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 17, 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 May 3, 2016 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. Drain Office
   a. Resolution to Approve Agreement for Work in County Road Right of Way by
      Smith Consolidated Drain Drainage District
   b. Resolution Pledging Full Faith and Credit to Stimson Drain Drainage District
      Bonds

2. Ingham County Clerk - Resolution to Authorize Entering into a Three-Year Contract with
   File Safe, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the
   Ingham County Clerk’s Office

3. Purchasing Department - Emergency Purchase Memo Regarding a Polycom Unit in
   Judge Garcia’s Courtroom

4. Potter Park Zoo - Resolution Authorizing a Contract to Black Box Network Services for
   Installation of Fiber

5. Facilities Department - Resolution Authorizing an Agreement with Geotech, Inc. to
   Provide Electrical Engineering Services for Lighting Upgrades in the Mason Courthouse

6. Financial Services Department - Resolution to Authorize the Purchase of Retiree
   Medicare Supplemental Insurance from Humana Effective August 1, 2016

7. Parks Department
   a. Resolution Rescinding Resolution #11-251 Authorizing the Establishment of
      Ingham County Employee Discount Activity User Fees
   b. Resolution Authorizing the Establishment of Ingham County Employee Free
      Event Days at Ingham County Parks
   c. Resolution Authorizing an Agreement with Comsource, Inc. for Radios at Hawk
      Island County Park
   d. Resolution to Enter into a Contract with Lansing Asphalt, a Division of Superior
      Asphalt Inc. for Improvements to the Trails and Parking Lots Located within
      Hawk Island County Park
8. **Road Department**
   b. Resolution Authorizing the Purchase of One Used, Self-Propelled Asphalt Paver for the Road Department
   c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

9. **Human Resources - Discussion:** Community Health Centers Position Conversion
   *(Materials to be distributed at the meeting)*

10. **Community Mental Health - Resolution to Proceed with Plans to Renovate and Expand Community Mental Health Authority Building**

11. **Controller’s Office**
   a. Discussion: Ingham County Draft Strategic Plan
   b. Discussion: Procurement Procedures Policy *(Materials to be distributed at the meeting)*
   c. Discussion: Debt Financing Policy

12. **Board of Commissioners**
   a. Resolution Recognizing Kylie Kayser as the First Place Winner of the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest
   b. Resolution Recognizing Anuva Suresh as the Second Place Winner of the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest
   c. Resolution Recognizing Victoria Centeno as the Third Place Winner of the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest
   d. Resolution Recognizing Brianna Bethea with an Honorable Mention in the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest
   e. Resolution Recognizing Hannah O'farrell with an Honorable Mention in the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest
   f. Resolution Recognizing Zach Sneed with an Honorable Mention in the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest
   g. Resolution Recognizing Kylie James with an Honorable Mention in the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest

13. **Board Referral - Letter from Meridian Charter Township Regarding a Notification to Amend its Master Plan**

**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
May 3, 2016
Draft Minutes

Members Present: Bahar-Cook, Celentino, Hope, Koenig (Arrived at 6:06 p.m.), Maiville, Nolan, and Tsernoglou (Departed at 7:20 p.m.)

Members Absent: None

Others Present: Commissioner Anthony, Sheriff Gene Wriggelsworth, Tim Dolehanty, Travis Parsons, Becky Bennett, Tim Morgan, Rick Terrill, 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 19, 2016 Minutes

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. CELENTINO, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE APRIL 19, 2016 MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

Additions to the Agenda

3. Board of Commissioner’s Office
   b. Resolution Authorizing the Ingham County Parks Department 2015/2016 Trails and Park Millage expenditures.

6. Potter Park Zoo
   b. Resolution Authorizing the Appointment of Fraser Trebilcock Davis & Dunlap, P.C. for Purposes of Representing the County in a Matter Pending in Probate Court
   c. Resolution to Authorize the Temporary Assignment to the Interim Director – Potter Park Zoo, and the Execution of the Letter of Understanding

10. Labor Negotiations (Closed Session)

Limited Public Comment

None.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ACTION ITEMS:
3. **Board of Commissioner’s Office**
   a. Resolution to Establish a FOIA Appeal Advisory Committee
   b. Resolution Authorizing the Ingham County Parks Department 2015/2016 Trails and Park Millage expenditures.

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

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**
   a. Resolution Authorizing Adjustments to the 2016 Zoo Budget
   b. Resolution Authorizing the Appointment of Fraser Trebilcock Davis & Dunlap, P.C. for Purposes of Representing the County in a Matter Pending in Probate Court
   c. Resolution to Authorize the Temporary Assignment to the Interim Director – Potter Park Zoo, and the Execution of the Letter of Understanding

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

8. **Board of Commissioners - Resolution Honoring Lucas S. Busse**
THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Koenig.

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

Please note that later in the meeting, the Committee suspended the rules to allow Commissioner Koenig to vote on the consent agenda.

Commissioner Koenig voted in favor of the items on the consent agenda.

1. **Equal Opportunity Commission** - Interviews

Ryan Adkins, Bristol Day, and Denise Allen interviewed for appointment to the Equal Opportunity Commission.

Commissioner Koenig arrived at 6:06 p.m.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. KOENIG, TO RECOMMEND ALL CANDIDATES FOR THE EQUAL OPPORTUNITY COMMISSION.

THE MOTION CARRIED UNANIMOUSLY.

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

Rick Terrill, Facilities Director, and Sheriff Gene Wrigglesworth presented an overview of the Ingham County Jail operations.

Chairperson Nolan asked what the price range of a new jail was.

John Neilsen, Chief Deputy Controller, answered that the cost project was from $63 million to $73 million.

Chairperson Nolan asked if the Sheriff’s Office preferred a location for the jail.

Sheriff Wrigglesworth answered that the constitution stated that the jail needed to be in Mason. He stated that the current jail already had a new kitchen that could be built onto the new jail. He further stated that prisoner transport would not decrease if the location moved to Lansing. He stated that the City of Lansing planned to build a facility and hire the County to run it.

Commissioner Bahar-Cook stated that the district courts were talking about consolidation. She asked if the consultants figured in how they could all be built.

Mr. Neilsen answered that the study examined: the City of Lansing, the County’s District Court, and the Ingham County Jail. He stated that the district courts were not looked at in the study.
Commissioner Bahar-Cook asked if there could be an addition to the study.

Mr. Neilsen answered that the combining of district courts could take a different skill set than the consultants had. He stated that at the next Board Leadership meeting a decision would not need to be made.

Allan Spike, Undersheriff, stated that the jail would not last much longer.

Commissioner Celentino asked what the process of consolidating district courts would be.

Mr. Neilsen answered that he was not familiar with the intricacies, but there was legislation that mentioned that all parties would have pass resolutions and sign agreements.

Commissioner Maiville asked who was statutorily required to have courts.

Mr. Neilsen answered that the County was required to run a district court unless municipalities created their own. He stated that he did not have details on the process of combining them.

Discussion.

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

Mr. Terrill presented a Facilities Master Plan.

Commissioner Hope stated that other public entities looked at their energy usage. She further stated that there were bonds available to make projects more energy efficient.

Mr. Terrill indicated that energy efficiency was one his concerns and that he monitored all utility usage. He relayed a story of how a $100,000 cost from the Board of Water and Light was expunged due to an overbilling.

Discussion.

Chairperson Nolan stated that she would like to see a Facilities’ conditional assessment.

Mr. Terrill answered that he currently had two priorities: looking into contracting for janitorial work and to make recommendations based off the space utilization study. He stated that the facilities conditional assessment was now another priority.

Commissioner Bahar-Cook suggested completing the space utilization study and presenting it when the conditional assessment was finished.

Chairperson Nolan asked if an energy utilization study would be hired out for.

Mr. Terrill answered yes and that it would come in the form of a CIP.
Discussion.

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

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES.

Commissioner Bahar-Cook indicated that the Category One food service license price increase had gone into effect that she had received multiple complaints about it.

THE MOTION CARRIED UNANIMOUSLY.

b. Discussion Regarding Draft Purchasing Policy

Tim Dolehanty, Controller/Administrator, reviewed the edits to the draft Purchasing Policy.

Commissioner Tsernoglou departed at 7:20 p.m.

There was a discussion regarding the increase of the short form authorization amount.

Commissioner Maiville asked if it gave a window to catch repeat purchases from the same vendor.

Mr. Dolehanty stated that the new system would catch those kinds of purchases no matter what number was plugged in.

Commissioner Celentino suggested a compromise of ten thousand dollars to fifteen thousand dollars.

Commissioner Bahar-Cook asked if the compromise would have an effect on the Purchasing Department's work load.

Mr. Hudgins answered that $15,000 would significantly decrease the amount of routine requests.

Discussion.

Commissioner Bahar-Cook expressed concern regarding how approval would only be needed by one individual.

Commissioner Koenig stated that all purchases needed to be approved by both the Board-Chair and Controller.

Chairperson Nolan stated that anywhere the approval was mentioned should be repaired or fixed.
Discussion.

Commissioner Bahar-Cook asked what the next steps were in terms of elected county-wide officials and unions reviewing the draft.

Mr. Dolehanaty answered that there was nothing for the union to look at. He further stated he wanted to bring the draft back to County Services one more time before it was in a resolution.

Chairperson Nolan suggested a vendor rating form for unique contracts.

Commissioner Hope stated that it should be open to other employees and department heads that interact with the vendor.

There was a discussion regarding Chairperson Nolan’s suggestion.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. BAHAR-COOK, TO SUSPEND BOARD RULES AND ALLOW COMM. KOENIG TO VOTE ON THE CONSENT AGENDA.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tsernoglou.

10. Labor Negotiations (Closed Session)

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. BAHAR-COOK, AT 7:49 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, Maiville, and Nolan Nays: None Absent: Tsernoglou

The meeting entered closed session.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. CELENTINO, AT 7:56 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

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

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

Announcements

None.

Public Comment
None.

**Adjournment**

The meeting was adjourned at 7:56 p.m.
AGENDA ITEMS:

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

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

1b. **Drain Commissioner** - Resolution Pledging Full Faith and Credit to Stimson Drain Drainage District Bonds

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to Stimson Drain Drainage District bonds. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District’s bonds in an amount not to exceed $3 million. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District.

2. **County Clerk** - Resolution to Authorize Entering into a Three-Year Contract with File Safe, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk’s Office

The County Clerk seeks authorization to enter into a three-year agreement with File Safe, Inc. for the transport, storage and retrieval of vital records retained by the Clerk’s Office. Funds were not allocated for off-site storage of vital records in the 2016 budget. However, the Clerk has proposed utilization of $4,150 from the electronic imaging project with OnBase to cover the estimated overall cost for transport, packing, barcode tracking and storage for the remainder of 2016.

3. **Purchasing Department** - Emergency Purchase Memo Regarding a Polycom Unit in Judge Garcia’s Courtroom

On April 26, 2016, an emergency purchase order was issued to TelSystems in the amount of $16,491 to replace a TelSystems Polycom unit in Hon. Judge Garcia’s courtroom, which recently stopped functioning due to the age of the equipment. Polycom units are used within the courtrooms to provide audio/video conferencing. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under
the direction and authorization of the Controller, when an 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. Section 412.J requires the Purchasing Director and respective department head to file a report with the County Services Committee setting out the nature of the emergency and the necessity of the action pursuant to Policy

4. **Potter Park Zoo** - Resolution Authorizing a Contract to Black Box Network Services for Installation of Fiber

Zoo staff is unable to connect to the Ingham County information technology network from the Feline Building, Bird and Reptile Building, Zookeeper’s Building, or Ecology Center. Installation of fiber will allow Zookeepers to electronically input and access data in order to make improvements and advancements to animal welfare through husbandry, breeding, conservation, and medical health. For these reasons, Potter Park Zoo recommends approval of a resolution to authorize installation of fiber by Black Box Network Services at a cost not to exceed $16,210.80.

5. **Facilities Department** - Resolution Authorizing an Agreement with Geotech, Inc. to Provide Electrical Engineering Services for Lighting Upgrades in the Mason Courthouse

The Facilities Department seeks authorization to improve low light levels throughout the Mason Courthouse by replacing all of the outdated metal halide light fixtures with energy efficient fixtures. Historical characteristics of the Courthouse were considered in the selection of replacement fixtures. A resolution is offered to authorize an agreement with Geotech, Inc., to provide Electrical Engineering Services for lighting upgrades at a not to exceed total cost of $9,475.

6. **Financial Services Department** – Resolution to Authorize the Purchase of Retiree Medicare Supplemental Insurance from Humana Effective August 1, 2016

In October, 2015 the Board of Commissioners approved a resolution to change insurance carriers for Medicare Eligible Retirees from Humana to Hartford Life Insurance effective January 1, 2016 (Resolution 15-394). Calculations suggested this change would save approximately $100,000, but actual results have not worked well for the County or for our older retirees. The new plan does not cover as many services as the Humana plan and is very difficult for retirees to understand. The change has also resulted in new and substantial workload demands on the County’s Benefit Coordinator. The number of claims requiring reimbursement to retirees exceeds any possible savings in premiums. For these reasons, the Financial Services Department recommends approval of a resolution to authorize a return to the Humana Medicare Supplemental Plan as of August 1, 2016.

7a. **Parks Department** - Resolution Rescinding Resolution #11-251 Authorizing the Establishment of Ingham County Employee Discount Activity User Fees

The Parks Department recommends the Board rescind Resolution 11-251 that authorized a reduced rate for County employees on rowboat, pedal boat, canoe, kayak, disc golf, cross country ski, snow tube, and snowboarding rentals. Discounted rates were offered in effort to promote county employee physical activity. Park personnel believe elimination of the $1.00 discount will not impact the overall good health practices for Ingham County Employees since a new wellness program was implemented. In its place, the Parks Department concurrently recommends approval of a resolution to authorize
institution of Ingham County Employee Free Event Days at Ingham County Parks (see agenda item 7b).

7b. Parks Department - Resolution Authorizing the Establishment of Ingham County Employee Free Event Days at Ingham County Parks

The Parks Department proposes a program to make the following activities be made available to Ingham County Employees at no charge on dates to be selected annually by Park Department Staff:

- One Free Evening Snow Tubing Hill Pass and Free Vehicle Entrance at Hawk Island County Park on a date to be selected by park staff in winter, weather dependent
- One Free Moonlight Ski Pass and Free Vehicle Entrance at Burchfield County Park on a date to be selected by park staff in winter, weather dependent
- One Free Admission to the first Sounds of Summer Concert on Friday and Free Vehicle Entrance for that entire day in June at Lake Lansing Park South

An employee would simply show their paystub or County identification card to receive the discount. This employee discount will only apply to the employee, their spouse and their children. The vehicle entrance fee covers everyone in the employee’s vehicle. A resolution to authorize this program is offered for consideration.

7c. Parks Department - Resolution Authorizing an Agreement with Comsource, Inc. for Radios at Hawk Island County Park

The Parks Department seek approval of a resolution to authorize renewal for an existing service contract with Comsource, Inc. for the use of eight radios over a two year period. Comsource is the same vendor utilized by the Facilities Department and Potter Park Zoo. Without radios Rangers and Park Managers would have to make multiple cell phone calls and/or walk or drive for group communication with one another within the park. These radios also provide group talking that is not possible with cell phones for security, safety, and maintenance. The Parks Department recommends approval of this renewal at a cost not to exceed $3,360.

7d. Parks Department - Resolution to Enter into a Contract with Lansing Asphalt, a Division of Superior Asphalt Inc. for Improvements to the Trails and Parking Lots Located Within Hawk Island County Park

Through Resolution #14-116, the Board of Commissioners authorized an application to the Michigan Department of Natural Resources for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park. Resolution #15-240 authorized acceptance of the $45,000 Grant, and other funding was subsequently approved to cover the cost of improvements to trails and parking lots located within the park. Following the required solicitation and review of proposals, the Parks Department offers the attached resolution to authorize a contract with Lansing Asphalt at a cost not to exceed $180,000 trails and parking lot improvements.
8a. **Road Department - Resolution to Award Construction Contracts for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols to M&M Pavement Markings, Inc., Grand Blanc, Michigan**

Each year the Purchasing Department solicits unit prices for a vast array of contractor-applied pavement markings. Bid unit prices and an estimated quantity of pavement markings are used to determine and recommend contractor(s). Once under contract, the contractor(s) apply waterborne pavement marking paint to refresh the yellow and white longitudinal lines that define traffic lanes on roads. White rolled plastic material, such as arrows, stop bars and school symbols to further direct motorists, are also purchased under this program. When finished, the contractor is paid for the quantity of work actually performed using the unit prices contained in their bid. The Road Department recommends acceptance of the unit price bid results received from M&M Pavement Marking, Inc., for the annual Countywide Waterborne Pavement Marking and Cold Plastic Common Text and Symbol Pavement Marking Program at a total cost not to exceed $426,687.

8b. **Road Department - Resolution Authorizing the Purchase of One Used, Self-Propelled Asphalt Paver for the Road Department**

The asphalt paver used by the Road Department for road maintenance paving has aged past the point of efficient productivity. Bids for a used replacement paver were solicited and evaluated by the Purchasing Department. Purchasing and Road Department staffs recommend purchase of a used, model year 2003, Caterpillar model AP-1000, self-propelled asphalt paver having 5781 hours of usage, from Roland Machinery of Springfield Illinois, at a cost of $55,500.

8c. **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.

9. **Human Resources Department - Community Health Centers Position Conversion (Discussion)**

Representatives of the Human Resources Department will be present to discuss a position conversion at the Community Health Center.

10. **CEI Community Mental Health - Resolution to Proceed With Plans to Renovate and Expand Community Mental Health Authority Building**

The Clinton, Eaton, Ingham Community Mental Health Authority (CEI-CMHA) desires to renovate the existing building and to construct a 40,000 square-foot expansion of the main building in order to effectively and efficiently meet the needs of CEI-CMHA consumers. Projected cost of renovation, to be borne exclusively by CEI-CMHA, is estimated to be $10 million. CEI-CMHA seeks approval of a resolution to allow the Ingham County Building Authority to proceed with the financing and renovation of the premises at 812 East Jolly Road, based on the preliminary plans and cost estimates.
11a. **Controller** - Discussion Regarding Ingham County Draft Strategic Plan

A draft Strategic Plan submitted for consideration by Management Partners, Inc. reflects input received from Commissioners at their workshop held on March 24. The draft incorporates the vision and mission along with goals and strategies for the future. Prior to completing the strategic plan, Commissioners are asked to review the document to make sure it accurately reflects the correct language and intent.

11b. **Controller** - Discussion Regarding Draft Debt Financing Policy

Noting a number of potential building projects in the near future, statements made in budget narratives, and promises made to rating agencies, the Controller will present a draft Debt Financing Policy for consideration. The draft policy sets forth comprehensive guidelines for the financing of capital expenditures.

11c. **Controller** - 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.

12a. **Board of Commissioners** - Resolution Recognizing Kylie Kayser as the First Place Winner of the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest

A resolution is proposed to recognize Kylie Kayser as the first place winner of the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest.

12b. **Board of Commissioners** - Resolution Recognizing Anuva Suresh as the Second Place Winner of the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest

A resolution is proposed to recognize Anuva Suresh as the second place winner of the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest.

12c. **Board of Commissioners** - Resolution Recognizing Victoria Centeno as the Third Place Winner of the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest

A resolution is proposed to recognize Victoria Centeno as the third place winner of the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest.

12d. **Board of Commissioners** - Resolution Recognizing Brianna Bethea with an Honorable Mention in the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest

A resolution is proposed to recognize Brianna Bethea as an honorable mention winner in the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest.
12e. **Board of Commissioners** - Resolution Recognizing Hannah O'Farrell with an Honorable Mention in the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest

A resolution is proposed to recognize Hannah O'Farrell as an honorable mention winner in the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest.

12f. **Board of Commissioners** - Resolution Recognizing Zach Sneed with an Honorable Mention in the 2016 Ingham County Women's Commission Doris Carlice Essay Contest

A resolution is proposed to recognize Zach Sneed as an honorable mention winner in the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest.

12g. **Board of Commissioners** - Resolution Recognizing Kylie James with an Honorable Mention in the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest

A resolution is proposed to recognize Kylie James as an honorable mention winner in the 2016 Ingham County Women’s Commission Doris Carlice Essay Contest.
Memo to County Services Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Agreement for Consolidation and Work in Road Right of Way by the Smith Consolidated Drain Drainage District

Date: April 26, 2016

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

For your information, the Smith Consolidated Drain Project results from a petition submitted from Meridian Charter Township, dated November 17, 2015, and a petition from Alaiedon Township dated November 23, 2015, to consolidate six drains and drainage districts into the Smith Consolidated Drain and Drainage District; and to clean out, relocate, widen, deepen, straighten, tile, extend, provide structures, add lands not within the existing drainage districts, add branches and a relief drains relocate along a highway, add structures and mechanical devices that will properly purify the flow, add pumping equipment necessary to assist or relieve the flow of the Smith Consolidated Drain. The petitions submitted are intended to address drainage problems and flooding experienced in the consolidated district, and to provide a more cost efficient and cost effective administration and maintenance of the drain. On December 15, 2015, the petitions were found necessary by a statutory Board of Determination.

The Project involves taking over jurisdiction and consolidating the existing drainage structures of the six drains into one consolidated drain, the Smith Consolidated Drain, and adjusting the boundary of the Smith Consolidated Drain Drainage District so that the correct parcels, tracts, and subdivisions of land benefited by the existing drainage structures are included and therefore subject to any future assessments. In addition, the Project includes improving the Drain.

Thank you for consideration of my request. I will be in attendance at your May 17, 2016 Committee meeting to answer any questions you might have regarding my request.

It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.
AGREEMENT FOR WORK IN ROAD RIGHT OF WAY BY SMITH CONSOLIDATED DRAIN DRAINAGE DISTRICT

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

WITNESSETH:

WHEREAS, as a result drainage problems and flooding experienced in the Smith Drain; the Sunwind Branch of the Smith Drain; the Jolly-Okemos Drain; the Smith, Jolly Oak Branch Drain; the Smith, Hiawatha Lakes Branch 7 Drain; and, the Turtle Crossing Drain, as well as concerns for a more efficient and cost-effective administration, maintenance and improvement of drainage, a Petition from Meridian Charter Township, dated November 17, 2015, and a Petition from Alaiedon Township dated November 23, 2015, requesting the consolidation of drainage districts to be known and designated as the Smith Consolidated Drain Drainage District (the “Drainage District”); and, for improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, providing structures, adding branches and a relief drains, relocating along a highway, adding structures and mechanical devices that will properly purify or improve flow, adding pumping equipment necessary to assist or relieve flow (the “Improvements”), to the drain now known and designated as the Smith Consolidated Drain (the “Drain”) were filed with the Drain Commissioner; and,

WHEREAS, an Order of Necessity was entered on December 15, 2015, determining that the Improvements petitioned therefore are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and that the Improvements to the Drain are necessary for the protection of the public health in Meridian Charter Township, Alaiedon Township and the City of Lansing; and,

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

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

WHEREAS, said Improvements entail work to be performed in the public road rights-of-way under the control and jurisdiction of the ICRD, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321; and,

WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD; and,

WHEREAS, the ICRD and the Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and that the roads are left in equal, or better, condition once construction is completed in accordance with the terms of this Agreement.

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

1. The ICRD does hereby grant license and permission to the Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the
ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed in the road rights-of-way as permitted by the ICRD and as marked on the map attached hereto as Exhibit A.

2. The Drainage District is solely responsible for, and shall maintain, all Drainage Structures installed within the road right-of-way for storm water drainage purposes, as depicted in the attached Exhibit A.

3. The term “Drainage Structures” as used herein shall mean all storm sewer pipes, open ditches, tiles, culverts, trench drains, planting material, manholes, catch basins, vegetation and bio-retention areas residing within the Drainage District for drainage and storm water management purposes.

4. The ICRD shall not be obligated in the future to repair and maintain any Drainage Structures that are within the road right-of-way that are also within the drainage route and course that have been installed, improved and/or maintained, arising out of or as a result of this Agreement.

5. The Drainage District shall be responsible, without cost to the ICRD, for repairing any portion of a road or ICRD property located within the road rights-of-way, as depicted on the attached Exhibit A, that is damaged during or as a result of construction, repair or maintenance work on the Drain performed by the Drainage District under this Agreement. Such repair shall reasonably restore any damaged portion to the same general condition as it was prior to such damage.

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

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

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

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

10. This Agreement is entered specific to the construction, improvements and maintenance of the Drain set forth in the above-referenced Plans and Specifications and shall not otherwise be applicable beyond said Drain and Drainage District, and does not otherwise modify existing Drain Commissioner and ICRD authorities or transfer any authority, on to the other. The ICRD and the Drain Commissioner do not waive any claims, positions and/or interpretations that may have with respect to the applicability and/or enforceability of any law, regulation or ordinance.
11. This Agreement incorporate by reference the ICRD Right-of-Way Permit Rules and Regulations as revised on June 8, 2006.

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

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

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

SMITH CONSOLIDATED DRAIN DRAINAGE DISTRICT

By: ____________________________________

Patrick E. Lindemann
Ingham County Drain Commissioner

STATE OF MICHIGAN )
   )SS
COUNTY OF INGHAM )

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

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

COUNTY OF INGHAM FOR
INGHAM COUNTY ROAD DEPARTMENT

By: ________________________________

Kara Hope
Chairperson, County Board of Commissioners
STATE OF MICHIGAN )
COUNTY OF INGHAM )

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

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

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

By: ______________________________
    Robert D. Townsend

Prepared by and Return to:

Patrick E. Lindemann
Ingham County Drain Commissioner
707 Buhl Avenue
Mason, Michigan 48854-0220
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:


ingham County Board of Commissioners

Resolution to Approve Agreement for Work in County Road Right of Way by Smith Consolidated Drain Drainage District

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

Present: Commissioners

Absent: Commissioners

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

WHEREAS, as a result drainage problems and flooding experienced in the Smith Drain; the Sunwind Branch of the Smith Drain; the Jolly-Okemos Drain; the Smith, Jolly Oak Branch Drain; the Smith, Hiawatha Lakes Branch 7 Drain; and, the Turtle Crossing Drain, as well as concerns for a more efficient and cost-effective administration, maintenance and improvement of drainage, a Petition from Meridian Charter Township, dated November 17, 2015, and a Petition from Alaiedon Township dated November 23, 2015, requesting the consolidation of drainage districts to be known and designated as the Smith Consolidated Drain Drainage District (the “Drainage District”); and, for improvements, including the cleaning out, relocating, widening, deepening, straightening, tiling, extending, providing structures, adding branches and a relief drains, relocating along a highway, adding structures and mechanical devices that will properly purify or improve flow, adding pumping equipment necessary to assist or relieve flow (the “Improvements”), to the drain now known and designated as the Smith Consolidated Drain (the “Drain”) were filed with the Drain Commissioner; and,

WHEREAS, an Order of Necessity was entered on December 15, 2015, determining that the Improvements petitioned therefor are necessary and conducive to the public health, convenience or welfare, and that the Drain should be improved and that the Improvements to the Drain are necessary for the protection of the public health in Meridian Charter Township, Alaiedon Township and the City of Lansing; and,

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

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

WHEREAS, said Improvements entail work to be performed in the public road rights-of-way under the control and jurisdiction of the ICRD, for which permission must be obtained from the ICRD pursuant to Section 321 of the Drain Code of 1956, MCL 280.321; and,
WHEREAS, the Drain Commissioner has requested that the ICRD grant such permission to construct the Drain in road rights-of-way under the jurisdiction of the ICRD; and

WHEREAS, the ICRD and the Drain Commissioner agree to cooperate to assure that drainage from properties and roads is unobstructed and that the roads are left in equal, or better, condition once construction is completed in accordance with the terms of this Agreement to be executed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners on behalf of the ICRD approves entering into an agreement with the Ingham County Drain Commissioner on behalf of the Smith Consolidated Drain Drainage District to grant license and permission to said Drainage District, its assigns and successors in interest, for purposes of constructing, improving and maintaining the Drain, and to allow said Drain to be constructed in and occupy any and all granted road rights-of-way held by the ICRD necessary for the construction, improvement and maintenance of the Drain, subject to and conditioned upon construction to be performed and constructed in the roads rights-of-way as permitted by the ICRD.

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

YEAS: Commissioners __________________________________________

________________________________________

NAYS: Commissioners __________________________________________

________________________________________

ABSTAIN: Commissioners __________________________________________

________________________________________

COUNTY SERVICES:

Yeas: _________________________________________________________

Nays: _____________________ Absent: ____________ Approved: ____________

RESOLUTION DECLARED ADOPTED.

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

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

______________________________
Barb Byrum, Clerk
County of Ingham
May 03, 2016

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

RE: ICDC – Stimson Drain Drainage District (Project No. 14025.00)  
State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann:

This letter is a summary analysis of SEVs for the Stimson Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Delhi Charter Township, City of Lansing and Ingham County.

The SEV for the lands in the Drainage District is based on the most current 2015 property tax records on the www.ingham.org website, using entire SEV from each parcel that is a part of the District, whether the entire parcel or just a portion is in the District.

The SEVs used for municipalities are from the published 2015 equalization report available at http://eq.ingham.org/Portals/DP/2015%20Equalization%20Report%20for%20Web.pdf

The requested full faith and credit amount is $3,000,000. The total SEV for all of Delhi Charter Township is $760,094,300. The total SEV for all of the City of Lansing is $2,019,578,891. The estimated SEV for the lands within the Drainage District is $45,696,950. With an estimated $6,953,600 belonging to the City of Lansing, and $38,743,350 belonging to Delhi Township. Additionally, the total SEV for all of Ingham County is $7,962,695,894. Using these numbers, the following relationships are realized:

<table>
<thead>
<tr>
<th>Full Faith &amp; Credit Amount</th>
<th>$3,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated SEV of the lands in the Drainage District</td>
<td>$45,696,950</td>
</tr>
<tr>
<td>Delhi Charter Twp 2015 SEV</td>
<td>$760,094,300</td>
</tr>
<tr>
<td>City of Lansing 2015 SEV</td>
<td>$2,019,578,891</td>
</tr>
<tr>
<td>Ingham County 2015 SEV</td>
<td>$7,962,695,894</td>
</tr>
</tbody>
</table>

* 13.15 acres, or 4.23% of the Drainage District, have no designated SEV (i.e. SEV = $0).
Please note that lands within the City of Lansing corporate limits comprise approximately 22.44% of the total lands in the Drainage District (including City of Lansing roads), and lands within Delhi Township, excluding Ingham County roads as well as MDOT Right-of-Way, comprise approximately 73.67% of the total lands in the Drainage District. Ingham County roads within Delhi Township comprise approximately 1.89% of the total lands in the Drainage District, and MDOT roads comprise approximately 2.00% of the total lands in the Drainage District. These Right-of-Way percentages are approximate, and will be confirmed by the Day of Review.

Please contact us with any questions.

Sincerely,

Eng., Inc.

Brian J. Cenci, PE
Vice President

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

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed $3,000,000 pursuant to the Act; and

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

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

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

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $3,000,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.
2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

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

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

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

Commissioners

Commissioners

ABSTAIN: Commissioners

COUNTY SERVICES:

Yeas: ___________________________ Absent: _______________ Approved: ________________________

Nays: __________________________

FINANCE:

Yeas: ___________________________ Absent: _______________ Approved: ________________________

Nays: __________________________

RESOLUTION DECLARED ADOPTED.

____________________________
Barb Byrum, Clerk
County of Ingham
I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on May 24, 2016, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 24th day of May, 2016.

______________________________
Barb Byrum, Clerk
County of Ingham
Stimson Drain
Scope Meeting

October 22, 2015
Patrick E. Lindemann
Ingham County Drain Commissioner
Stimson Drain
Scope Meeting

PURPOSE OF SCOPE MEETING:

- Review work completed since January 13, 2015 Board of Determination
- Discuss design alternatives and considerations, and scope of project
- Present preliminary design and scope of project
- Review residents’ drainage issues and how they have been addressed
- Review relative size of construction costs for preliminary designs
- Review proposed construction schedule
- Receive feedback
Stimson Drain
Scope Meeting

WORK PERFORMED TO DATE:

• Inventoried and surveyed storm sewer system within Drainage District (public and private)
• Obtained record drawings and utility locations
• Televised sections of storm sewer on Aurelius Rd. and other areas to determine defects or failures of the existing pipe and necessary solutions
• Surveyed entire section of the Stimson Drain and various branches to prepare preliminary design plans
• Prepared various alternative analyses and costs before proceeding (cost vs. benefit)
• Met with Delhi Twp. to review alternatives and recommend scope of project
• Met with Ingham Co. Road Dept. to discuss project and requirements for road restoration
• Vacant property purchased off of Aurelius Road to expand the detention pond north of Kate St.
• Prepared preliminary design plans for recommended scope of project
Stimson Drain Scope Meeting

DRAINAGE DISTRICT BOUNDARY:

- 310.9 acres in Drainage District
  - 58.7 acres in City of Lansing
  - 252.2 acres in Delhi Township
- 635 properties in Drainage District
- Municipalities / Agencies:
  - Delhi Twp.
  - City of Lansing
  - Ingham Co. Road Dept.
  - MDOT
  - Railroad

= Stimson Drain Drainage District Boundary
= City of Lansing Corporate Limits
Stimson Drain
Scope Meeting

EXISTING DRAIN SYSTEM – Cedar St. to Willoughby Rd.:

- The Stimson Drain was put into service in 1949; no improvements south of Willoughby Road have been made since.

- Area serviced primarily by 12-inch and 15-inch storm sewer. The only 18-inch pipe starts at Willoughby Rd.
Stimson Drain
Scope Meeting

EXISTING DRAIN SYSTEM – Cedar St. to Willoughby Rd.:

- Recent flooding pictures (August 2015)
**Stimson Drain Scope Meeting**

**EXISTING DRAIN SYSTEM – Drainage issues south of Willoughby Rd.:**

- Area south of Willoughby Road is currently serviced by 12- and 15-inch pipes.

- A 12-inch pipe flowing full can carry approximately 3 cubic feet per second (CFS) and a 15-inch can carry approximately 5 CFS.

- Based upon that area and the current land use, the estimated peak discharge from a 10-year, 24-hour storm event is 80-100 (CFS).
Stimson Drain
Scope Meeting

EXISTING DRAIN SYSTEM – Willoughby Rd. to Dell Rd.:

- Improvements by Drain Petition were made north of Willoughby Road to Fairmont Street in 1990
- Main Branch of Stimson Drain leaves Aurelius Road near Fairmont Street and drains east and northeast to the Green Drain
- Detention basin located at the north end of Kate Street added as part of 1990 Drain Petition

= Existing detention basins
Stimson Drain
Scope Meeting

EXISTING DRAIN SYSTEM – North of Dell Rd. to outlet in Green Drain:

- - - = Green Drain
- = Detention Basin
Stimson Drain
Scope Meeting

ALTERNATIVE ANALYSIS – Alternative No. 1: Complete rebuild

- If Stimson Drain is rebuilt to convey 10-year storm event and have 100-year detention requirement (typical of County current standard)
  - Rebuild all pipe within storm system (outlet would go from 36-inch to a 96-inch)
  - Rebuild all roadways – required
  - Rebuild detention systems – required
- Approximate project cost relative to Alternative No. 2 – 4 to 5 times more expensive

Alternative No. 1 = 96” storm sewer @ outlet
Alternative No. 2 = 36” storm sewer @ outlet
Stimson Drain
Scope Meeting

ALTERNATIVE ANALYSIS – Alternative No. 2: Relief drain for flood prone properties south of Willoughby Rd.

• Provide relief to specific areas south of Willoughby Rd. that experience significant and frequent flooding
  ○ Existing 15-inch pipe south of Willoughby Rd. remains intact
  ○ New 24-inch relief drain south of Willoughby Rd. to service Autumnwood Condominium, Norwood Ave. area and Monroe St.
  ○ Rebuild detention system near Kate St. west to Aurelius Rd. to nearly triple storage capacity (existing: 4.8 acre-ft., new: 13.9 acre-ft.)
  ○ Rebuild detention system at Autumnwood Condominium (expand to add approx. 0.8 acre-ft. of storage)
  ○ Removing those areas from the existing storm sewer pipe helps free up capacity for other properties south of Willoughby Rd.

• Approximate project cost relative to Alternative No. 1 – 4 to 5 times less expensive
Stimson Drain
Scope Meeting

PROPOSED DESIGN:

- No significant excavation / work northeast of detention pond at north end of Kate St.
  - Mostly open ditch
  - Crossings, detention ponds and storm sewer system relatively new
- Some tree / brush removal along open ditch
- Minor grading / dipout of open channel

Eng.
Engineering & Surveying
Stimson Drain
Scope Meeting

PROPOSED DESIGN – Regrading & expanding detention basin at end of Kate Street:

- Existing basin capacity = 4.8 acre-ft.
  (1 football field in size @ 3.6 feet deep)

- New basin capacity = 13.9 acre-ft.
  (1 football field in size @ 10.5 feet deep)
Stimson Drain
Scope Meeting

PROPOSED DESIGN – New storm sewer south of Willoughby Rd.:
Stimson Drain
Scope Meeting

PROPOSED DESIGN – New storm sewer south of Willoughby Rd.:
Stimson Drain
Scope Meeting

PROPOSED DESIGN – New storm sewer south of Willoughby Rd.:
Stimson Drain
Scope Meeting

PROPOSED DESIGN – E. Norwood Ave.:
Stimson Drain
Scope Meeting

PROPOSED DESIGN – N. Vernon Ave.:
Stimson Drain
Scope Meeting

PROPOSED DESIGN – Monroe St.:
Stimson Drain
Scope Meeting

PROPOSED DESIGN – Autumnwood Condominium changes:
Stimson Drain
Scope Meeting

QUESTIONS?
May 3, 2016

TO: County Services and Finance Committees

FROM: Barb Byrum, Ingham County Clerk

RE: Off-site Storage of Vital Records

Attached, please find a resolution to authorize entering into a three-year contract with File Safe, Inc. for the transport, storage and retrieval of vital records within the Ingham County Clerk’s Office.

As I have made you aware, storage space in my office has been a long-time concern of mine since I took office in 2013. With the nature of services that my office provides, the amount of birth, death and marriage records will continue to grow.

After searching for storage options within available county facilities, it was determined that off-site storage of vital records would be the best solution to this inevitable storage dilemma. Please know that I will only send records to off-site storage that have already been electronically imaged.

I have worked closely with the Purchasing Director to develop, implement, and oversee the RFP process for this service. Two companies submitted proposals during the process: File Safe, Inc. of Saginaw and Kent Records of Grand Rapids.

I, along with Jennifer Shuster, Chief Deputy County Clerk, toured both storage facilities to determine whether the vital records would be kept in a secure and climate-controlled environment.

I feel that File Safe, Inc. came out ahead in the RFP process through an overall evaluation based on cost, project approach, experience, qualifications and references. In fact, File Safe comes highly recommended by other county clerks in the lower peninsula of Michigan who utilize their services.

I am aware that specific funds have not been approved in 2016 budget for off-site storage of the vital records, however, I think it is imperative that this project get underway as soon as possible as the inventory, packing and barcode tracking process will take time to complete.

My recommendation is to utilize $4,150.00 of the 2016 funds that have been approved for the electronic imaging project with OnBase for the estimated overall cost for transport, packing, barcode tracking and storage for the remainder of 2016 (June-December). The electronic imaging project has been put on hold due to the busy election year, the new IT administration, and the low priority I believe ImageSoft, the OnBase provider, placed on my office. I feel this amount of funds would be best spent on secure and climate-controlled off-site vital record storage. Please know that my office plans to cover funds in the future years through the normal budget request process that will specifically designate funds for this proposed contract.

Please feel free to contact me with any questions or concerns you may have.
May 3, 2016

TO:       County Services and Finance Committees
FROM:     Teri Morton, Budget Director
RE:       Funding for Clerk’s Off-Site Storage of Vital Records

This memo is to confirm the availability of funds for the Ingham County’s Clerk Office off-site storage project. The Clerk has recommended that $4,150 be transferred from the funds set aside for the electronic imaging project in order to cover the 2016 costs associated with the off-site storage project. The 2016 adopted budget includes $175,000 in general fund monies for the imaging project, none of which have been spent.

The Budget Office will work with the Clerk’s Office to incorporate future off-site storage costs as part of the 2017 budget process.
TO:     County Services and Finance Committees  
FROM:   Jim Hudgins, Director of Purchasing  
DATE:   May 2, 2016  
SUBJECT: 14-16 Records Storage Services for the Ingham County Clerk

Project Description:
Ingham County sought proposals from firms qualified and experienced in records storage management for the purpose of entering into a contract for off-site, climate- and security-controlled storing and storage management of historical vital records for the Ingham County Clerk’s Office.

Proposal Summary:
Vendors contacted: 09 Local: 02  
Pre-Bid attendance 03 Local: 01  
Vendors responding: 02 Local: 01

<table>
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<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREFERENCE</th>
<th>INSURANCE</th>
<th>DRY FIRE Suppression</th>
<th>CLIMATE CONTROLLED</th>
<th>RECORD WITHDRAWAL</th>
<th>RE-FILE FEE</th>
<th>EMERGENCY WITHDRAWAL</th>
<th>ELECTRONIC STORAGE ADD-ON</th>
<th>OVERALL TOTAL</th>
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<tr>
<td>Kent Records Management Inc.</td>
<td>Yes, Lansing MI</td>
<td>No certificate submitted</td>
<td>Yes</td>
<td>Yes</td>
<td>$1.94 / box</td>
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<td>-</td>
<td>-</td>
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<td>Certificate submitted</td>
<td>Yes</td>
<td>Yes</td>
<td>1 book or 1 box is $2.00</td>
<td>1 book or 1 box is $2.00</td>
<td>$15.00</td>
<td>$0.50/page</td>
<td>$13,850.00 for 36 Months</td>
</tr>
</tbody>
</table>

Vendors Not Bidding:
Hasselbring-Clark, 5858 N Aurelius Rd., Lansing MI 48911, works with records management, but not the off-site records storage business.

Access Information Protected, corporate headquarters is in California, will not be participating at this time.

Recommendation:
File Safe submitted the overall lowest responsive proposal. The company has experience working on projects of similar size and scope.

The Clerk recommends awarding the contract to File Safe at the prices proposed in their submission.

Advertisement:
The RFP was advertised in the Lansing State Journal, City Pulse, and posted on the Purchasing Department Web Page.
Agenda Item 2

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ENTERING INTO A THREE-YEAR CONTRACT WITH FILE SAFE, INC. FOR THE TRANSPORT, STORAGE, AND RETRIEVAL OF CERTAIN VITAL RECORDS OF THE INGHAM COUNTY CLERK’S OFFICE

WHEREAS, approximately 600 books of birth certificates, death certificates and marriage licenses are currently stored in the vault within the County Clerk’s Office located in the Historical Mason Courthouse; and

WHEREAS, the capacity for any future storage has been reached to the extent that the Facilities Director has recommended storing the vital records in another location; and

WHEREAS, the Facilities Director was not able to locate space in existing county facilities to accommodate the vital records stored in the Historical Mason Courthouse; and

WHEREAS, the Ingham County Clerk has determined that contracting with File Safe, Inc. to store the vital records is the best solution to store the already-imaged files in a secure and climate-controlled environment; and

WHEREAS, the County Clerk has followed the county's purchasing policy by working with the Purchasing Director to develop, implement and oversee an RFP process; and

WHEREAS, the County Clerk and Chief Deputy County Clerk conducted site visits to both storage facilities that presented proposals during the RFP process; and

WHEREAS, the Ingham County Clerk recommended File Safe, Inc. be awarded a three-year contract based on the RFP evaluation due to its superior results in project approach, experience, qualifications, references, and cost; and

WHEREAS, File Safe, Inc. has estimated the packing and barcode tracking of the vital records to cost approximately $1,800.00; and

WHEREAS, File Safe, Inc. has estimated the cost to store files would be $300.00 per month, and the cost to retrieve the stored files would be $2.00 per file; and

WHEREAS, File Safe, Inc. has estimated pickup and delivery costs of future transfers of records to be $250 per year; and

WHEREAS, it has been determined that it is prudent to implement this storage project immediately; and

WHEREAS, funds have not been approved in the Ingham County Clerk’s 2016 budget specifically for off-site vital records storage, however, the estimated over-all cost to implement this resolution for the remainder of 2016 (June-December) would be no more than $4,150; and
WHEREAS, the Ingham County Clerk has been recommended that funds totaling $4,150.00 be utilized through a line item transfer from the approved 2016 capital budget for electronic imaging (transition to Onbase) as the imaging project specific to the County Clerk’s Office has been placed on hold; and

WHEREAS, funding for the remainder of the contract (2017 and 2018) would be handled through the normal budget request process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a three-year contract with File Safe, Inc. in an amount not to exceed $2,050.00 per year for packing, barcode tracking and pickup, and delivery of the vital records.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves entering into a three-year contract with File Safe, Inc. not to exceed $5,400.00 per year to store and retrieve vital records.

BE IT FURTHER RESOLVED, that $4,150.00 of the 2016 budgeted amount of $30,000.00 for electronic imaging (transition to OnBase) be transferred for use to pay the estimated over-all cost for the remainder of 2016 (June-December).

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments to the 2016, 2017 and 2018 budgets necessary to properly budget and account for these expenditures.

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

FROM: Jim Hudgins, Director of Purchasing and George Strander, Probate Court Administrator

DATE: April 26, 2016

SUBJECT: Emergency Purchase

BACKGROUND

On April 26, 2016, an emergency purchase order was issued to TelSystems in the amount of $16,491 to replace a TelSystems Polycom unit in Hon. Judge Garcia’s courtroom, which recently stopped functioning due to the age of the equipment. Polycom units are used within the courtrooms to provide audio/video conferencing.

ALTERNATIVES

Piggybacking on a cooperative purchasing contract was considered; however, TelSystems is not part of any such purchasing agreement. Unfortunately, there is not sufficient time to solicit bids and have the unit installed and tested by the May 4th deadline for courtroom proceedings.

FINANCIAL IMPACT

The financial impact of this purchase is $16,491. Funds are available for this purchase in the equipment revolving fund, line item 664-14899 -979000. The costs are inclusive of a three-year service agreement.

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

Not applicable.

cc: Tim Dolehanty, Controller/Administrator
    John Neilson, Chief Deputy Controller
    George Strander, Probate Court Administrator
    Deb Fett, Chief Information Officer
    Vince Foess, Deputy Information Officer
TO: PPZ Advisory Board, County Services, Finance Committee, and Board of Commissioners
FROM: Cynthia Wagner, Interim Director, Potter Park Zoo
DATE: May 2, 2016
SUBJECT: Fiber Installation

BACKGROUND
The Association of Zoos and Aquariums (AZA) requires permanent and easily retrievable documentation for all of its accredited Zoos. At this time staff is unable to connect to the Ingham County network from the Feline Building, Bird and Reptile Building, Zookeeper’s Building, or Ecology Center. The installation of fiber will allow Zookeepers to electronically input and access data in order to make improvements and advancements to animal welfare through husbandry, breeding, conservation, and medical health.

ALTERNATIVES
Currently, Zookeepers and Zookeeper Aides are using their personal cell phone to communicate and receive emails. Although there are radios, many times the sensitive nature of the conversation requires a phone call. It is also very important radio traffic is kept to a minimum in case of emergencies. Without access to computers the Zookeepers are forced to hand write daily animal husbandry records. It would be much more efficient for Zookeepers to enter the animal husbandry records directly into ZIMS, the Zoo’s animal record management software.

FINANCIAL IMPACT
Three quotes were gathered for the installation of fiber from the following vendors: Black Box Network Services, FD Hayes Electric Co., and Challenger Technologies, LLC. Black Box Network Services came in substantially less than the others.

The funding for this project is budgeted in line item #63625810-932032 in the Network Maintenance Fund and is available to cover the $16,210.80 required for the project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the installation of fiber by Black Box Network Services.
Agenda Item 4

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT TO BLACK BOX NETWORK SERVICES FOR INSTALLATION OF FIBER

WHEREAS, the Association of Zoos and Aquariums (AZA) requires permanent and easily retrievable documentation for all of its accredited Zoos; and

WHEREAS, there is no way to connect to the Ingham County network from the Feline Building, Bird and Reptile Building, Zookeeper’s Building, or Ecology Center; and

WHEREAS, the installation of fiber will allow Zookeepers to electronically input and access data in order to make improvements and advancements to animal welfare through husbandry, breeding, conservation, and medical health; and

WHEREAS, after careful review of bids, the Zoo and IT Departments both agree that a contract be awarded to Black Box Network Services for the installation of fiber at a cost not to exceed $16,210.80; and

WHEREAS, the approved line item #63625810-932032 in the Network Maintenance Fund is available to cover the $16,210.80 required for the project.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Black Box Network Services, 8180 Broadmoor Ave., Caledonia, Michigan 49316 for the installation of fiber for a cost not to exceed $16,210.80.

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 Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 28, 2016

SUBJECT: Electrical Engineering Services for lighting upgrades in the Mason Courthouse

For the meeting agendas of May 17 and May 18

BACKGROUND

The Facilities Department would like to improve the low light levels throughout the Mason Courthouse by replacing all of the outdated metal halide light fixtures with energy efficient fixtures, taking historical characteristics into account when selecting replacement fixtures.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds for this project are available within the approved CIP Line Item #245-90212-976000-6FC14 for Mason Courthouse lighting upgrades which has an available balance of $100,000.00.

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 Geotech, Inc., to provide Electrical Engineering Services for lighting upgrades in the Mason Courthouse for a not to exceed total cost of $9,475.00.
TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 29, 2016
SUBJECT: Electrical Engineering Services for Lighting Improvements at the Ingham County Courthouse

Project Description:
Proposals were sought from experienced and qualified electrical engineers and/or light designers for the purpose of entering into a professional services contract for making lighting improvements at the Ingham County Courthouse.

Proposal Summary:
Vendors contacted: 95 Local: 27
Pre-Bid attendance 07 Local: 04
Vendors responding: 03 Local: 02

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Phase I Total Not-to Exceed Cost</th>
<th>Phase II Not-to-Exceed Cost</th>
<th>Grand Total</th>
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<tbody>
<tr>
<td>Geotech Inc.</td>
<td>No, Grand Rapids</td>
<td>$4,225.00</td>
<td>$5,250.00</td>
<td>$9,475.00</td>
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<td>Bergmann Associates</td>
<td>Yes, Lansing</td>
<td>$7,400.00</td>
<td>$9,600.00</td>
<td>$17,000.00</td>
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<tr>
<td>William A Kibbe &amp; Associates</td>
<td>Yes, Lansing</td>
<td>$6,600.00</td>
<td>$11,450.00</td>
<td>$18,050.00</td>
</tr>
</tbody>
</table>

Vendors Not Bidding:
Hobbs & Black Architects: Scope outside of services.
Ziemnick Foster Engineering: Only civil engineers on staff would have to sub-consult.
Hubbell, Roth & Clark: Thank you for opportunity not available at this time.
WTA Architects: Do not offer electrical engineering on an in-house basis.
Matrix Consulting Engineers Inc: Due to current electrical engineering work load.

Recommendation:
Geotech Inc. submitted the lowest responsive proposal. The Facilities Department recommends awarding the contract to Geotech Inc. in an amount not to exceed $9,475.00.

Advertisement:
The RFP was advertised in the Lansing State Journal, City Pulse, and posted on the Purchasing Department Web Page.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH GEOTECH, INC. TO PROVIDE ELECTRICAL ENGINEERING SERVICES FOR LIGHTING UPGRADES IN THE MASON COURTHOUSE

WHEREAS, the Facilities Department would like to improve the low light levels throughout the Mason Courthouse by replacing all of the outdated metal halide light fixtures with energy efficient fixtures, taking historical characteristics into account when selecting replacement fixtures; 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 enter into an agreement with Geotech, Inc., an experienced electrical engineering firm who submitted the lowest responsive and responsible bid of $9,475.00; and

WHEREAS, funds for this project are available within the approved CIP Line Item #245-90212-976000-6FC14 which has a balance of $100,000.00, for Mason Courthouse lighting upgrades.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with Geotech, Inc., 4900 Cascade Road S.E., Grand Rapids, Michigan 49546 to provide electrical engineering services for lighting upgrades in the Mason Courthouse for a not to exceed total cost of $9,475.00.

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 County Service and Finance Committees  
FROM: Jill Rhode, Director of Financial Services  
DATE: May 5, 2016  
SUBJECT: Health Insurance Coverage for Medicare Eligible Employees  
For the meeting agenda of May 17th and 18th 2016

BACKGROUND

In October, we brought you a proposal to change our insurance carrier for Medicare Eligible Retirees from Humana to Hartford Life Insurance effective January 1, 2016. At the time, our health care consultant estimated this change would save an estimated $100,000.

This change has not worked well for the County and much more importantly, our older retirees. The new plan does not cover as much as we were led to believe and is very difficult for the retirees to understand. This is the first time they are receiving medical bills directly and they do not understand what needs to be paid. Prior to this change, the County’s Benefit Coordinator spent the majority of her time working with employees. Since this change, she has is spending the majority of her time with retirees.

In addition, the $100,000 in savings has not been occurring. The amount of claims needed to be reimbursed to the retirees is well in excess of any possible savings in premiums.

ALTERNATIVES

We have asked our health care consultant to contact Humana about moving our coverage back to them as of 8/1/16. Humana has been very helpful and has put together a proposal which is cost efficient and can be implemented with limited contact with the retirees. Much more important, the Humana plan is easy to understand by the retirees and the retiree’s health care providers. This change to Hartford has been very difficult on the retirees and they will be pleased that we are making the change back as soon as possible.

FINANCIAL IMPACT

While the cost of the insurance premium is greater with Humana, the overall total cost for the retiree health care should be less since we will no long need to reimburse the retirees for entire cost of their claims.

RECOMMENDATION

This was clearly a case of a plan looking better on paper than it actually was. I strongly recommend that you approve the attached resolution authorizing that we return to the Humana Medicare Supplemental Plan as of August 1, 2016.
agenda item 6

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF RETIREE MEDICARE SUPPLEMENTAL INSURANCE FROM HUMANA EFFECTIVE AUGUST 1, 2016

WHEREAS, Ingham County changed the carrier for Medicare Supplemental insurance coverage from Humana to the Hartford Insurance Company on January 1, 2016; and

WHEREAS, this change is not working as intended and has not been beneficial to the County or to the County’s retirees; and

WHEREAS, the County administration has reviewed a proposal to return to Humana and believes it is in the best interest of the County and retirees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the contract with the Humana to provide health insurance coverage to our Medicare eligible retiree beginning on August 1, 2016; and

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: Tim Morgan, Parks Director
DATE: May 3, 2016
SUBJECT: Ingham County Employee Free Event Days at Ingham County Parks
For the meeting agenda of 5/17/16 County Services and 5/18/16 Finance

BACKGROUND
Since 1998, in an effort to contain health insurance costs, the Ingham County Wellness Committee’s goal has been to promote overall good health practices for Ingham County Employees. Resolution #11-251 authorizing rowboat, pedal boat, canoe, kayak, disc golf, cross country ski, snow tube, and snowboarding rentals at Ingham County Parks be made available to Ingham County Employees at a discounted rate of $1.00 off the standard rate for each activity was passed at the August 23, 2011 Board of Commissioners meeting. In an effort to streamline the Parks Department fee structure, park staff and the Park Commission recommend rescinding the $1.00 discount for Ingham County Park activities, and instead promote a new program. The first resolution attached rescinds Resolution #11-25. The second resolution attached will authorize the following activities be made available to Ingham County Employees at no charge on dates to be selected by Park Staff annually:

- One Free Evening Snow Tubing Hill Pass and Free Vehicle Entrance at Hawk Island County Park on a date to be selected by park staff in winter, weather dependent
- One Free Moonlight Ski Pass and Free Vehicle Entrance at Burchfield County Park on a date to be selected by park staff in winter, weather dependent
- One Free Admission to the first Sounds of Summer Concert on Friday and Free Vehicle Entrance for that entire day in June at Lake Lansing Park South

An employee would simply show their paystub or County ID to receive the discount. This employee discount will only apply to the employee, their spouse and their children. The vehicle entrance fee covers everyone in the employee’s vehicle.

ALTERNATIVES
The elimination of the $1.00 discount will not impact the overall good health practices for Ingham County Employees since these three new events will offer additional opportunities for employees to get up and get outside.

FINANCIAL IMPACT
This resolution is waiving the cost for Ingham County employees, their spouse, and their children for the following activities/fees:

- Hawk Island County Park Snow Tubing Hill Pass: $10 per person for two hour rental
- Burchfield County Park Moonlight Ski Pass: $10 adult
- Vehicle Entrance Fee: daily per vehicle entrance fee of $3 for Ingham County residents and $5 for non-residents
OTHER CONSIDERATIONS
In an effort to coordinate the rollout of the event for the First Sounds of Summer Concert on June 3, 2016 this resolution will run concurrent with the May Parks & Recreation Commission. The Parks Commission Committee has discussed this concept at a previous meeting and was in favor of the proposal.

RECOMMENDATION
Based on the information presented, I respectfully recommend resolution #11-251 be rescinded and resolution authorizing the establishment of Ingham County employee free event days at Ingham County Parks be approved.
RESOLUTION RESCINDING RESOLUTION #11-251 AUTHORIZING THE ESTABLISHMENT OF INGHAM COUNTY EMPLOYEE DISCOUNT ACTIVITY USER FEES

WHEREAS, Board of Commissioner Resolution #11-251 authorized rowboat, pedal boat, canoe, kayak, disc golf, cross country ski, snow tube, and snowboarding rentals at Ingham County Parks be made available to Ingham County Employees at a discounted rate of $1.00 off the standard rate for each activity; and

WHEREAS, a new Ingham County employee free event days hosted by Ingham County Parks will be considered in a separate resolution; and

WHEREAS, in an effort to streamline the Parks Department fee structure, park staff and the Park Commission recommend rescinding the $1.00 discount for Ingham County Park activities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the elimination of the Ingham County Employees discounted rate of $1.00 off the standard rate for each Ingham County Park activity including rowboat, pedal boat, canoe, kayak, disc golf, cross country ski, snow tube, and snowboarding rentals.

BE IT FURTHER RESOLVED, that Resolution #11-251 is rescinded.
Agenda Item 7b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF

INGHAM COUNTY EMPLOYEE FREE EVENT DAYS AT INGHAM COUNTY PARKS

WHEREAS, since 1998, in an effort to contain health insurance costs, the Ingham County Wellness Committee’s goal has been to promote overall good health practices for Ingham County Employees; and

WHEREAS, the Ingham County Parks Department is offering to host three free Ingham County employee events at no charge on dates to be selected by park staff, weather dependent.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the following activities be made available to Ingham County Employees, their spouse, and their children at no charge annually for:

- One Free Evening Snow Tubing Hill Pass and Free Vehicle Entrance at Hawk Island County Park on a date to be selected by park staff in winter, weather dependent
- One Free Moonlight Ski Pass and Free Vehicle Entrance at Burchfield County Park on a date to be selected by park staff in winter, weather dependent
- One Free Admission to the first Sounds of Summer Concert on Friday and Free Vehicle Entrance for that entire day in June at Lake Lansing Park South

BE IT FURTHER RESOLVED, an employee would simply show their paystub or County ID to receive the discount.

BE IT FURTHER RESOLVED, this employee discount applies to the employee, their spouse and their children.
TO: Board of Commissioners County Services & Finance Committees  
FROM: Tim Morgan, Parks Director  
DATE: May 3, 2016  
SUBJECT: Agreement with Comsource, Inc. for Radios at Hawk Island  
For the meeting agenda of 5/17/16 County Services and 5/18/16 Finance

BACKGROUND  
Park staff utilizes radios to communicate with each other at Hawk Island County Park. This resolution is for a contract renewal for an existing service with Comsource, Inc. for the use of eight radios for two years. Comsource, Inc. out of Plymouth, Michigan is the same vendor that Facilities and Potter Park Zoo currently use. The Purchasing Department is not aware of any other radio other than the EDACS (Enhanced Digital Access Communication System) from Harris Corp. which is for the 911 radio system which is not applicable for our use.

ALTERNATIVES  
Without radios Rangers and Park Managers would have to make multiple cell phone calls and/or walk or drive for group communication with each other within the park. The radios provide an immediate solution for park staff to communicate. These radios provide group talking that is not possible with cell phones for security, safety, and maintenance.

FINANCIAL IMPACT  
The cost for eight radios is $280 a month. The total cost per year is $3,360 and funds are available in 208-75600-818000. There is no additional financial impact as it is in the 2016 budget.

OTHER CONSIDERATIONS  
This resolution is running concurrently with the Ingham County Park Commission May 23, 2016 meeting. The current agreement expires on June 4, 2016.

RECOMMENDATION  
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing an agreement with Comsource, Inc. for radios at Hawk Island County Park.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH COMSOURCE, INC.
FOR RADIOS AT HAWK ISLAND COUNTY PARK

WHEREAS, Ingham County Park staff utilizes radios at Hawk Island County Park; and

WHEREAS, Comsource, Inc.’s costs for radios at Hawk Island County Park will be fixed for a two-year period at a cost of $3,360 per year.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a two-year agreement from June 10, 2016 through June 10, 2018 with Comsource, Inc. for radios at Hawk Island County Park for a cost of $3,360 per year.

BE IT FURTHER RESOLVED, that funds are available in 208-75600-818000.

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 & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: May 3, 2016
SUBJECT: Contract with Lansing Asphalt, a Division of Superior Asphalt Inc.

For the meeting agenda of 5/17/16 County Services and 5/18/16 Finance

BACKGROUND
Resolution #15-240 to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park was passed at the June 23, 2015 Board of Commissioners meeting.

The Ingham County Purchasing Department solicited proposals from experienced and qualified contractors for the purpose of entering into a construction contract for improvements to trails and parking lots located within Hawk Island County Park.

Two vendors submitted bids: Rieth Riley and Lansing Asphalt, a Division of Superior Asphalt Inc. After careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Lansing Asphalt, a Division of Superior Asphalt Inc. in an amount not to exceed $180,000 which includes a 10% contingency.

ALTERNATIVES
Runners, walkers, and bikers all utilize the trail system year-round. The trail at Hawk Island County Park was originally constructed in 2001, and is in need of repairs. It is estimated there is approximately 120 +/- asphalt joint cracks. The asphalt joint cracks left unrepaired could be potential trip hazards and liability for the County.

FINANCIAL IMPACT
The Michigan Department of Natural Resources approved a grant request in the amount of $45,000, and the required matching funds of $15,000 are from previously appropriated County funds reserved for this purpose in Resolution #14-116. An additional $20,000 was approved for additional repairs to the trail and parking lots located within Hawk Island County Park in the 2015 CIP budget. An additional $120,000 from the Trails and Parks Millage will be running concurrently for approval in the first round of the May Board of Commissioners meeting. The total project cost is $200,000 which includes an overall 10% project contingency ($20,000). This contingency includes the Road Department who is acting as the prime professional engineer and supplies for park staff (soil, straw, grass seed, equipment rental, and paint for striping the line). There will be no additional funds sought.

OTHER CONSIDERATIONS
The Ingham County Park Commission supported this resolution at their April 25, 2016 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing Ingham County enter into a contract with Lansing Asphalt, A Division Of Superior Asphalt Inc. for improvements to the trails and parking lots located within Hawk Island County Park.
Agenda Item 7d

TO:     Tim Morgan, Parks Department

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

DATE:   May 3, 2016

RE:     Memo of performance for RFP No. 1-16: Hawk Island Trail Improvements

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a construction contract for improvements to 1.5 miles of the Lansing River Trail and parking lots located within Hawk Island County Park. The general scope of work includes hot mix asphalt (HMA) pathway crack sealing, HMA base crushing and shaping, HMA paving, and surface sealing. A bid alternate for striping was also requested.

Funding in part for this project is derived from the 2014 Passport Grant through the Michigan Department of Natural Resources (DNR Project Number: RP14-0086). All relevant State or federal requirements will apply.

The RFP was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises (MITA-DBE) websites, The County Road Association of Michigan (CRAM) bid information website, and posted on the Purchasing Department Web Page.

The Purchasing Department can confirm the following:

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<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>35</td>
<td>5</td>
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<td>Vendors responding</td>
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<td>1</td>
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<th>Vendor Name</th>
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<th>Pavt for Butt Joints, Bid Amt</th>
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<th>HMA, 13 A Bid Amount</th>
<th>HMA Crack Sealing Bid Amount</th>
<th>HMA Crack Sealing Unit Price</th>
<th>HMA Crack Sealing, Type B Special, Unit Price</th>
<th>Fiber Reinf Bituminous Membrane, Type B Special, Bid Amount</th>
<th>Fiber Reinf Bituminous Membrane, Type B Special, Bid Amount</th>
<th>Pavt Mrkg, Sprayable Thermopl, 4&quot; Whit, Unit Price</th>
<th>Pavt Mrkg, Sprayable Thermopl, 4&quot; Whit, Bid Amount</th>
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<td>Rieth Riley Construction Co.</td>
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<td>Yes</td>
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<td>Lansing Asphalt, A division of Superior Asphalt.</td>
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<td>Yes</td>
<td>$4.95</td>
<td>$1,485.00</td>
<td>$79.95</td>
<td>$84,347.25</td>
<td>$0.84</td>
<td>$5,460.00</td>
<td>$9.18</td>
<td>$96,849.00</td>
<td>$0.92</td>
<td>$7,360.00</td>
<td>$195,501.25</td>
<td></td>
</tr>
</tbody>
</table>

Electronic copies of the vendors’ responses were provided to the department.

The Parks Department and Road Department 1) Evaluated the proposals based on the criteria established in the RFP; 2) confirmed proposals were over budget; 3) the Road Department worked with the low bidder to reduce costs by changing the scope of work; 4) submitted their recommendation below to the Purchasing Department.

Since this is a construction project over $10,000.00, a preconstruction meeting is required. Please make sure the Purchasing Department is invited and is able to attend such meetings to ensure all contractors are in compliance with prevailing wages and bonding requirements.

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

If I can be of further assistance, please email jhudgins@ingham.org
Agenda Item 7d

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A CONTRACT WITH LANSING ASPHALT, A DIVISION OF SUPERIOR ASPHALT INC. FOR IMPROVEMENTS TO THE TRAILS AND PARKING LOTS LOCATED WITHIN HAWK ISLAND COUNTY PARK

WHEREAS, the Board of Commissioners’ Resolution #14-116 authorized an application to the Michigan Department of Natural Resources for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park; and

WHEREAS, the Board of Commissioners’ Resolution #15-240 authorized the acceptance of the Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park; and

WHEREAS, the Michigan Department of Natural Resources approved the grant request in the amount of $45,000; and

WHEREAS, the required matching funds of $15,000 are from previously appropriated County funds reserved for this purpose in Resolution #14-116; and

WHEREAS, an additional $20,000 was approved for additional repairs to the trail and parking lots located within Hawk Island County Park in the 2015 budget; and

WHEREAS, an additional $120,000 from the Trails and Parks Millage will be running concurrently for approval at the May 10, 2016 Board of Commissioners meetings; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced firms for the purpose of entering into a construction contract for improvements to trails and parking lots located within Hawk Island County Park; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Lansing Asphalt, a Division of Superior Asphalt Inc., for a cost not to exceed $180,000 which includes a 10% contingency for improvements to the trails and parking lots located within Hawk Island County Park according to Lansing Asphalt, a Division of Superior Asphalt Inc.’s bid response.

BE IT FURTHER RESOLVED, that funds are available in the Capital Improvement Fund 245-75299-974000.

BE IT FURTHER RESOLVED, the prime professional fees due to the Road Department will be transferred within the general ledger.
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments consistent with this resolution.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this Resolution and approved as to form by the County Attorney.
To: County Services Committee
    Finance Committee
From: Robert Peterson, Director of Engineering
      Road Department
Date: April 21, 2016
Subject: 2016 Pavement Marking Contracts

This memo contains a recommendation for the Board of Commissioners to accept the unit price
bid results for the Road Department’s annual Countywide Waterborne Pavement Marking &
Cold Plastic Common Text & Symbol Pavement Marking Program.

The Ingham County Purchasing Department solicits unit prices annually for a vast array of
contractor applied pavement markings. We use the bid unit prices and an estimated quantity of
pavement markings to determine and recommend contractor(s). Once under contract, the
contractor(s) apply waterborne pavement marking paint to refresh the yellow and white
longitudinal lines that define road laneage and white rolled plastic material, such as arrows, stop
bars and school symbols to further direct motorists. When finished, the contractor is paid for the
quantity of work actually performed using the unit prices contained in their bid.

The Purchasing Department advertised and received two bids for each of the pavement marking
items – Waterborne Pavement Markings and Cold Plastic Common Text & Symbols. This
year’s recommended contractor for Waterborne Pavement Markings is M&M Pavement
Markings, Inc., Grand Blanc, Michigan. They were the low bidder and submitted unit prices
that, when applied to the estimated quantities, totaled $401,375.00. Their unit prices and total
costs are 4.3% less than those received in 2015.

This year’s recommended contractor for Cold Plastic Common Text & Symbols is also M&M
Pavement Markings, Inc., Grand Blanc, Michigan. They were the low bidder and submitted
unit prices that, when applied to the estimated quantities, totaled $25,312.00. Their unit prices
and total costs are in-line with those received in 2015.

Approval of the attached resolution is recommended.
TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 22, 2016
SUBJECT: 2016 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program

Project Description:
Bids were sought from experienced contractors for the purpose of entering into a contract to provide pavement markings for the 2016 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program.

Proposal Summary:
Vendors contacted: 6 Local: 1
Vendors responding: 2 Local: 0

Bid summary on last page

Recommendation:
M & M Pavement Marking Inc. submitted the lowest responsive proposal. The company has previously worked on projects of similar size and scope.

The Road Department recommends awarding the contract to M & M Pavement Marking Inc. at unit prices quoted in its response (Estimate $426,687.00).

Advertisement:
The RFP was advertised in the Lansing State Journal, the City Pulse and posted on the Purchasing Department Web Page.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONSTRUCTION CONTRACTS FOR WATERBORNE PAVEMENT MARKINGS AND COLD PLASTIC COMMON TEXT & SYMBOLS TO M&M PAVEMENT MARKINGS, INC., GRAND BLANC, MICHIGAN

WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for a vast array of contractor applied pavement markings, on behalf of the Road Department; and

WHEREAS, the Road Department uses the bid unit prices and a estimated quantity to determine and recommend a contractor to perform the work; and

WHEREAS, a request for proposals was issued and two responsive bids were received to provide the contractor applied pavement markings; and

WHEREAS, M&M Pavement Marking, Inc., Grand Blanc, Michigan, submitted the lowest qualified bid to provide Countywide Waterborne Pavement Markings for a total estimated cost of $401,375.00; and

WHEREAS, M&M Pavement Marking, Inc., Grand Blanc, Michigan, also submitted the lowest qualified bid to provide Countywide Cold Plastic Common Text & Symbols for a total estimated cost of $25,312.00; and

WHEREAS, the Director of Purchasing and the Road Department Director of Engineering recommend that the Board of Commissioners accept the unit price bid results for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols and authorize contracts with the responsive low bidders; and

WHEREAS, the total estimated cost for the pavement markings is accounted for in the Road Department’s 2016 road maintenance budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with M&M Pavement Marking, Inc., Grand Blanc, Michigan to provide Countywide Waterborne Pavement Markings for a total estimated cost of $401,375.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with M&M Pavement Marking, Inc., Grand Blanc, Michigan to provide Countywide Cold Plastic Common Text & Symbols for a total estimated cost of $25,312.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.
TO:       County Services and Finance Committees
FROM:    Jim Hudgins, Director of Purchasing
DATE:   April 28, 2016
SUBJECT:  Used Self-Propelled Asphalt Paver

Project Description:
Bids were sought for the purchase of one (1) Used Self-Propelled Asphalt Paver for the Road Department.

Proposal Summary:
Vendors contacted: 22   Local: 2
Vendors responding: 1   Local: 0

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Brand of Unit</th>
<th>Year of Unit</th>
<th>Hrs. on Unit</th>
<th>Total Cost of Used Unit Delivered</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roland Machinery Co.</td>
<td>No, Springfield IL</td>
<td>CAT AP-1000B</td>
<td>2003</td>
<td>5,781</td>
<td>$55,500.00</td>
</tr>
</tbody>
</table>

Recommendation:
Roland Machinery Co. is the only responsive bid. The Road Department recommends awarding the purchase order to Roland Machinery Co in the amount of $55,500.00.

Advertisement:
The RFP was advertised in the Lansing State Journal, the City Pulse, and posted on the Purchasing Department Web Page.
Introducing the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF ONE USED, SELF-PROPELLED ASPHALT PAVER FOR THE ROAD DEPARTMENT

WHEREAS, the Road Department needs to replace its existing asphalt paver used for road maintenance paving, which has aged past the point of efficient productivity, but which will be kept as a back-up unit; and

WHEREAS, the Road Department’s amended 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 replacement, used self-propelled asphalt pavers were solicited per Bid Packet 74-16 and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase a used, model year 2003, Caterpillar model AP-1000, self-propelled asphalt paver having 5781 hours of usage, from Roland Machinery of Springfield Illinois, at a cost of $55,500.00; and

WHEREAS, Road Department staff has inspected the recommended unit and finds that it should provide most of the service life and functionality of new unit, which would cost approximately 7 times as much as the recommended unit.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of one used, model year 2003, Caterpillar model AP-1000, self-propelled asphalt paver having 5781 hours of usage, from Roland Machinery Co. of Springfield Illinois, at a cost of $55,500.00.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to sign any necessary purchase documents on behalf of the County.
Agenda Item 8c

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated May 3, 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>
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<tr>
<td>2016-186</td>
<td>WRIGHT WAY TREE COMPANY</td>
<td>TREE REMOVAL</td>
<td>WILLOW ST</td>
<td>LANSING</td>
<td>7</td>
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<tr>
<td>2016-193</td>
<td>COMCAST</td>
<td>CABLE / OH, UG</td>
<td>COLLEGE RD &amp; HARPER RD</td>
<td>ALAIEDON</td>
<td>31</td>
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<tr>
<td>2016-194</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>WAVERLY RD &amp; OLD LANSING</td>
<td>LANSING</td>
<td>19</td>
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<td>2016-200</td>
<td>INGHAM TOWNSHIP</td>
<td>SPECIAL EVENT</td>
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<td>INGHAM</td>
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<tr>
<td>2016-201</td>
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<td>GAS</td>
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<td>MERIDIAN</td>
<td>29</td>
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<td>2016-206</td>
<td>COMCAST</td>
<td>CABLE / UG</td>
<td>COLLEGE RD &amp; FERNWOOD LN</td>
<td>DELHI</td>
<td>25</td>
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<td>NEAL PATTERSON</td>
<td>SANITARY</td>
<td>HULETT RD &amp; LOON LN</td>
<td>MERIDIAN</td>
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<td>GAS</td>
<td>DETROIT ST &amp; PROSPECT ST</td>
<td>LANSING</td>
<td>14</td>
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<tr>
<td>2016-217</td>
<td>COMCAST</td>
<td>CABLE / UG</td>
<td>FIVE OAKS DR &amp; JOLLY RD</td>
<td>DELHI</td>
<td>2</td>
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<tr>
<td>2016-220</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>SANDHILL RD &amp; OKEMOS RD</td>
<td>ALAIEDON</td>
<td>4</td>
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<tr>
<td>2016-221</td>
<td>PETER STID</td>
<td>LAND DIVISION</td>
<td>DEXTER TR &amp; IVES RD</td>
<td>VEVAY</td>
<td>15</td>
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<td>2016-224</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>COLLEGE RD &amp; HOLT RD</td>
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<td>13</td>
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<tr>
<td>2016-225</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>CURTICE RD &amp; EDGAR RD</td>
<td>AURELIUS</td>
<td>14</td>
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<tr>
<td>2016-227</td>
<td>DAVID R. LOHR</td>
<td>MISCELLANEOUS</td>
<td>VARIOUS</td>
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<td>LAMB RD &amp; OKEMOS RD</td>
<td>ALAIEDON</td>
<td>21</td>
</tr>
</tbody>
</table>
Board of Commissioners

Stacia Chick / Chief Financial Officer &
John Peiffer / Property and Facilities Manager CEI CMHA

May 6, 2016

For the meeting agenda of May 17/18

BACKGROUND
Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) has outgrown the current main building at 812 East Jolly Road and therefore has a desire to expand.

PURPOSE OF EXPANSION: This expansion effort, slated to result in about 42,600 additional square feet (adding about 55% more floor space to our current 812 East Jolly Road space), is intended to address several space-related needs:

- Accommodate the staff growth at a rate of 2% that we have seen in the past ten years and are projecting to see in the future.

- Allow other CMH operations and staff to move back to 812 East Jolly Road whose functions would be better carried out at Jolly Road. Some of those operations and staff were formerly housed at Jolly Road and were moved out, over the past few years, due to space constraints. Other operations and staff work in programs that, if we had additional space, would be better suited at Jolly Road.

- Allow us to address adjacency needs – where the work of one unit would be more efficient, effective, or improve consumer service if this work could be located adjacent to another unit in which related functions are carried out.

- Long desired and recently identified needs for consumer-centered and staff-oriented improvements to our current space. These improvements include: improved waiting areas and common spaces, increased storage space, increased numbers of meeting rooms, the addition of wellness and gathering places for consumers and staff, additional security-related design features, and additional building design features that increase the access to natural lighting for as many staff work areas as possible.

ALTERNATIVES

CMH could proceed with following Alternatives:
1) Lease additional space:

   Impacts of Leasing:
   Leasing additional space negatively impacts CMH in two ways:
a) De centralizes services by relocating programs from 812 Jolly Road to other sites in order to accommodate growth and expansion.

b) Consumers and the individuals we serve will likely have to visit multiple locations in order to meet all of their Mental Health needs.

2) Purchase another building or other buildings:
   CMH has worked with a Commercial Real-estate Consultant to explore purchasing another building. The market currently doesn’t support CEI CMHA’s needs for an existing 40,000 square foot building. Additionally, purchasing like leasing will force CMH to de centralize services.

Therefore, CMH is looking to enter into another Bond Agreement with Ingham County similar to that which was carried out in 1997 for the original construction at 812 East Jolly Road. We are asking for a $10 Million Dollar Bond in order to Finance $8.6 Million to Construct the 42,600 Sq/Ft Addition and $1.4 Million to renovate the existing building at 812 East Jolly Road.

(Additional details and information will be provided at the meeting.)

**FINANCIAL IMPACT**

Inaction will result in greater costs to CMH by continuing the model of leasing additional space, forcing the relocation of programs out of 812 Jolly Road in order to accommodate the growth and expansion of remaining programs.

For example: Leasing up to 42,600 square feet at $13.50 per square feet over 20 years without inflation can be estimated at well over 11.5 million dollars. At the end of the 20 year period CMH will not own the building or buildings leased under that option.

**CMH Funding Sources for payments on a new 20 Year Bond at 3.5% Interest:**

Existing revenue sources (Medicaid, Healthy Michigan, General Fund, Grants/Contracts and Local) will be used to fund the payments.

**RECOMMENDATION**

Based on the information presented, I respectfully recommend approval of the attached resolution.
**Architectural Bids - Evaluation Methodology**

The proposals will be evaluated using the following criteria:

i) (20%) **Compliance** with and demonstrated understanding of the RFP.

ii) (20%) **Reference checks**, each bidder being responsible in providing three new and three old references in accordance with this RFP.

iii) (30%) The ability of the bidder to meet or exceed specifications and standards of the RFP. The Committee will utilize information about the bidder pertaining to previous work history, years in service, as well as skills and abilities to complete the work set forth in the RFP based on previous similar work completed by the bidder.

iv) (20%) **Price**. All bidders are expected to provide quotes for each phase as described within the RFP as well as an overall estimated total cost for Services and a standard hourly service rate that may be used on other future work or projects.

v) (10%) **Post Bid Interview**. The top bidder or top two bidders may be required to attend a post bid interview to complete the following:
   - Verification of accuracy and understanding of all items within the RFP.
   - Verification of their understanding of the scope of work.
   - Verification of their competency to perform.

**RFP Process Notes**: Gathered from Post Bid Interviews, checking references, and examining each firm’s ability to meet expectations.

**Bergman**:

1) Only firm to express that they have in house Quality Control team member that will review the project.

2) Zoning – only firm to have researched the original zoning on the property. Special use zoning. Was residential. Need to get the zoning permanently changed to Commercial Business. Need to get zoning changed on new property.
Only Firm to point out project challenges:
Schedule: all dates reasonable. Meeting September Date for project estimate will need time with CMH management and project team to complete preliminary programming in order to provide a solid estimate.
Structural: stand alone, tied to existing, soil bearing capacity, solve existing water problems.

Mechanical: new ASHRAE standards. Bergman is certified on all of the latest standards.


References were very good.

Good solid presentation. Provided visual presentation with proposed solutions.

Hobbs and Black:
1) More than one reference suggested “make sure that you have a solid M&E team.
2) Kasco reference made a point to bring up some concerns: Dillenbacks team was good to work with the other team led by Pollack we had issues on that particular project and issues with the team. So much that John Barker brought in Dillenbacks team to fix. John can rub you the wrong way. Arrogant and you get what you’re going to get.
3) Eager to fix Water Problems. Hired a different M&E team.
4) Proud of original project: John Barker.
5) Good solid presentation. Provided visual presentation with proposed solutions.

Mayotte Group:
1) References were very good.
2) For M&E choose Greg Minshall from Fitzgerald Henne, original engineer on the building that designed it with water issues. Good and Bad. Eager to correct issues. Not sure we want to afford him the opportunity.
3) Presentation was dry.

Not included in this packet are the following documents used during this process:
1) Bid or RFP proposal review form – used to check compliance with RFP. The three top bidders were all in compliance meeting expectations with the RFP.
2) Post Bid Interview Form. Used for consistency with each bidder during the post bid interview.
   Two out of three bidders delivered solid presentations. Mayotte Groups presentation lacked detail and substance compared to Bergman Associates and Hobbs and Black.
3) Copies of completed Reference Questionnaire form. Used for consistency while completing reference checks.
   All References came in strong unless otherwise noted above. Two references from Hobbs and Black made some suggestions based on prior experience. They did however agree to use Hobbs and Black again as long as they could work with Dillenbacks team.
### Proposed Addition

**Basement**
- Information Systems

**First Floor**
- OCSRR
- Access
- Recipient Rights
- Customer Service
- Prevention
- TRC

**Second Floor**
- AMHS
- CMS
- Mental Health Court
- ART
- CSD
- Medical Clinic

**Third Floor**
- Finance
- Pharmacy - temp location

---

### Interior Renovations

<table>
<thead>
<tr>
<th>PHASE I</th>
<th>Square ft of Renovations</th>
<th>Estimated Cost per Sq Ft</th>
<th>Estimated Suite Renovation Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHASE II</td>
<td>2,725</td>
<td>$31 - $40</td>
<td>$84,500 - $109,000</td>
</tr>
<tr>
<td>PHASE III</td>
<td>2,125</td>
<td>$31 - $40</td>
<td>$65,800 - $85,000</td>
</tr>
<tr>
<td>PHASE IV</td>
<td>6,761</td>
<td>$31 - $40</td>
<td>$209,600 - $270,400</td>
</tr>
<tr>
<td>PHASE V</td>
<td>5,403</td>
<td>$31 - $40</td>
<td>$167,500 - $216,100</td>
</tr>
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<td>PHASE VI</td>
<td>3,877</td>
<td>$31 - $40</td>
<td>$120,200 - $155,000</td>
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<tr>
<td>PHASE VII</td>
<td>5,188</td>
<td>$31 - $40</td>
<td>$180,800 - $207,500</td>
</tr>
</tbody>
</table>

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**Estimated Additions Cost**

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated Addition Cost</td>
<td>$8,406,800</td>
</tr>
<tr>
<td>Estimated Mechanical Upgrades</td>
<td>$226,644</td>
</tr>
<tr>
<td>Estimated Total Addition Cost</td>
<td>$8,633,444</td>
</tr>
</tbody>
</table>

---

**Estimated Interior Renovation Cost**

$1,005,800 - $1,297,800
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROCEED WITH PLANS TO RENOVATE AND EXPAND
COMMUNITY MENTAL HEALTH AUTHORITY BUILDING

WHEREAS, on February 19, 1997, the Ingham County entered into the Lease Agreement for the Lease of the
premises at 812 East Jolly Road, Lansing, Michigan by Clinton-Eaton-Ingham Community Mental Health
Authority (CEI-CMH); and

WHEREAS, CEI-CMHA has grown from serving 5,000 consumers in 2004 to over 11,000 in 2016; and

WHEREAS, the CEI-CMHA workforce has grown from 629 employees in 2004 to as many as 1,100 in 2016; and

WHEREAS, CEI-CMHA desires to renovate the existing building and to construct a 42,600 square-foot
expansion of the main building in order to effectively and efficiently meet the needs of CEI-CMHA consumers.

THEREFORE BE IT RESOLVED, that the Ingham County Commission hereby authorizes the Ingham County
Building Authority to proceed with the financing and renovation of the premises at 812 East Jolly Road, based
on the preliminary plans and cost estimates provided to the County Services Committee on May 17, 2016 and to
the Finance Committee on May 18, 2016.

BE IT FURTHER RESOLVED, that the projected cost of renovation, plus fees, is not to exceed $10 million.

BE IT FURTHER RESOLVED, that any and all costs incurred by the County and the Ingham County Building
Authority with respect to this project shall be reimbursed by CEI-CMH.
To: Mr. Tim Dolehanty, Controller/Administrator

From: Management Partners Representatives:
Jacquelyn McCray, Senior Manager
Amy Paul, Corporate Vice President
Susan Hoyt, Special Advisor

Subject: Ingham County Draft Strategic Plan

Date: April 19, 2016

The attached draft Strategic Plan reflects the input received from members of the Commission at their workshop on March 24. The draft incorporates the vision and mission along with goals and strategies for the future. Prior to completing the strategic plan you and the Commissioners should review the document to make sure it accurately reflects the correct language and intent.

Additionally, there are three areas requiring decisions by the Commissioners, as listed below:

1. **Vision statement** – While there was extensive discussion about the wording of the vision, we discouraged wordsmithing so we have two versions for consideration. The Commissioners will need to determine which of the two statements (or another to their liking) best reflects their desired future for the County.

2. **Goals** – Please review the wording of the goals and indicate any desired revisions or changes. Any edits or changes to the wording should reflect a consensus or majority of the Commission members.

3. **Strategies** – Please review the wording of the strategies and indicate any desired revisions. Changes and edits should reflect a consensus or majority of the Commission members.

4. **Performance Indicators** – Please review the performance indicators and provide any desired revisions. Changes and edits should reflect a consensus or majority of the Commission members.

You will notice that pages 6 and 14 of the document are missing photographs. I have requested a few pictures from Becky. We will add those to the final plan.

Once confirmation on a vision statement and any other changes are received, we will finalize the document and prepare the draft Implementation Action Plan. If you have questions please let us know.
Ingham County Strategic Plan

Vision
Mission
Values
Goals
Strategies
Success Indicators

April 2016
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Background

Ingham County is governed by a 14-member Board of Commissioners elected on a partisan basis for terms of two years from single-member districts that are approximately equal in population.

Introduction

Ingham County’s Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the next five years. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County’s progress toward meeting these goals.

Strategic Planning Process and Workshops

The process for creating Ingham County’s Strategic Plan began with individual interviews with Commissioners, department heads, and elected officials. Interviewees shared their perspectives on strengths, weaknesses, opportunities and challenges (SWOC) facing the County. A summary of themes, along with data on current socio-economic trends, was provided as background information for a workshop with elected officials and department heads in January 2016. During the workshop the participants identified draft goals and strategies, which were then shared with Commissioners.

A Strategic Planning Workshop for Commissioners was held in March of 2016. The workshop began with a discussion about the County’s vision and mission, followed by discussion and prioritization of the values that provide the foundation for how the County does its work. In addition to discussing the Ingham County vision and values, the Commissioners developed goals and strategies. Together these elements comprise the Ingham County Strategic Plan.
Vision and Mission

OUR VISION
(The Commissioners discussed many concepts about vision, but did not reach consensus. Please choose one.)
Ingham County is a welcoming, inclusive area working to empower people to live well in a safe, healthy, engaged community that respects diversity.

or

Ingham County is a safe, welcoming, engaged, inclusive and just community that empowers people to live their best lives.

OUR MISSION
Ingham County is committed to assuring the identification and provision of services most important to its citizens in the achievement of its vision. County services will be of high quality, cost effective, and easily accessible and delivered in cooperation and collaboration with its citizens and other community and governmental organizations. These services will be delivered by a highly motivated, well-trained, service-oriented workforce, utilizing effective technology and guided by the highest ethical standards.
Values

Our Values

While providing county services and doing our work we value:

- Honesty, integrity and ethics;
- Accountability and fiscal responsibility;
- Creativity and innovation; and
- Quality constituent services.
Goals and Strategies

A goal is a statement of a specific direction and the desired outcome(s).

A strategy is an action to be taken to achieve a goal.

A success indicator is a quantifiable metric or measurement that is used over time to track progress and outcomes of programs.

The Commissioners developed goals and strategies that address six strategic issue areas:

- Service to Residents
- Communication
- Facilities and Infrastructure
- Information Technology
- Management and Finance
- Human Resources and Staffing
Service to Residents

Goal: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategies

1. Implement a public marketing campaign to promote key services through the local media, the County website and various publications.

2. Provide a forum for residents and service recipients to share their positive stories and experiences about County services.

3. Create an electronic, public directory of all County services with contact information.

4. Create a physical reception area and information desk in major and frequently used County facilities.

5. Create a virtual front desk that directs callers and electronic inquiries to the appropriate department contact.

6. Connect with local government networks to learn about innovations and new cost effective service delivery models (e.g., Alliance for Innovation, International City and County Management Association—ICMA, etc.).

7. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.
8. Conduct training that will help employees better understand and respond to customer questions and inquiries.

9. Contract with an impartial third party to survey residents and customers to evaluate the quality and accessibility of County services.

10. Hold public forums to gather feedback on County services.
Communication

Goal: Improve external and internal communication.

Success Indicators

- Percent of survey respondents who rate the County website as good or excellent

- Percent of policy and procedure changes communicated to County employees within one week of adoption

Strategies

1. Implement routine department head agenda review meetings to share information about upcoming County Board committee and business meetings.

2. Communicate policy and procedure changes and other updates to the Employee Handbook to department heads and employees within one week of adoption.

3. Assign an employee in each department with responsibility for keeping the intranet up to date.

4. Schedule department head meetings with the County Board once or twice a year and outside of the budget process.

5. Add a recurring item to County Board agenda for committee liaisons to provide brief updates on relevant business and actions.

6. Develop and adopt a County communication plan that includes ways to brand and unify messaging.

7. Identify financing for a dedicated position to coordinate and manage communication for the County.
8. Provide public relations and media training for Commissioners, department heads, and staff.

9. Improve the layout and ease of access to information on the County website.

10. Create and maintain a social media presence for County programs and services.

11. Publish a quarterly newsletter for distribution to County residents with access via mail, the web and an e-news distribution system.
Management and Finance

Goal: Be an open, well-managed and collaborative government that ensures our public services are efficiently delivered to all geographic areas while preserving the County’s fiscal health.

Strategies

1. Maintain and grow the County’s financial reserves.
2. Monitor adherence to the County’s reserve policy.
3. Develop options for expanding, maintaining or reducing service levels depending on the County’s fiscal health.
4. Create a schedule for reviewing and revising internal policies and contracting procedures to reflect current best practices.
5. Train department heads how to monitor their budgets and on contracting policies and procedures.
6. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.
7. Train staff on budgeting, grant writing and finding revenue enhancement opportunities.
8. Expand tax base growth through partnerships with economic development influencers and organizations.
9. Develop a long-term millage strategy that includes a calendar of
upcoming millage deadlines.

10. Schedule regular County Board information sessions on the use of debt service, updates on Tax Increment Financing and other financing tools.

11. Develop a policy to ensure adherence with the approved CIP when reviewing capital funding requests.

12. Develop a process for identifying funding priorities and financing options for future capital projects.

13. Develop a performance measurement system to track the success of County services (internal and external), including periodic reporting to the County Board and the public.

14. Schedule reports to the County Board on management and financial issues outside of the budget process.
Information Technology

Goal: Anticipate and meet the information technology needs of each department and effectively engage our residents through reliable platforms.

Strategies

1. Hire well-trained IT managers and staff.
2. Invest in training to keep IT managers and staff current with emerging trends and best practices.
3. Prioritize and annually budget for countywide IT projects including updates to existing software applications.
4. Establish consistent standards for department website design, information and posting and monitor.
5. Schedule quarterly face-to-face meetings with the IT director and department heads and elected officials.
6. Schedule quarterly meetings with the County Board and the IT director.
7. Promptly communicate emerging IT issues with department heads, elected officials and the County Board.
8. Prepare a comprehensive landscape review and inventory of County IT programs, vendors, hardware, IT assets, and
- Percent of department IT evaluations completed

- Percent of survey respondents (employees and Commissioners) rating the quality of IT services as good or excellent

9. Implement a department-by-department evaluation of IT services that focuses on the needs of the end user.

10. Develop a repository of prior IT vendors’ performance for reference and use during vendor selection.

11. Develop a five-year IT growth plan with associated costs.

12. Create an up-to-date IT emergency management plan including the security of private data.

13. Develop a data retention policy.

14. Evaluate future storage capacity needs for electronic data.
Facilities and Infrastructure

Goal: Provide environmentally friendly, accessible facilities and quality infrastructure, which supports a safe and efficient pedestrian and multi-modal transportation network.

Success Indicators

- Percent change in annual expenditures for planned facilities upgrades
- Percent of 17-year old offenders with adequate housing
- Percent change in annual expenditures devoted to proactive maintenance

Strategies

1. Use the County space study to prioritize and budget for facility space.
2. Develop a plan for a new jail.
3. Plan for and anticipate additional housing needs to adequately accommodate 17-year old offenders.
4. Plan physical space needed for future data storage needs.
5. Evaluate alternatives for countywide “complete streets” policy.
6. Develop a proactive maintenance plan to extend the life of facilities, property and infrastructure assets.
7. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.
Human Resources and Staffing

Goal: Make Ingham County the employer of choice where employees, diversity, inclusion, and public service are valued, and our workforce reflects the community it serves.

Success Indicators

- Percent change in employee turnover
- Percent of employees completing job satisfaction surveys
- Percent of survey respondents rating job satisfaction as good or excellent
- Percent change in funding for professional development

Strategies

1. Attract and retain employees who value public service.

2. Implement policies to encourage work-life balance, including flexible work hours and mobile access to work.

3. Use job satisfaction surveys and interviews to identify employee retention risks and suggestions for improving the work environment.

4. Develop an employee succession plan with a timeline for anticipated retirements.

5. Regularly solicit employee feedback and suggestions for workflow improvements.

6. Develop formal and informal employee recognition programs to encourage and reward creativity and innovation.

7. Support employee and professional development including travel to national conferences and educational opportunities.

Ingham County Strategic Plan
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8. Develop a workforce that reflects the community it serves by establishing countywide diversity goals.

9. Develop a countywide training program that promotes respect for diversity.

10. Monitor compliance with policies and procedures by County employees, elected officials and Commissioners (e.g., purchasing, ethics, IT security, non-discrimination).
Conclusion

This strategic plan includes goals and strategies to accomplish six areas of importance:

- Service to Residents,
- Communication,
- Management and Finance,
- Information Technology,
- Facilities and Infrastructure, and
- Human Resources and Staffing.

An Implementation Action Plan has been developed and provided to the County under separate cover. It describes and sequences the actions required to implement each of the strategies to accomplish the goals of the Strategic Plan.

Board of Commissioners

Kara Hope
Chairperson

Sarah Anthony
Vice-Chairperson

Randy Maiville
Vice Chairperson Pro Tem

Victor Celentino, District 1

Rebecca Bahar-Cook, District 2

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Carol Koenig, District 9

Brian McGrain, District 10

Teri Banas, District 11

Deb Nolan, District 12

Randy Schafer, District 13

Robin Case Naeyaert, District 14

Ingham County Strategic Plan

April 2016
TO: Board of Commissioners County Services Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: May 5, 2016
SUBJECT: Proposed Debt Financing Policy
For the meeting agenda of May 17, 2016

BACKGROUND
Given the potential number of bond projects in our future, statements made in budget narratives, and promises made to rating agencies, the attached draft Debt Financing Policy is presented for Board consideration. The draft policy sets forth comprehensive guidelines for the financing of capital expenditures.

Debt financing, which includes general obligation bonds, special assessment bonds, revenue bonds, temporary notes, lease/purchase agreements, and other County obligations permitted to be issued or incurred under Michigan law, would only be used to purchase capital assets that cannot be acquired from either available current revenues or fund balances. Under this proposal, the useful life of the asset or project must exceed the payout schedule of any debt the County assumes.

This proposal states the County is committed to systematic capital planning, intergovernmental cooperation and coordination, and long-term financial planning in order to enhance creditworthiness and prudent financial management. Evidence of this commitment to capital planning would be demonstrated through adoption and periodic adjustment of the County’s Capital Improvement Plan (CIP) identifying the benefits, costs and method of funding each capital improvement planned for the succeeding five years.

ALTERNATIVES
No Constitutional or statutory mandate requires adoption of a debt financing policy. However, adoption of such a policy and a commitment to adhere to its provisions will help to assure the financial stability of Ingham County.

FINANCIAL IMPACT
Adoption of the proposed policy will not have a direct impact on the current budget.

OTHER CONSIDERATIONS
This draft policy is presented for discussion by the County Services Committee on May 17. Once the Committee is comfortable with a final draft, the policy will be submitted for formal review and approval.

RECOMMENDATION
Following discussion by the County Services Committee, I recommend that a final draft be submitted for consideration to the County Services Committee on June 7, Finance Committee on June 8, and to the Board of Commissioners on June 14.
The Debt Financing Policy sets forth comprehensive guidelines for the financing of capital expenditures. Objectives of the policy are as follows:

1. The County shall obtain financing only when necessary.
2. The process for identifying the timing and amount of debt or other financing shall be as efficient as possible.
3. That the most favorable interest rate and other related costs shall be obtained.
4. When appropriate, future financial flexibility shall be maintained.

Debt financing, which includes general obligation bonds, special assessment bonds, revenue bonds, temporary notes, lease/purchase agreements, and other County obligations permitted to be issued or incurred under Michigan law, shall only be used to purchase capital assets that cannot be acquired from either available current revenues or fund balances. The useful life of the asset or project shall exceed the payout schedule of any debt the County assumes.

To enhance creditworthiness and prudent financial management, the County is committed to systematic capital planning, intergovernmental cooperation and coordination, and long-term financial planning. Evidence of this commitment to capital planning will be demonstrated through adoption and periodic adjustment of the County’s Capital Improvement Plan (CIP) identifying the benefits, costs and method of funding each capital improvement planned for the succeeding five years.

A. Definitions. Terms and phrases used in this policy shall have meanings as follows:

**Advance Refunding** refers to bonds sold to refinance outstanding bonds 90 or more days prior to their maturities and prior to call dates established in the bond indenture of the outstanding bonds.

**Arbitrage** refers to the rebate or penalty amount due to the Internal Revenue Service where funds received from the issuance of tax-exempt debt have been invested and excess interest earnings have occurred, or where tax-exempt bond proceeds are not spent for their intended purposes within the times permitted by federal regulation. As used in this policy, ‘excess interest earnings’ means interest earned at a rate in excess of the arbitrage permitted yield on any individual bond issue.

**Building Authority Bonds** are bonds issued by the Ingham County Building Authority that are secured by lease revenues paid to the Building Authority by the governmental entity for which the bonds were issued. The Building Authority is authorized to finance, build and/or operate facilities that serve a public purpose when asked to do so by the County or another governmental entity. The requesting government enters into a lease agreement with the Building Authority for the right to occupy the facility, and the lease payments are equal to the annual debt service and operating costs of the Building Authority.
Building Authority bonds are revenue bonds because they are secured solely by the lease agreement. Building Authority leases executed by the County are general obligations of the County because they are backed by the full faith and credit of the County.

**Current Refunding** means Bonds sold to refinance outstanding bonds prior to their maturities but after or shortly before call dates established in the bond indenture of the outstanding bonds. A current refunding can take place no earlier than three months before the ‘call’ and any time after the call. Payment of the outstanding bonds must occur within 90 days of selling the current refunding bonds.

**Derivatives** means securities the value of which depends on or is derived from one or more separate indices of asset values. Derivative products issued by local governments may include floaters / inverse floaters, collateralized mortgage obligations (CMOs), forwards, futures, and options.

**General Obligation Bonds** means bonds backed by the full faith and credit of the County. Bondholders have the power to compel the County to levy property taxes to repay the bonds if necessary.

**Lease/Purchase Agreements** occur when the County enters into a lease agreement with another party (typically a third-party vendor) to lease an asset over a defined period of time at a prearranged annual payment. Lease payments are made primarily from operating fund revenues. The legislative body appropriates annual lease payments unless it chooses not to appropriate under the Michigan cash basis law. If lease payments are not appropriated, ownership of the leased property reverts to the lessor. At the conclusion of the lease term, the County receives unencumbered ownership of the property.

**Revenue Bonds** are bonds secured by revenues generated by the facility from dedicated user fees, or by one or more non-ad valorem revenue sources. Planning for such issues generally is more complex because future costs and revenues directly affect each other. Credit enhancements (e.g., insurance or letter of credit) may be needed because of the limited source of debt service payments that may be available in outlying years.

**Special Assessment Bond** refers to bonds issued to develop facilities and basic infrastructure for the benefit of properties within the assessment district. Assessments are levied on properties benefited by the project. The issuer’s recourse for nonpayment is foreclosure and the remaining debt becomes the County’s direct obligation, repaid from property taxes.

**Temporary Notes** are notes are issued to provide temporary financing, to be repaid by long-term financing. This type of bridge financing has a maximum maturity of four years under Michigan law.

### B. Responsibility for Policy

1. Primary responsibility for developing debt financing recommendations rests with the Controller / Administrator. In developing such recommendations, the Controller / Administrator shall be assisted by the Financial Services Director and the Budget Director, the three of whom shall comprise the Debt Management Committee. The responsibilities of this Committee shall be to:

   a. meet at least semi-annually to consider the need for debt financing and assess progress on the current Capital Improvement Program and any other program/improvement deemed necessary;
b. meet at least semi-annually to test adherence to this policy statement and to review applicable debt ratios serving as benchmarks;

c. review changes in federal and state legislation that affect the County’s ability to issue debt and report such findings to the Finance Committee as appropriate;

d. review annually the provisions of resolutions authorizing issuance of general obligation bonds of the County;

e. review semi-annually the opportunities for refinancing current debts; and

f. review annually the services provided by the County’s financial advisor, bond counsel, paying agents and other debt financing service providers.

2. Prior to each meeting, the Budget Director shall prepare a written report on the financial status of the County’s current Capital Improvement Program. The report shall be based in part on information collected from department heads for the County and shall include a projection of near term financing needs compared to available resources, an analysis of the impact of contemplated financings on the property tax rate and user charges, and a final financing recommendation. In developing financing recommendations, the Debt Management Committee shall consider:

a. the length of time proceeds of obligations are expected to remain on hand and their related carrying costs;

b. the options for interim financing including short term and inter-fund borrowing, taking into consideration federal and state reimbursements;

c. the effect of proposed actions on the tax rate and user charges;

d. trends in bond markets;

e. trends in interest rates; and,

f. other factors as deemed appropriate.

C. Use of Debt Financing

1. Debt financing will not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The County will use debt financing only for one-time capital improvement projects and unusual equipment purchases, and only under the following circumstances:

a. When the project is included in the County's Capital Improvement Program; or

b. When the project involves acquisition of equipment that cannot be purchased outright without causing an unacceptable spike in the property tax rate; or
c. When the project is the result of growth-related activities within the community that require unanticipated and unplanned infrastructure or capital improvements by the County; and

d. When the useful life of a project, or the projected service life of the equipment, will be equal to or exceed the term of the financing; and

e. When there are designated revenues sufficient to service a debt, whether from project revenues, other specified and reserved resources, or infrastructure cost sharing revenues.

2. The following criteria will be used to evaluate pay-as-you-go versus debt financing in funding capital improvements:

a. Factors which favor pay-as-you-go financing include circumstances where:

i. The project can be adequately funded from available current revenues and fund balances;

ii. The project can be completed in an acceptable timeframe given the available revenues;

iii. Additional debt levels could adversely affect the County's credit rating or repayment sources; or

iv. Market conditions are unstable or suggest difficulties in marketing a debt.

b. Factors which favor long-term debt financing include circumstances where:

i. Revenues available for debt issues are considered sufficient and reliable so that long-term financing can be marketed with an appropriate credit rating, which can be maintained;

ii. Market conditions present favorable interest rates and demand for County debt financing;

iii. A project is immediately required to meet or relieve capacity needs and existing undesignated cash reserves are insufficient to pay project costs; or

iv. The life of the project or asset financed is five years or longer.

D. Maximum Amounts of Debt Financing

1. The County will not engage in debt financing unless the proposed obligation, when combined with all existing debts, will result in debt ratios throughout the life of the proposed obligation that are less than at least three of the following benchmarks.

a. Per capita direct debt will not exceed $500.

b. Per capita direct, overlapping and underlying debt will not exceed $3,000.
c. Direct debt as a percentage of estimated assessed valuation will not exceed 10%.\(^1\)

d. Direct, overlapping and underlying debt as a percentage of estimated full market value will not exceed 15%.

e. Annual debt service will not exceed 20% of budgeted expenditures

2. The computation of these ratios will use the following variables.

a. Per capita measures will be based on the most recent annual estimate of County population reported by the United State Census Bureau for the year in question.

b. Direct debt will be the total of all then outstanding General Obligation, special assessment, and Building Authority bonded debt plus all authorized but unissued bonded debt plus the amount of debt financing being proposed.

c. Direct, overlapping and underlying debt will be the total of direct debt plus all General Obligation bonded debt and Building Authority debt of each city, township, school district, and special purpose governmental district located within Ingham County as of the most recent December 31, but will exclude bonds backed solely by a dedicated non-ad valorem revenue, industrial revenue bonds and mortgage revenue bonds.

d. Estimated full market value will be the total appraised value of all real and personal property located within Ingham County for the year in question as estimated by the Ingham County Equalization Department.

e. Annual debt service will be the total principal and interest payments due on direct debt in the year in question plus the estimated maximum annual principal and interest payment on the proposed long term obligation.

f. Budgeted expenditure will be the total original adopted budget of the General Fund and debt service fund for the year in question.

E. Structure and Term of Debt Financing

1. General. County debt will be structured to achieve the lowest possible net interest cost to the County given market conditions, the urgency of the capital project, and the nature and type of any security provided. County debt will be structured in ways that will not compromise the future flexibility to fund projects. Moreover, to the extent possible, the County will design the repayment of its overall debt issues so as to rapidly recapture its credit capacity for future use. As a benchmark, the County shall strive to repay at least 30% of the principal amount of its bonded debt within five years and at least 60% within ten years.

2. General Obligation and Building Authority Revenue Bonds. The County shall use an objective analytical approach to determine whether it can afford to issue new bonds for county facilities beyond what it retires each year (see Section E.5, Assumption of Additional Debts, below).

\(^1\) Constitution of Michigan, Article VII, Section 11
Generally, this process will compare a variety of measures of debt benchmarks relative to key demographic data of the County.

The decision on whether or not to assume new general obligation or Building Authority bonds shall, in part, be based on the following considerations:

a. Costs and benefits
b. Current conditions of the municipal bond market
c. The County’s ability to assume new general obligation bonds

3. **Revenue Bonds.** The County may issue bonds secured solely by dedicated non ad-valorem revenue streams if doing so will yield clearly identifiable advantages. For the County to issue revenue bonds, a primary objective will be to minimize risk through the use of adequate coverage requirements while remaining in compliance with overall debt management policy objectives. The County will adhere and where necessary take actions to ensure compliance with all outstanding revenue bond covenants.

4. **Special Assessment Bonds.** The County shall maintain a watchful attitude over the issuance of special assessment bonds for benefit district improvements. While the County’s share of any benefit district project may fluctuate, the County will not pay more than 50% of any proposed costs related to a benefit district. Further, it will be the responsibility of the Debt Management Committee to analyze each special assessment bond issue for indications that future special assessments will equal or exceed the annual principal and interest payments of such bonds. A report on the findings of the Debt Management Committee will be submitted to the Finance Committee prior to consideration of any special assessment bond issue by the Board of Commissioners.

5. **Assumption of Additional Debts.** The County shall not assume more debt than it retires each year without conducting an objective analysis of the community’s ability to assume and support additional debt service payments and of the probable impact of the additional debt on the County’s bond ratings.

6. **Asset Life.** The County will consider debt financing for the acquisition, replacement, or expansion of physical assets (including land) only if a capital project has a useful life longer than the term of the bond issue supporting it. Debt will be used only to finance capital projects and equipment, except in case of unforeseen emergencies. Debt will not be issued for periods exceeding the useful life or average useful lives of the project or projects to be financed.

7. **Length of Debts.** County debts will be amortized for the shortest period consistent with a fair allocation of costs to current and future beneficiaries or users, and in keeping with other related provisions of this policy. The County normally shall issue bonds with a maximum life of 20 years or fewer for general obligation bonds, Building Authority bonds, and revenue bonds, and 15 years or fewer for special assessment bonds. Unless specific compelling reasons exist, there shall be no “balloon” bond repayment schedules which consist of low annual payments and one large payment of the balance due at the end of the term. There shall always be at least interest paid in the first fiscal year after a bond sale and principal repayment starting no later than the second fiscal year after the bond issue.
8. **Call Provisions.** Call provisions for bond issues shall be made as short as possible consistent with the lowest interest cost to the County. Unless specific compelling reasons exist all bonds shall be callable only at par.

9. **Debt Structuring.** At a minimum, the County will seek to amortize general obligation bonds with level principal and interest costs over the life of the issue. Pushing higher costs to future years in order to reduce short-term budget liabilities will be considered only when natural disasters or extraordinary or unanticipated external factors make the short-term cost of general obligation bonds prohibitive.

10. **Variable Rate Debts.** The County may choose to issue bonds that pay a rate of interest that varies according to predetermined formula or results from a periodic remarketing of the securities, consistent with state law and covenants of preexisting bonds, and depending on market conditions.

11. **Derivatives.** The County will exercise extreme caution in the issuance and sale of derivative instruments, and will consider their utilization only when sufficient understanding of the products and sufficient expertise for their appropriate use has been developed.

**F. Debt Administration and Financing**

1. **Financing Proposals.** Any capital financing proposal of a County department, agency, or utility involving the pledge or other extension of the County’s credit through sale of bonds, execution of loans or leases, or otherwise involving directly or indirectly the lending or pledging of the County’s credit, shall be referred to the Controller/Administrator for review before such pledge is considered by the Board of Commissioners.

2. **Bond Fund.** All payment of general obligation bonds and special assessment bonds shall be from the County’s Bond and Interest Fund. The fund balance in the Bond and Interest Fund will be maintained at a level equal to or greater than the total principal and interest payable from that Fund for the upcoming debt service payment. Furthermore, the fund balance will be managed to eliminate or minimize arbitrage rebate liability.

3. **Bond Counsel.** The County will utilize external bond counsel for all debt issues. All debts issued by the County will include a written opinion by Bond Counsel affirming that the County is authorized to issue the debt, stating that the County has met all Federal and State constitutional and statutory requirements necessary for issuance, and determining the federal income tax status of the debt.

4. **Underwriter’s Counsel.** County payments for Underwriters Counsel will be authorized for negotiated sales by the Controller/Administrator on a case-by-case basis depending on the nature and complexity of the transaction and the needs expressed by the underwriters.

5. **Financial Advisor.** The County will retain an external financial advisor selected for a term of up to three years through a competitive process administered by the Controller/Administrator. The utilization of the financial advisor for each debt issuance will be at the discretion of the Controller/Administrator on a case-by-case basis. For each County bond sale the financial advisor will provide the County with information on pricing and underwriting fees for comparable sales by other issuers.
6. **Temporary Notes.** Use of short-term borrowing, such as temporary notes, will be undertaken only if the transaction costs plus interest on a debt are less than the cost of internal financing, or available cash or reserves are insufficient to meet both project needs and current obligations. This standard does not apply to Delinquent Tax Anticipation Notes (DTANs).

7. **Credit Enhancements.** Credit enhancement (letters of credit, bond insurance, etc.) may be used if the costs of such enhancements will reduce the net debt service payments on the bonds or provide other significant financial benefits to the County.

8. **Lease/Purchase Agreements.** The use of lease/purchase agreements in the acquisition of vehicles, equipment and other capital assets shall be considered carefully relative to any other financing option or a “pay-as-you-go” basis. The lifetime cost of a lease typically will be higher than other financing options or cash purchases. Nevertheless, lease/purchase agreements may be used by the County as funding options for capital acquisitions if operational or cash-flow considerations preclude the use of other financing techniques.

9. **Competitive Sale of Debts.** The County, as a matter of policy, shall seek to issue its general or revenue bond obligations in a competitive sale unless it is determined by the Controller/Administrator that such a sale method will not produce the best results for the County. In such instances where the County, through a competitive bidding for its bonds, deems the bids received as unsatisfactory or does not receive bids, it may, at the election of the Controller/Administrator, enter into negotiation for sale of the bonds.

10. **Negotiated Sale of Debts.** Where a negotiated sale process is determined to be in the best interests of the County, the County will use a competitive process to select its investment banking team.

**G. Refunding of Debts**

Periodic reviews of all outstanding debts will be undertaken to determine refunding opportunities. Refunding will be considered (within federal tax law constraints) if and when there is a net economic benefit of the refunding or the refunding is essential in order to modernize covenants essential to operations and management. County staff and the financial advisor shall monitor the municipal bond market for opportunities to obtain interest savings by refunding outstanding debts. As a general rule, current refunding will be undertaken only if the present value savings of a particular refunding will exceed 3% of the refunded principal. As a general rule, advance refunding will be undertaken only if the present value savings of a particular refunding will exceed 4% of the refunded principal. Refunding issues that produce a net present value savings of less than targeted amounts may be considered on a case-by-case basis. Refunding issues with negative savings will not be considered unless a compelling public policy objective is served by the refunding.

**H. Conduit Financings**

The County may sponsor conduit financings in the form of Revenue Bonds for those activities (i.e., economic development, housing, health facilities, etc.) that have a general public purpose and are consistent with the County’s overall service and policy objectives as determined by the Board of Commissioners. All conduit financings must insulate the County completely from any credit risk or
exposure and must first be approved by the Economic Development Director and Controller/Administrator before being submitted to the Board of County Commissioners for consideration.

I. Arbitrage Liability Management

It is the County’s policy to minimize the cost of arbitrage rebate and yield restriction while strictly complying with the law.

1. General. Federal arbitrage legislation is intended to discourage entities from issuing tax-exempt obligations unnecessarily. In compliance with the spirit of this legislation, the County will not issue obligations except for identifiable projects with very good prospects of timely initiation. Temporary notes and subsequent long-term bonds will be issued timely as project contracts are awarded so that debt issues will be spent quickly.

2. Responsibility. Because of the complexity of arbitrage rebate regulations and the severity of non-compliance penalties, the advice of Bond Counsel and other qualified experts will be sought whenever questions about arbitrage rebate regulations arise.

J. Credit Ratings

1. Rating Agency Relationships. The Controller/Administrator shall be responsible for maintaining relationships with the rating agencies that currently assign ratings to the County’s various debts. This effort shall include providing periodic updates on the County’s general financial condition along with coordinating meetings and presentations in conjunction with a new debt issuance.

2. Use of Rating Agencies. The Controller/Administrator shall be responsible for determining whether or not a rating shall be requested on a particular financing and which of the major rating agencies shall be asked to provide such a rating.

3. Minimum Long-Term Rating Requirements. The County’s minimum rating requirement for its direct, long-term, debt obligations is a rating of "AA" or higher. If a given debt cannot meet this requirement based on its underlying credit strength, then credit enhancement may be sought to ensure that the minimum rating is achieved. If credit enhancement is unavailable or is determined by the Controller/Administrator to be uneconomical, then the obligations may be issued without a rating.

4. Rating Agency Presentations. Full disclosure of operations and open lines of communication shall be provided to rating agencies used by the County. The staff of the Financial Services Department, with assistance of the County’s Financial Advisor, shall prepare the necessary materials and presentation to the rating agencies.

5. Financial Disclosure. The County is committed to full and complete primary and secondary financial disclosure, and to cooperating fully with rating agencies, institutional and individual investors, County departments and agencies, other levels of government, and the general public to share clear, understandable, and accurate financial information. The County is committed to meeting secondary disclosure requirements on a timely and comprehensive basis.

Official statements accompanying debt issues, Comprehensive Annual Financial Reports, and continuous disclosure statements will meet (at a minimum), the standards articulated by the Government Accounting Standards Board (GASB), the National Federation of Municipal
Analysts, the Securities and Exchange Commission (SEC), and Generally Accepted Accounting Principles (GAAP). The Controller/Administrator shall be responsible for ongoing disclosure to established national information repositories and for maintaining compliance with disclosure standards promulgated by state and national regulatory bodies.
Ingham County Bonded Debt Payment Schedule
2016 - 2034
### County - Ingham

#### Taxable Value

<table>
<thead>
<tr>
<th>Year</th>
<th>Amount</th>
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<tbody>
<tr>
<td>2015</td>
<td>7,237,921,853</td>
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<tr>
<td>2014</td>
<td>7,000,210,718</td>
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<tr>
<td>2013</td>
<td>6,926,901,890</td>
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<td>2012</td>
<td>6,892,145,998</td>
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<td>2011</td>
<td>7,317,642,766</td>
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<td>2010</td>
<td>7,575,183,557</td>
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#### Overlapping Debt as of 12/31/2015

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<thead>
<tr>
<th>City</th>
<th>Net Tax Supported Debt</th>
<th>Share</th>
</tr>
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<tbody>
<tr>
<td>EAST LANSING</td>
<td>39,393,063</td>
<td>5,804,365</td>
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<tr>
<td>LANSING</td>
<td>61,522,841</td>
<td>9,815,833</td>
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<tr>
<td>LEISLE</td>
<td>60,000</td>
<td>9,000,000</td>
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<tr>
<td>MASON</td>
<td>9,690,000</td>
<td>9,690,000</td>
</tr>
<tr>
<td>WILLIAMSTON</td>
<td>3,263,876</td>
<td>3,263,876</td>
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<tr>
<td><strong>City Total</strong></td>
<td><strong>108,433,864</strong></td>
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<th>Township</th>
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<tr>
<td>ALAEDON</td>
<td>1,067,117</td>
<td>1,067,117</td>
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<tr>
<td>AURELIUS</td>
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<td>117,674</td>
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<tr>
<td>BUNKER HILL</td>
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<tr>
<td>DELHI</td>
<td>13,272,866</td>
<td>13,272,866</td>
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<tr>
<td>INGHAM</td>
<td>0</td>
<td>0</td>
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<tr>
<td>LANDSING</td>
<td>43,427,365</td>
<td>43,427,365</td>
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<tr>
<td>LESLEY</td>
<td>17,248</td>
<td>17,248</td>
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<tr>
<td>LEWIS</td>
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<td>13,520</td>
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<td>LOCKE</td>
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<td>MERIDIAN</td>
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<td>ONONDAGA</td>
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<tr>
<td>VEYAY</td>
<td>21,801</td>
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<td>WHEATFIELD</td>
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<td>WHITE OAK</td>
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<td>WILLIAMSTOWN</td>
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<th>Village</th>
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</thead>
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</tr>
<tr>
<td>STOCKBRIDGE</td>
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<tr>
<td>WEBBERVILLE</td>
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<td>1,272,354</td>
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<tr>
<td><strong>Village Total</strong></td>
<td><strong>1,272,354</strong></td>
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<tr>
<th>School District</th>
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<tr>
<td>DANSVILLE</td>
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<td>FOWLERVILLE</td>
<td>50,003,505</td>
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Municipal Advisory Council of Michigan

COUNTY - INGHAM

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<td>98.23</td>
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School District Total: 276,137,013

Intermediate School District

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<tbody>
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<td>3.53</td>
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<td>INGHAM ISD</td>
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<tr>
<td>1.71</td>
<td>SHIAWASSEE ISD</td>
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Intermediate School District Total: 1,574,433

Community College

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
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<tbody>
<tr>
<td>68.87</td>
<td>LANSING COMMUNITY COLLEGE</td>
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Community College Total: 45,257,921

Total: 496,299,754

5/9/2016 12:23:30 PM
RESOLUTION RECOGNIZING KYLIE KAYSER AS THE FIRST PLACE WINNER OF THE 2016 INGHAM COUNTY WOMEN’S COMMISSION DORIS CARLICE ESSAY CONTEST

WHEREAS, the Ingham County Women’s Commission sponsored the 2016 Doris Carlce Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “HOW MUCH IMPACT DO YOU FEEL YOUTH VOICE HAS IN YOUR COMMUNITY?”; and

WHEREAS, it is important for young people to have a voice in our community regarding issues they face and things they are experiencing, just as critical it is important for us as leaders within our community to acknowledge their voices and concerns; and

WHEREAS, Kylie Kayser has demonstrated this topic in her Essay “Silencing of Youth,” regarding her thoughts on the community impact of youth voice and her suggestions and encouragement to other youth to never give up trying to have their ideas and voices heard.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Kylie for her essay, “Silencing of Youth.”

BE IT FURTHER RESOLVED, that the Board wishes Kylie continued success in all of her future endeavors.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING ANUVA SURESH AS THE SECOND PLACE WINNER OF THE 2016 INGHAM COUNTY WOMEN’S COMMISSION DORIS CARLICE ESSAY CONTEST

WHEREAS, the Ingham County Women’s Commission sponsored the 2016 Doris Carlce Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “HOW MUCH IMPACT DO YOU FEEL YOUTH VOICE HAS IN YOUR COMMUNITY?”; and

WHEREAS, it is important for young people to have a voice in our community regarding issues they face and things they are experiencing, just as critical it is important for us as leaders within our community to acknowledge their voices and concerns; and

WHEREAS, Anuva Suresh has demonstrated this topic in her Essay “Significance of Youth Voices in Society,” regarding the importance of youth voice and the impact that two strong youth voices made in her community.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Anuva for her essay, “Significance of Youth Voices in Society”.

BE IT FURTHER RESOLVED, that the Board wishes Anuva continued success in all of her future endeavors.
Introducing by the County Services Committee of the:  

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION RECOGNIZING VICTORIA CENTENO AS THE THIRD PLACE WINNER OF THE 2016 INGHAM COUNTY WOMEN’S COMMISSION DORIS CARLICE ESSAY CONTEST**

WHEREAS, the Ingham County Women’s Commission sponsored the 2016 Doris Carlice Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “HOW MUCH IMPACT DO YOU FEEL YOUTH VOICE HAS IN YOUR COMMUNITY?”; and

WHEREAS, it is important for young people to have a voice in our community regarding issues they face and things they are experiencing, just as critical it is important for us as leaders within our community to acknowledge their voices and concerns; and

WHEREAS, Victoria Centeno has demonstrated this topic in her Essay regarding the courage it takes to speak out and the impact it has when others are willing to listen, in addition to describing multiple examples of how successful youth voice has been within her community.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Victoria for her essay.

BE IT FURTHER RESOLVED, that the Board wishes Victoria continued success in all of her future endeavors.
Introducing the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION RECOGNIZING BRIANNA BETHEA WITH AN HONORABLE MENTION IN THE 2016 INGHAM COUNTY WOMEN’S COMMISSION DORIS CARLICE ESSAY CONTEST**

WHEREAS, the Ingham County Women’s Commission sponsored the 2016 Doris Carlice Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “HOW MUCH IMPACT DO YOU FEEL YOUTH VOICE HAS IN YOUR COMMUNITY?”; and

WHEREAS, it is important for young people to have a voice in our community regarding issues they face and things they are experiencing, just as critical it is important for us as leaders within our community to acknowledge their voices and concerns; and

WHEREAS, Brianna Bethea has demonstrated this topic in her Essay, “Police Brutality,” regarding the need for youth voice to be heard, especially as it speaks out against injustice against peers.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Brianna for her essay.

BE IT FURTHER RESOLVED, that the Board wishes Briana continued success in all of her future endeavors.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING HANNAH O'FARRELL WITH AN HONORABLE MENTION IN THE 2016 INGHAM COUNTY WOMEN’S COMMISSION DORIS CARLICE ESSAY CONTEST

WHEREAS, the Ingham County Women’s Commission sponsored the 2016 Doris Carlice Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “HOW MUCH IMPACT DO YOU FEEL YOUTH VOICE HAS IN YOUR COMMUNITY?”; and

WHEREAS, it is important for young people to have a voice in our community regarding issues they face and things they are experiencing, just as critical it is important for us as leaders within our community to acknowledge their voices and concerns; and

WHEREAS, Hannah O'Farrell has demonstrated this topic in her Essay, “A Voice That Can’t Be Silenced,” referencing the strong example of Malala Yousafzai, and how her voice has been heard throughout the world, and encouraging other youth to not be scared and continue to speak out.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Hannah for her essay.

BE IT FURTHER RESOLVED, that the Board wishes Hannah continued success in all of her future endeavors.
RESOLUTION RECOGNIZING ZACH SNEED WITH AN HONORABLE MENTION IN THE 2016 INGHAM COUNTY WOMEN’S COMMISSION DORIS CARLICE ESSAY CONTEST

WHEREAS, the Ingham County Women’s Commission sponsored the 2016 Doris Carlice Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “HOW MUCH IMPACT DO YOU FEEL YOUTH VOICE HAS IN YOUR COMMUNITY?”; and

WHEREAS, it is important for young people to have a voice in our community regarding issues they face and things they are experiencing, just as critical it is important for us as leaders within our community to acknowledge their voices and concerns; and

WHEREAS, Zach Sneed has demonstrated this topic in his Essay, “Bore A Hole,” regarding examples of successful and unsuccessful youth voice and the encouragement of youth to continue to find avenues to have their voices heard.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Zack for his essay.

BE IT FURTHER RESOLVED, that the Board wishes Zack continued success in all of his future endeavors.
RESOLUTION RECOGNIZING KYLIE JAMES WITH AN HONORABLE MENTION IN THE 2016 
INGHAM COUNTY WOMEN’S COMMISSION DORIS CARLICE ESSAY CONTEST

WHEREAS, the Ingham County Women’s Commission sponsored the 2016 Doris Carlice Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “HOW MUCH IMPACT DO YOU FEEL YOUTH VOICE HAS IN YOUR COMMUNITY?”; and

WHEREAS, it is important for young people to have a voice in our community regarding issues they face and things they are experiencing, just as critical it is important for us as leaders within our community to acknowledge their voices and concerns; and

WHEREAS, Kylie James has demonstrated this topic in her Essay, “Youth Involvement in the Community,” which acknowledges the lack of youth voice in her community and encourages youth to not be afraid to speak up and encourages adults to reach out and ask for opinions from youth.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Kylie for her essay.

BE IT FURTHER RESOLVED, that the Board wishes Kylie continued success in all of her future endeavors.
April 15, 2016

Ingham County Board of Commissioners
P.O. Box 319
Mason, MI 48854

Re: Notice of Intent to Plan

Dear Commissioners:

This letter is to inform you that Meridian Charter Township intends to amend its Master Plan. In accordance with the Municipal Planning Act (Public Act 33 of 2008, as amended) this letter serves as the official notice of the intent to prepare a master plan amendment.

Upon completion, proposed amendments will be made available via a link to the Township’s website. If an electronic submittal is not satisfactory, please submit a written request for an alternative delivery method to Principal Planner Gail Oranchak, Department of Community Planning and Development at 5151 Marsh Road, Okemos, MI 48864. Once a proposed amendment is distributed, you will have 63 days to submit comments to the Meridian Charter Township Planning Commission.

If you have any questions or comments, please contact Ms. Oranchak at 517-853-4564 or via e-mail at oranchak@meridian.mi.us.

Thank you for your cooperation and we look forward to your participation in this important project.

Sincerely,

Holly Cordill
Planning Commission Secretary

planning\glo\Master Plan Updates\Notifications 2016\ notification letter\