THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, DECEMBER 5, 2017
AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BLDG, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the November 21, 2017 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. **Register of Deeds – Reorganization Request (Discussion)**

2. **Drain Commissioner**
   a. Resolution Pledging Full Faith and Credit to Williamston-Locke Drain Drainage District Bonds or Notes
   b. Resolution Honoring Dennis Jenks

3. **Farmland and Open Preservation Board**
   a. Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds
   b. Resolution to Approve 2017 Application Ranking and Purchase of Conservation Easements

4. **Facilities Department**
   a. Resolution to Authorize Agreements to Provide Alarm Monitoring Services
   b. Resolution to Authorize Purchase of Copper Tubing for Jail Repairs

5. **Innovation and Technology**
   a. Resolution to Approve Hardware Maintenance Agreement from Avalon Technologies
   b. Resolution to Approve Renewal of the Imagesoft and Onbase Annual Support
   c. Resolution to Approve Renewal of the Ocularis Software Licensing Agreement
   d. Resolution to Approve Purchase of Training from SANS
   e. Resolution to Enter into a Service Agreement with CDWG

6. **Purchasing Department**
   a. Resolution to Authorize an Agreement for Prevailing Wage Monitoring
   b. **Prevailing Wage and Living Wage Annual Reports**
7. **Road Department**
   a. Resolution to Retain As-Needed Construction Inspection and Supervision Services
   b. Resolution to Authorize Approval of Land Division and Acceptance of a Public Road
   c. Resolution to Approve the Special and Routine Permits for the Road Department

8. **Parks Department** – Resolution to Authorize an Amendment to Agreements with the City of Lansing for Trails and Parks Millage Funding

9. **Health Department** – Request for Extension of Leave

10. **Human Resources Department**
    a. Resolution to Approve Modifications to the 2018 Managerial and Confidential Employee Personnel Manual
    b. Resolution to Approve a Collective Bargaining Agreement with the Command Officers Association of Michigan – 911 Supervisors
    c. Resolution to Approve a Collective Bargaining Agreement with the UAW Local 2256 – Zoo Unit
    d. Resolution to Approve a Letter of Understanding with CCLP – 911 Non-Supervisory Unit Regarding Use of Personal Leave

11. **Controller’s Office**
    a. Resolution Approving Various Contracts for the 2018 Budget Year
    b. Resolution to Approve a Contract for Services with the Greater Lansing Convention and Visitors Bureau
    c. Resolution Authorizing Adjustments to the 2017 Ingham County Budget
    d. Resolution Amending the Ingham County Board Rules

12. **County Clerk** – Resolution Honoring Alan Fox

13. **Board of Commissioners’ Office**
    a. Resolution Approving Annual 2018 Compensation for Non-Judicial County-Wide Elected Officials
    b. Resolution Honoring Dr. Martin Luther King, Jr.
    c. Resolution Honoring Mayor Virg Bernero, City of Lansing
    d. Resolution Recognizing the 35th Annual Hispanic Christmas Symposium
    e. Resolution Honoring Lansing for Cesar E. Chavez Committee

Announcements
Public Comment
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
COUNTY SERVICES COMMITTEE
November 21, 2017
Draft Minutes

Members Present: Celentino, Crenshaw, Grebner, Nolan, Maiville, Koenig, and Sebolt

Members Absent: None

Others Present: Commissioner Randy Schafer, Becky Bennett, Bill Conklin, Tim Dolehanty, Deb Fett, Brian Fisher, Jim Hudgins, Travis Parsons, Rick Terrill, Liz Kane, Stephanie McLean and others

The meeting was called to order by Chairperson Celentino 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 November 7, 2017 Open and Closed Session Minutes

MOVED BY COMM. Crenshaw, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE NOVEMBER 7, 2017 OPEN AND CLOSED SESSIONS OF THE COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: None

Additions to the Agenda

8. Human Resources –
   b. Resolution Approving The Letter Of Understanding Regarding The 2017 Holiday Schedule With Capitol City Labor Program Inc - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators And Field Supervisory Officer Unit

11. Attorney Client Privilege (Closed Session)

Substitutes –
1. Drain Commissioner – Resolution Honoring Randall “Randy” Abbott

7. Health Department
   a. Resolution to Adjust Staffing Levels

Limited Public Comment

None.

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

1. Drain Commissioner – Resolution Honoring Randall “Randy” Abbott
2. **Sheriff’s Office** – Resolution to Waive Policy Rules Regarding Obsolete Property

3. **Facilities**
   b. Resolution to Award a Contract to Perform a Standard Preventative Maintenance Rebuild on the Muffin Monster

4. **Innovation and Technology** – Resolution to Renew a Support Services Agreement

5. **Purchasing** Resolution to Authorize a Contract for Mailing Services

6. **Road Department**
   a. Resolution to Retain As-Needed Material Testing and Fabrication Inspection Services
   b. Resolution to Approve a Road Reconstruction Project Agreement

7. **Health Department**
   a. Resolution to Adjust Staffing Levels
   b. Resolution to Accept Mid-State Health Network Funds
   c. Resolution to Authorize Participation in the Mother and Infant Oral Health Pilot Project

8. **Human Resources Department** –
   a. Resolution to Approve a Collective Bargaining Agreement with the UAW Local 2256 - Technical, Office, Para-Professional and Service Employees
   b. Resolution Approving The Letter Of Understanding Regarding The 2017 Holiday Schedule With Capitol City Labor Program Inc - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators And Field Supervisory Officer Unit

9. **Controller’s Office**
   a. Resolution to Honor Economic Development Director Sandra Gower

THE MOTION CARRIED UNANIMOUSLY. Absent: None.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: None.

3. **Facilities**
   a. Resolution to Award a Contract for Restoration and Preservation of Lunette Mural Panels

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE TO APPROVE THE RESOLUTION.

Commissioner Koenig asked that she be recused from the vote on the resolution because the contract involved her brother.
MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. GREBNER, TO ALLOW COMMISSIONER KOENIG TO RECUSE HERSELF FROM VOTING ON THE RESOLUTION.

THE MOTION CARRIED UNANIMOUSLY. Absent: None.

Commissioner Sebolt stated that he had additional questions on this resolution. He asked if the approximately $34,000 noted were coming out of next year’s contingency fund.

Rick Terrill, Facilities Director, stated that the total amount in the resolution was $37,320, which included a $3,000 contingency.

Chairperson Celentino asked Mr. Terrill to clarify where the additional $34,000 would come from.

Mr. Terrill stated that the $34,000 was for the contract, and that it would come from the Public Improvement Fund.

Commissioner Sebolt asked if all of that money were available through the Public Improvement Fund.

Mr. Terrill stated that he had consulted with the Budget Director and Teri Morton to confirm that the money was available.

Commissioner Sebolt asked whether the Historic Preservation Committee had looked into the option of fundraising.

Mr. Terrill stated that he had not spoken with the Historic Preservation Committee Chair since the last time they consulted prior to the RFP and did not know the status.

Becky Bennett, Board of Commissioners Office Director, stated that she believed the Historic Preservation Committee intended to come before the Committee first to determine whether or not the Board of Commissioners would fund the project, and then explore the fundraising option.

Commissioner Maiville asked if the lighting project had taken the murals into consideration.

Mr. Terrill stated that he had spoken with the Conservator and several people who were bidding on the project, however the lighting was a separate part of the project, and that a shield would be put on the fluorescent tubes to minimize the effects of heat. He stated further that this was a much bigger project than just the murals because it impacted the entire rotunda on the third floor.

Commissioner Crenshaw asked what the timeline was for the project.

Mr. Terrill stated that the process would take four to five weeks.
Commissioner Sebolt asked if it made sense to do a restoration project when there would still be potentially damaging lights on the project for a year before they would be replaced.

Mr. Terrill stated that the impact of the lighting on the mural had been taken into account, and that it would be minimal.

THE MOTION CARRIED.  **Yea**: Celentino, Crenshaw, Grebner, Nolan, Maiville, and Sebolt  
**Nay**: None  
**Absent**: None  
**Abstain**: Koenig

9. **Controller’s Office**  
   b. Quarterly Report of Settlements of Claims and Litigation and all Separation Agreements (*Informational Item*)

10. **9-1-1 Dispatch Center** – 9-1-1 Monthly Update (*Informational Item*)

11. **Attorney Client Privilege** (*Closed Session*)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. NOLAN, AT 6:09 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING ATTORNEY CLIENT PRIVILEGE.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: None.

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. CRENSHAW, AT 6:48 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

THE MOTION CARRIED UNANIMOUSLY. Absent: None.

**Announcements**

None.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 6:49 p.m.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1. **Register of Deeds** – Reorganization Request (Discussion)

   The Register of Deeds will be present to discuss an office reorganization proposal as required under Step 7 of the Reorganization Procedure Policy.

2a. **Drain Commissioner** – Resolution Pledging Full Faith and Credit to Williamston-Locke Drain Drainage District Bonds or Notes

   The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to Williamston-Locke Drain Drainage District Bonds or Notes. 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 $375,000. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District. Approval of this pledge will not exceed limits established in the Debt Policy.

2b. **Drain Commissioner** – Resolution Honoring Dennis Jenks

   A resolution is offered to honor Dennis Jenks in recognition of his retirement and for his dedicated service of almost 30 years to Ingham County.

3a. **Farmland and Open Space Preservation Board** – Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds

   In accordance with provisions of the Farmland and Open Space Preservation (FOSP) Ordinance, the FOSP Board scored and ranked the applications based on the approved selection criteria. The FOSP Board recommends closing on the Spragg/Topliff/Smith, Smith, Spragg, Lyon, and Rowe properties at prices not to exceed the following amounts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Appraisal/CE Price</th>
<th>Federal ACEP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spragg/Topliff/Smith</td>
<td>$ 143,000</td>
<td></td>
</tr>
<tr>
<td>Smith</td>
<td>$ 62,000</td>
<td></td>
</tr>
<tr>
<td>Spragg</td>
<td>$ 290,000</td>
<td></td>
</tr>
<tr>
<td>Lyon</td>
<td>$ 407,000</td>
<td>$ 142,450</td>
</tr>
<tr>
<td>Rowe</td>
<td>$ 258,000</td>
<td></td>
</tr>
</tbody>
</table>
3b. **Farmland and Open Space Preservation Board** – *Resolution to Approve 2017 Application Ranking and Purchase of Conservation Easements*

The Farmland and Open Space Preservation Board seeks approval of the 2017 application cycle ranking which establishes a priority for the top applications. The Purchasing Department is responsible for negotiating prices with landowners for the purchase of conservation easements. Consideration of ranked applications will conform to provisions of the Ingham County Purchasing Policy bid process in negotiation of easement values. Future costs associated with proceeding with negotiations on the top scoring farms include property appraisal, survey, title commitment, and insurance costs. Those costs are included in the 2018 budget.

4a. **Facilities Department** – *Resolution to Authorize Agreements to Provide Alarm Monitoring Services*

Alarm monitoring services are provided by contract for the Mason Courthouse, Hilliard Building, Drain Commissioner Office, and seven locations at Potter Park Zoo. The current vendor has agreed to continue providing this service over the next three years at a negotiated 25% less than the current monthly cost ($1,840.68 per month reduced to $1,380.68), with a two-year renewal option. A consultant will be engaged during the contract period to evaluate the current system to determine what, if any, changes are necessary to optimize alarm monitoring services. The Facilities Department recommends approval of an agreement to execute this plan.

4b. **Facilities Department** – *Resolution to Authorize Purchase of Copper Tubing for Jail Repairs*

Bids were obtained from mechanical contractors for proving labor and materials for the replacement of approximately 230 feet of ¾” hot water copper tubing with class-A PEX (polyethylene) piping and fittings at the Ingham County Jail. The existing copper pipe is old and pitting causing spontaneous leaks and needs to be replaced to avoid a catastrophic incident. The Facilities Department recommends approval of a resolution to execute a contract with Shaw Winkler, Inc. to replace the domestic hot water copper pipe line at a cost not to exceed $9,800 which includes a requested contingency of $1,000.

5a. **Innovation and Technology Department** – *Resolution to Approve Hardware Maintenance Agreement from Avalon Technologies*

The Innovation and Technology (IT) Department maintains a virtualized server environment which runs on computer hardware critical to County operations. Following evaluation of proposals from qualified vendors, the IT Department recommends approval of a resolution to authorize execution of a hardware maintenance agreement with Avalon Technologies for 24 months at a cost not to exceed $13,000.

5b. **Innovation and Technology Department** – *Resolution to Approve Renewal of the Imagesoft and Onbase Annual Support*

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. The current support contract will expire on December 31. The Innovation and Technology Department recommends approval of a resolution to authorize a contract with Hyland and Imagesoft for support renewals in an amount not to exceed $180,000.
5c. **Innovation and Technology Department** – Resolution to Approve Renewal of the Ocularis Software Licensing Agreement

Ingham County utilizes services provided by Ocularis for camera management and video recording. Vidcom has provided support licensing that provides the most current software for cameras. The licensing agreement also allows for installation of additional cameras throughout the year.

Innovation and Technology (IT) Department experience with Vidcom has been extremely positive. The IT Department seeks to continue the current agreement for support and licensing and offers a resolution for renewal at an annual cost not to exceed $12,053.30.

5d. **Innovation and Technology Department** – Resolution to Approve Purchase of Training from SANS

Ingham County has utilized Security Mentor for user cyber security training since 2014. Though satisfied with the content offered to date, lessons have become repetitive. The Innovation and Technology Department recommends changing this service provider to the SANS Securing the Human product to allow for many more educational topics, surveys, role-based training, anti-phishing training, and a phishing simulation tool at a cost of $8,730.00 per year. A resolution is proposed to allow for this transition.

5e. **Innovation and Technology Department** – Resolution to Enter into a Service Agreement with CDWG

Ingham County relies on an electronic system for controlling access to the various areas of the jail facility. This system was put in by a vendor that can no longer support it as the system itself has become obsolete. To determine next steps, the Innovation and Technology (IT) Department worked with CDWG under the State of Michigan MiDeal contract to obtain a proposal utilizing their partner for services in this area, Dewpoint. Dewpoint has some working knowledge of the system and has provided a bundle price for assessment services that can be used or not as the County needs. Based on information presented, the IT Department recommends approval of a resolution to engage with CDWG in an amount not to exceed $38,750.

6a. **Purchasing Department** – Resolution to Authorize an Agreement for Prevailing Wage Monitoring

The Prevailing Wage Policy requires the payment of prevailing wages and fringe benefits on any construction contract exceeding $10,000 as determined using the guidelines promulgated by the U.S. Secretary of Labor pursuant to the Federal Davis-Bacon Act. Central to this Policy is enforcement efforts that must be undertaken to ensure that contractors and their subcontractors comply with this Policy. Given the complexity surrounding labor laws and the limited size of staff, an agent is needed to assist the Purchasing Department in its efforts to monitor and enforce prevailing wage compliance. Michigan Fair Contracting Center, a firm that educates and specializes in monitoring prevailing wage, has been the County’s agent and has performed admirably. The Purchasing Department recommends approval of a resolution to authorize an agreement with Michigan Fair Contracting Center at a cost of $100 per hour for the term of the agreement.
6b. **Purchasing Department** – *Prevailing Wage and Living Wage Annual Reports*

County purchasing policies require payment of prevailing wages on all construction contracts exceeding $10,000 using the guidelines promulgated by the United States Secretary of Labor pursuant to the Federal Davis-Bacon Act. The Prevailing Wage Policy requires that the County Controller/Administrator or her/his designee be responsible for monitoring the implementation of and compliance with the provisions of this policy. The Purchasing Department has provided an annual report that details relevant construction projects in 2017.

7a. **Road Department** – *Resolution to Retain As-Needed Construction Inspection and Supervision Services*

At times during the construction season the Road Department relies on engineering consultants to perform certain inspection and supervision services. Services include field or office construction technician services normally associated with the inspection and supervision of federal-aid road and/or bridge construction projects within the public road rights-of-way. The Road Department recommends retaining ROWE Professional Services Company and RS Engineering to provide the as-needed construction inspection and supervision services for the 2018 and 2019 road construction seasons.

7b. **Road Department** – *Resolution to Authorize Approval of Land Division and Acceptance of a Public Road*

The Preliminary Plan for the residential subdivision called Duck Gunn Land Division, subsequently changed to Woodland Park Estates, located in Delhi Township was approved on January 20, 2009. The subdivision includes eight parcels on 29 acres of land southwest of the Holt Road and Gunn Road intersection. The Road Department seeks to accept the roadway constructed as part of the Woodland Park Estates Land Division as a public road. The Woodland Park Estates road construction meets Road Department standards and all road construction complies with the approved road and drainage plans. A resolution is offered to accept Auben Lane as a public road, upon submittal of the proper title insurance and recorded warranty deed.

7c. **Road Department** – *Resolution to Approve the Special and Routine Permits for the Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 23 projects (see attachment for permit list).

8. **Parks Department** – *Resolution to Authorize an Amendment to Agreements with the City of Lansing for Trails and Parks Millage Funding*

Board of Commissioners Resolution 16-257 (June 14, 2016) and 16-328 (July 26, 2016) authorized entering contracts with the City of Lansing to fund four recreational trail projects. The City of Lansing requested amendments to the Agreements because additional funds are needed. Bridge and steps were found to be in worse condition than originally assessed and the estimates for the repairs far exceeded the original amount estimated. A resolution is offered to adjust funding to allow for additional costs associated with additional repairs.
9. **Health Department** – Request for Extension of Leave

A Health Department employee has been unable to attend work on a regular and consistent basis due to serious medical reasons. Leave time benefits as provided in the collective bargaining agreement have been exhausted. The Health Officer seeks approval of the County Services Committee to grant an additional 90-day extended leave of absence for this employee that would extend approved leave to January 23, 2018.

10a. **Human Resources Department** – Resolution to Approve Modifications to the 2018 Managerial and Confidential Employee Personnel Manual

The Human Resources Department recommends approval of a resolution to amend the Managerial and Confidential Employee Personnel Manual, effective January 1, 2018 through December 31, 2018. Changes include modification to eight sections intended to clarify certain personnel practices, reconcile language with other standing policies, and recognition of a 1% increase in wages.

10b. **Human Resources Department** – Resolution to Approve a Collective Bargaining Agreement with the Command Officers Association of Michigan – 911 Supervisors

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement between Ingham County and Command Officers Association of Michigan – 911 Supervisors for the period January 1, 2018 through December 31, 2020.

10c. **Human Resources Department** – Resolution to Approve a Collective Bargaining Agreement with the UAW Local 2256 – Zoo Unit

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement between Ingham County and UAW Local 2256 – Zoo Unit for the period January 1, 2018 through December 31, 2020.

10d. **Human Resources Department** – Resolution to Approve a Letter of Understanding with CCLP – 911 Non-Supervisory Unit Regarding Use of Personal Leave

The 9-1-1 Dispatch Center continues to experience significant staffing shortages that require current employees to work a tremendous amount of overtime. By way of a Special Conference, a letter of understanding was developed to suspend scheduling of personal leave days for the remainder of 2017 and to pay-out those personal leave balances in a special pay in February 2018. The Letter of Understanding captures this unique scenario and provides the solution for suspension of scheduling and subsequent pay-out or personal leave. The Human Resources Department recommends approval of a resolution to authorize execution of this letter of understanding.
11a. **Controller’s Office** – *Resolution Approving Various Contracts for the 2018 Budget Year*

Consistent with the contract approval policy, this proposed resolution offers blanket approval of various routine contract renewals exceeding $5,000 for the 2018 fiscal year. Approval of this proposal will reduce the number of separate contract approval resolutions. Liaison committees may decide to remove some contracts from this list for individual consideration. Contracts included in this resolution are included in the 2018 Adopted Budget.

11b. **Controller’s Office** – *Resolution to Approve a Contract for Services with the Greater Lansing Convention and Visitor Bureau*

On May 13, 1975 the Ingham County Board of Commissioners adopted an Ordinance to provide for and collection of an excise tax on persons engaged in the business of providing rooms for transient guests (Resolution 75-131). Based on the funding formula within the amended 1975 Ordinance, the Greater Lansing Convention and Visitors Bureau (GLCVB) annually receives 80% of tax revenues collected pursuant to Act 263. This rate is incorporated into a formal Agreement between the County and GLCVB originally executed in 1984. Certain reporting requirements of the current Agreement have proven unnecessary and redundant. A new section was developed to incorporate desired reporting and records access standards consistent with those included in similar County Agreements. A resolution is offered to allow for these contract modifications.

11c. **Controller’s Office** – *Resolution Authorizing Adjustments to the 2017 Ingham County Budget*

As part of the year-end budgeting process it is necessary for the Controller to transfer funds among all budgeted funds, activities, and line items in order to assure compliance with the Uniform Budgeting and Accounting Act (MCL 141.421 et seq.), and to balance the 2017 Budget. Proposed budget adjustments are presented in the table below:

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<th>Fund</th>
<th>Description</th>
<th>2017 Budget 11/20/17</th>
<th>Proposed Change</th>
<th>Proposed Budget</th>
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<td>101</td>
<td>General Fund</td>
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<tr>
<td>201</td>
<td>Road Fund</td>
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<td>32,865,120</td>
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<tr>
<td>245</td>
<td>Public Improvement Fund</td>
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<td>(2,700)</td>
<td>1,215,058</td>
</tr>
<tr>
<td>664</td>
<td>Mach. And Equip. Revolving Fund</td>
<td>1,886,880</td>
<td>2,700</td>
<td>1,889,580</td>
</tr>
</tbody>
</table>

11d. **Controller’s Office** – *Resolution Amending the Ingham County Board Rules*

Current Board Rules provide that the County Services Committee is the liaison for the Ingham County Fair, Parks Department, and their respective Boards. Workload demands on the County Services Committee typically outpace other committees, and it has been suggested that the liaison committee for Ingham County Fair and Parks Department be changed to the Human Services Committee. This alignment would also be consistent with the internal department reporting structure. A resolution is offered to make this change.
12. **County Clerk** – *Resolution Honoring Alan Fox*

A resolution is offered in honor of Alan Fox for his 24 years of dedication and commitment as a member of the Board of Canvassers.

13a. **Board of Commissioners’ Office** – *Resolution Approving Annual 2018 Compensation for Non-Judicial County-Wide Elected Officials*

Compensation schedules included in the Managerial/Confidential Personnel Manual were increased by a rate of one percent for 2018. The proposed resolution would provide a similar increase in wages paid to the County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer.

13b. **Board of Commissioners’ Office** – *Resolution Honoring Dr. Martin Luther King, Jr.*

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

13c. **Board of Commissioners’ Office** – *Resolution Honoring Mayor Virg Bernero, City of Lansing*

A resolution is offered in honor of Mayor Virg Bernero for his years of service as the 51st Mayor of the City of Lansing.

13d. **Board of Commissioners’ Office** – *Resolution Recognizing the 35th Annual Hispanic Christmas Symposium*

A resolution is offered in recognition of the 35th Annual Hispanic Christmas Symposium and to congratulate Lansing for Cesar E. Chavez, Capital Area Hispanic Community Representative, Michigan Alliance of Latinos Moving Toward Advancement and Latino Leaders for the Enhancement of Advocacy and Development on the event.

13e. **Board of Commissioners’ Office** – *Resolution Honoring Lansing for Cesar E. Chavez Committee*

A resolution is offered in honor of the Lansing for César E. Chávez Committee for their hard work and dedication on working through the process to have a section of road renamed for a great migrant farmworker leader.
TO: County Services Committee
FROM: Derrick Quinney, Register of Deeds
DATE: November 20, 2017

SUBJECT: Discussion item to Authorize a Reorganization in the Register of Deeds Office

For the meeting agendas of December 5th and December 6th

BACKGROUND:
While reviewing the PDQ’s that were submitted by the Register of Deeds employees for the Hay Study, it became apparent to me that the employees currently classified as Document Processor, Document Coordinator and Index Clerk are performing all of the duties of all three (3) of the above listed job descriptions. The exception being, that the current Index Clerk is also responsible for a few additional duties, which the other employees are not performing. The essential functions performed by the employees have been combined, most likely due to changes in procedures and technology improvements since these three(3) job descriptions had been created back in 1999.

Many of my employees had submitted reclassification requests to the UAW for consideration during contract negotiations prior to the union’s deadline. Wanting to assist in the employees’ reclassification requests, I had reached out to UAW representatives. The UAW was in full support of reclassifying the employees currently classified in the positons named above and accepted my request as a reclassification. The HR felt that my request fell under reorganization rather than a reclassification. Wanting to cooperate with HR, I decided to proceed with the reorganization process, although I feel that this request could have been processed as a reclassification.

This reorganization will not result in changes to the duties assigned to each employee. I am simply looking to have a current and accurate job description for the employees in my office.

As noted in the Memorandum from Joan Clous, HR Specialist, dated November 14, 2017, the new job description for the Deputy Register would be classified as UAW TOPS E and the Lead Deputy Register description would be classified as UAW TOPS F. The newly recommended classifications have the support of the UAW, as noted in the email attached from Brad Prehn, UAW Chairperson, dated November 13, 2017.

With the approval of this reorganization, position numbers 236003, 236005, 236006 and 236007 (currently described as Document Processors) would be assigned to the new Deputy Register job description. Position number 236008 (currently described as Document Coordinator) would also be assigned to the new Deputy Register job description. Position number 236010 (currently described as Index Clerk) would be assigned to the newly created Lead Deputy Register job description.

FINANCIAL IMPACT:
Without reorganization, the salary for the affected employees would total approximately $215,815.09. If the reorganization is approved, the affected employees would total approximately $233,299.51. While this shows an estimated increase to the projected salary of $17,484.42, it is important to note that 10% of total salary and benefits for these employees is paid from the Register of Deeds Automation Fund. This means that, for salary only, approximately $23,329.95 would be paid from the Automation Fund and not the General Fund.
RECOMMENDATION:
Given that the employees in the Register of Deeds Office deserve to be compensated according to the essential functions they are currently performing and that 10% of all salary and benefits for these employees is drawn from the Register of Deeds Automation Fund, I respectfully recommend approval of my reorganization request.
TO: Derrick Quinney, Register of Deeds
FROM: Joan Clous, HR Specialist
DATE: November 14, 2017
RE: Memo of Analysis for reorganization of the Register of Deeds office

The Register of Deeds is reorganizing their office to enhance their ability to serve residents of Ingham County.

As part of the reorganization the following positions have been changed to a newly created position entitled Deputy Register UAW E ($34,182.83 - $40,715.77):

- Document Processor – position numbers - 236003, 236005, 236006 and 236007
- Document Coordinator – position number – 236008
- Index Clerk – position number – 236010

Also part of the reorganization was the creation of a Lead Deputy Register UAW F ($36,115.12 - $43,039.09) position.

I have sent the UAW chair notice regarding this reorganization along with the new job descriptions and they support the reorganization. I have attached their response

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

*If I can be of further assistance, please email or call me (887-4374).*
INGHAM COUNTY
JOB DESCRIPTION

LEAD DEPUTY REGISTER

**General Summary:** Under the supervision of the Register of Deeds and direct supervision of the Chief Deputy Register of Deeds, receives, examines for recordability and indexes deed packages (deeds, mortgages, assignments and many other documents) pertaining to property ownership submitted to the Register of Deeds office, in accordance with State law. Assists customers at the counter and by phone by responding to inquiries regarding the recording requirements, functions and policies of the office. Conducts record searches for in-person and telephone customers regarding any property and lien documents. Serves as the lead to the Deputy Registers, provides work direction and advice as it relates to the classification and coding of documents. Processes and records all land corners and surveys submitted to the Register of Deed’s Office. Oversees and maintains the plat index and the proper storage of all approved master deeds, plats, condominiums and any amendments. As the lead is responsible for training all new employees in the office and ensuring that current employees are aware of any changes to policies and procedures.

**Essential Functions:**

1. Trains new Deputy Register employees in the proper filing of documents, all policies and procedures of the Register of Deeds office, the use of office equipment, how to perform searches for documents, determine and collect fees, scan documents, and input data for each document.
2. Provides work direction and advice to the Deputy Registers in the office as to the classification/coding of documents, ensures all employees are properly trained and aware of changes to policies and procedures.
3. Responsible for the processing and recording of all land corners and surveys. Assigns a unique liber and page number to each document manually, as prescribed by state law (recording software no longer issues liber/page numbers automatically, only instrument numbers), stamping the assigned liber and page numbers on all pages of the submitted document for filming and permanent storage purposes. Logs Land Corner information in the Land Corner books located in the public vault. Updates survey information on the survey card index located in the public vault. This information is available to assist with public searches.
4. Oversees and maintains plat index and the proper storage of all approved master deeds, plats, condominiums and any amendments; and prepares the large plans and master deeds to be sent out for filming.
5. Researches information on property, checks the status of recorded documents; determines grantor/grantee, mortgagor/mortgagee, survey, easement and other information. Conducts searches on computer, as well as searches for filmed images to locate requested documents. May require searching by tract land descriptions.
6. Receives documents in person, by mail or electronically pertaining to land ownership and interest; such as: warranty deeds, quit claim deeds, mortgages, land contracts, leases and security agreements, easements, judgments, state and federal tax liens, foreclosures and redemptions, surveys and many other documents that may convey and encumber land title. Accepts and records sheriff’s deed/foreclosure documents, judgment liens, construction liens, mechanic’s liens and state and federal tax liens, when received.
7. Reviews and analyzes each document received from title companies, banks, law firms, in-person customers, county and local municipalities, etc., closely to ensure all recording requirements set forth by state law have been met prior to placing the document on public record.
8. Processes all documents that meet recording requirements by placing a unique instrument number, time and date stamp, and collecting all required fees and transfer taxes for each transaction. Determines the amount owed and collects state and county transfer taxes based on the consideration amount listed on applicable documents. Must verify there are no exemptions listed on applicable documents that would make the transaction exempt from the state and/or county transfer tax requirement.

9. Inputs data for each document: such as, document code; grantor/grantee name(s); consideration amount, if any; legal description of the property and cross-reference information (instrument and/or liber/page number). Scans each document into the database, while ensuring that each image is clearly scanned for the permanent records and for filming purposes, as required by law.

10. Handles large sums of money by receipting, and balancing a cash register on a daily basis, in accordance with acceptable accounting practices.

11. Prepares the mailing of recorded, original documents for the return back to the submitter, title company, law firm, bank or other party as requested, following the scanning and verification of data and images entered into the database.

12. Notifies submitters in writing of any documents that do not meet the recording requirements, by returning the original document and payment for corrections to be made.

13. Responds to inquiries from title examiners, attorneys, realtors, county and municipal directors/employee and the public at the counter and over the phone relating to the recording requirements as prescribed by state law, property searches and questions regarding state and federal tax liens.

14. Provides assistance to in-office customers with immediate requests for documents, locating and accessing non-digital documents maintained on film in the public vault, proving blank deed forms as a courtesy and recommending legal assistance for the creation of new documents to records. May be required to assist customers with how to use a computer.

15. Prepares and accepts land corners, surveys, plats and condominiums for recording. Opens, stamps, analyzes and processes mail, including determining which packages require tax certification from the Treasurer’s Office.

Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: High School Diploma or equivalent, with additional coursework required in data processing. Advanced coursework in real estate transactions and/or title work generally obtained through the first year of college, specialized training or equivalent is preferred.

Experience: A minimum of three years of experience as a Deputy Register or equivalent experience with real estate transactions and/or title work. Strong communication and/or customer service skills highly desired.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)
**Working Conditions:**
1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

**Physical Requirements:**
- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, pushing, and pulling.
- This position’s physical requirements require regular stamina in lifting, carrying, handling, and pinching
- This position’s physical requirements require continuous stamina in sitting, standing, walking, reaching, grasping, typing and enduring repetitive movements of the wrist, hands or fingers
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

**THESE STAY IN ALL JOB DESCRIPTIONS:**
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

November 3, 2017
UAW TOPS F
INGHAM COUNTY
JOB DESCRIPTION

DEPUTY REGISTER

General Summary: Under the supervision of the Register of Deeds and direct supervision of the Chief Deputy Register of Deeds, receives, examines for recordability and indexes deed packages (deeds, mortgages, assignments and many other documents) pertaining to property ownership submitted to the Register of Deeds office, in accordance with State law. Assists customers at the counter and by phone by responding to inquiries regarding the recording requirements, functions and policies of the office. Conducts record searches for in-person and telephone customers regarding any property and lien documents.

Essential Functions:
1. Researches information on property, checks the status of recorded documents; determines grantor/grantee, mortgagor/mortgagee, survey, easement and other information. Conducts searches on computer, as well as searches for filmed images to locate requested documents. May require searching by tract land descriptions.
2. Receives documents in person, by mail or electronically pertaining to land ownership and interest; such as: warranty deeds, quit claim deeds, mortgages, land contracts, leases and security agreements, easements, judgments, state and federal tax liens, foreclosures and redemptions, surveys and many other documents that may convey and encumber land title. Accepts and records sheriff’s deed/foreclosure documents, judgment liens, construction liens, mechanic’s liens and state and federal tax liens, when received.
3. Reviews and analyzes each document received from title companies, banks, law firms, in-person customers, county and local municipalities, etc., closely to ensure all recording requirements set forth by state law have been met prior to placing the document on public record.
4. Processes all documents that meet recording requirements by placing a unique instrument number, time and date stamp, and collecting all required fees and transfer taxes for each transaction. Determines the amount owed and collects state and county transfer taxes based on the consideration amount listed on applicable documents. Must verify there are no exemptions listed on applicable documents that would make the transaction exempt from the state and/or county transfer tax requirement.
5. Inputs data for each document: such as, document code; grantor/grantee name(s); consideration amount, if any; legal description of the property and cross-reference information (instrument and/or liber/page number). Scans each document into the database, while ensuring that each image is clearly scanned for the permanent records and for filming purposes, as required by law.
6. Handles large sums of money by receipting, and balancing a cash register on a daily basis, in accordance with acceptable accounting practices.
7. Prepares the mailing of recorded, original documents for the return back to the submitter, title company, law firm, bank or other party as requested, following the scanning and verification of data and images entered into the database.
8. Notifies submitters in writing of any documents that do not meet the recording requirements, by returning the original document and payment for corrections to be made.
9. Responds to inquiries from title examiners, attorneys, realtors, county and municipal directors/employee and the public at the counter and over the phone relating to the recording requirements as prescribed by state law, property searches and questions regarding state and federal tax liens.
10. Provides assistance to in-office customers with immediate requests for documents, locating and accessing non-digital documents maintained on film in the public vault, proving blank deed forms as a courtesy and recommending legal assistance for the creation of new documents to records. May be required to assist customers with how to use a computer.
11. Prepares and accepts land corners, surveys, plats and condominiums for recording. Opens, stamps, analyzes and processes mail, including determining which packages require tax certification from the Treasurer’s Office.

Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: High School Diploma or equivalent, with additional coursework required in data processing. Advanced coursework in real estate transactions and/or title work generally obtained through the first year of college, specialized training or equivalent is preferred.

Experience: A minimum of two years of clerical experience in title work or real estate setting or equivalent highly preferred. Strong communication and/or customer service skills highly desired.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:
1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.

Physical Requirements:
- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require periodic stamina in climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, pushing, and pulling.
- This position’s physical requirements require regular stamina in lifting, carrying, handling, and pinching
- This position’s physical requirements require continuous stamina in sitting, standing, walking, reaching, grasping, typing and enduring repetitive movements of the wrist, hands or fingers
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

THESE STAY IN ALL JOB DESCRIPTIONS:
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

November 3, 2017
UAW TOPS E
### 2018 Register of Deeds

#### UAW Tops Grade E

<table>
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<th>Step 1</th>
<th>WAGES</th>
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<td>HFAI TH</td>
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<tr>
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<td>VISION</td>
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<td><strong>TOTAL</strong></td>
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#### UAW Tops Grade F

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<td>CURRENT RETIREE HLTH</td>
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<tr>
<td>FUTURE RETIREE HLTH</td>
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<td>DISABILITY INSURANCE</td>
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<tr>
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<td>CARES</td>
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<td><strong>TOTAL</strong></td>
<td><strong>$69,190</strong></td>
<td><strong>TOTAL</strong></td>
<td><strong>$76,716</strong></td>
</tr>
</tbody>
</table>
Trish,

Please include this email in your packet to the Board for your reorganization.

Joan

From: Prehn, Bradley
Sent: Monday, November 13, 2017 5:22 PM
To: Clous, Joan
Subject: Re: ROD Reorganization

Joan,

The UAW is in agreement with the Deputy Register as a UAW E and the Lead Deputy Register as a UAW F.

Brad Prehn
UAW Unit Chairperson

Sent from my iPhone

On Nov 9, 2017, at 10:18 AM, Clous, Joan <jClous@ingham.org> wrote:

Brad,

HR has reviewed the information provided by the ROD and evaluated the job descriptions. We have evaluated the Deputy Register at an UAE E and the Lead Deputy Register at an UAW F.

I have attached the job descriptions for your review. Please let me know if the UAW is in agreement with our placement. We would like to assist the ROD by placing this on the BOCs agenda for December 5th.

Please let me know if you need any additional information.

Thanks,

Joan Clous
Human Resources Specialist

Ingham County
5303 S. Cedar Bldg 2 Suite 2102
Lansing MI 48911
517-887-4374 – Office
517-887-4396 – Fax

“Real women love football. Smart women love Michigan State Football.”
Current Organizational Chart for the Register of Deeds Office
REGISTER OF DEEDS
Derrick Quinney

CHIEF DEPUTY REGISTER
Trisha Gerring

SYSTEMS ADMINISTRATOR/INDEX CLERK
Karen Rawlinson

DEPUTY REGISTER
LEAD WORKER
Janet Baker

DEPUTY REGISTERS
Jessica Applin
Amanda Barkema
Carol DeLeon
Edmond Hook
Susan Jones

ADMINISTRATIVE ASSISTANT
Christopher Trubac

Ingham County Register of Deeds, proposed reorganizational chart 2017
November 20, 2017

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

RE: ICDC – Williamston-Locke Drain Drainage District (Project No. 15026.00)
State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann:

This letter is a summary analysis of SEV's for the Williamston-Locke Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Williamstown Township, Locke Township, City of Williamston and Ingham County.

The SEV for the lands in the Drainage District is based on the most current 2017 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 requested full faith and credit amount is $375,000. The total SEV for all of Williamstown Township is $276,517,176. The total SEV for all of Locke Township is $102,660,410. The total SEV for all of the City of Williamston is $124,256,960. The estimated SEV for the lands within the Drainage District is $23,635,870. With an estimated $17,328,300 belonging to Williamstown Township, $3,164,270 belonging to Locke Township, and $3,145,300 belonging to the City of Williamston. Additionally, the total SEV for all of Ingham County is $8,752,507,785. Using these numbers, the following relationships are realized:

<table>
<thead>
<tr>
<th>Full Faith &amp; Credit Amount</th>
<th>= $375,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated SEV of the lands in the Drainage District</td>
<td>*$23,635,870</td>
</tr>
<tr>
<td>Williamstown Twp 2017 SEV</td>
<td>$276,517,176</td>
</tr>
<tr>
<td>Locke Township 2017 SEV</td>
<td>$102,660,410</td>
</tr>
<tr>
<td>City of Williamston 2017 SEV</td>
<td>$124,256,960</td>
</tr>
<tr>
<td>----------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>Ingham County 2017 SEV</td>
<td>$8,752,507,785</td>
</tr>
</tbody>
</table>

* 24.31 acres, or 3.73% of the Drainage District, have no designated SEV (i.e. SEV = $0).

Please note that lands within the City of Williamston corporate limits comprise approximately 5.65% of the total lands in the Drainage District. Lands within Williamstown Township comprise approximately 40.09% of the total lands in the Drainage District. Lands within Locke Township comprise approximately 54.26% of the total lands in the Drainage District. Ingham County roads within both Williamstown Township and Locke Township comprise approximately 3.93% of the total lands in the Drainage District.

Please contact us with any questions.

Sincerely,

Eng., Inc.

Brian J. Cenci, PE
Vice President

cc: Paul Pratt, Deputy, Ingham County Drain Commissioner
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT TO WILLIAMSTON-LOCKE DRAIN DRAINAGE DISTRICT BONDS OR NOTES

RESOLUTION # _______

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on __________, 2017, at _____ p.m., local time.

PRESENT: Commissioners __________________________________

____________________________________________________

ABSENT: Commissioners __________________________________

The following resolution was offered by Commissioner ____________ and supported by 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 Williamston-Locke Drain Maintenance and Improvement Project (the “Project”), which is being undertaken by the Williamston-Locke 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 note or notes (the “Notes”) or bonds (the “Bonds”) in an amount not to exceed $375,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Bonds or Notes 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 vote of two-thirds of the members of the Board, pledge the full faith and credit of Ingham County (the “County”) for the prompt payment of the principal of and interest on the Notes pursuant to Section 434 of the Act; and

WHEREAS, 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 or Notes 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 Notes or Bonds in a par amount not to exceed $375,000. 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 Notes or 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 Notes or Bonds when due.

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

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Notes or Bonds and to execute any documents or certificates necessary to complete the issuance of the Notes or 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 Notes or 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 Notes or 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 if one is entered into.

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

YEAS: Commissioners ________________________________

______________________________

NAYS: Commissioners ________________________________

ABSTAIN: Commissioners ________________________________

COUNTY SERVICES:
Yeas: ________________________________

Nays: ________________ Absent: __________ Approved: _______

Approved:
FINANCE:

Yeas: 

Nays: Absent: Approved:

RESOLUTION DECLARED ADOPTED.

_________________________________________________________________

Barb Byrum, Clerk
County of Ingham
CERTIFICATION

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 __________, 2017, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

______________________________
Barb Byrum, Clerk
Date: ____________, 2017
County of Ingham
Agenda Item 2b

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING DENNIS JENKS

WHEREAS, Dennis Jenks began his career with the County of Ingham on December 11, 1989, as a Drain Crew Worker at the Ingham County Drain Commissioner’s Office; and

WHEREAS, Dennis Jenks has contributed his knowledge and labor as a heavy equipment operator to the maintenance and improvement of the drains throughout the hundreds of drainage districts of Ingham County; and

WHEREAS, Dennis Jenks has demonstrated high skills in catchbasin and manhole repairs, woodcutting and vactor truck operation, to the benefit of his colleagues and the citizens of the County of Ingham; and

WHEREAS, the net result of Dennis Jenks’ work was to protect vulnerable people and property.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Dennis Jenks on the occasion of his retirement and for his dedicated service of almost 30 years to the County of Ingham. And, furthermore the Board takes this opportunity to acknowledge the contributions that he has made through his employment at the Ingham County Drain Commissioner’s Office.

BE IT FURTHER RESOLVED, that the Board wishes Dennis Jenks happiness in retirement and continued success in all of his future endeavors.
Introduced by the County Services and Finance Committees of the:

TINGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Preservation Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2016 application cycle, and of which, said ranking was approved by Resolution #16-526; and

WHEREAS, the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a “Bid” process; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds on all properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Spragg/Topliff/Smith, Smith, Spragg, Lyon, and Rowe properties at a price not to exceed the amount listed in the chart below:

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<tr>
<th>Name</th>
<th>Appraisal /CE Price</th>
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BE IT FURTHER RESOLVED, that the County Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
MEMORANDUM

TO: COUNTY SERVICES AND FINANCE COMMITTEES

DATE: NOVEMBER 6, 2017

FROM: STACY BYERS, INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD

SUBJECT: APPROVAL OF 2017 APPLICATION CYCLE RANKING

This resolution approves the 2017 application cycle ranking and establishes a priority for the top applications. In 2012 the BOC established the Purchasing Department as the designated party responsible for negotiating prices with landowners for the purchase of conservation easements. The 2017 ranked applications will go through the Purchasing Departments’ Bid process to negotiate easement values. It is important to note that the FOSP Board received and ranked 78 applications in 2017, the most applications yet. All applications both new and old were scored and ranked.

There will be future costs associated with proceeding with negotiations on the top scoring farms, including, but not limited to, appraisal, survey, title commitment and insurance costs. Those costs are included in the 2018 budget.
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<th>Applicant</th>
<th>Prime and Unique Soils</th>
<th>Parcel Size</th>
<th>Additional Ag Income</th>
<th>Proximity to Existing Livestock Farms</th>
<th>Proximity to Water or Sewer</th>
<th>Proximity to Population Centers</th>
<th>Road Frontage</th>
<th>Location to Protected Property</th>
<th>Block Applications</th>
<th>Additional Ag Characteristics</th>
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Open Space Score and Rank: 10-16-17
Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE 2017 APPLICATION RANKING AND PURCHASE OF CONSERVATION EASEMENTS

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board Preservation Program), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, on August 5, 2008, the voters of Ingham County approved the levy of 0.14 mills for the purpose of funding the Farmland and Open Space Preservation Board; and

WHEREAS, Resolution #10-100 directs the Farmland and Open Space Board to identify agricultural and open space property for inclusion in the program, to rank the applications received according to established criteria approved by the Board of Commissioners, and to select properties for purchase of Conservation Easement Deeds which requires approval by the Board of Commissioners; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase Conservation Easement Deeds on Agricultural and Open Space properties in Ingham County; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all farmland open space applications received for the 2017 cycle and wishes to proceed with negotiations on the top ranked properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the 2017 Farmland and Open Space Application Ranking as attached, and approves the FOSP Board to proceed with negotiations on the top ranked properties.

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

FROM: Rick Terrill, Facilities Director

DATE: November 20, 2017

SUBJECT: Resolution authorizing entering into agreements with Guardian Alarm to provide alarm monitoring services at various county locations

For the meeting agendas of: December 5th and December 6th

BACKGROUND
The current agreements for alarm monitoring services include the following locations, Mason Courthouse, Hilliard Building, Drain Commission and seven (7) sites at the Potter Park Zoo. The current agreements have been negotiated at a 25% reduced monthly cost, for a three (3) year period, with a two year renewal option. The Facilities Department’s intent in renewing this contract is to take advantage of the 25% cost reduction as well as allow time to hire a consultant to evaluate the current services provided, by Guardian, to determine if this is the path on which we choose to remain in regards to alarm monitoring services.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
The current monthly cost, for all sites listed, is $1,840.68. The newly negotiated reduced monthly cost of $1,380.68 will be effective for the full three (3) year period with no change in the current services provided. Funds are available in the following contractual line items, for the Hilliard Building, Mason Courthouse and Drain Commission #101-23303-931100 and Potter Park Zoo #258-69200-931100-30000.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached Resolution for Guardian Alarm to continue to provide alarm monitoring services at the Hilliard Building, Mason Courthouse, Drain Commission and seven (7) sites at Potter Park Zoo for a not to exceed total annual cost of $16,568.16 for a three (3) year period with an optional two (2) year renewal.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS TO PROVIDE ALARM MONITORING SERVICES

WHEREAS, the current agreements for alarm monitoring services include the following locations, Mason Courthouse, Hilliard Building, Drain Commission and seven (7) sites at the Potter Park Zoo; and

WHEREAS, the current agreements have been negotiated at a 25% reduced monthly cost for a three (3) year period with a two (2) year renewal option; and

WHEREAS, the current monthly cost, for all sites listed, is $1,840.68; and

WHEREAS, the negotiated reduced monthly cost of $1,380.68 will be effective for the full three (3) year period with no change in the current services provided; and

WHEREAS, the Facilities Department’s intent in renewing this contract is to take advantage of the 25% cost reduction; and

WHEREAS, the Facilities Department also feels this will allow time to hire a consultant to evaluate the current services provided, by Guardian, to determine if this is the path on which we choose to remain in regards to alarm monitoring services; and

WHEREAS, the new agreements will be for a three year period for a total annual cost of $16,568.16 for all locations; and

WHEREAS, after review, both the Purchasing and Facilities Departments recommend that the agreements with Guardian Alarm be renewed, beginning in January 2018, for a three (3) period, with a two year renewal option, to provide alarm monitoring services to the above mentioned locations; and

WHEREAS, funds for services are available within the following contractual line items, #101-23303-931100 for the Mason Courthouse, Hilliard Building and Drain Commission and #258-69300-931100-30000 for the Potter Park Zoo.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into agreements with Guardian Alarm, 20800 Southfield Road, Southfield, MI, 48075 for alarm monitoring services at the Mason Courthouse, Hilliard Building, Drain Commission and Potter Park Zoo, beginning January 2018, for a three (3) year period with a two (2) year renewal option, for a not to exceed total yearly cost of $16,568.16.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.
TO:        Board of Commissioners, County Services and Finance Committees  
FROM:     Rick Terrill, Facilities Director  
DATE:     November 20, 2017  
SUBJECT:  A contract with Shaw-Winkler, Inc. to replace the domestic hot water copper pipe line in the ceiling of the Jail kitchen  

For the meeting agendas of: December 5th and December 6th  

BACKGROUND  
The existing copper pipe is old and pitting causing spontaneous leaks. It needs to be replaced to avoid a catastrophic incident.  

ALTERNATIVES  
There are no alternatives for this project.  

FINANCIAL IMPACT  
The Facilities Department is requesting that a contract be awarded to Shaw Winkler, Inc., a local vendor willing to match the lowest submitted quote of $8,800.00, to replace the copper pipe line.  

The Facilities Department is requesting a line item transfer of $8,800.00 from the 2017 approved CIP line item #245-30199-976000-7FC05, which has a remaining balance of $18,372.40 for the Sheriff’s Office roof replacement, into line item #245-31199-931000-7FC33.  

The Facilities Department is also requesting a contingency of $1,000.00 for any unforeseen circumstances that may occur.  

OTHER CONSIDERATIONS  
There are no other considerations for this project.  

RECOMMENDATION  
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with Shaw Winkler, Inc. to replace the domestic hot water copper pipe line in the ceiling of the Jail kitchen for a not to exceed total cost of $9,800.00 which includes the requested $1,000.00 contingency.
MEMORANDUM

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: November 20, 2017
RE: Memorandum of Performance for Replacement of Copper Tubing

Bids were obtained from mechanical contractors for proving labor and materials for the replacement of approximately 230 feet of ¾” hot water copper tubing with class-A PEX (polyethylene) piping and fittings at the Ingham County Jail.

The Purchasing Department can confirm the following:

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<th>Vendor</th>
<th>Local</th>
<th>Total Cost</th>
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<td>Myers Plumbing &amp; Heating, Inc.</td>
<td>No, Lansing (Clinton Co.)</td>
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<td>Shaw-Winkler, Inc.*</td>
<td>Yes, East Lansing</td>
<td>*$9,300</td>
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<td>T.H. Eifert, LLC</td>
<td>Yes, Lansing</td>
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*In accordance with the Local Purchasing Preference Policy, Shaw-Winkler, a registered local vendor, is willing to match Myers’ bid of $8,800.

A preconstruction meeting is not required prior to commencement of work since the construction cost does not exceed $10,000.

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 purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Agenda Item 4b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE OF COPPER TUBING FOR JAIL REPAIRS

WHEREAS, the existing copper pipe is old and pitting causing spontaneous leaks; and

WHEREAS, it needs to be replaced to avoid a catastrophic incident; and

WHEREAS, the Facilities Department is requesting that a contract be awarded to Shaw Winkler, Inc., a local vendor willing to match the lowest submitted quote of $8,800.00 to replace the copper pipe line; and

WHEREAS, the Facilities Department is requesting a contingency of $1,000.00 for any unforeseen circumstances that may occur; and

WHEREAS, the Facilities Department is also requesting for a line item transfer of $8,800.00 from the 2017 approved CIP line item #245-30199-976000-7FC05, which has a balance of $18,372.40 for the Sheriff’s Office roof replacement, into line item #245-31199-931000-7FC33.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Shaw Winkler, Inc. 4910 Dawn Avenue, East Lansing, Michigan 48823, to replace the domestic hot water copper pipe line in the ceiling of the Jail kitchen, for a not to exceed cost of $9,800.00 which includes the requested $1,000.00 contingency.

BE IT FURTHER RESOLVED, the controller is authorized to transfer $8,800.00 from the 2017 approved CIP line item #245-30199-976000-7FC05, which has a balance of $18,372.40 for the Sheriff’s Office roof replacement, into line item #245-31199-931000-7FC33.

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

FROM: Deb Fett, CIO

DATE: 11/14/2017

SUBJECT: Resolution – Hardware Support Servers

BACKGROUND
Our warranty hardware support on the chassis and servers that run our virtualized environment is set to expire in March of 2018. This support started at installation of these devices three years ago, purchased under Resolution #15-094. These hosts run 95+% of the servers in our environment so it is critical that we keep them covered under a support agreement.

ALTERNATIVES
Following due process requirements, quotes for 2 years of hardware support service were obtained from the following vendors:

- Dell $16,795.99
- CDWG $13,105.65
- Avalon Technologies $12,995.00

FINANCIAL IMPACT
The funding for the $12,995.00 two year contract will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached contract for hardware services from Avalon Technologies.
## Ingham County - Blade Support Renewals - 2 Year

**Prepared For:**
Ingham County  
Deb Fett  
341 S Jefferson St  
Mason, MI 48854-1651  
P: (517) 676-7373  
E: draft@ingham.org

**Prepared By:**
Avalon Technologies LLC  
Rob Ruison  
39533 Woodward Avenue  
Suite 125  
Bloomfield Hills, MI 48304  
P: (800)720-3811 x 2043  
E: rob.ruison@avalontech.net

**Quote #RR000996 v4**

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**Subtotal:** $12,995.00

**Quote Summary**

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**Date Issued:** 10.03.2017  
**Expires:** 02.28.2018
Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. Terms: Net 30 after equipment ships. Avalon's full terms can be found at:


Acceptance

__________________________  __________________________  10/03/2017
Deb Fett, CIO  Print Name / Title  Signature  Date
Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE HARDWARE MAINTENANCE AGREEMENT FROM AVALON TECHNOLOGIES

WHEREAS, ITD maintains a virtualized server environment which runs on computer hardware which is critical to the operation of Ingham County; and

WHEREAS, ITD researched multiple vendors solutions and recommend using Avalon Technologies for our continued hardware maintenance needs; and

WHEREAS, our current existing warranty will expire in March of 2018; and

WHEREAS, ITD is recommending a 24-month contract for a total cost not to exceed $13,000.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the hardware maintenance from Avalon Technologies for 24 months in the amount not to exceed $13,000.00.

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

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

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

FROM: Deb Fett, CIO

DATE: 11/14/2017

SUBJECT: Renewal of the Imagesoft and OnBase Annual Support

BACKGROUND
OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and several new projects will increase its streamlining of our processes. Our support contract expires on December 31st, 2017. Last year we did a split of our support model to using Hyland under the GSA contract for our licensing support and Imagesoft for our direct support of the application. This resulted in a net savings of $41,342.92. This year our licensing support cost has increased as we had expected due to the Circuit Court project being implemented – soon to go live.

ALTERNATIVES
By working through Imagesoft and Hyland for our support, we have the following results;

2015 support costs paid $160,380.66
2016 support costs paid $168,117.16
2017 support costs proposed 1st $194,841.60
2017 support costs as negotiated $153,498.68
Expected costs for 2018 $184,243.41 (increase of $30,000.00 + the 1% allowed)
Actual support costs for 2018 $179,904.24 (savings of $4,339.17 over expected)

FINANCIAL IMPACT
The funding for the $74,778.66 invoice for Imagesoft and the $105,125.28 invoice from Hyland (total of $179,904.24) will come from the County’s Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

OTHER CONSIDERATIONS
None

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for Hyland and Imagesoft support renewals in the amount not to exceed $180,000.00.
Hyland Software, Inc.
28500 Clemens Road
Westlake, OH 44145
United States of America

BILL TO
Ingham County - Michigan
121 East Maple St.
Mason, MI 48854
United States of America

SHIP TO
Ingham County - Michigan
121 East Maple St.
Mason, MI 48854
United States of America

MAINTENANCE INVOICE
LE01-004092

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</tbody>
</table>

This proforma invoice is for maintenance fees which cover technical support and the latest upgrades and enhancements for the billing period. If you have any questions regarding this invoice or you elect to discontinue maintenance coverage please contact your account manager or email maintenance@onbase.com. To continue maintenance coverage, please process this invoice for payment. A 10% reinstatement fee will be charged for maintenance fees received more than 30 days after the due date.
# MAINTENANCE INVOICE

## Product Code, Description, Quantity, Unit Price, Extended Price

<table>
<thead>
<tr>
<th>Product Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit Price</th>
<th>Extended Price</th>
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**Maintenance Period:** 01/01/2018 - 12/31/2018

## Remittance Information

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<th>Keybank N.A.</th>
<th>127 Public Square</th>
<th>Cleveland, OH 44114</th>
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<tbody>
<tr>
<td>Wire Transfer:</td>
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<tr>
<td>Swift Code:</td>
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<td>Routing No:</td>
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<td>Account No:</td>
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<td>Account Name:</td>
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**Subtotal:** 105,125.58 USD

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<td><strong>Balance Due</strong></td>
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For billing inquiries, please call 440-788-5045 and select Option 1 for Accounts Receivable or email accountsreceivable@hyland.com.

This proforma invoice is for maintenance fees which cover technical support and the latest upgrades and enhancements for the billing period. If you have any questions regarding this invoice or you elect to discontinue maintenance coverage please contact your account manager or email maintenance@onbase.com. To continue maintenance coverage, please process this invoice for payment. A 10% reinstatement fee will be charged for maintenance fees received more than 30 days after the due date.

**EAR 739.6:** To the extent applicable, these commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. laws is prohibited.
# Maintenance Invoice

**Ingham County**
121 E. Maple St  
3Rd Floor  
Mason, MI 48854  
United States

**Maintenance Period:**  
01/01/2018 - 12/31/2018

<table>
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Sales Tax has been calculated based on rates current as of invoice date.  
Customer is responsible for any tax increases based on payment date and for self-assessing any applicable taxes if none are collected.
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## Services

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## Ingham Cty - MIS

### Fujitsu Hardware

**Prorated 10/08/2018 - 10/07/2021**

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<th>Date</th>
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## Ingham Cty - PA

### ImageSoft Software

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<tr>
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**Canon Hardware**

| KD-805488-108NES-R | Canon DR9050C 1 Yr. On-Site (5x9x24) Post Warranty | 1 | EX300513 | 12/31/2018 | 1,143.00 | 1,143.00 |
| KD-805488-108NES-R | Canon DR9050C 1 Yr. On-Site (5x9x24) Post Warranty | 1 | EX300514 | 12/31/2018 | 1,143.00 | 1,143.00 |

**Fujitsu Hardware**

| FJ-S7480-BAPW4HR-1-R | Fujitsu fi-7480 1 Yr. Basic SBD, 4Hr On-Site Service | 1 | AP5D000009 | 03/15/2019 | 1,295.00 | 1,295.00 |
| FJ-S7480-BAPW4HR-1-R | Fujitsu fi-7480 1 Yr. Basic SBD, 4Hr On-Site Service | 1 | APSD000049 | 09/01/2019 | 1,295.00 | 1,295.00 |

**Services**

| IS-CUSTOMER CARE-R | ImageSoft Customer Care Package | 1 | 12/31/2018 | 21,423.00 | 21,423.00 |
| IS-IMAGESOFT TRUECERTIFY SAAS | ImageSoft TrueCertify Annual Subscription | 1 | 12/31/2018 | 4,500.00 | 4,500.00 |

**Not Renewed**

| KD-1147289-108NES-R | Canon DR6030C 1Yr. On-Site 5x9x24 Service | 1 | FL305891 | 12/31/2017 | DECLINED | 0.00 |
| KD-1147289-108NES-R | Canon DR6030C 1Yr. On-Site 5x9x24 Service | 1 | FL306206 | 12/31/2017 | DECLINED | 0.00 |

**Ingham Cty - Probate**

**Fujitsu Hardware**

| FJ-S6140Z-AEPWNB-1-R | Fujitsu 6140Z Advance Exchange Service 1 Yr. | 1 | 400541 | 11/14/2019 | 99.00 | 99.00 |
| FJ-S6140Z-AEPWNB-1-R | Fujitsu 6140Z Advance Exchange Service 1 Yr. | 1 | 400549 | 11/14/2019 | 99.00 | 99.00 |
| FJ-S6140Z-AEPWNB-1-R | Fujitsu 6140Z Advance Exchange Service 1 Yr. | 1 | 400554 | 11/14/2019 | 99.00 | 99.00 |
| FJ-S6140Z-AEPWNB-1-R | Fujitsu 6140Z Advance Exchange Service 1 Yr. | 1 | 400650 | 11/14/2019 | 99.00 | 99.00 |
| FJ-S6140Z-AEPWNB-1-R | Fujitsu 6140Z Advance Exchange Service 1 Yr. | 1 | 406657 | 11/14/2019 | 99.00 | 99.00 |
| FJ-S6140Z-AEPWNB-1-R | Fujitsu 6140Z Advance Exchange Service 1 Yr. | 1 | 406659 | 11/14/2019 | 99.00 | 99.00 |
| FJ-S6140Z-AEPWNB-1-R | Fujitsu 6140Z Advance Exchange Service 1 Yr. | 1 | 408744 | 11/14/2019 | 99.00 | 99.00 |
| FJ-S6140Z-AEPWNB-1-R | Fujitsu 6140Z Advance Exchange Service 1 Yr. | 1 | 408745 | 11/14/2019 | 99.00 | 99.00 |
| FJ-S6140Z-AEPWNB-1-R | Fujitsu 6140Z Advance Exchange Service 1 Yr. | 1 | 406639 | 11/14/2019 | 99.00 | 99.00 |

**Services**

| IS-CUSTOMER CARE-R | ImageSoft Customer Care Package | 1 | 12/31/2018 | 5,324.00 | 5,324.00 |

*Ingham Cty - Sheriff Dept.*

Sales Tax has been calculated based on rates current as of invoice date. Customer is responsible for any tax increases based on payment date and for self-assessing any applicable taxes if none are collected.
## ImageSoft Software

**Prorated 08/01/2018 - 12/31/2018**

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<td>ImageSoft TrueSign (Integrated Electronic Signature) - addit</td>
<td>1</td>
<td>12/31/2018</td>
<td>8.33</td>
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</table>

## Services

**Prorated 09/01/2018 - 12/31/2018**

<table>
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<tr>
<th>Description</th>
<th>Count</th>
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<tbody>
<tr>
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## Ingham Cty - System

## ImageSoft Software

<table>
<thead>
<tr>
<th>Description</th>
<th>Count</th>
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<th>Amount</th>
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<tr>
<td>ImageSoft iDocCreator Maintenance</td>
<td>1</td>
<td>12/31/2018</td>
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<tr>
<td>ImageSoft iTiffRender Maintenance</td>
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**Total** $74,778.66

---

Sales Tax has been calculated based on rates current as of invoice date. Customer is responsible for any tax increases based on payment date and for self-assessing any applicable taxes if none are collected.

Page 4 of 4
Agenda Item 5b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF THE IMAGESOFT AND ONBASE ANNUAL SUPPORT

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current licensing subscription agreement will expire on December 31st, 2017; and

WHEREAS, the annual contract amount is in the 2018 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the OnBase and Imagesoft annual support in the amount not to exceed $180,000.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Imaging Fund (636-25870-932050).

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

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

FROM: Deb Fett, CIO

DATE: 11/14/2017

SUBJECT: Resolution – Ocularis Licensing Renewal

BACKGROUND
Ingham County has been using Ocularis for our camera management and video recording for many years. Vidcom has been providing our licensing in the past and ITD is very pleased with their service thus far. This support licensing renewal will let us keep the most up to date software for our cameras. It will also let us add cameras throughout the year and then “true up” annually rather than pay every time we add a camera to our system saving both time and money. Although TCTC has a slightly lower price than Vidcom, our experience with Vidcom has been extremely positive, they do have a local Lansing office so ITD would like to continue using them for our support and licensing.

ALTERNATIVES
Following due process requirements, bids for 1 year of software license renewal were obtained from the following vendors:

- Ocularis $ 15,706.81
- Vidcom Solutions $ 12,053.30
- TCTC $ 11,254.00

FINANCIAL IMPACT
The funding for the renewed $12,053.30 one year contract will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached contract for software license renewal from Vidcom.
Renewal of Ocularis Stay Current licenses.

<table>
<thead>
<tr>
<th>Line</th>
<th>Qty</th>
<th>Description</th>
<th>Unit Price</th>
<th>Ext. Price</th>
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<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Ocularis Enterprise Base 1 Year StayCURRENT</td>
<td>$170.17</td>
<td>$170.17</td>
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<tr>
<td>2</td>
<td>371</td>
<td>Ocularis Enterprise Camera 1 Year StayCURRENT</td>
<td>$32.03</td>
<td>$11,883.13</td>
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SubTotal: $12,053.30
Tax: $0.00
Shipping: $0.00

Total: $12,053.30

To order please forward departmental Purchase order to our office indicating Vidcom Solutions quote number.
WHEREAS, Ingham County has been using Ocularis for our camera management and video recording for many years; and

WHEREAS, Vidcom has been providing our licensing in the past and the ITD department is very satisfied with the service thus far; and

WHEREAS, ITD researched multiple vendors pricing and recommend continuing with Vidcom for software licensing renewal; and

WHEREAS, our current existing agreement expires on January 4, 2018 and ITD recommends renewing this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the software licensing renewal from Vidcom in the amount not to exceed $12,053.30.

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

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

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

FROM: Deb Fett, CIO

DATE: 11/16/2017

SUBJECT: Security Training for County employees

BACKGROUND
Ingham County had been using Security Mentor for user cyber security training since 2014. The lessons are becoming repetitive and we need to step up the quality of the training to foster a culture of security. ITD has been in discussions with SANS – probably the most trusted and by far the largest source for information security training and security certification in the world – to find a way to make their product affordable for our use. This is also the training that was recommended by our own County Clerk from her discussions with others. For 2017, we had paid $7,067.00 for the Security Mentor annual subscription of 12 lessons. For us to transition over to the SANS Securing the Human product which allows many more topics as well as surveys, role-based training curriculum, anti-phishing training, and a Phishing Simulation Tool for testing the skills learned by our staff it will be $8,730.00 per year. This pricing is possible under the cooperative bidding process of the Partnership Aggregate Purchase Program with the Center for Internet Security (CIS) for State/Provincial and Local Government and related non-profit organizations.

ALTERNATIVES
All pricing is at our current 1400 user level:
Security Mentor End User Training only $ 8,245.00
SANS End User and Anti-Phishing Training and Tool $ 8,730.00
KnowBe4 End User Training only $12,600.00

FINANCIAL IMPACT
The funding for the $8,730.00 total will come from the County’s Innovation and Technology Department’s Development and Training Fund #636-95800-960080.

OTHER CONSIDERATIONS
As we have seen with our cyber wakeup call earlier this year, properly training our users about cybersecurity is important to ensure our entrusted data is safe and our systems secure.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for SANS Security Awareness Training in the amount not to exceed $9,000.00.
Price Quote # 00012040

SANS Institute - Securing The Human Price Quote

Prepared By  Debi Andersen
Email  dandersen@sans.org

Price Quote Created November 20th, 2017
Price Quote Expiration January 31st, 2018
Term Initial

Customer Contact Information
Contact Name  Deb Fett
Company  Ingham County, MI
Phone  (517) 676-7371
Email  dfett@ingham.org

Quote Line Items

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<th>Product</th>
<th>Quantity</th>
<th>Number of Users</th>
<th>Total Price</th>
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<tr>
<td>STH:EndUser – 1st Year Licensing Fee</td>
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<td>1,400</td>
<td>$3,430.00</td>
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<tr>
<td>STH:Phishing Bundle - 1st Year License Fee</td>
<td>1.00</td>
<td>1,400</td>
<td>$2,800.00</td>
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<tr>
<td>SANS ACLP Core Platform Package</td>
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<tr>
<td>Standard Plus Service Level</td>
<td>1.00</td>
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<td>$2,500.00</td>
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</table>

Grand Total  $8,730.00

Product Information

Product Description
* STH:EndUser 12-month term - Computer-based security awareness training for End Users. Provided in all available languages for modules listed here: https://securingthehuman.sans.org/enduser/
* STH:Phishing Bundle 12-month term - License to use the SANS Phishing service to phish-test Client’s Users. Individual Users can be tested an unlimited number of times during the License Term. Hosting only available on the SANS Advanced CyberSecurity Learning Platform (ACLP). This price is only available for customers who are also purchasing End User, Utility or Healthcare.
SANS hosted Advanced CyberSecurity Learning Platform (ACLP)

Ordering and Payment Schedule

This is a Price Quote and not an Invoice. To place an order, please note the following:

1. Client may wish to supply a Purchase Order to “Escal Institute of Advanced Technology” (dba “SANS Institute”) for the Securing The Human training materials it wishes to procure.
2. Client will be invoiced by SANS for one hundred percent (100%) of the agreed cost for the training materials according to the pricing set forth in this Price Quote.
3. Payment must be completed in full before the deployment process can begin. Acceptable payment forms include ACH, wire transfer, credit card, and check. License Term will start once deployment has been completed.
4. All pricing is in US Dollars.
Price Quote #: 00012040

By purchasing and using Securing The Human products and services, you represent that you have read, understand and accept all of the provisions of our license agreement found here on our website:
https://securingthehuman.sans.org/media/agreement/SANS-STH-License-Agreement-ACL-P-01032017.pdf

Additional Comments

This price quote is only valid through the State/Provincial and Local Government Aggregate Purchase Program.

Bundle Price: EndUser ($2.45) and Phishing ($2.00) Bundled price $4.45 per user for 1 year.

Standard Plus Service Level - (Add-on $2500) includes:
• Tier 1 HelpDesk Support (self serve support center - self implemented system)
• 24 hour response time – Email only (for 2 client designated contacts) - No Telephone Support
• One hour ACLP Orientation Webinar and One hour Telephone Configuration Call.
• Monthly webcasts/ UCHI Newsletter
• Digital Support Materials (Branded) for STH EndUser Training Modules (Newsletters/Posters/Screensavers) Training Reinforcement Materials.
• Access to STH Community Forum
• 10% SANS Security Awareness Summit Discount
• 10% Discount on Lance Spitzner’s MGT 433 Class “How to Build, Maintain and Measure a High-Impact Awareness Program”
(https://www.sans.org/course/securing-human-build-maintain-measure-security-awareness-program)

• “Security Awareness Program in a Box” – Quick Start Guides
  o Program Rollout Schedule Guide – Provides you with a sample program rollout “roadmap” schedule template.
  o Cybersecurity Knowledge Assessment – Pre-built assessment that scores user awareness on main core security awareness risks to help provide guidance on training assignments.
  o Cybersecurity Culture Survey – Pre-built survey that can be assigned to users to measure security awareness perceptions and attitudes.
  o Pre-Defined Role-Based Training Curricula – Pre-built role-based curricula to make assigning training to users easier to manage
  o Sample Notification Announcement Templates – To utilize for announcing the training program rollout.

The Core ACLP Platform includes:
• 1 Domain
• User Import & Management
• Organization Import & Management (organizations are groups of people or departments)
• Assign Learning Activities
• Number of Quiz Questions: 3
• Standard Reporting Library and Automated Reporting
• Standard Notification Library and Automated Notifications - Customizable
• Standard Completion Certificates & Add Custom Logo to Certificates
• Customizable Dashboard Announcement
• Customizable Logo
• Customizable Page Links - Upload Links
• Quick Start Tutorial Pack
• Available EndUser product Languages (Interactive modules in English only)

**The ESCAL Institute of Advanced Technologies, Inc. D/B/A SANS Institute

**Please contact Debi Andersen (dandersen@sans.org) for an Invoice.
<table>
<thead>
<tr>
<th>Customer Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Designated Contact # 1</td>
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<tr>
<td>Name:</td>
</tr>
<tr>
<td>Title:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
</tbody>
</table>

**Approval**

The signature below indicates agreement to the terms herein

Company:  
Name:     
Title:    
Signature: 
Date:     


Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM SANS

WHEREAS, Ingham County needs to step up the quality of the cybersecurity training provided to staff in order to foster a culture of security; and

WHEREAS, ongoing security training is important to ensure our entrusted data is safe and our systems secure; and

WHEREAS, a subscription for a year of training available to Ingham County staff and anti-phishing tools has been quoted at $8,730.00 under the Partnership Aggregate Purchase Program with the Center for Internet Security (CIS) for State/Provincial and Local Government and related non-profit organizations.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from Security Mentor in the amount not to exceed $9,000.00.

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

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO:    Board of Commissioners Law and Courts, County Services, and Finance Committees  
FROM:  Deb Fett, CIO  
DATE:  11/20/2017  
SUBJECT: Assessment of Control System

BACKGROUND
Ingham County relies on an electronic system for controlling access to the various areas of the jail building. This system was put in by a vendor that can no longer support it as the system itself has become obsolete. This creates a safety and security concern that needs to be addressed in a manner that keeps the possibility of a new jail complex in mind and is cost effective.

To determine our next steps, we have worked with CDWG under the State of Michigan MiDeal contract to obtain a proposal from them utilizing their partner for services in this area, Dewpoint. Dewpoint has some working knowledge of the system and has provided us with a bundle price for assessment services that can be used or not as the County needs. This means that although there is a larger price tag on the proposal, it in no way obligates us to use all of the services proposed if we determine they are not necessary.

ALTERNATIVES
Given the state of the current system and the need to ensure security, this needs to be a priority.

FINANCIAL IMPACT
The funding for the not to exceed $38,750.00 CDWG proposal will come from the County’s Jail Reserve from Phone Revenue fund (595 fund balance).

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for CDWG in the amount not to exceed $38,750.00.
Introduced by the Law and Courts, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A SERVICE AGREEMENT WITH CDWG

WHEREAS, Ingham County Sheriff’s Office utilizes an electronic system for controlling access; and

WHEREAS, this system has reached a point where it is difficult to service and is required for meeting security requirements; and

WHEREAS, CDWG has been able to provide Ingham County with a proposal under the MiDeal contract from their service partner, Dewpoint, to provide assessment services necessary.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with CDWG for an amount not to exceed $38,750.00.

BE IT FURTHER RESOLVED, funds are to be found in the Jail Reserve from Phone Revenue fund.

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

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

From: Jim Hudgins, Director of Purchasing

Date: November 16, 2017

Subject: Authorization to Contract with Michigan Fair Contracting Center

BACKGROUND
The County’s Prevailing Wage Policy requires the payment of prevailing wages and fringe benefits on any construction contract exceeding $10,000 as determined using the guidelines promulgated by the U.S. Secretary of Labor pursuant to the Federal Davis-Bacon Act. Central to this Policy is the enforcement efforts that must be undertaken to ensure that contractors and their subcontracts are in compliance with this Policy. Monitoring efforts include, but are not limited to, reviewing certified payrolls, verifying apprentice ratio/registration, and conducting onsite interviews with the contractor’s employees to verify that the correct wage and fringe benefits are being paid. Given the complexity surrounding labor laws and the limited size of staff, an agent is needed to assist the Purchasing Department in its efforts to monitor and enforce prevailing wage compliance. Michigan Fair Contracting Center, a firm that educates and specializes in monitoring prevailing wage, has been the County’s agent and has performed admirably.

ALTERNATIVES
There are no other firms that I’m aware of that monitor prevailing wage compliance.

FINANCIAL IMPACT
The cost for this service will be paid out of the Purchasing Department’s contractual line item # 101-23302-818000. In 2016, we paid Michigan Fair Contracting Center $1,600. For 2017, we estimate that $5,000 to $6,000 will be paid to MFCC – which is attributed to the increase in the number of construction projects.

OTHER CONSIDERATIONS
Michigan Fair Contracting Center is relied upon heavily by the Purchasing Department to assist in monitoring prevailing wage compliance on construction projects.

RECOMMENDATION
Based on the information presented, I respectfully request authorizing an agreement with Michigan Fair Contracting Center.
Resolutions to Authorize an Agreement for Prevailing Wage Monitoring

WHEREAS, the County’s Prevailing Wage Policy was adopted in 1992 requiring contractors (and their subcontractors) entering into a construction contract with the County valued at $10,000 or more, to pay their employees a wage not less than the prevailing wages and fringe benefits pursuant to the Federal Davis-Bacon Act; and

WHEREAS, an agent specializing in monitoring prevailing wage compliance is needed to assist the Purchasing Department to ensure that construction contractors and their subcontractors comply with the County’s Prevailing Wage Policy; and

WHEREAS, Michigan Fair Contracting Center, a firm specializing in prevailing wage compliance, has provided outstanding services, education, and advice to the County; and

WHEREAS, the Director of Purchasing is recommending that the Board of Commissioners authorize entering into an agreement with Michigan Fair Contracting Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a five-year agreement with Michigan Fair Contracting Center, P.O. Box 1081, Birmingham, MI 48012-1081, based on its proposal dated November 1, 2017, for prevailing wage monitoring services.

BE IT FURTHER RESOLVED, expenditures associated with this contract shall be paid from the Purchasing Department’s contractual line item #101-23302-818000.

BE IT FURTHER RESOLVED, that the hourly rate for monitoring services shall be $100.00 per hour for the term of the agreement.

BE IT FURTHER RESOLVED, that increases in the hourly rate, if any, are authorized provided however, that the increase is in compliance with the County’s Policy on Cost Increases for Service Related Contracts.

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.
MEMORANDUM

TO:       County Services Committee
FROM:     Jim Hudgins, Purchasing Director
SUBJECT:  Prevailing Wage and Living Wage Updates
DATE:     November 20, 2017

PREVAILING WAGE

County purchasing policy requires the payment of prevailing wages on all construction contracts exceeding $10,000 using the guidelines promulgated by the United States Secretary of Labor pursuant to the Federal Davis-Bacon Act. The Prevailing Wage Policy requires that the County Controller/Administrator or her/his designee be responsible for monitoring the implementation of and compliance with the provisions of this policy. The following attachment details construction projects in 2017 requiring compliance with the policy.

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

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

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

Vendors contracting with the county primarily to perform services are required to pay their employees a living wage if the total expenditure of the contract or the total value of all contracts the vendor has with the county exceeds $50,000 in a twelve-month calendar; and, the vendor employs five (5) or more employees. In Ingham County, living wage is defined as an hourly wage rate which is equivalent to 125% of the federal poverty level for a family of four, based on 2,000 hours worked annually.

The Living Wage Policy requires the County Controller/Administrator to annually adjust the living wage to incorporate changes in the federal poverty level and to notify the Board of Commissioners and contractors of any change in the amount of the living wage. For 2017, the living wage rate is $15.38/hour. Twenty percent (20%) of the living wage rate paid by the employer may be deducted if a comprehensive health care benefits package is provided. The living wage rate is based on the U.S. Department of Health and Human Services' federal poverty guidelines for a family of four and changes annually – typically increasing from 2-4%.

Respectfully,

Jim Hudgins
<table>
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<tr>
<th>PACKET #</th>
<th>DESCRIPTION OF PROJECT</th>
<th>CONTRACTOR</th>
<th>DEPT</th>
<th>PROJECT LOCATION</th>
<th>VALUE OF CONTRACT</th>
<th>CONTRACTOR COMPLIANT</th>
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<tbody>
<tr>
<td>110-15</td>
<td>Boiler Replacement</td>
<td>Myers Mechanical</td>
<td>Facilities</td>
<td>Youth Center</td>
<td>$77,566.00</td>
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<tr>
<td>110-15</td>
<td>Mechanical Improvements</td>
<td>Trane</td>
<td>Facilities</td>
<td>FCHC</td>
<td>$69,366.00</td>
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<td>125-16</td>
<td>North Cedar St Resurfacing - College Rd to Legion Dr</td>
<td>Rieth Riley Const Co.</td>
<td>Road</td>
<td>Ingham County</td>
<td>$2,926,201.00</td>
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<td>183-16</td>
<td>Exterior Light Poles</td>
<td>Centennial Electric</td>
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<td>General Contractor for Parking Lot Repaving</td>
<td>Perfitt Excavating Inc</td>
<td>Facilities</td>
<td>HSB _ North/South</td>
<td>$210,816.00</td>
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<td>5-17</td>
<td>Interior Lighting Project - Courthouse</td>
<td>Centennial Electric</td>
<td>Facilities</td>
<td>Mason Courthouse</td>
<td>$80,125 + $2,000 Contingency</td>
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<td>General Contractor File Storage Expansion</td>
<td>LJ Trumble</td>
<td>Probate</td>
<td>VMC</td>
<td>$46,250 + $1,500 Contingency</td>
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<td>Pole Barn Construction</td>
<td>GM Contracting</td>
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<td>Fairgrounds</td>
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<td>Courtroom Technology Upgrades</td>
<td>Tel Systems</td>
<td>Circuit Court</td>
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<td>$80,000/CTR</td>
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<td>Building Authority</td>
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<td>48-17</td>
<td>Uninterruptible Power Supply</td>
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<td>Facilities</td>
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<td>Facilities</td>
<td>Mason</td>
<td>$10,997.88</td>
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<td>Holt</td>
<td>$1,309,858.00</td>
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<td>73-17</td>
<td>Roof Replacements</td>
<td>Bonner Restoration</td>
<td>Various</td>
<td>Parks</td>
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<td>Roof - Red Tail Shelter</td>
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<td>Parks</td>
<td>Hawk Island</td>
<td>$15,340.00</td>
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<tr>
<td>104-17</td>
<td>Asphalt Repairs @ Hawk Island County Park</td>
<td>Rieth Riley Const Co.</td>
<td>Parks</td>
<td>Hawk Island</td>
<td>$43,243.00</td>
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<tr>
<td>143-17</td>
<td>Mechanical Improvements</td>
<td>CSM Mechanical</td>
<td>Facilities</td>
<td>HSB</td>
<td>$122,000 + $8,000 Contingency</td>
<td>Ongoing</td>
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</tbody>
</table>
TO: Board of Commissioners, County Services Committee and Finance Committee
FROM: Robert Peterson, Director of Engineering, Road Department
DATE: November 17, 2017
SUBJECT: 2018 – 2019 As-Needed Construction Inspection and Supervision Services

For the County Services Committee meeting agenda of December 5, 2017
For the Finance Committee meeting agenda of December 6, 2017
For the BOC meeting agenda of December 12, 2017

Ingham County Road Department (ICRD) staffing is such that there may be times during the construction season where we don’t have enough staff to perform all required inspection and supervision for our construction projects. Therefore, we must rely on engineering consultants to perform the work when needed. The Road Department has retained as-needed inspection and supervision services since 2012.

Generally, the inspection and supervision services include full-time or part-time staffing to perform field or office construction technician services normally associated with the inspection and supervision of ICRD federal-aid road and/or bridge construction projects within the public road rights-of-way in Ingham County, Michigan.

The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced inspection firms to provide the services on an as-needed basis and received six (6) proposals. ICRD staff reviewed the proposals for adherence to county purchasing requirements, expertise, experience, proposed unit prices, and overall value to the county.

Based on the review and our typical inspection and supervision needs, ICRD recommends that two of the six respondents be retained to provide the requested services. When retaining the inspection and supervision services, ICRD staff will strive to retain the lowest cost consultant whenever possible. When not possible because of schedule conflicts, lack of available expertise, or staffing shortages, the other consultant will be retained to provide the required inspection and/or supervision.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the unit price inspection and supervision service proposals from both ROWE Professional Services Company and RS Engineering, LLC.
Per your request, the Purchasing Department sought proposals from MDOT prequalified and experienced engineering firms for the purpose of entering into a contract to provide 2018 and 2019 as-needed construction inspection and supervision services.

The RFP was advertised in the Lansing State Journal, the Lansing City Pulse and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>21</td>
<td>5</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>6</td>
<td>5</td>
</tr>
</tbody>
</table>

A summary of the vendors’ costs is on the next page.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
### SUMMARY OF VENDORS’ COST

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Local: Yes</td>
<td></td>
<td>Local: Yes</td>
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<tr>
<td>Senior Project Manager</td>
<td>$211.51</td>
<td>$634.52</td>
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<td>Office Construction Technician II</td>
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<td>Field Technician III</td>
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<td>Field Technician I</td>
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<td></td>
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<td></td>
<td>Engineering Intern</td>
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### SUMMARY OF VENDORS’ COST

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<th>Vendor: DLZ</th>
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<td>$3,840.00</td>
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<tr>
<td>Construction Inspector</td>
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<td>$2,920.00 - $3,400.00</td>
<td>Construction Observer II</td>
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<tr>
<td>Junior Construction Inspector</td>
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<td>$2,160.00 - $2,840.00</td>
<td>Construction Observer III</td>
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<td>Bridge Inspector</td>
<td>$82.00 - $93.00</td>
<td>$3,280.00 - $3,720.00</td>
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<td>Constrct Administrator (office Technician)</td>
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<td>Engineering Manager</td>
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*Changes made to Section 6.2 of RFP*
## SUMMARY OF VENDORS’ COST

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<td><strong>2018-2019 Weekly Rate</strong></td>
<td><strong>2018-2019 Hourly Rate</strong></td>
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<td>Corporate Officer</td>
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<tr>
<td></td>
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<td>Mileage Rate</td>
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</table>
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RETAIN
AS-NEEDED CONSTRUCTION INSPECTION AND SUPERVISION SERVICES

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection and supervision firms to provide services on an as-needed basis; and

WHEREAS, the Purchasing Department advertised for the as-needed construction inspection and supervision services for the 2018 and 2019 road construction seasons and received six (6) proposals; and

WHEREAS, Road Department staff reviewed the proposals for adherence to county purchasing requirements, expertise, experience, proposed unit prices, and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain both Rowe Professional Services Company and RS Engineering, LLC to provide the as-needed construction inspection and supervision services during the 2018 and 2019 road construction seasons at fees not to exceed those stated in their proposals; and

WHEREAS, when retaining as-needed construction inspection and supervision, ICRD staff shall strive to retain the lowest cost consultant whenever possible.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining ROWE Professional Services Company, 1000 South Washington Square, Suite 104, Lansing, Michigan and RS Engineering LLC, 915 Centennial Way, Suite 380, Lansing, Michigan to provide the as-needed construction inspection and supervision services for the 2018 and 2019 road construction seasons.

BE IT FURTHER RESOLVED, ROWE Professional Services Company and RS Engineering LLC shall be compensated for services performed at fee rates not to exceed those set forth in their proposals.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee  
FROM: Robert Peterson, Director of Engineering, Road Department  
DATE: November 17, 2017  
SUBJECT: Woodland Estates Final Acceptance  

For the County Services Committee meeting agenda on December 5, 2017  
For the Board of Commissioners meeting agenda on December 12, 2017  

On January 20, 2009 the former Road Commission, now Ingham County Road Department, approved the Preliminary Plan for the residential subdivision called Duck Gunn Land Division, subsequently changed to Woodland Park Estates, located in Section 21, Delhi Township. The subdivision includes eight parcels on 29 acres of land southwest of the Holt Road and Gunn Road intersection.

It is now time to accept the roadway constructed as part of the Woodland Park Estates Land Division as a public road. The Woodland Park Estates road construction meets Ingham County Road Department standards. All road construction is in accordance with the approved road and drainage plans. The proprietor, Russell Builders, Inc., has submitted evidence of Drain Commissioner’s approval, all the required fees, testing results, the Certificate of Survey, and Engineer’s Certification.

Russell Builders is presently working toward submitting the required title insurance and warranty deed for the public road right-of-way. Mr. Russell is requesting public road approval of the Woodland Park Estates Land Division and acceptance of the land division’s roadway Auben Lane as a public road, upon submittal of the proper title insurance and recorded warranty deed.

RECOMMENDATION: I recommend approval of the Woodland Park Estates Land Division and acceptance of Auben Lane as a public road, upon submittal of the proper title insurance and recorded warranty deed.

Approval of the attached resolution is recommended.
Certificate of Survey

I hereby certify that I have surveyed and mapped the parcel of land shown in accordance with Act 132, P.A. 1970, as amended. And that the error in the relative position of points established does not exceed one part in 10,000.

I further certify that there are no encroachments upon the subject parcel unless noted on the map.

BASIS OF BEARING:
ACCOLADE, INC. CERTIFICATE OF SURVEY #94-5975 RON HELSEL #18994
NW CORNER
SECTION 21
T3N, R2W

NORTH LINE SECTION 21
33-25-05-21-101-005
HOLT RD 66' RIGHT OF WAY

486.37'

PARCEL B

004
HOLT RD

-006
5431 W HOLT RD

NE COR OF
NW 1/4 OF
THE NW 1/4
SECTION 21
TAN, R2W

PARCEL A

PARCEL D

PARCEL C

PROPOSED ROAD
RIGHT OF WAY
AREA: 54,018 SQ FT
=1.26 ACRES

POB
ROAD R.O.W.

PARCEL E

PARCEL F

PARCEL G

-008
19.30
ONONDAGA RD

-007
19.30
ONONDAGA RD

-017

1 inch = 200 ft.

LEGEND:

SECTION CORNER
SET 1/2" BAR AND CAP #47977

FOC
FOUND CORNER EVIDENCE AS NOTED

POB
FOUND CAPPED IRON ROD

ROAD RIGHT-OF-WAY LINE

PROPOSED ROAD

RIGHT-OF-WAY LINE

EXISTING PARCEL LINE

PROPOSED PARCEL LINE

SECTION LINE

CURT R. MERROW
Professional Surveyor No. 47997
10/16/2017

STATE OF MICHIGAN
LICENSED PROFESSIONAL SURVEYOR

CERTIFIED ALLOTTED SURVEY

PLANS PREPARED FOR
RUSSELL BUILDERS, INC.
2109 HAMILTON RD.
OKemos, MI 48864
Ph. (517) 330-4352

FIELD: CRM
COMP: CRM

DPRG: AJX
CIVG: KRI

FILE NUMBER: RUSSELL BUILDERS
GUNN RD

SHEET 1 OF 2 SHEET(S)
Certificate of Survey

I hereby certify that I have surveyed and mapped the parcel of land shown in accordance with Act 132, P.A. 1970, as amended. And that the error in the relative position of points established does not exceed one part in 10,000. I further certify that there are no encroachments upon the subject parcel unless noted on the map.

PROPOSED ROAD RIGHT-OF-WAY (WIDTH VARIES)
COMMENCING AT THE NORTHWEST CORNER OF SECTION 21, TOWNSHIP 3 NORTH, RANGE 2 WEST, INGHAM COUNTY, MICHIGAN, ALONG THE NORTH LINE OF SAID SECTION, NORTH 89 DEGREES 59 MINUTES 49 SECONDS EAST, 1321.48 FEET, THENCE SOUTH 00 DEGREES 27 MINUTES 37 SECONDS EAST, 610.64 FEET; FOR A PLACE OF BEGINNING, THENCE NORTH 89 DEGREES 45 MINUTES 17 SECONDS WEST, 480.48 FEET; THENCE ALONG A CURVE TO THE RIGHT 48.10 FEET, WITH A RADIUS OF 57.50 FEET AND A DELTA OF 47 DEGREES 55 MINUTES 38 SECONDS AND A CHORD BEARING OF NORTH 65 DEGREES 47 MINUTES 28 SECONDS WEST, AND A CHORD DISTANCE OF 46.71; THENCE ALONG A CURVE TO THE LEFT 375.99 FEET, WITH A RADIUS OF 78.00 FEET AND A DELTA OF 276 DEGREES 11 MINUTES 23 SECONDS AND A CHORD BEARING OF SOUTH 00 DEGREES 04 MINUTES 23 SECONDS WEST, AND CHORD DISTANCE OF 104.19 FEET; THENCE ALONG A CURVE TO THE RIGHT 48.43 FEET, WITH A RADIUS OF 57.50 FEET AND A DELTA OF 48 DEGREES 15 MINUTES 45 SECONDS AND A CHORD BEARING OF NORTH 66 DEGREES 06 MINUTES 50 SECONDS EAST AND A CHORD DISTANCE OF 47.02 FEET; THENCE SOUTH 89 DEGREES 45 MINUTES 17 SECONDS EAST, 180.75 FEET; THENCE SOUTH 00 DEGREES 26 MINUTES 37 SECONDS EAST, 6.95 FEET; SOUTH 89 DEGREES 45 MINUTES 28 SECONDS EAST, 300.02 FEET; THENCE NORTH 00 DEGREES 27 MINUTES 37 SECONDS WEST, 72.93 FEET; TO THE PLACE OF BEGINNING, CONTAINING 1.22 ACRE'S MORE OR LESS.

Curve Table

<table>
<thead>
<tr>
<th>Curve #</th>
<th>Length</th>
<th>Radius</th>
<th>Delta</th>
<th>Chord Bearing</th>
<th>Chord Distance</th>
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</thead>
<tbody>
<tr>
<td>C1</td>
<td>97.57</td>
<td>78.00</td>
<td>071° 40' 23&quot;</td>
<td>N77° 49' 09&quot;E</td>
<td>91.33</td>
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<tr>
<td>C2</td>
<td>48.43</td>
<td>57.50</td>
<td>048° 15' 45&quot;</td>
<td>N66° 06' 50&quot;E</td>
<td>47.02</td>
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<tr>
<td>C3</td>
<td>97.74</td>
<td>78.00</td>
<td>071° 47' 53&quot;</td>
<td>S30° 26' 43&quot;E</td>
<td>91.47</td>
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<td>C4</td>
<td>114.48</td>
<td>78.00</td>
<td>084° 05' 28&quot;</td>
<td>S47° 29' 57&quot;W</td>
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<td>66.20</td>
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<td>375.99</td>
<td>78.00</td>
<td>276° 11' 23&quot;</td>
<td>S00° 04' 39&quot;W</td>
<td>104.19</td>
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</tbody>
</table>
WHEREAS, on January 20, 2009 the former Road Commission, now Ingham County Road Department, approved the Preliminary Plan for the residential subdivision called Duck Gunn Land Division, subsequently changed to Woodland Park Estates, located in Section 21, Delhi Township; and

WHEREAS, the subdivision includes eight parcels on 29 acres of land southwest of the Holt Road and Gunn Road intersection; and

WHEREAS, the Woodland Park Estates road development meets all Ingham County Road Department procedures and guidelines and all construction is in accordance with the approved road and drainage plans; and

WHEREAS, the proprietor, Russell Builders, Inc., has submitted evidence of Drain Commissioner’s approval, all the required fees, testing results, Certificate of Survey, and Engineer’s Certification; and

WHEREAS, the proprietor, Russell Builders, Inc., is working toward submitting the required title insurance and warranty deed for the public road right-of-way; and

WHEREAS, Mr. Russell is requesting public road approval of the Woodland Park Estates Land Division and acceptance of the land division’s roadway Auben Lane as a public road, upon submittal of the proper title insurance and recorded warranty deed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Highway Engineer to accept the Woodland Park Estates Land Division and to accept the land division’s roadway Auben Lane as a public road, upon submittal of the proper title insurance and recorded warranty deed.
WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated November 20, 2017 as submitted.
## LIST OF CURRENT PERMITS ISSUED

<table>
<thead>
<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT / CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
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<tr>
<td>2017-681</td>
<td>ACD.NET</td>
<td>CABLE / UG</td>
<td>EYDE PKWY &amp; HANNAH BLVD</td>
<td>MERIDIAN</td>
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<tr>
<td>2017-682</td>
<td>VERIZON</td>
<td>CABLE / OH</td>
<td>OKEMOS RD &amp; JOLLY RD</td>
<td>VARIOUS</td>
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<td>2017-683</td>
<td>2/42 COMMUNITY CHURCH</td>
<td>WALKWAY</td>
<td>BENNETT RD &amp; HULETT RD</td>
<td>MERIDIAN</td>
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<td>2017-686</td>
<td>OKEMOS SCHOOLS</td>
<td>CABLE / OH</td>
<td>OKEMOS RD &amp; JOLLY RD</td>
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<td>CONSUMERS ENERGY</td>
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<td>2017-691</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>SANDHILLE RD &amp; OKEMOS RD</td>
<td>ALAIEDON</td>
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<td>2017-693</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
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<td>2017-697</td>
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<td>CABLE / OH</td>
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<td>CLARE ST &amp; WASHTENAW ST</td>
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<td>GAS</td>
<td>TOLLAND AVE &amp; CEDAR ST</td>
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<tr>
<td>2017-712</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>HAGADORN RD &amp; SANDHILL RD</td>
<td>ALAIEDON</td>
<td>7</td>
</tr>
<tr>
<td>2017-713</td>
<td>CONSUMERS ENERGY</td>
<td>ELECTRIC / OH</td>
<td>BROGAN RD &amp; MILNER RD</td>
<td>STOCKBRIDGE</td>
<td>24</td>
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<tr>
<td>2017-714</td>
<td>STANLEY CONSULTANTS/LBW</td>
<td>ELECTRIC / OH</td>
<td>VARIOUS</td>
<td>LANSING</td>
<td></td>
</tr>
<tr>
<td>2017-718</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>VARIOUS</td>
<td>DELHI</td>
<td></td>
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<tr>
<td>2017-723</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>AMMON ST &amp; DEAN AVE</td>
<td>DELHI</td>
<td>15</td>
</tr>
<tr>
<td>2017-724</td>
<td>SCARLETT EXCAVATING</td>
<td>WATERMAIN</td>
<td>LAKE LANSING RD &amp; PARK LAKE RD</td>
<td>MERIDIAN</td>
<td>8</td>
</tr>
</tbody>
</table>
TO: Board of Commissioners County Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: November 15, 2017

SUBJECT: Amendment to City of Lansing Agreements

For the meeting agenda of 12/5 County Services and 12/6 Finance

BACKGROUND

Board of Commissioners Resolution 16-257 and 16-328 authorized entering into contracts with the City of Lansing to fund the following projects:

<table>
<thead>
<tr>
<th>Contract (Original)</th>
<th>Original Amount</th>
<th>Agreement #</th>
<th>Begins</th>
<th>Ends</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overband and Crack Sealing of Lansing River</td>
<td>$83,200</td>
<td>TR004</td>
<td>09/22/16</td>
<td>09/22/18</td>
<td>16-257</td>
</tr>
<tr>
<td>Trail</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CL-29-LT-GR (Oakland Avenue)</td>
<td>$86,000</td>
<td>TR013</td>
<td>09/21/16</td>
<td>09/21/18</td>
<td>16-328</td>
</tr>
<tr>
<td>CL-26-LT-GR (Lansing Center)</td>
<td>$281,000</td>
<td>TR014</td>
<td>09/21/16</td>
<td>09/21/18</td>
<td>16-328</td>
</tr>
<tr>
<td>CL-09-LTW-GR (East of Moores Park)</td>
<td>$50,000</td>
<td>TR017</td>
<td>09/21/16</td>
<td>09/21/18</td>
<td>16-328</td>
</tr>
</tbody>
</table>

The City of Lansing is requesting an amendment to the Agreements because additional funds are needed for Agreement #TR014 bridge CL-26-LT-GR since the bridge and steps has been found to be in worse condition than originally assessed and the estimates for the repairs far exceeded the original amount estimated. A detailed explanation of the amendment request is attached.

ALTERNATIVES

The Park Commission approved this approach at their November 13, 2017 meeting.

FINANCIAL IMPACT

The City of Lansing has spent $21,539.00 out of $83,200 for Agreement #TR004 Overband and Crack Sealing of the Lansing River Trail, $77,799.01 out of $86,000 for Agreement #TR013 bridge CL-29-LT-GR and spent $15,094.81 out of $50,000 for Agreement #TR017 bridge CL-09-LTW-GR. This resolution requests authorizing the funds awarded per Board of Commissioners Resolution 16-238 in the amount of $34,905.19 from Agreement #TR017 bridge CL-09-LTW-GR, the balance of $8,200.99 from Agreement #TR013 bridge CL-29-LT-GR, and the funds awarded per Board of Commissioners Resolution 16-257 in the amount of $61,661.00 from Agreement #TR004 Overband and Crack Sealing of Lansing River Trail for a total of $104,767.18 from the three projects be allocated toward the repairs required on Agreement #TR014 bridge CL-26-LT-GR.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution with the passage of a resolution at their November 13, 2017 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing an amendment to the Agreements with the City of Lansing.
October 5, 2017

Ms. Sarah Anthony, Chairperson
Ingham County Board of Commissioners
P.O. Box 319
Mason, MI 48854

Ms. Sarah Nicholls, Chairperson
Ingham County Parks Commission
P.O. Box 319
Mason, MI 48854

Dear Chairperson Anthony and Chairperson Nicholls:

The City of Lansing has to date spent $15,094.81 out of the $50,000.00 grant for bridge #CL-09-LTW-GR and $77,799.01 out of the $86,000.00 grant for #CL-29-LT-GR. Project, #CL-09-LTW-GR, once evaluated and the deck removed, was established not to be in as serious condition as originally determined and permitted us to replace only the decking which was in serious condition and in need of immediate replacement. Project, #CL-29-LT-GR, fortunately, came in below the original estimated cost.

The City is asking for the remaining balance of $34,905.19 from #CL-09-LTW-GR and the balance of $8,200.99 from #CL-29-LT-GR to be allocated toward the repairs required on bridge #CL-26-LT-GR. Bridge 26 has three (3) phases which include the steps on both the north and south sides of Michigan Avenue and repair of the floor beam, timber deck and steel girders that have excessive erosion. Upon further inspection, the bridge has been found to be in worse condition than originally assessed and the estimates for these repairs far exceed the original amount estimated.

The referenced projects, #CL-09-LTW-GR, #CL-29-LT-GR and #CL-26-LT-GR, are part of the same grant year and Ingham County Resolution #16-328.

Utilizing the remaining funds from bridge #CL-09-LTW-GR and #CL-29-LT-GR to apply toward the critical repairs for bridge #CL-26-LT-GR will ensure the City is being a wise steward of millage dollars and performing our due diligence for long-term repair to prevent further deterioration of the regional River Trail.

I look forward to hearing from you at your earliest convenience. Please contact me at 517.483.4042 if I may answer any questions or if you require any additional information.

Sincerely,

Brett Kaschinske, Director

*Equal Opportunity Employer*
November 2, 2017

Ms. Sarah Anthony, Chairperson
Ingham County Board of Commissioners
P.O. Box 319
Mason, MI 48854

Ms. Sarah Nicholls, Chairperson
Ingham County Parks Commission
P.O. Box 319
Mason, MI 48854

Dear Chairperson Anthony and Chairperson Nicholls:

The City of Lansing has to date spent $21,539.00 out of the $83,200 grant, BOC Resolution 16-257, for over band and crack sealing.

The City is asking for the remaining balance of $61,661.00 from designated project in BOC Resolution #16-257, along with the remaining funds from #CL-09-LTW-GR and #CL-29-LT-GR, to be allocated toward the repairs required on bridge #CL-26-LT-GR. Bridge 26 has three (3) phases which include the steps on both the north and south sides of Michigan Avenue and repair of the floor beam, timber deck and steel girders that have excessive erosion. Upon further inspection, the bridge has been found to be in worse condition than originally assessed and the estimates for these repairs far exceed the original amount estimated.

The referenced projects are part of the same grant year and Ingham County Resolution #16-328 and Resolution #16-257.

Utilizing the remaining funds from these projects to apply toward the critical repairs for bridge #CL-26-LT-GR will ensure the City is being a wise steward of millage dollars and performing our due diligence for long-term repair to prevent further deterioration of the regional River Trail.

I look forward to hearing from you at your earliest convenience. Please contact me at 517.483.4042 if I may answer any questions or if you require any additional information.

Sincerely,

Brett Kaschinske, Director

"Equal Opportunity Employer"
Agenda Item 8

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO AGREEMENTS WITH THE CITY OF LANSING FOR TRAILS AND PARKS MILLAGE FUNDING

WHEREAS, Board of Commissioners Resolution 16-257 and 16-328 authorized entering into contracts with the City of Lansing to fund the below projects; and

<table>
<thead>
<tr>
<th>Contract (Original)</th>
<th>Amount</th>
<th>Agreement #</th>
<th>Begins</th>
<th>Ends</th>
<th>Resolution</th>
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<tbody>
<tr>
<td>Overband and Crack Sealing of Lansing River Trail</td>
<td>$83,200</td>
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</tr>
<tr>
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<td>$281,000</td>
<td>TR014</td>
<td>09/21/16</td>
<td>09/21/18</td>
<td>16-328</td>
</tr>
<tr>
<td>CL-09-LTW-GR (East of Moores Park)</td>
<td>$50,000</td>
<td>TR017</td>
<td>09/21/16</td>
<td>09/21/18</td>
<td>16-328</td>
</tr>
</tbody>
</table>

WHEREAS, the City of Lansing has spent $21,539.00 out of $83,200 for Agreement #TR004 Overband and Crack Sealing of Lansing River Trail; and

WHEREAS, the City of Lansing has spent $77,799.01 out of $86,000 for Agreement #TR013 bridge CL-29-LT-GR (Oakland Avenue); and

WHEREAS, the City of Lansing has spent $15,094.81 out of $50,000 for Agreement #TR017 bridge CL-09-LTW-GR (East of Moores Park); and

WHEREAS, Agreement #TR017 bridge CL-09-LTW-GR once evaluated the deck was removed, was established not to be in as serious condition as originally determined and permitted the City to replace only the decking which was in serious condition and in need of immediate replacement; and

WHEREAS, additional funds are needed for Agreement #TR014 bridge CL-26-LT-GR since the bridge and steps have been found to be in worse condition than originally assessed and the estimates for the repairs far exceeded the original amount estimated; and

WHEREAS, the City of Lansing is requesting an amendment to Agreements #TR004, TR013, TR014 and TR017 because the actual bids for Agreement #TR014 came in higher than the amount originally requested and awarded and money was left over from Agreement #TR004, TR013, and TR017; and

WHEREAS, the City of Lansing is requesting the funds awarded per Board of Commissioners Resolution 16-238 in the amount of $34,905.19 from Agreement #TR017 bridge CL-09-LTW-GR, the balance of $8,200.99 from Agreement #TR013 bridge CL-29-LT-GR, and the remaining balance of $61,661.00 from Agreement #TR004 Overband and Crack Sealing of Lansing River Trail be allocated toward the repairs required on Agreement #TR014 bridge CL-26-LT-GR (Lansing Center).
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with the City of Lansing.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the balance of the funds awarded per Board of Commissioners Resolution 16-238 in the amount of $34,905.19 from Agreement #TR017 bridge CL-09-LTW-GR, the balance of $8,200.99 from Agreement #TR013 bridge CL-29-LT-GR and the balance of the funds awarded per Board of Commissioners Resolution 16-257 in the amount of $61,661.00 from Agreement #TR004 Overband and Crack Sealing of Lansing River Trail for a total of $104,767.18 from the three projects be allocated toward the repairs required on Agreement #TR014 bridge CL-26-LT-GR from millage funds.

<table>
<thead>
<tr>
<th>Contract (Revised)</th>
<th>Revised Amount</th>
<th>Agreement #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overband and Crack Sealing of Lansing River Trail</td>
<td>$21,539.00</td>
<td>TR004</td>
</tr>
<tr>
<td>CL-29-LT-GR (Oakland Avenue)</td>
<td>$77,799.01</td>
<td>TR013</td>
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<tr>
<td>CL-26-LT-GR (Lansing Center)</td>
<td>$385,767.18</td>
<td>TR014</td>
</tr>
<tr>
<td>CL-09-LTW-GR (East of Moores Park)</td>
<td>$15,094.81</td>
<td>TR017</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, the term of Agreement #TR014 bridge CL-26-LT-GR will be extended to July 1, 2019.

BE IT FURTHER RESOLVED, that funds are available in the Trails and Parks Millage fund.

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
FROM: Linda S. Vail, Health Officer
DATE: December 05, 2014
RE: Health Department Request for Extension of Leave Under the Special Leave Provision of the UAW – TOPS collective bargaining agreement as a discussion item to the County Services Agenda for December 5th.

An employee with the Health Department since 2013. She is currently in the position of Community Health Worker.

This employee has been unable to attend work on a regular and consistent basis due to serious medical reasons. She has exhausted her benefit leave time, the 10 day, and 60 day special leaves (expired on 10/22/17) as outlined in the UAW contract.

This employee is still not able to return to work due to her medical condition. Therefore, I am respectfully requesting the Commissioners grant an additional ninety day extended leave of absence for this employee as allowed in the UAW contract under Article 25, Section 14 that would extend the leave to January 23, 2018.
TO: Board of Commissioners County Services and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: November 20, 2017

SUBJECT: Resolution Approving Modifications to the 2018 Managerial and Confidential Employee Personnel Manual

BACKGROUND
Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2018, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual. The proposed changes and clarifications are reflected in the attached Resolution.

ALTERNATIVES
None

FINANCIAL IMPACT
The manual update includes a 1% increase to the 2017 salary schedule.

OTHER CONSIDERATIONS
None

RECOMMENDATION
On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving modifications to the 2018 Managerial and Confidential Employee Personnel Manual.
RESOLUTION TO APPROVE MODIFICATIONS TO THE
2018 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL

WHEREAS, the Managerial and Confidential Employee Steering Committee met and discussed the 2018 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommended changes for the 2018 Managerial and Confidential Employee Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommendations, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2018 Managerial and Confidential Employee Personnel Manual:

1. Change in language under section B. Compensation Plan: For clarification, eliminate #6 regarding employees receiving merit increases within established guidelines.

2. Update language under section C. Compensation Levels: Effective January 1, 2018, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 1% increase to the 2017 salary schedule.

3. Update language in section E. Health Insurance Program: Subject to annual modification for health plan year 2018.

4. Change in language under section J. Leaves of Absence: Under subsection a. Accumulation, iv. For clarification add: Court Officer/Research Clerks, hired on or after January 1, 2015 shall earn 3.69 hours per pay period.

5. Change in language under section J. Leave of Absence: Under subsection e. change annual cash-out from January to June each year.

6. Change in language under section J. subsection 2. Increase the total donated hours to forty (40) hours to no more than three (3) persons in one (1) calendar year.

7. Change in language under section Q. Travel Allowance: Add – repayment of expenses for attending a non-County required convention, conference, training, or workshop if the employee voluntarily terminates employment.

8. Change in Appendix D - Compensation Levels: As a result of reclassification requests, the recommended position changes are as follows:
Position # 130054 Chief Deputy Court Clerk: Move from an MCF 09 to MCF 11
Position # 201003 Benefit Leave Analyst: Move from MCF 07 to MCF 08
Position # 215004 Elections/Clerk Coordinator: Move from an MCF 07 to MCF 10
Position # 215008 Chief Deputy County Clerk: Move from an MCF 10 to MCF 11
Position # 215012 Recording Secretary: Move from an MCF 01 to MCF 04
Position # 226004 Employment Specialist: Move from MCF 08 to MCF 09 Human Resources Specialist
Position # 226005 Employee Services Coordinator: Move from MCF 05 to MCF 06
Position # 226010 Human Resources Analyst: Remains an MCF 07
Position # 229002 Chief Assistant Prosecuting Attorney: Move from MCF 17 to MCF 18
Position # 231001 Purchasing Director: Move from an MCF 11 to MCF 12
Position # 275002 Deputy Drain Commissioner: Move from an MCF 10 to MCF 12
Position # 275004 Deputy Drain Commissioner: Move from an MCF 10 to MCF 12
Position # 421021 Veterinarian Animal Control: Move from an MCF 08 to MCF 11
Position # 601042 Health Promotions and Prevention Manager: Remains an MCF 11
Position # 759002 Parks Manager II: Move from an MCF 10 to MCF 11 and re-title the job description to Park Manager III

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual will be effective January 1, 2018 and shall expire on December 31, 2018.
On Wednesday, November 14, 2017, the parties reached tentative agreement. Highlights of the agreement include the following:

- **Contract Duration**: January 1, 2018 through December 31, 2020 (3 years)

- **Wages (Article 27):**
  - 2018 – 4% wage increase to the current 2017 step wage scales.
  - 2019 – 0% wage increase to the 2018 wage scale. In addition, on or after August 1, 2018, either party may choose two issues for a re-opener, to take effect on or after January 1, 2019, by giving notice to the other party no later than December 1, 2018. If the issues for a re-opener are not presented in time the opportunity for a re-opener shall be waived and the contract will continue in full force and effect.
  - 2020 - 0% wage increase to the 2019 wage scale. In addition, on or after August 1, 2019, either party may choose two issues for a re-opener, to take effect on or after January 1, 2020, by giving notice to the other party no later than December 1, 2019. If the issues for a re-opener are not presented in time the opportunity for a re-opener shall be waived and the contract will continue in full force and effect.

- **Sick Leave (Article 16):** 16.9 **Annual Cash-Out Option.** An employee may request to be paid for one-half (1/2) of the sick leave credit earned but unused during the prior 12 month period. Effective in 2018, the payment period is changed to June 15th.

- **Hospitalization – Medical Coverage (Article 17)**
  Incorporate the changes from the Health Care Cost Containment Committee for 2018 into this article, as approved by County Board.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH THE COMMAND OFFICERS ASSOCIATION OF MICHIGAN – 911 SUPERVISORS

WHEREAS, an agreement has been reached between representatives of Ingham County and the Command Officers Association of Michigan (COAM) – 911 Supervisors for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and the Command Officers Association of Michigan (COAM) – 911 Supervisors unit for the period January 1, 2018 through December 31, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.
TO: County Services and Finance Committees
FROM: Travis Parsons
DATE: November 29, 2017
SUBJECT: United Automobile Aerospace and Agricultural Implement Workers of America (UAW), Zoo Unit

On Wednesday, November 29, 2017, the UAW – Zoo Unit Employees ratified the tentative agreement reached on November 20, 2017. Highlights of the tentative agreement include the following:

- **Contract Duration:** January 1, 2018 through December 31, 2020
- **Election of Remedies (Article 14):**
  This provision shall not be interpreted to prohibit an employee from availing themselves of remedies provided under the Michigan Worker’s Compensation Act or bringing a charge with the Equal Employment Opportunity Commission while pursuing a grievance.
- **Hospitalization – Medical Coverage (Article 18):**
  Incorporate changes as recommended by the Health Cost Containment Committee and as approved by the County Board.
- **Holidays (Article 20):** Remove probationary language from holiday pay.
- **Leaves of Absence (Article 22):**
  - Section 12. Annual Cash-Out Option. Each year the employee may request to be paid for one-half (1/2) of the sick leave credit earned during the prior 12 month period. Effective in 2018, the payment period is changed from January 15th to June 15th.
  - Section 16. Increase the maximum sick time an employee may donate to forty (40) hours to no more than three (3) persons in one (1) calendar year.
- **Salaries (Article 29):**
  - Effective January 1, 2018 – 1% wage increase applied to the current 2017 wage scale
  - 2019 0% wage increase, Reopener - Either party may choose two (2) issues for a re-opener to take effect on or after January 1, 2019
  - 2020 0% wage increase, Reopener - Either party may choose two (2) issues for a re-opener to take effect on or after January 1, 2020
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH THE UAW LOCAL 2256 – ZOO UNIT

WHEREAS, an agreement has been reached between representatives of Ingham County and the UAW Local 2256, Zoo Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement has been ratified by the employees within the bargaining agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and UAW Local 2256, Zoo Unit for the period January 1, 2018 through December 31, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.
TO: Board of Commissioners - County Services and Finance Committee
FROM: Travis Parsons, Human Resources Director
DATE: November 20, 2017
SUBJECT: LOU – Capitol City Labor Program, Inc. – 911 Non-Supervisory Unit
County Services November 7th

BACKGROUND
The 911 Center continues to experience significant staffing shortages that require current employees to work a tremendous amount of overtime. In response, 911 Administration, Human Resources, Controller’s Office and Capitol City Labor Program, Inc. met in Special Conference to discuss staffing and training challenges that result in additional overtime.

Most recently we discussed the impact of scheduled time off has on the demands for additional overtime. This is magnified during the holiday season with the number of employees requesting vacation time.

The joint solution from the Special Conference is to suspend to scheduling of personal leave days for the remainder of 2017 and to pay-out those personal leave balances in a special pay in February 2018. The Letter of Understanding captures this unique scenario and provides the solution for suspension of scheduling and subsequent pay-out or personal leave.

ALTERNATIVES
To make no change to the current language.

FINANCIAL IMPACT
Although there is a cost to paying-out the unused time, this cost is offset by slight reduction of additional overtime incurred to cover the personal leave usage.

OTHER CONSIDERATIONS
Through the meet and confer process, all parties agreed to the arrangement and captured the agreement in the proposed Letter of Understanding.

RECOMMENDATION
Based on the information presented, the Director – 911 and I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and the CCLP – 911 Non-Supervisory Unit regarding the suspension of scheduling personal leave and the pay-out of unused balances for 2017.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A LETTER OF UNDERSTANDING WITH CCLP – 911 NON-SUPERVISORY UNIT REGARDING USE OF PERSONAL LEAVE

WHEREAS, an agreement was reached between representatives of Ingham County and the Capitol City labor Program, Inc. – 911 Non-Supervisory unit (CCLP) for the period January 1, 2016 through December 31, 2017; and

WHEREAS, the Human Resources Department, 911 Center and Capitol City Labor Program, Inc. met and discussed the extenuating circumstances regarding the staffing level in the 911 Center and the need to suspend the scheduling and use of Personal Leave in 2017; and

WHEREAS, the Human Resources Department, 911 Center, and Capitol City Labor Program, Inc. identified the impact of the suspension of personal leave and determined the need for a pay-out of personal leave balances for 2017; and

WHEREAS, the parties desire to amended the personal leave language through the attached Letter of Understanding to address the need for the suspension and provide the opportunity for pay-out in 2017; and

WHEREAS, the provisions of the Letter of Understanding have been approved by the County Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.
LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM
AND
CAPITOL CITY LABOR PROGRAM, INC.-
911 NON-SUPERVISORY UNIT

SUSPENSION AND PAY-OUT OF PERSONAL LEAVE

WHEREAS, the current collective bargaining agreement between the parties provides in Article 32, PERSONAL LEAVE, forty-eight (48) hours of personal leave annually; and

WHEREAS, Personal Leave time must be used during each calendar year in which the time is credited and unused time will not carry over to the next calendar year; and

WHEREAS, due to the minimum staffing currently existing in the 911 Center, the parties determined a need to suspend scheduling and use of Personal Leave Time for the remainder of 2017; and

WHEREAS, the parties have come to agreement on the suspension of Personal Leave Time use and the pay-out of unused Personal Leave Time hours.

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

1. The scheduling of Personal Leave shall be suspended, effective October 3, 2017 through December 31, 2017.

2. Employees with unused Personal Leave remaining due to the suspension of scheduling days shall be paid for earned but unused hours remaining as of December 31, 2017.

3. The employees with a Personal Leave balance in 2017 shall receive a pay-out of the balance as a special pay on February 9, 2018 check date.

4. This Letter of Understanding will be effective through December 31, 2017, at which time the pay-out of Personal Leave shall expire.

5. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstances.
COUNTY OF INGHAM

Sarah Anthony, Chairperson    Date

CAPITOL CITY LABOR
PROGRAM, INC

Tom Krug, Executive Director    Date

Sherry Larner    Date

APPROVED AS TO FORM FOR INGHAM COUNTY
COHL, STOKER & TOSKEY, PC.

By

Mattis Nordfjord    Date
TO:        Board of Commissioners Finance and Liaison Committees
FROM:    Jill Bauer, Administrative Analyst
DATE:  11/16/2017
SUBJECT:  Resolution Approving Various Contracts for the 2018 Budget Year
For the meeting agendas of November 30th, December 4th, 5th and 6th

BACKGROUND
This resolution will approve the attached list of contracts for the 2018 budget year. The list consists only of contracts that are included in the 2018 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over $5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index’s Annual Inflation rate (2.1% for 2018) or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners’ Guidelines. Expenditure contracts with a 2018 increase of 2.1% or less are the only ones included in this resolution.

ALTERNATIVES
This process is in place to reduce the number of contracts that have to go the Board of Commissioners each year.

FINANCIAL IMPACT
Budgets were approved in the 2018 Budget for the contracts included in the list attached.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
The budget office recommends approving the attached contracts for the 2018 Budget year.
Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2018 BUDGET YEAR

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

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

WHEREAS, funding for these contracts has been included within the 2018 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller’s Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over $5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2017 COST</th>
<th>2018 PROJECTED</th>
<th>Proj. Increase over 2017</th>
<th>% Increase over 2017</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Commissioners</td>
<td>GovQA</td>
<td>FOIA Software</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$17,700</td>
<td>$17,874</td>
<td>$174</td>
<td>0.98%</td>
<td>General Fund</td>
</tr>
<tr>
<td>Financial Services</td>
<td>Eagle Claims Management</td>
<td>Workers' Comp Third Party Administrator</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$27,500</td>
<td>$27,500</td>
<td>$0</td>
<td>0.00%</td>
<td>Comp Fund/MCF</td>
</tr>
<tr>
<td>Financial Services</td>
<td>Infinisource</td>
<td>Employees' Flexible Spending Account Administrator</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$17,500</td>
<td>$17,500</td>
<td>$0</td>
<td>0.00%</td>
<td>Employee Benefit</td>
</tr>
<tr>
<td>Road Department</td>
<td>Precision Systems</td>
<td>Accounting Software Licenses</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$14,655</td>
<td>$14,655</td>
<td>$0</td>
<td>0.00%</td>
<td>Road Fund</td>
</tr>
<tr>
<td>Road Department</td>
<td>Midwestern Consulting</td>
<td>Traffic Signal Database Support</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$1,200</td>
<td>$1,200</td>
<td>$0</td>
<td>0.00%</td>
<td>Road Fund</td>
</tr>
<tr>
<td>IT</td>
<td>BOSS</td>
<td>Annual Maintenance for Help Desk Software</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$14,425</td>
<td>$14,728</td>
<td>$303</td>
<td>2.10%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Calero Software</td>
<td>Verismart Software Maintenance for Phone System</td>
<td>08/30/18</td>
<td>08/30/19</td>
<td>$2,128</td>
<td>$2,172</td>
<td>$44</td>
<td>2.07%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Oracle</td>
<td>Sun Server Maintenance Contract</td>
<td>03/30/18</td>
<td>03/30/19</td>
<td>$5,439</td>
<td>$5,553</td>
<td>$114</td>
<td>2.10%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>DLT</td>
<td>Solarwinds Network Monitoring</td>
<td>03/21/18</td>
<td>03/21/19</td>
<td>$1,672</td>
<td>$1,707</td>
<td>$35</td>
<td>2.09%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Solarwinds</td>
<td>Dameware Remote Support Software</td>
<td>06/18/18</td>
<td>06/18/19</td>
<td>$465</td>
<td>$474</td>
<td>$9</td>
<td>1.94%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>HP Enterprise</td>
<td>Oracle Database Standard Edition - Processor Perpetual</td>
<td>02/20/18</td>
<td>02/20/19</td>
<td>$7,827</td>
<td>$7,991</td>
<td>$164</td>
<td>2.10%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Service Express</td>
<td>Hardware Support Renewal for HP Servers</td>
<td>04/30/18</td>
<td>04/30/19</td>
<td>$3,936</td>
<td>$4,018</td>
<td>$82</td>
<td>2.08%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Konica</td>
<td>RightFax</td>
<td>08/31/18</td>
<td>08/30/19</td>
<td>$5,531</td>
<td>$5,647</td>
<td>$116</td>
<td>2.10%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>CDWG</td>
<td>VMWare Renewal</td>
<td>03/31/18</td>
<td>03/31/19</td>
<td>$29,539</td>
<td>$30,159</td>
<td>$620</td>
<td>2.10%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Seamless Docs</td>
<td>Seamless Docs Renewal</td>
<td>02/18/18</td>
<td>02/18/19</td>
<td>$24,000</td>
<td>$24,504</td>
<td>$504</td>
<td>2.10%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>CDWG</td>
<td>Annual Cost for Faronics Deepfreeze for the Ingham</td>
<td>03/01/18</td>
<td>03/01/19</td>
<td>$758</td>
<td>$773</td>
<td>$15</td>
<td>1.98%</td>
<td>Network Fund</td>
</tr>
</tbody>
</table>

**REVENUE CONTRACTS**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2017 REV</th>
<th>2018 PROJECTED</th>
<th>Proj. Increase over 2017</th>
<th>% Increase over 2017</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equalization</td>
<td>State of Michigan</td>
<td>Annual Grant for Remonumentation Program</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$85,000</td>
<td>$94,371</td>
<td>$9,371</td>
<td>11%</td>
<td></td>
</tr>
</tbody>
</table>
TO: Board of Commissioners, County Services and Finance Committees
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: November 21, 2017
SUBJECT: Proposed Greater Lansing Convention and Visitors Bureau Agreement

For the meeting agendas of December 5, 2017 and December 6, 2017

BACKGROUND
On May 13, 1975 the Ingham County Board of Commissioners adopted an Ordinance to provide for and collection of an excise tax on persons engaged in the business of providing rooms for transient guests (Resolution 75-131). Ordinance provisions are derived from Act 263 of 1974, the Excise Tax on Business of Providing Accommodations Act (Act 263). This statute caps taxes imposed pursuant to Act 263 at a rate of not more than 5 percent of the total charge for accommodations subject to the statute (MCL 141.862(6)). Through a 1991 amendment to the 1975 Ordinance, Ingham County imposes a tax of 5 percent of the total charge for accommodations.

Based on the funding formula within the amended 1975 Ordinance, the Greater Lansing Convention and Visitors Bureau (GLCVB) annually receives 80% of tax revenues collected pursuant to Act 263. This rate is incorporated into a formal Agreement between the County and GLCVB originally executed in 1984. The Agreement calls on GLCVB to secure and service conventions, group meetings, trade shows, and to pursue and promote activities which will attract out-of-town visitors and encourage local residents to utilize Ingham County facilities and attractions.

Certain reporting requirements of the current Agreement have proven unnecessary and redundant. A new section was developed to incorporate desired reporting and records access standards as follows. These standards are consistent with those included in similar County Agreements.

EIGHTH: Accounting Procedures and Reports. The Bureau’s accounting procedures and internal financial controls shall conform to generally accepted accounting practices, in order that revenues and expenditures of Bureau funds can be readily ascertained and verified. The Bureau shall be responsible for all of the following:

A. An Independent Audit of the Bureau shall be conducted by an independent certified public accountant and provided annually to the County Controller or his/her designee. The Independent Audit shall be completed and provided to the County within six (6) months following the end of the Bureau’s fiscal year.

B. Invoices, contracts, records, and all other documentation of revenues and expenditures pursuant to this Agreement shall be available for inspection during regular working hours by authorized representatives of the County.

C. If the County requests information from the Bureau, pertaining to any funds collected, spent or provided under this Agreement, then Bureau shall provide said information, to the County Controller or his/her designee, within 10 working days.

D. The Bureau shall maintain all financial records and supporting materials regarding funds collected or provided under this Agreement and expenditures made therefrom for a period of six (6) years after the termination of this Agreement. If an audit of such records or litigation between the parties commences before the end of the retention period records shall be maintained until the audit has been completed and audit findings have been resolved and/or the completion of all litigation.
**ALTERNATIVES**
Without the proposed changes, the current agreement would continue until terminated by one of the parties. The existing agreement includes a requirement that GLCVB provide a monthly financial operating statement, an annual financial operating statement, and a four-month activity report three times each year.

**FINANCIAL IMPACT**
The proposed changes will not result in any financial impact.

**OTHER CONSIDERATIONS**
GLCVB President Jack Schripsema has reviewed and indicated support for the proposed changes.

**RECOMMENDATION**
The Controller/Administrator endorses a resolution to approve a contract for services with Greater Lansing Convention and Visitors Bureau.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A CONTRACT FOR SERVICES WITH THE GREATER LANSING CONVENTION AND VISITORS BUREAU

WHEREAS, the Greater Lansing Convention and Visitors Bureau (GLCVB) was established to secure and service conventions, group meetings, trade shows; and

WHEREAS, GLCVB pursues and promotes activities which will attract out-of-town visitors and encourage local residents to utilize Ingham County facilities and attractions; and

WHEREAS, GLCVB annually receives 80% of tax revenues collected pursuant to the Excise Tax on Business of Providing Accommodations Act (Act 263 of 1974) and the Ingham County Ordinance to Provide for Imposition and Collection of an Excise Tax on Persons Engaged in the Business of Providing Rooms for Transient Guests; and

WHEREAS, Ingham County and GLCVB have partnered in such endeavors since February 6, 1984 and both parties wish to continue this partnership.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes an agreement with GLCVB to pursue and promote activities which will attract out-of-town visitors and encourage local residents to utilize Ingham County facilities and attractions.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents consistent with this resolution, on behalf of the County, after approved as to form by the County Attorney.
Enclosed please find the recommended adjustments to the Ingham County budget for the end of fiscal year 2017. There will be no change to the General Fund total.

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

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2017 Budget. The General Fund budget will remain at $81,934,377 for the fourth quarter of 2017.

The Road Department request a move of $40,000 within its capital equipment-road account after funds remaining from original 2017 CIP purchases were completed. For the purpose of purchasing a half ton 4 wheel truck and asphalt patch trailer from funds not needed in the purchase of three plow trucks and two patch trucks.

The Parks Department request $2,700 to be removed from the Disc Golf Store Inventory project line item account in the Public Improvement Fund to the Machine and Equipment Revolving Fund to purchase a TR3 Drag rake.

The contingency fund was depleted with the 3rd quarter adjustment. The attached document details how the Board allocated the contingency funds throughout the year, beginning with a balance of $350,000.

Should you require any additional information or have questions regarding this process, please don’t hesitate to contact me.
### 2017 CONTINGENCY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Contingency Amount</td>
<td>$350,000</td>
</tr>
<tr>
<td>R17-042: Temporary Special Assistant Prosecutor</td>
<td>(12,656)</td>
</tr>
<tr>
<td>R17-080: Mass Communication Project</td>
<td>(7,125)</td>
</tr>
<tr>
<td>R17-147: Additional Electronic Monitoring for Indigent Users</td>
<td>(12,000)</td>
</tr>
<tr>
<td>R17-188: Board payment to CAPCOG</td>
<td>(5,000)</td>
</tr>
<tr>
<td>R17-194: Inmate Housing Revenue Shortfall</td>
<td>(145,298)</td>
</tr>
<tr>
<td>R17-320: Supplemental Invoice 2017 Audit</td>
<td>(51,300)</td>
</tr>
<tr>
<td>R17-351: Reorganization of Accounting Functions</td>
<td>(20,000)</td>
</tr>
<tr>
<td>Proposed 3rd Quarter Adj: Partially Offset Cost of Special Elections</td>
<td>(96,621)</td>
</tr>
<tr>
<td><strong>Current Contingency Amount</strong></td>
<td>$0</td>
</tr>
</tbody>
</table>
Agenda Item 11c

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2017 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2017 Budget on October 25, 2016 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute.

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

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2017 BUDGET 11/20/17</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$81,934,377</td>
<td>0</td>
<td>$81,934,377</td>
</tr>
<tr>
<td>201</td>
<td>Road Fund</td>
<td>$32,865,120</td>
<td>0</td>
<td>$32,865,120</td>
</tr>
<tr>
<td>245</td>
<td>Public Improvement</td>
<td>$1,217,758</td>
<td>($2,700)</td>
<td>$1,215,058</td>
</tr>
<tr>
<td>664</td>
<td>Mach. &amp; Equip. Revolving</td>
<td>$1,886,880</td>
<td>$2,700</td>
<td>$1,889,580</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2017 Ingham County General Fund budget at $81,934,377.
### GENERAL FUND REVENUES

#### 2017 Budget – 11/20/17

<table>
<thead>
<tr>
<th>Description</th>
<th>2017 Budget</th>
<th>Proposed Changes</th>
<th>2017 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tax Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Property Tax</td>
<td>46,050,675</td>
<td>0</td>
<td>46,050,675</td>
</tr>
<tr>
<td>Property Tax Adjustments</td>
<td>(75,000)</td>
<td>0</td>
<td>(75,000)</td>
</tr>
<tr>
<td>Delinquent Real Property Tax</td>
<td>15,000</td>
<td>0</td>
<td>15,000</td>
</tr>
<tr>
<td>Unpaid Personally Property Tax</td>
<td>15,000</td>
<td>0</td>
<td>15,000</td>
</tr>
<tr>
<td>IFT/CFT</td>
<td>275,000</td>
<td>0</td>
<td>275,000</td>
</tr>
<tr>
<td>Trailer Fee Tax</td>
<td>15,000</td>
<td>0</td>
<td>15,000</td>
</tr>
<tr>
<td><strong>Intergovernmental Transfers</strong></td>
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<td></td>
</tr>
<tr>
<td>State Revenue Sharing</td>
<td>6,149,564</td>
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</tr>
<tr>
<td>Convention/Tourism Tax - Liquor</td>
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<td>1,429,396</td>
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<tr>
<td>Court Equity Funding</td>
<td>1,510,000</td>
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</tr>
<tr>
<td>Use of Fund Balance - Committed</td>
<td>1,600,000</td>
<td>0</td>
<td>1,600,000</td>
</tr>
<tr>
<td>Use of Fund Balance - Uncommitted</td>
<td>3,134,936</td>
<td>0</td>
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</tr>
<tr>
<td><strong>Department Generated Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Animal Control</td>
<td>1,149,041</td>
<td>0</td>
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</tr>
<tr>
<td>Circuit Court - Family Division</td>
<td>728,656</td>
<td>0</td>
<td>728,656</td>
</tr>
<tr>
<td>Circuit Court - Friend of the Court</td>
<td>587,000</td>
<td>0</td>
<td>587,000</td>
</tr>
<tr>
<td>Circuit Crt - General Trial</td>
<td>2,388,631</td>
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<td>2,388,631</td>
</tr>
<tr>
<td>Controller</td>
<td>3,170</td>
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<tr>
<td>Cooperative Extension</td>
<td>2,500</td>
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<tr>
<td>County Clerk</td>
<td>569,210</td>
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<td>569,210</td>
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<tr>
<td>District Court</td>
<td>2,673,298</td>
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<tr>
<td>Drain Commissioner/Drain Tax</td>
<td>415,500</td>
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<tr>
<td>Economic Development</td>
<td>63,037</td>
<td>0</td>
<td>63,037</td>
</tr>
<tr>
<td>Elections</td>
<td>66,550</td>
<td>0</td>
<td>66,550</td>
</tr>
<tr>
<td>Homeland Security/Emergency Ops</td>
<td>60,135</td>
<td>0</td>
<td>60,135</td>
</tr>
<tr>
<td>Equalization /Tax Mapping</td>
<td>10,100</td>
<td>0</td>
<td>10,100</td>
</tr>
<tr>
<td>Facilities</td>
<td>175,647</td>
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<td>175,647</td>
</tr>
<tr>
<td>Financial Services</td>
<td>63,028</td>
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<td>63,028</td>
</tr>
<tr>
<td>Health Department</td>
<td>178,240</td>
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<td>178,240</td>
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<tr>
<td>Human Resources</td>
<td>43,303</td>
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<tr>
<td>Probate Court</td>
<td>277,178</td>
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<td>277,178</td>
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<tr>
<td>Prosecuting Attorney</td>
<td>632,787</td>
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<td>632,787</td>
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<tr>
<td>Purchasing</td>
<td>0</td>
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<td>0</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>2,055,324</td>
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<td>2,055,324</td>
</tr>
<tr>
<td>Remonumentation Grant</td>
<td>85,000</td>
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<td>85,000</td>
</tr>
<tr>
<td>Sheriff</td>
<td>4,782,735</td>
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<td>4,782,735</td>
</tr>
<tr>
<td>Treasurer</td>
<td>4,352,133</td>
<td>0</td>
<td>4,352,133</td>
</tr>
</tbody>
</table>
### Tri-County Regional Planning
- **Revenues:** 63,921
- **Changes:** 0
- **Total:** 63,921

### Veteran Affairs
- **Revenues:** 388,682
- **Changes:** 0
- **Total:** 388,682

### Total General Fund Revenues
- **Revenues:** 81,934,377
- **Changes:** 0
- **Total:** 81,934,377

### GENERAL FUND EXPENDITURES

<table>
<thead>
<tr>
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Emergency Operations 222,943 0 222,943
Board of Public Works 300 0 300
Drain Tax at Large 460,000 0 460,000
Health Department 5,820,200 0 5,820,200
CHC 2,769,850 0 2,769,850
Jail Medical 1,588,527 0 1,588,527
Medical Examiner 396,575 0 396,575
Substance Abuse 717,954 0 717,954
Community Mental Health 1,968,872 0 1,968,872
Department of Human Services 2,213,279 0 2,213,279
Tri-County Aging 80,867 0 80,867
Veterans Affairs 550,936 0 550,936
Cooperative Extension 454,589 0 454,589
Library Legacy Costs 0 0 0
Parks and Recreation 1,597,379 0 1,597,379
Contingency Reserves 0 0 0
Legal Aid 20,000 0 20,000
2-1-1 Project 45,750 0 45,750
Community Coalition for Youth 28,000 0 28,000
Capital Improvements 1,636,334 0 1,636,334
Total General Fund Expenditures 81,934,377 0 81,934,377

General Fund Revenues and Expenses

There are no adjustments to Department totals for general fund at this time.

Non-General Fund Adjustments

Road Department (F201) Move $40,000 within its capital equipment road account funds remaining from original 2017 CIP purchases were completed. For the purpose of purchasing a half ton 4 wheel truck and asphalt patch trailer from funds not needed in purchase of three plow trucks and two patch trucks.

Public Improvement (F245) Move $2,700 from Parks’ Disc Golf Store Inventory project line item to the Machine/Equipment Fund for purchase of TR3 Drag rake for Parks.

Mach./Equip. Revolving (F664) Increase equipment line item by $2,700 for purchase by Parks of TR3 Drag rake, funds from Public Improvement Fund.
INTRODUCED BY THE HUMAN SERVICES AND COUNTY SERVICES COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE INGHAM COUNTY BOARD RULES

WHEREAS, current Board Rules provide that the County Services Committee is the liaison for the Ingham County Fair, Parks Department, and their respective Boards; and

WHEREAS, the Board of Commissioners wishes to assign this responsibility to the Human Services Committee.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby assigns the liaison committee responsibility for the Ingham County Fair and Fair Board, Parks Department and Parks and Recreation Commission to the Human Services Committee, effective immediately.

BE IT FURTHER RESOLVED, that the appropriate change is to be made to the Board Rules.
WHEREAS, Alan Fox began his service in politics and elections while a student at East Lansing High School; and

WHEREAS, Alan served the Michigan Legislature as a House Page and as a member of the House Democratic Staff; and

WHEREAS, Alan was the first, and until recently, the only Michigan State University undergraduate student elected to serve on the East Lansing City Council, serving from 1977 until 1981; and

WHEREAS, Alan graduated from Michigan State University with a Bachelor’s Degree in History, where he received a Board of Trustees Award for one of the four highest grade point averages in that class; and

WHEREAS, Alan has worked on several political campaigns, including a congressional campaign, which resulted in his position on the Washington, DC staff for a U.S. Representative; and

WHEREAS, Alan began his service with Ingham County in 1993, as a member of the Board of Canvassers, where he has held the positions of Chairperson and Vice-Chairperson; and

WHEREAS, the Ingham County Board of Canvassers is responsible for canvassing and certifying elections held in the County; and

WHEREAS, Alan has contributed his knowledge and expertise in numerous elections for Ingham County; and

WHEREAS, Alan has demonstrated his love for detail and election procedures, to the benefit of his colleagues and the citizens of the County of Ingham; and

WHEREAS, Alan is very committed to serving his community, he has served as the Chairperson for the East Lansing Building Authority for 13 years; and

WHEREAS, prior to recently being appointed to the position of Chief Deputy Treasurer of Ingham County, Alan worked for nearly 30 years as a Partner and Financial Manager for a local political consulting firm; and

WHEREAS, on October 31, 2017, Alan Fox completed his years of service on the Ingham County Board of Canvassers.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors Alan Fox for his 24 years of dedication and commitment as a member of the Board of Canvassers and extends its sincere appreciation for the many contributions he has made to the citizens of Ingham County.

BE IT FURTHER RESOLVED, that the Board wishes him continued success in all of his future endeavors.
Agenda Item 13a

Introduced by the County Services and Finance Committees of the:

    INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ANNUAL 2018 COMPENSATION FOR
NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS

WHEREAS, a 1 percent wage increase was recommended as part of the 2018 Managerial/Confidential
Personnel Manual; and

WHEREAS, the Board wishes to increase the salary level for non-Judicial County-Wide Elected Officials by 1
percent for 2018 as well.

THEREFORE BE IT RESOLVED, that the following Ingham County Non-Judicial Elected Officials: County
Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall be
provided a 2018 salary as listed below (reflects a 1 percent increase):

<table>
<thead>
<tr>
<th>Elected Official</th>
<th>2017</th>
<th>2018</th>
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<tbody>
<tr>
<td>County Clerk</td>
<td>$92,630</td>
<td>$93,556</td>
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<tr>
<td>Drain Commissioner</td>
<td>$86,588</td>
<td>$87,454</td>
</tr>
<tr>
<td>Prosecuting Attorney</td>
<td>$133,396</td>
<td>$134,730</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>$86,588</td>
<td>$87,454</td>
</tr>
<tr>
<td>Sheriff</td>
<td>$124,935</td>
<td>$126,184</td>
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<tr>
<td>Treasurer</td>
<td>$99,800</td>
<td>$100,798</td>
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</table>

BE IT FURTHER RESOLVED, that the salary is contingent upon the elected official foregoing any per diem,
fees, or payments to which the elected official may otherwise be entitled, including but not limited to
Delinquent Tax Administration fees (Treasurer); fees from divorces involving minor children (Prosecutor); per
diem for Elections Commission and Plat Board (Clerk, Register of Deeds, Treasurer); housing and
clothing/cleaning allowance (Sheriff); Drainage Board meetings (Drain Commissioner).

BE IT FURTHER RESOLVED, non-Judicial County-Wide Elected Officials taking office after January 1, 2013
shall not be eligible for single retiree health insurance coverage until after they reach 60 years of age, subject to
the scale based on years of service. Retirees that purchase dental and vision insurance at group rates and
subsequently choose to discontinue the coverage, may not re-enroll.

BE IT FURTHER RESOLVED, these salaries are established on the expectation each elected official will
perform services comparable to the hours worked by the County managers.

BE IT FURTHER RESOLVED, that the County of Ingham shall pay the annual Michigan Bar Dues for the
Prosecuting Attorney.
WHEREAS, Dr. Martin Luther King, Jr., a Baptist minister and passionate fighter for civil rights through non-violent action, was a vital personality of the modern era, his lectures and remarks stirred the concern and sparked the conscience of a generation; and

WHEREAS, the movements and marches led by Dr. Martin Luther King, Jr. brought significant changes in the fabric of American life; and

WHEREAS, his courageous and selfless devotion gave people of color and the disenfranchised people direction to thirteen years of civil rights activities, his charismatic leadership inspired men and women, young and old, in the nation and abroad; and

WHEREAS, Dr. King's concept of somebodiness gave black and poor people a new sense of worth and dignity, his philosophy of nonviolent direct action, and his strategies for rational and non-destructive social change, galvanized the conscience of this nation and reordered its priorities; and

WHEREAS, his wisdom, his words, his actions, his commitment, and his dreams for a new cast of life, are intertwined with the American experience; and

WHEREAS, few have had as much impact upon the American consciousness as Dr. Martin Luther King, Jr.; and

WHEREAS, the 15th of January, 2018 has been designated a national holiday in honor of the birthday of the late Dr. Martin Luther King, Jr.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Dr. Martin Luther King, Jr. in appreciation of the many accomplishments he made towards improving the quality of life for the citizens throughout the country, particularly those in Ingham County.

BE IT FURTHER RESOLVED, that the citizens of Ingham County are encouraged to celebrate this holiday and join the Board of Commissioners in the celebration of this notable holiday in honoring this great American hero and role model.
WHEREAS, Virg Bernero has served twelve years as the Mayor of the City of Lansing, he was first elected in 2005, re-elected in 2009 and 2013; and

WHEREAS, among his many accomplishments Mayor Bernero founded and led the Manufacturing Alliance of Communities (MAC), a national coalition of mayors that worked to secure federal support for General Motors during the auto crisis; and

WHEREAS, he led efforts to attract more than $2.4 billion in new private investment to the City of Lansing, retaining and creating more than twelve thousand jobs, while strengthening and diversifying the metro region’s economic foundation; and

WHEREAS, under the leadership of Mayor Bernero, the nationally-recognized Lansing Financial Empowerment Center was established providing free, professional financial counseling to Lansing residents and families, helping thousands of citizens reduce debt, increase savings, improve their credit scores and obtain safe banking accounts; and

WHEREAS, Mayor Bernero led the Capital City through the Great Recession, making the tough decisions necessary to maintain twelve consecutive balanced budgets, eliminating more than $80 million in budget shortfall due to massive revenue losses; and

WHEREAS, prior to serving as Mayor, he was elected in 2002 as State Senator for the 23rd District representing Lansing, in 2001-2002 he represented Lansing as the 68th District Representative in the Michigan House of Representatives; and

WHEREAS, he also represented the residents of Lansing as an Ingham County Commissioner for District 10 from 1991-1994 and again from 1997-2000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honor Mayor Virg Bernero for his years of service as the 51st Mayor of the City of Lansing - Lansing’s biggest believer.

BE IT FURTHER RESOLVED, that the Board sincerely appreciates his passion and commitment to the Capital City and its citizens and thanks him for his service as Mayor and the legacy he leaves behind.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING THE 35TH ANNUAL HISPANIC CHRISTMAS SYMPOSIUM

WHEREAS, the 35th Annual Hispanic Christmas Symposium, will be held on Wednesday, December 13, 2017, hosted by Lansing for Cesar E. Chavez, Capital Area Hispanic Community Representatives (CAHCR), Michigan Alliance of Latinos Moving Toward Advancement (Mi ALMA) and Latino Leaders for the Enhancement of Advocacy and Development; and

WHEREAS, the purpose of the Symposium is to celebrate with the City of Lansing the renaming of East Grand River Avenue and West Grand River Avenue from Oakland Avenue to Pine Street to Cesar E. Chavez Avenue; and

WHEREAS, citizens of Ingham County are invited to join in honoring the Great American Cesar E. Chavez and to share in the Spirit of the Season; and

WHEREAS, since the first Symposium was held, the Capital Area Hispanic Community Representatives (CAHCR) has used this event to honor the work of individuals within the community who work to uplift and promote the Hispanic community in the Greater Lansing area; and

WHEREAS, donations from the 2017 Symposium will benefit the Cristo Rey Community Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby recognize the 35th Annual Hispanic Christmas Symposium and congratulate Lansing for Cesar E. Chavez, Capital Area Hispanic Community Representative, Michigan Alliance of Latinos Moving Toward Advancement and Latino Leaders for the Enhancement of Advocacy and Development on the event.

BE IT FURTHER RESOLVED, that the Board wishes them continued success in future endeavors.
Agenda Item 13e

Introduced by the County Services Committee of the:

INGLEHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING LANSING FOR CESAR E. CHAVEZ COMMITTEE

WHEREAS, The Lansing for César E. Chávez Committee was formed in 2010 to preserve the legacy of César E. Chávez through education, commemoration, service, and self-determination; and

WHEREAS, since their formation, The Lansing for César E. Chávez Committee has worked tirelessly to ensure the legacy of César E. Chavez was honored in the Greater Lansing area; and

WHEREAS, in 2010, the committee began to work on renaming Grand River Avenue, from East Grand River to West Grand River from Oakland Avenue to Pine Street, which ran through the heart of Lansing where many migrant farmworker families, predominantly Hispanic, settled with their families when they moved here; and

WHEREAS, while the committee was not successful in having the name change from Grand River from East Grand River to West Grand River from Oakland Avenue to Pine Street to César E. Chávez, it settled with an honorary designation of César E. Chavez Avenue, and renaming of Lot 56, which became the César E. Chávez; and

WHEREAS, since 2010, The Lansing for César E. Chávez Committee has worked to raise funds to build a gateway entrance to Lot 56 in honor of César E. Chávez, holding many Tejano Festivals and dinner fundraisers around his birthdate, March 31st; and

WHEREAS, The Lansing for César E. Chávez Committee began another push to permanently rename Grand River Avenue from East Grand River to West Grand River from Oakland Avenue to Pine Street to César E. Chávez Avenue in 2017; and

WHEREAS, through education, service, and self-determination, they were able to petition the Lansing Memorial Review Board with a request for this name change to occur; and

WHEREAS, with a unanimous vote of the Memorial Review Board, it was recommended to the Lansing City Council that the time had come to drop the Honorary César E. Chávez Avenue designation from Grand River Avenue from East Grand River to West Grand River from Oakland Avenue to Pine Street and rename this stretch of road César E. Chávez Avenue; and

WHEREAS, the Lansing City Council held public hearings, and on October 30th, vote to rename this stretch of road as César E. Chávez Avenue.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners honors the Lansing for César E. Chávez Committee for their hard work and dedication on working through the process to have this stretch of road renamed for a great migrant farmworker leader and wishes them continued success in their future endeavors.