective early this year beginning on May 15, 2016 through 2017. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year's cost by a cost increase factor for each department. Utilizing this method again, the 2017 cost was calculated by multiplying the 2016 cost by the 2017 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings. If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$45,621. Any additional revenue will be recognized in the 2017 Controller Recommended Budget.

8b. Controller's Office - Discussion Regarding Draft Purchasing Procedures Policy

The Controller and Purchasing Director will be present to continue discussions regarding amendments to the Purchasing Procedures Policy. A revised draft that includes suggestions from department heads will be provided at the meeting.

9. Board of Commissioners - Resolution Honoring Lucas S. Busse

A resolution is offered to congratulate Lucas S. Busse for earning the rank of Eagle Scout and to extend sincere appreciation to Lucas for serving as a positive role model for the youth in our community.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ESTABLISH A FOIA APPEAL ADVISORY COMMITTEE

WHEREAS, the Ingham County Board of Commissioners is the “head of the public body” to whom appeals are addressed from denials of Freedom of Information Act (FOIA) requests, and from FOIA fee determinations; and

WHEREAS, FOIA appeals are subject to stringent statutory time requirements, and therefore must be handled expeditiously; and

WHEREAS, the County Board desires to refer all FOIA appeals to an advisory committee to review the appeal in the first instance, and to make a recommendation for final decision to the full Board.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes a FOIA Appeal Advisory Committee, to be comprised of three (3) County Commissioners, and two alternates appointed by the Chairperson to serve on an annual basis, to receive FOIA appeals and make recommendations for decision by the full Board.

BE IT FURTHER RESOLVED, that the FOIA Appeal Advisory Committee shall meet within less than ten (10) business days of the County’s receipt of each FOIA appeal, and shall comply with the Open Meetings Act.

BE IT FURTHER RESOLVED, that the FOIA Appeal Advisory Committee shall review the appeal documents, receive information from County staff, and afford the requester who filed the appeal an opportunity to present his or her position to the Committee before making a recommendation for decision to the full County Board.

BE IT FURTHER RESOLVED, that the County Board of Commissioners shall make the final decision on all FOIA appeals at an open meeting of the County Board, after reviewing the recommendation of the FOIA Appeal Advisory Committee, with the requester having a further opportunity to present his or her position to the County Board.

Agenda Item 4a

TO: Board of Commissioners Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 14, 2016

SUBJECT: Professional Design Services for a Storage Building at the Ingham County Family Center

For the meeting agendas of: April 28, May 3, and May 4

BACKGROUND

The Facilities Department is in need of a storage building at the Family Center to house vehicles and maintenance supplies. We have been storing all of our tools, supplies, chemicals, etc. in three separate locations. A new storage building will allow the Family Center to house their vehicles and equipment as well as all maintenance supplies, in one location. This will also allow for a proper wood shop area for small maintenance projects.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds for this project are available in the previously approved CIP line Item #245-23399-976000-4FC13 which has a balance of \$45,000.00 and will be included in the 1st quarter adjustment.

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 an agreement with Roger Donaldson, AIA, P.L.C. Architect to perform professional design services for a Facilities storage building to be located the Ingham County Family Center for a not to exceed cost of \$8,115.00.

Agenda Item 4a

TO: Law and Courts, County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 15, 2016

SUBJECT: Professional Architectural and Engineering Services for the Construction of a New 1,600-Square-Foot Storage Building

Project Description:

Two Requests for Proposals (RFP) were sought in 2015 from experienced and qualified architectural and engineering consultants for the purpose of entering into a contract to provide professional services for the design and construction of a new 1,600-square-foot storage building located at the Ingham County Family Center.

The first RFP was sent to 170 vendors and resulted in no proposals submitted. The second RFP was sent to 122 vendors and resulted in one proposal significantly over budget (a bid of \$38,400 was received). The following vendors were not interested in the project for the reasons stated below:

1. Hobbs + Black Architects, 117 E. Allegan St., Lansing MI 48933: "This is too small for us to be competitive, but we are always interested in Ingham County requests for proposals."
2. WTA Architects, 100 S. Jefferson Ave., Ste 601, Saginaw MI 48607: "Please be advised that we will not be submitting a proposal for the Storage Building project at the Ingham County Family Center. Thank you for including WTA in your solicitation."
3. Fishbeck, Thompson, Carr & Huber, Inc., 1515 Arboretum Dr. SE, Grand Rapids, MI 49546: "FTCH will not be submitting on RFP Packet #68-15 Professional Architectural and Engineering Services for the Construction of a New 1,600 square-foot Storage building. We believe the size and nature of the project is better suited for a smaller firm. We look forward to future work with Ingham County."
4. C2AE, 725 Prudden St., Lansing MI 48906: "Thank you for the invitation to submit a proposal to provide professional architecture and engineering services for the construction of a new 1,600 sq. ft. storage building. After careful review of the RFP and our current staffing and workload, we feel it is in the best interest of the County and C2AE for us to decline to submit a proposal at this time."
5. Schley Architects, 4200 S 9th St, Kalamazoo MI 49009-8120: "We will not be submitting a response for the referenced RFP; we feel with the 10% local preference it would not be feasible for our firm. Please keep us on the County's list for further opportunities."

Recommendation:

As a result of the limited number of responses received, the Facilities Department reached out to Roger Donaldson, a local architect who has worked with the County on other projects, to gauge his interest in performing the services for this contract. Mr. Donaldson indicated his willingness to perform the work and provided a not-to-exceed fee of \$8,115. The Facilities Department has reviewed the proposal, concluded that it meets its needs, and is recommending the contract.

Advertisement:

The RFPs issued in 2015 were advertised in the Lansing State Journal, New Citizens Press and posted on the Purchasing Department Web Page.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH ROGER DONALDSON, AIA, P.L.C.
ARCHITECT TO PERFORM PROFESSIONAL DESIGN SERVICES FOR A STORAGE BUILDING
TO BE LOCATED AT THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, the Facilities Department is in need of a storage building at the Family Center to house vehicles and maintenance supplies; and

WHEREAS, thus far all facility tools, supplies, chemicals, etc. have been housed in three separate locations, on the property, a new storage building will allow the Family Center to house their vehicles and equipment as well as all maintenance supplies, in one location. This will also allow for a proper wood shop area for small maintenance projects; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Roger Donaldson, AIA, P.L.C. Architect for a not to exceed cost of \$8,115.00; and

WHEREAS, funds for the storage building are available within the previously approved CIP Line Item # 245-23399-976000-4FC13 which has a balance of \$45,000.00 and will be included in the 1st quarter adjustment.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with Roger Donaldson, AIA, P.L.C. Architect, 4787 Tartan Lane, Holt, Michigan, 48842-1935, to perform professional design services for a storage building to be located at the Ingham County Family Center for a total not to exceed cost of \$8,115.00.

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 Law & Courts, County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: April 13, 2016

SUBJECT: File storage room expansion in the Probate Court Office

For the meeting agendas of: April 28, May 3, and May 4

BACKGROUND

The resolution before you authorizes an agreement with Straub Pettitt Yaste Architects for Architectural and Engineering services for file storage room expansion in the Ingham County Probate Court Office for a not to exceed cost of \$15,650.00. This includes all electrical, mechanical, engineering, infrastructure costs, and any/all permitting costs. The purpose of this project is to construct a file storage room expansion to enhance storage efficiency.

ALTERNATIVES

There are no alternatives with this project.

FINANCIAL IMPACT

Funds are available within Line Item #245-26710-976000-6FC15 which has a balance of \$50,000.00.

OTHER CONSIDERATION

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support an agreement with Straub Pettitt Yaste Architects for Architectural and Engineering services for file storage room expansion in the Ingham County Probate Court Office for a total not to exceed cost of \$15,650.00.

Agenda Item 4b

TO: Law and Courts, County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 15, 2016
SUBJECT: Architectural and Engineering Services for File Storage Expansion for the Probate Court Office

Project Description:

Proposals were sought from experienced and qualified architectural and engineering consultants for the purpose of entering into a contract to provide professional design and construction administration services for the File Storage Expansion project for the Probate Office.

Proposal Summary:

Vendors contacted: 95 Local: 27
Pre-proposal attendance 2 Local: 0
Vendors responding: 1 Local: 0

Vendor Name	Local Pref	TOTAL
Straub Pettitt Yaste Architects	No, Clawson MI	\$15,650.00

Vendors Not Bidding:

WTA Architects, 100 S. Jefferson Ave, Suite 601, Saginaw, MI 48607
Reason: No reason provided.

Recommendation:

Straub Pettitt Yaste Architects submitted the only responsive proposal. The company has experience working on projects in similar size and scope required for this contract. Straub Pettitt Yaste Architects was the consultant for the Tension Fabric Structure project at the Fairgrounds in 2014.

The Facilities Department recommends awarding the contract to Straub Pettitt Yaste Architects, in an amount not to exceed \$15,640.

Advertisement:

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH STRAUB PETTITT YASTE ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR FILE STORAGE ROOM EXPANSION IN THE PROBATE COURT OFFICE

WHEREAS, the resolution before you authorizes an agreement with Straub Pettitt Yaste Architects for architectural and engineering services for file storage room expansion in the Ingham County Probate Court Office; and

WHEREAS, this project includes all electrical, mechanical, engineering, infrastructure costs, and any/all permitting costs; and

WHEREAS, the Probate Court Office has outgrown the space they currently occupy, more space is required to ensure proper record keeping and organization; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Straub Pettitt Yaste Architects for a not to exceed cost of \$15,650.00; and

WHEREAS, funds for the file room expansion are available within the approved CIP Line Item # 245-26710-976000-6FC15 which has a balance of \$50,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with Straub Pettitt Yaste Architects, 850 North Crooks, Suite 200, Clawson, Michigan 48017-1311 for Architectural and Engineering services for file storage room expansion in the Probate Court Office for a total not to exceed cost of \$15,650.00.

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.

Agenda Item 4c

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 15, 2016

SUBJECT: Heat Exchanger Replacements at 55th District Court

For the meeting agendas: May 3 and May 4

BACKGROUND

Three heat exchangers at 55th District Court are in need of replacement.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

The Facilities Department would like to request a line item transfer in the amount of \$9,206.07 from the Jail Compressor Replacement project Line Item #245-31199-976000-6FC08 which has a balance of \$30,000.00, into Line Item #245-13799-931000-6FC20 for the 55th heat exchanger replacements.

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 an agreement with Victory Heating & Cooling to replace three heat exchangers at 55th District Court for a not to exceed total cost of \$9,206.07.

Agenda Item 4c

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 15, 2016
SUBJECT: Heat Exchanger Replacements at the 55th District Court

Project Description:

Proposals were sought from qualified and experienced mechanical contractors for furnishing and replacing heat exchangers in three (3) roof top units (RTUs) at the 55th District Court.

Proposal Summary:

Vendors contacted: 58 Local: 22
Vendors responding: 5 Local: 2

VENDOR NAME	LOCAL PREF	TOTAL COST FOR 3 ROOF TOP UNITS
Victory Heating and Cooling	No, Clinton County	\$9,206.07
JE Johnson	No, Midland	\$9,967.31
TH Eifert	Yes, Lansing	\$10,950.00
Myers Plumbing & Heating Inc.	No, Clinton County	\$11,320.00
Mid Michigan Mechanical & Construction Inc.	Yes, Leslie	\$11,360.94

Recommendation:

Victory Heating and Cooling submitted the lowest responsive proposal. The Facilities Department recommends awarding the contract to Victory Heating and Cooling in an amount not to exceed \$9,206.07.

Advertisement:

The RFP was advertised in the Lansing State Journal, El Central Hispanic News, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH VICTORY HEATING & COOLING TO REPLACE THREE HEAT EXCHANGERS AT 55TH DISTRICT COURT

WHEREAS, three heat exchangers at 55th District Court are in need of replacement; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Victory Heating & Cooling to replace three heat exchangers for a not to exceed total cost of \$9,206.07; and

WHEREAS, the Facilities Department would like to request a line item transfer of \$9,206.07 from the Jail Compressor Replacement project Line Item #245-31199-976000-6FC08 which has a balance of \$30,000.00; and

WHEREAS, following the requested transfer, funds for this project will be available with in Line item # 245-13799-931000-6FC20 which will have a balance of \$9,206.07.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with Victory Heating & Cooling, 703 North US-27, St. Johns, Michigan 48879 to replace three heat exchangers at 55th District Court for a total not to exceed total cost of \$9,206.07.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes a line item transfer in the amount of \$9,206.07 from the Jail Compressor Replacement project Line Item #245-31199-976000-6FC08 which has a balance of \$30,000.00, into Line Item #245-13799-931000-6FC20 for the heat exchanger replacements.

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.

Agenda Item 5a

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: April 19, 2016

SUBJECT: Resurfacing of Byrum / Kinneville / Aurelius Roads from Bellevue Road to
Barnes Road

The Ingham County Road Department (ICRD) received federal and state funding to resurface Byrum Road from Bellevue Road northerly to Kinneville Road, Kinneville Road from Byrum Road westerly to Aurelius Road, and Aurelius Road from Kinneville Road northerly to Barnes Road. The project generally involves roadway resurfacing, installation of gravel shoulders, guardrail and drainage improvements. The estimated costs for the project are as follows:

Federal STP Rural Funding	\$ 754,500
State TEDF-D Funding:	\$ 251,500
Road Department Match:	<u>\$ 53,900</u>
	\$1,059,900

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

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

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO A ROAD RESURFACING PROJECT FOR BYRUM ROAD FROM BELLEVUE ROAD NORTHERLY TO KINNEVILLE ROAD, KINNEVILLE ROAD FROM BYRUM ROAD WESTERLY TO AURELIUS ROAD, AND AURELIUS ROAD FROM KINNEVILLE ROAD NORTHERLY TO BARNES ROAD

WHEREAS, The Ingham County Road Department received federal and state funding to resurface Byrum Road from Bellevue Road northerly to Kinneville Road, Kinneville Road from Byrum Road westerly to Aurelius Road, and Aurelius Road from Kinneville Road northerly to Barnes Road; and

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

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

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

Federal STP Rural Funding	\$ 754,500
State TEDF-D Funding:	\$ 251,500
Road Department Match:	<u>\$ 53,900</u>
	\$1,059,900

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 Byrum Road from Bellevue Road northerly to Kinneville Road, Kinneville Road from Byrum Road westerly to Aurelius Road, and Aurelius Road from Kinneville Road northerly to Barnes Road for a total estimated cost of \$1,059,900 consisting of \$754,500 in federal funding, \$251,500 of state TEDF-D funding, and \$53,900 in Road Department funds.

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

Agenda Item 5b

To: County Services & Finance Committees

From: William Conklin, Managing Director Road Department

Date: April 14, 2016

RE: PROPOSED RESOLUTION AUTHORIZING AN AGREEMENT WITH MICHIGAN STATE UNIVERSITY FOR MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY GRANT FUNDED USE OF RECYCLED TIRE RUBBER MODIFIED ASPHALT PAVING MIXTURE

The intersection of Hagadorn Road at Mt. Hope Road in Meridian Township is planned for southbound approach turn lane additions and resurfacing in 2016 to improve traffic flow and safety at this location using federal Congestion Mitigation-Air Quality (CMAQ) funding per the Road Department's Transportation Improvement Plan, TIP.

The Michigan Department of Environmental Quality (MDEQ) has made available grant funding in the amount of \$180,000 in 2016 for the Hagadorn-Mt. Hope intersection for implementation and use of recycled tire rubber modified hot mix asphalt (RTR-HMA) paving mixture, which incorporates chemically re-formed, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement's performance and longevity, and to help foster a market for used vehicle tires, which have been a solid waste disposal problem.

In the recent past, the Road Department has accepted this funding and has placed ground (crumb) recycled tire rubber on several county road projects including Lake Lansing Road, Saginaw Highway to Marsh Road; Cornell Road north of M-43; Waverly Road, Miller to Jolly Roads; Haslett Road, Park Lake to Marsh Roads; and Bennett/Kinawa Roads, Hagadorn to Dobie Roads.

Refinements to the design of experimental RTR-HMA mixtures have resulted in continued improvement with each successive project, with the ultimate goal of developing a mixture formula that will outperform and outlast conventional asphalt mixtures. Both the mix designs and the method of rubber incorporation have improved significantly from the original tests; however, the proposed 2016 Hagadorn Road project includes a revolutionary new method to introduce the recycled tire rubber into the asphalt mixture. The new mixture is expected to exceed performance of current state of the art high performance mixtures, a vast improvement over prior ground (crumb) tire rubber modified mixture performance.

Since RTR-HMA is new to the market place, additional cost is involved for contractors to obtain the necessary equipment and materials to produce RTR-HMA. Thus MDEQ offers the scrap tire market development grant program to help foster this market. The remainder of the Hagadorn-Mt. Hope intersection project's proposed construction, which is to be 80% federal CMAQ funded with 20% local match from 2016 budgeted County Road Funds, constitutes the required local match for the MDEQ grant, and no other unplanned costs are to be incurred for using the RTR-HMA.

Michigan State University (MSU) has entered into an agreement with MDEQ to research and develop the RTR-HMA proposed for use on the Hagadorn-Mt. Hope intersection project and to be the prime recipient of the MDEQ grant funds, and in turn MSU wishes to subcontract with the County on behalf of the Road Department to implement field trial of the RTR-HMA and to pass through the related MDEQ grant funding intended for this purpose in the amount of up to \$180,000, dependent on final RTR-HMA quantity placed.

Road Department staff has worked with MSU research staff and has reviewed and understands MSU's research findings that the RTR-HMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and therefore recommends approval of the attached resolution to allow entering into the subcontract with MSU as described above.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH MICHIGAN STATE UNIVERSITY FOR MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY GRANT FUNDED USE OF RECYCLED TIRE RUBBER MODIFIED ASPHALT PAVING MIXTURE ON THE 2016 HAGADORN-MT. HOPE INTERSECTION PROJECT FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the intersection of Hagadorn Road at Mt. Hope Road in Meridian Township is planned for southbound approach turn lane additions and resurfacing in 2016 to improve traffic flow and safety at this location using federal Congestion Mitigation-Air Quality (CMAQ) funding per the Road Department's Transportation Improvement Plan, TIP; and

WHEREAS, the Michigan Department of Environmental Quality, MDEQ, has made available grant funding in the amount of \$180,000 in 2016 for the Hagadorn-Mt. Hope intersection project for implementation and use of recycled tire rubber modified hot mix asphalt paving mixture (RTR-HMA), which incorporates chemically re-formed, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement's performance and longevity and to help foster a market for used vehicle tires; and

WHEREAS, the remainder of the Hagadorn-Mt. Hope intersection project's proposed construction, which is to be 80% federal CMAQ funded with 20% local match from 2016 budgeted County Road Funds, constitutes the required local match for the MDEQ grant, and no other unplanned costs are to be incurred for using the RTR-HMA; and

WHEREAS, Michigan State University (MSU) has entered into an agreement with MDEQ to research and develop the RTR-HMA proposed for use on the Hagadorn-Mt. Hope intersection project and to be the prime recipient of the MDEQ grant funds, and in turn MSU wishes to subcontract with the County on behalf of the Road Department to implement field trial of the RTR-HMA and to pass through the related MDEQ grant funding intended for the field implementation phase of the research effort in the amount of up to \$180,000, dependent on final RTR-HMA quantity placed; and

WHEREAS, Road Department staff has worked with MSU research staff and has reviewed and understands MSU's research findings that the RTR-HMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and recommends therefore that the County enter into the requested subcontract with MSU to allow the placement of the RTR-HMA research test sections on the Hagadorn-Mt. Hope intersection project and to receive the MDEQ grant funds intended for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a subcontract with Michigan State University for the placement of the RTR-HMA research test sections on the Hagadorn-Mt. Hope intersection project and to receive the MDEQ grant funds intended for this purpose in the amount of up to \$180,000, dependent on final RTR-HMA quantity placed.

BE IT FURTHER RESOLVED, that the 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.

Agenda Item 5c

To: Bobbie Mayes, Purchasing Agent
From: Curt Rogers, Fleet Manager
Date: 4/18/2016
Re: ITB packet # 34-16 Three (3) Tandem Chassis Trucks

My recommendation for this proposal is to reject the low bid of \$281,115.00 from Capital City International Truck Inc. Bid requirements were not met in the following areas:

- 1) **FRAME:** The ICRD specified single frame, Capital City specified a double frame
- 2) **EXHAUST SYSTEM:** The ICRD specified behind the cab exhaust, Capital City specified right side frame mounted , under the cab.
- 3) **REAR SUSPENSION:** (not specified) Capital City specified hendrickson susp. The ICRD would rather have the Chalmers susp. As we already stock all the normal wear items.
- 4) **ELECTRICAL SYSTEM:** (not specified) The International Trucks from Capital City have Multi-Plex wiring. I highly recommend not buying trucks with Multi-Plex wiring. Snow plowing and salt is very corrosive to this system.

(A) Multiplexing relies on the use of several on board computers to encode , sort and decode multiple electrical signals in the same wire.

I also recommend rejecting the second lowest bid of \$287,911.00 from D&K Truck Co. For Freightliner Trucks. For the following reasons:

- 1) **ELECTRICAL:** The Freightliner Trucks also have Multi-plex wiring, which result in multiple hours of diagnostic procedures.
- 2) **UPFITTING CAB and EQUIPMENT:** The Freightliner trucks are not as upfitter friendly as Western Star trucks. Multiple more hours to upfitt the Freightliner with in cab controls and equipment outside the cab.

I recommend the third bid of \$297,221.00 from D&K Truck Co. for Western Star trucks. For the following reasons:

- 1) **ELECTRICAL SYSTEM:** The Western Star trucks have point to point wiring. Fewer on board computers, body modules and multi -pin connectors. Resulting in less down time and quicker diagnoses.
- 2) **UPFITTING:** The Western Star truck interiors have a flat floor for ease of mounting in cab controls. Multiple hours saved during the building process. Multiple hours of build time saved on moving exterior components such as fuel tanks, air tanks, diesel exhaust fluid tanks and exhaust components.

- 3) **FUTURE REPAIRS:** Over the fifteen year life of a plow truck the \$3,103.33 more than a Freightliner and the \$5,368.66 more than an International truck, is justified because of less down time and quicker diagnoses.

Agenda Item 5c

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 19, 2015
SUBJECT: New Conventional Truck Cab on Tandem Axle Chassis

Project Description:

Bids were sought for three (3) new conventional truck cabs on tandem axle chassis for the Road Department.

Bid Summary:

Vendors contacted: 17 Local: 3
Vendors responding: 3 Local: 1

Vendor Name	Local Pref	Model	Year	Warranty	Engine Make	Transmission	Rear Axles	Total Cost for 3
Capital City Intl Truck	Yes, Lansing	International 7500	2017	Standard Factory	Cummins ISL	Allison 3000 RDS	Meritor 5.86	\$281,115.00
D & K Truck	No, Lansing	Freightliner 114SD	2017	Standard Factory	Cummins ISL	Allison 3000 RDS	Meritor 5.86	\$287,911.00
D & K Truck	No, Lansing	Western Star 4700	2017	Standard Factory	Cummins ISL	Allison 3000 RDS	Meritor 5.86	\$297,221.00
Michigan Kenworth	No, Grand Rapids	Kenworth T470	2017	Standard Factory	PX-9	Allison 3000 RDS	Meritor 5.86	\$320,250.00

Recommendation:

D & K Truck Company submitted the lowest responsive bid that met all of the Road Department's specifications per the Invitation to Bid (ITB). (See the attached memo from the Fleet Manager.)

The Road Department recommends awarding the contract to D & K Truck Company as follows: Three (3) 2017 Model 4700 Western Star Trucks for a not to exceed price of \$297,221.

Advertisement:

The ITB was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE) website, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF THREE NEW TANDEM AXLE TRUCK CHASSIS FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department needs to replace three of its existing tandem axle dump trucks which have aged 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 tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase three Western Star truck chassis from D&K Truck Company of Lansing Michigan at a cost of \$297,221.00. The replaced units will be sold at auction for a price yet to be determined which will be placed in the equipment replacement fund.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid and authorizes the purchase of three Western Star truck chassis from D&K Truck Company of Lansing, Michigan.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.

Agenda Item 5d

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 19, 2015
SUBJECT: Equipment for New Conventional Truck Cab on Tandem Axle Chassis

Project Description:

Bids were sought for equipment to outfit three new conventional truck cabs on tandem axle chassis for the Road Department.

Bid Summary:

Vendors contacted: 15 Local: 01
Vendors responding: 06 Local: 00

The grid is on the next page.

Recommendation:

Certified Power and Knapheide Truck submitted the lowest responsive bids with the best lead times for delivery of equipment. The Road Department recommends awarding the contract to Certified Power in an amount not to exceed \$55,074.00 and Knapheide Truck Equipment in an amount not to exceed \$78,189.00.

Certified Power: Three (3) Hydraulic Tanks (\$755.00/each), Three (3) Hydraulic Pump and Valves (\$11,802.00/each), Three (3) Hydraulic Controls (\$5,801.00/each), Three (3) Spreader Controls (Included in Hydraulics), **Total Price \$55,074.00**

Knapheide Truck Equipment: Three (3) Henderson Dump Bodies (\$15,870.00/each), Three (3) Henderson Underbody Scrapers (\$7,850.00/each), Three (3) Dump Body Tarp Systems (\$1,393.00/each), Three (3) Poly Fenders (\$950.00/each), **Total Price \$78,189.00.**

Advertisement:

The RFP was advertised in the Lansing State Journal, the MIITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE) website, and posted on the Purchasing Department Web Page.

Vendor Name	Local Pref	Dump Body	Hydraulic Tanks	Hydraulic Pump and Valves	Hydraulic Controls	Spreader Controls	Underbody Scraper	Dump Body Tarp Cover	Misc.	Total Cost to outfit three (3) New Truck Cabs
Truck & Trailer	No, Dutton MI	No Bid	No Bid	No Bid	No Bid	No Bid	\$7,580.00	\$1,737.00	No Bid	\$27,951.00
Certified Power	No, Ohio	No Bid	\$755.00	\$11,802.00	\$5,801.00		No Bid	No Bid	No bid	\$55,074.00
Knapheide Truck	No, Flint MI	\$15,870.00	No Bid	No Bid	No Bid	No Bid	\$7,850.00	\$1,393.00	\$950.00	\$78,189.00
Shultz Equipment	No, Ithica MI	\$15,331.00	\$1,094.00	No Bid			\$7,884.00	\$2,145.00	\$736.00	\$81,570.00
Heights Machinery	No, Williamsburg MI	\$12,618.00	\$19,404.00				\$7,825.00	\$2,145.00	\$1,196.00	\$129,564.00
Heights Machinery (alternative)	No, Williamsburg MI	\$12,618.00	\$19,404.00				\$8,720.00	\$2,145.00	\$1,196.00	\$132,249.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF EQUIPMENT NEEDED FOR NEW TANDEM AXLE TRUCK CHASSIS FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department needs to replace three of its existing tandem axle dump trucks which have aged 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, equipment and components are needed to complete the new tandem axle truck chassis in Resolution #34-16; and

WHEREAS, bids for equipment to complete the new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to award contracts to Certified Power of Perrysburg, Ohio for hydraulic components at a cost not to exceed \$55,074.00 and to Knapheide Truck of Flint, Michigan for truck equipment at a cost not to exceed \$78,189.00, resulting in an overall cost of \$133,263.00.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of components and equipment needed to complete the new tandem axle truck chassis at a cost not to exceed \$133,263.00.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: April 18, 2016

RE: PROPOSED RESOLUTION AUTHORIZING A SETTLEMENT WITH MIOSHA
FOR ALLEGED WORK ZONE SIGNING/TRAFFIC REGULATING CITATIONS

On September 16, 2015, road department crews were chip-sealing Meridian Road between Grand River Ave., (M-43), and Linn Road. The crew had this segment of road closed to through traffic allowing only access to and from driveways on one end or the other of the actual work convoy. Orange diamond shaped Road Closed signs and a staff person were posted at both ends with the staff person coordinating by radio with the crew to guide any residents needing access to/from driveways outside the work convoy to/from the nearest end of the road. These type of work zones are typically short duration—approximately an hour.

Traffic signing and regulation in work zones is generally prescribed and regulated by the Michigan Manual of Uniform Traffic Control Devices (MMUTCD). Road closure and detour signing for longer term closures is prescribed in detail in the MMUTCD, however for short-term closures MMUTCD unspecifically allows “simplified control procedures” and “engineering judgement” to avoid the greater risk and delay workers and the motoring public face in setting up and taking down a full temporary traffic control plan. Orange vehicles with amber strobe lights are prescribed and were/are used in these cases to further protect the workers and the public. MMUTCD does not give much further detail on short term closure signing requirements.

The signing and procedures used on Meridian Road and all county chip-seal operations as described above have been used without incident for a number of years and have been discussed at length and refined in the road department’s employee Safety Committee.

On September 16, 2015, a Michigan Occupational Safety and Health Administration (MIOSHA) inspector arrived at the subject chip-sealing site on Meridian Road in the course of his travels (as opposed to responding from any complaint being lodged), stopped, and inspected the site and its traffic control. The MIOSHA inspector issued two citations for his findings that, in brief, allege the subject signing and traffic regulation were improper. The initial MIOSHA penalties for these citations were \$2500/each for a total of \$5,000.

After discussion with road department staff, the County Attorney (Tim Perrone), an informal meeting with MIOSHA, and numerous follow-up emails, Mr, Perrone and road department staff conclude and recommend that the most cost-effective way of resolving this is to accept MIOSHA’s settlement offer of the total penalty being reduced to \$2500 without admitting any wrong-doing.

Although road department staff feel that the short duration chip-sealing traffic control plan used which had been developed in Safety Committee and used for years without incident, is generally safe, adequate and compliant with the unspecific guidance of the MMUTCD, staff has revised the short term chip-sealing road closure traffic control plan with additional signs based on input received from MIOSHA at our informal settlement meeting with them. However, when asked to comment on this revised plan, MIOSHA declined comment and advised that each situation must be handled based on local conditions in general compliance with the MMUTCD. Nonetheless, road department staff is reasonably confident the revised plan will address the concerns raised by MIOSHA.

Therefore approval of the attached proposed resolution to accept the MIOSHA proposed settlement of the total penalty being reduced to \$2500 without admitting any wrong-doing for this case is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A SETTLEMENT WITH MIOSHA
FOR WORK ZONE SIGNING/TRAFFIC REGULATING CITATIONS
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, on September 16, 2015, Ingham County Road Department crews were chip-sealing Meridian Road between Grand River Ave., (M-43), and Linn Road, and therefore had this segment of road closed to through traffic allowing only access to and from driveways on one end or the other of the actual work convoy to/from the nearest open end of the subject road; and

WHEREAS, also on September 16, 2015, a Michigan Occupational Safety and Health Administration (MIOSHA) inspector arrived at the above-mentioned chip-sealing site in the course of his ordinary travels, stopped, inspected the site and issued two citations for his findings that, in brief, allege the subject signing and traffic regulation were improper; and

WHEREAS, the initial MIOSHA penalties for the above-mentioned two citations were \$2,500/each for a total of \$5,000; and

WHEREAS, after discussion with Road Department staff who believe the traffic control plan used at the subject project was appropriate, the County Attorney, and an informal meeting and follow-up discussion with MIOSHA, the Road Department staff and the County Attorney conclude and recommend that the most cost-effective way of resolving the above-mentioned citations is to accept MIOSHA's settlement offer of the total penalty being reduced to \$2,500 without admitting any wrong-doing.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes accepting the MIOSHA proposed settlement of the total penalty being reduced to \$2,500 without admitting any wrong-doing.

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated April 19, 2016 as submitted.

Agenda Item 6

TO: PPZ Advisory Board, County Services, Finance Committee, and Board of Commissioners
FROM: Sherrie Graham, Executive Director, Potter Park Zoo
DATE: April 20, 2016
SUBJECT: 2016 Zoo Budget Adjustments

Upon review of previous year's actual revenues and expenditures, the Zoo has identified several adjustments that should be made to its 2016 budget to ensure that current year revenues can support current year expenditures. The Zoo has made several operational adjustments and also is asking for 2017 admission and pavilion rental fees to be made effective in 2016.

It is imperative these changes are accepted by the board so that the Zoo can rebuild its fund balance. The spending on the Moose Exhibit, Red Panda Exhibit, and Pavilion roof in 2015 has significantly reduced fund balance. The recommended budgetary changes in this resolution will enable the Zoo to start replenishing the fund balance to a more adequate level.

Based on the information presented, I respectfully recommend approval of the attached resolution to support the 2016 Zoo budget adjustments.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2016 ZOO BUDGET

WHEREAS, upon review of the 2014 and 2015 actual revenues and expenditures, the Zoo has identified several adjustments that should be made to its 2016 budget to ensure that current year revenues can support current year expenditures; and

WHEREAS, the Zoo has also made several operational changes to reduce expenses so that budget projections will be met; and

WHEREAS, the Zoo is recommending some fee increases be made effective May 15, 2016, in order to meet revenue projections.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller/Administrator to make the necessary transfers to adjust revenues and expenditures in the Zoo fund, as detailed below:

Detail:

- \$1,675 increase in #600000 Shelter Fees from fee increase effective May 1, 2016 (pending Board approval)
- \$36,948 increase in #652100 Admission Fees from fee increase effective May 1, 2016 (\$113,519 increase over 2015 actual) (pending Board approval)
- \$45,000 increase in #676020 Donations from PPZ Society from Glassen Foundation
- \$19,679 decrease in #704000 Salaries & Wages –Perm (due to employee leave without pay)
- \$143,944 decrease capital budget (suspend 2016 capital projects)
- Decrease budgeted use of fund balance \$247,246 (net effect – adds \$29,408 to fund balance)

Summary:

<u>Cost Category</u>	<u>2016 BUDGET 4/20/16</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
Revenues	\$3,618,054	\$83,623	\$3,701,677
Expenditure Control	10,000	0	10,000
Personnel Services	2,042,992	(19,679)	2,023,313
Controllable Expense	1,090,225	(53,605)	1,036,620
Non-controllable Expense	288,208	0	288,208
Capital Outlay	404,467	(90,339)	314,128
Expenses	3,835,892	(163,623)	3,672,269
(Use of)/Addition to Fund Balance	(217,838)	247,246	29,408

Agenda Item 7

TO: Board of Commissioners County Services and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: April 14, 2016

SUBJECT: Employee Purchase of Generic Service Credit

The Board of Commissioners has a standing resolution (#02-101) that provides employees the option of purchasing generic service credit under the Municipal Employees' Retirement System (MERS). Mr. Eric Common made application to MERS to obtain an estimated cost for additional credited service and certification of current credited service. Mr. Common has elected to exercise the option to purchase 6 months of generic service credit.

In accordance with Resolution #2-101, dated April 9, 2002, Mr. Common will pay the full estimated amount for the purchase.

Based on the information presented, I respectfully recommend approval of the attached resolution to support the purchase of 6 months generic service time by Mr. Eric Common.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE GENERIC SERVICE CREDIT PURCHASE FOR
COUNTY EMPLOYEE: ERIC A. COMMON**

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

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

WHEREAS, Eric A. Common has completed the MERS application and received the cost estimate to purchase six (6) months under the County's plan; and

WHEREAS, by Board of Commissioners approval under the standing Resolution, and by the employee's payment to MERS, Mr. Common will purchase six (6) months generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee Eric A. Common, the Board of Commissioners hereby approves the purchase of six (6) months generic service under County Resolution #02-101.

BE IT FURTHER RESOLVED, that the Chair of the Board is authorized on behalf of the County to sign and execute all MERS documents to effectuate and finalize this transaction, subject to approval as to form, by the County Attorney.

Agenda Item 8a

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: April 19, 2016

SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2016, for the Park and Zoo winter seasonal fees on November 1, 2016, and for all other departments with the exception of the Zoo, on January 1, 2017. The Zoo fees will be effective early this year beginning on May 15, 2016 through 2017. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year's cost by a cost increase factor for each department. Utilizing this method again, the 2017 cost was calculated by multiplying the 2016 cost by the 2017 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$45,621. Any additional revenue will be recognized in the 2017 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller's Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2017 with the exception of the Zoo, where new rates will be effective May 15, 2016, the Health Department and Friend of the Court, where new rates will be effective October 1, 2016 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2016.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

**Attachment A: Fees Which Are Adjusted
County Services Committee**

Location of Service	Fee Description	Target Percent	2016 Fee	2017 Fee
Drain Comm.	Preliminary Comm. Site Plan Review	75.0%	\$690.00	\$695.00
Drain Comm.	Preliminary Plat Review	75.0%	\$690.00	\$695.00
Drain Comm.	Plat and Commercial Drainage Review - First acre	100.0%	\$690.00	\$695.00
Drain Comm.	Additional acre	100.0%	\$77.00	\$78.00
Drain Comm.	Plat Drain Administration Fee	75.0%	\$2,450.00	\$2,500.00
Drain Comm.	Drain Crossing Permits, Review (Commercial)	100.0%	\$490.00	\$495.00
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	100.0%	\$600.00	\$605.00
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less	100.0%	\$525.00	\$530.00
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre	100.0%	\$52.00	\$53.00
Drain Comm.	Soil Erosion Permit Transfer	100.0%	\$95.00	\$96.00
Drain Comm.	Escrow account - 1/2 to 1 acre	100.0%	\$1,685.00	\$1,700.00
Drain Comm.	Escrow account - 1 to 5 acres	100.0%	\$3,375.00	\$3,400.00
Drain Comm.	Escrow account - 5 to 10 acres	100.0%	\$5,600.00	\$5,625.00
Drain Comm.	Escrow account - each add'l 10 acres	100.0%	\$2,800.00	\$2,825.00
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$320.00	\$325.00
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$46.00	\$47.00
Equalization	Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer			
Equalization	22" x 34"	100.0%	\$50.00	\$51.00
Equalization	Custom Maps	100.0%	\$71.00	\$72.00
Parks	Administrative -Returned Check Fee	100.0%	\$30.00	\$32.00
Parks	Cancellation Fee (for all park reservations)	100.0%	\$20.00	\$21.00
Parks	Winter Sports Building (100 Person Capacity)	100.0%	\$90.00	\$95.00
Parks	Shelters - 120 Person Capacity			
Parks	Lake Lansing - North - 1/2 of Main	100.0%	\$100.00	\$105.00
Parks	Hawk Island Peregrine	100.0%	\$125.00	\$130.00
Parks	Burchfield 1/2 of North Bluff	100.0%	\$100.00	\$105.00
Parks	Burchfield 1/2 of Woodsong	100.0%	\$100.00	\$105.00
Parks	Lake Lansing - South - 1/2 of Main	100.0%	\$100.00	\$105.00
Parks	Lake Lansing - North - Main	100.0%	\$175.00	\$180.00
Parks	Burchfield - North Bluff	100.0%	\$175.00	\$180.00
Parks	Burchfield - Woodsong	100.0%	\$175.00	\$180.00
Parks	Shelters - 300 Person Capacity			
Parks	Lake Lansing - South - Main	100.0%	\$175.00	\$180.00
Parks	Burchfield - Overlook	100.0%	\$175.00	\$180.00
Parks	Hawk Island - Red Tail	100.0%	\$250.00	\$255.00
Parks	Lake Lansing Wedding Gazebo	100.0%	\$250.00	\$255.00
Parks	Boating Fees			
Parks	Canoe/Kayak Trips - McNamara	100.0%	\$15.00	\$16.00
Parks	Canoe/Kayak Trips - Bunker Rd	100.0%	\$22.00	\$23.00
Parks	Canoe/Kayak Trips - Eaton Rapids	100.0%	\$28.00	\$29.00

Location of Service	Fee Description	Target Percent	2016 Fee	2017 Fee
<i>Parks</i>	<i>Day Camp</i>			
Parks	Resident Monday-Friday 9am-4pm	100.0%	\$90.00	\$95.00
Parks	Non-Resident Monday-Friday 9am-4pm	100.0%	\$100.00	\$105.00
Parks	Resident Mon-Fri 7:30am-5:30pm	100.0%	\$120.00	\$125.00
Parks	Non-Resident Mon-Fri 7:30am-5:30pm	100.0%	\$130.00	\$135.00
Parks	Dog Park (12 Month Pass)			
Parks	Student (college ID)	100.0%	\$15.00	\$20.00
Parks	Senior (+60)	100.0%	\$15.00	\$20.00
Parks	Veteran	100.0%	\$15.00	\$20.00
Parks	Owner of Service Animal	100.0%	\$15.00	\$20.00
<i>Parks</i>	<i>Game Rental (for 4 hours)</i>			
Parks	Moonwalk	100.0%	\$275.00	\$280.00
Parks	Dunk Tank	100.0%	\$225.00	\$230.00
Parks	Giant Slide	100.0%	\$400.00	\$410.00
Parks	Nature Program/Walk pp NEW		\$0.00	5.00
Parks	Passport Pictures NEW		\$0.00	15.00
Parks	Snow shoe rental NEW		\$0.00	5.00
Parks	Band Shell Rental NEW		\$0.00	100.00
Parks	PA, Chairs or Music Stands per item NEW		\$0.00	50.00
Zoo	Admission Fees			
Zoo	Resident Adult (April - October)	50.0%	\$4.00	\$6.00
Zoo	Non-Resident Adult (April - October)	100.0%	\$10.00	\$11.00
Zoo	<i>Resident Senior (April - October)</i>	<i>40.0%</i>	<i>\$3.00</i>	<i>\$5.00</i>
Zoo	Non-Resident Senior (April - October)	100.0%	\$8.00	\$10.00
Zoo	<i>Children (age 3-12) (April - October)</i>	<i>35.0%</i>	<i>\$3.00</i>	<i>\$4.00</i>
Zoo	Shelters - 60 Person Capacity			
Zoo	Potter Park Penguin Cove	100.0%	\$79.00	\$100.00
Zoo	Potter Park Eagle Landing	100.0%	\$105.00	\$125.00
Zoo	Potter Park - Tiger Den	100.0%	\$180.00	\$200.00

Human Services Committee

Location of Service	Fee Description	Target Percent	2016 Fee	2017 Fee
Comm. Health	Compreh Envir Investigation	100%	\$300.00	\$305.00
Comm. Health	Assessment of Home	100%	\$125.00	\$130.00
Imm. Clinic	Internat'l Travel Consult	100%	\$62.00	\$63.00
OYC	Agency Training Request- Base, 1.5 hr.	100%	\$215.00	\$220.00
OYC	Agency Training Request- Base, 2.5 hr.	100%	\$355.00	\$360.00
OYC	Agency Training Request- Base, 5.0 hr.	100%	\$688.00	\$690.00
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	100%	\$28.00	\$29.00
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	100%	\$71.00	\$72.00
OYC	OYC - Required Training - > 10 hrs./per person	100%	\$138.00	\$140.00

Law and Courts Committee

Location of Service	Fee Description	Target Percent	2016 Fee	2017 Fee
Animal Control	Boarding Fee-Dangerous Animals	100.0%	\$75.00	\$76.00
Animal Control	Boarding Fee per day-others	75.0%	\$33.00	\$34.00
Animal Control	Adoption Fee			
Animal Control	Dogs(under six years of age)	75.0%	\$73.00	\$74.00
Animal Control	Cats(under six years of age)	75.0%	\$63.00	\$64.00
Animal Control	Animal Redemption - 2nd offense	100.0%	\$50.00	\$51.00
Animal Control	Euthanasia Fee	100.0%	\$125.00	\$130.00
Animal Control	Owner Surrender	100.0%	\$45.00	\$46.00
Animal Control	Spay/neuter deposit-Owners redeeming pet	100.0%	\$80.00	\$81.00
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$450.00	\$455.00
Pros Atty	Diversion - Felony Offender	50.0%	\$800.00	\$805.00
Pros Atty	Costs for eligible convictions - Trial	10.0%	\$230.00	\$235.00
Jail	Day Rate (1)	100.0%	\$53.66	\$54.00
Sheriff	Costs for Command per hour	100.0%	\$64.82	\$65.01
Sheriff	Costs for Deputy per hour	100.0%	\$58.14	\$58.31
Sheriff/Em Mgt.	Cost Recovery Fee flat rate per indiv.	100.0%	\$30.00	\$31.00

ATTACHMENT B: Fees Which Adjustment is recommended
Law and Courts Committee

Location of Service	Fee Description	Target Percent	2016 Fee	2017 Fee
Circuit Court	Show Cause - Probation	100.0%	\$175.00	\$180.00
Family Division	Delinquency Court Costs	100.0%	\$275.00	\$280.00
Family Division	Tether	25.0%	\$31.00	\$32.00

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING LUCAS S. BUSSE

WHEREAS, Lucas S. Busse is a Senior at Perry High School where he enjoys participating with the track team and working a part time job at Kroger in Owosso, after graduation he plans to attend Lansing Community College to become a corrections officer for the State of Michigan; and

WHEREAS, he began his scouting career in 2008 and attained Cub Scouting's highest honor, the Arrow of Light in February of 2009, he joined Perry Boy Scout Troop 393 in 2009 and served as Assistant Patrol Leader and Senior Assistant Patrol Leader; and

WHEREAS, he then joined Williamston Boy Scout Troop 63 in 2012 and served as Assistant Patrol Leader and Scribe, attending numerous campouts, summer camps and canoe trips; and

WHEREAS, Lucas's project entailed the design, construction and installation of three 20 inch high by 20 inch wide benches to be placed at Perry's downtown basketball courts, benefitting not only the school but the community as well; and

WHEREAS, he spent over 150 hours in service and leadership of fellow scouts, friends and adults to complete the project; and

WHEREAS, Lucas has earned the highest rank attainable in Scouting, the Eagle Scout; and

WHEREAS, to achieve the Eagle rank, a scout must demonstrate leadership and citizenship while earning 21 merit badges before reaching the age of 18.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners congratulates Lucas S. Busse for earning the rank of Eagle Scout and extends its sincere appreciation to Lucas for serving as a positive role model for the youth in our community.