THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, FEBRUARY 21, 2017 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the February 7, 2017 Minutes
Additions to the Agenda
Limited Public Comment

1. Interviews – Fair Board Interviews

2. Equal Opportunity Committee – Annual Report (Presentation)

3. Fair Office – Resolution to Award a Contract to GM Contracting for Construction of Four Pole Barn Kits

4. Facilities Department
   a. Resolution to Award a Contract to Nelson Trane to Upgrade Existing Tracer Summit System
   b. Resolution to Authorize Purchase and Installation of Air Handler Units at Forest Community Health Center

5. Road Department
   a. Resolution to Award a Contract to Plante-Moran, PLLC to Conduct a Performance Audit of the County Road Fund
   b. Resolution to Award a Contract to Precision Solutions, Inc. for a Software License and Maintenance Agreement
   c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
   d. Complete Streets (Discussion)

6. Health Department – Resolution to Authorize an Agreement with Michigan Primary Care Association to Provide Funding for a 1 FTE Community Health Worker Position

7. Controller
   a. Resolution to Assign Ingham County Qualified Energy Conservation Bond Allocation to the State of Michigan
   b. Resolution Honoring John L. Neilsen on the Event of His Retirement
   c. Resolution to Restructure Controller/Administrator Office Positions
8. Board of Commissioners – Resolution Designating April 4, 2017 as “National Service Recognition Day in Ingham County”

9. Human Resources – Labor Relations Update (Closed Session)

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
February 7, 2017
Draft Minutes

Members Present: Celentino, Crenshaw, Sebolt, Grebner (arrived at 6:06 p.m.) and Maiville

Members Absent: Nolan and Koenig

Others Present: Clerk Barb Byrum, Becky Bennett, Travis Parsons, Tim Dolehanty, Justin Alexander, Maggie Fenger 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 January 17, 2017 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE JANUARY 17, 2017 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Nolan, Koenig and Grebner.

Removed –

10. **Human Resources** – Labor Relations Update (*Closed Session*)

Additions to the Agenda

10. **Board of Commissioners** – Resolution Congratulating Delhi Township on its 175<sup>th</sup> Anniversary

Additional Information –

7. **Potter Park Zoo**
   a. Resolution Authorizing the Reorganization of Potter Park Zoo

Substitute –

9. **Controller**
   a. Resolution to Amend the Clean Air Policy

Limited Public Comment

None.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. CRENshaw, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:
2. **Clerk ’s Office** – Resolution to Authorize a $10.00 Fee to Accompany Approved Fees for Certified Copies of State-Only Records Issued by the County Clerk’s Office from the Michigan Centralized Birth Certification System (MiCBCS)

3. **Innovation and Technologies**
   a. Resolution to Approve the Renewal of the Imagesoft and Onbase Annual Support
   b. Resolution to Approve the Renewal of the Cyfin Software Licensing Agreement
   c. Resolution to Approve the Renewal of the Ocularis Software Licensing Agreement from VidCom
   d. Resolution to Approve the Renewal of the VMWare Support Agreement from CDWG
   e. Resolution to Approve the Renewal of the Seamless Docs Licensing Subscription

4. **Road Department** – Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

5. **Fair Office** – Resolution to Authorize Purchase of Four Pole Barn Kits from the Big L Corporation

6. **Parks** – Resolution to Authorize an Addendum to the Residential Lease Agreement for the Lake Lansing Park South Rental House

7. **Potter Park Zoo**
   a. Resolution Authorizing the Reorganization of Potter Park Zoo
   b. Resolution Authorizing the Amendment of the Potter Park Zoo 2017 Budget

8. **Health Department** – Resolution to Authorize Amendment #2 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health

9. **Controller**
   a. Resolution to Amend the Clean Air Policy
   c. Resolution to Reclassify and Retitle the Board Coordinator Position

10. **Board of Commissioners** – Resolution Congratulating Delhi Township on its 175th Anniversary

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Nolan, Koenig and Grebner.

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

1. **Interviews** – Parks Commission

Jessy Gregg interviewed for appointment to the Parks Commission.
Bob Wilson interviewed for appointment to the Parks Commission.

Christina Starks interviewed for appointment to the Parks Commission.

Commissioner Grebner arrived at 6:06 p.m.

9. Controller
   b. Controller/Administrator Office Reorganization (Discussion)

Tim Dolehanty, Controller/Administrator, provided an update on the proposed office reorganization.

Commissioner Grebner asked how many departments report directly to the Controller and how many report to the two deputy controllers.

Mr. Dolehanty stated that Central Services, Financial Services, IT, Purchasing, Facilities, HR, and the Zoo Director all reported directly to him.

Commissioner Grebner asked if the 911 Center and Roads Department reported to the Controller.

Mr. Dolehanty stated that the Roads Department reported to the Board of Commissioners and the 911 Center reported to the deputy controllers.

Chairperson Celentino asked if the Equalization Department reported to the Controller.

Mr. Dolehanty responded that the Equalization Department reported to the Board of Commissioners.

Commissioner Grebner stated that a department that reported to the Board of Commissioners counted as one that reported to the Controller.

Mr. Dolehanty stated that there was a resolution passed that stated certain departments reported directly to the Board of Commissioners, not the Controller.

Commissioner Grebner stated that as a matter of law, the Board of Commissioners hired the Equalization Director, but they were not in the building every day to oversee him.

Chairperson Celentino stated that in the past, the Controller was in charge of the daily oversight of operations.

Discussion.

Commissioner Grebner asked if the Veteran’s Department Director reported to the Controller.

Mr. Dolehanty stated that the Veteran’s Department Director reported to the deputies and the Veteran’s Board.
Commissioner Grebner asked realistically who followed up with people on a day to day basis. Commissioner Grebner relayed a story about previous embezzlement issues, and stated that he wanted to raise the point that Mr. Dolehanty cannot even remember all the direct reports to him because he has so many.

Mr. Dolehanty stated that he would be curious to know if the Committee had managed to list all the direct reports to him.

Commissioner Grebner stated that somebody had to pay attention to all the departments and the fact that Mr. Dolehanty had so many to manage that he could not list them all, meant the controller was at the limit of a sensible span of control.

Commissioner Grebner stated that all the reorganization involved was taking two levels from one deputy controller and making both deputies level thirteen, and he had been hoping for different lines connecting to the deputy controllers as well as the controller.

Mr. Dolehanty stated that he had followed the pattern of the standing committees, generally, with the exception of the Fair and Parks Departments, which reported to one of the deputy controllers. He further stated that this pattern was the rationale for the reorganization of the deputy controllers.

Commissioner Grebner stated that his philosophy in general was that the Board of Commissioners had two roles: fiddling with budgets to save money and preventing disasters. He further stated that one way that did not prevent disaster was to ask executives to have so many directly report to them that they cannot remember them all, because that meant no one was able to monitor direct reports.

Discussion.

Commissioner Grebner stated that the amount of direct reports to the controller was better than in previous years, but he thought 4-6 was a nice number of direct reports, not 9. He further stated that he was raising this point so that at some point the Board of Commissioners could address it.

Chairperson Celentino asked Commissioner Grebner if he thought there should be more direct reports balanced between the deputies and the controller.

Commissioner Grebner stated that he saw several different possibilities such as adding another deputy controller or creating a chief deputy again. He further stated that in a future reorganization he would like to see fewer lines point directly to the controller.

Commissioner Grebner asked if the Board Coordinator reported to the Controller.

Mr. Dolehanty stated that the Board Coordinator reported to the Board of Commissioners.
Chairperson Celentino stated that Commissioner Grebner raised an interesting point in regards to the Board Coordinator. He further stated that he felt the Controller’s Office and the Board Coordinator worked together on projects, but he believed the Board Coordinator dealt with the Board of Commissioners Chairperson more than anything.

Discussion.

Commissioner Crenshaw asked for clarification regarding Agenda Item 9b. He stated that the item was listed as discussion but also had a resolution attached, and questioned if it was approved with the consent agenda.

Chairperson Celentino stated that Agenda Item 9b was not included in the consent agenda as it was a discussion item. He further stated that the resolution will be back at the next meeting as an action item.

Chairperson Celentino asked Mr. Dolehanty to explain the theory behind the reorganization because he thought originally the budget director would be folded into financial services, but that did not happen.

Mr. Dolehanty stated that folding the budget director into financial services raised a major red flag because there would no longer be any internal controls. He further stated that removing the budget director meant there would no longer be an independent person looking at financial services and vice versa.

Chairperson Celentino stated that he wanted their constituents to know that the county did examine all options in this reorganization but they could not justify losing the internal controls in order to save a small amount of money.

Commissioner Grebner stated that this illustrated his earlier point regarding the need for oversight versus saving money in the budget. He further stated that too much money saved can lead to a lack of oversight which exposes the county to liability.

Announcements

Commissioner Grebner noted that he supported all items on the consent agenda.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:30 pm.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1. **Interviews - Fair Board**

   Candidates for appointment to the Fair Board will be in attendance for interviews with the Committee.

2. **Equal Opportunity Committee - Annual Report**

   Members of the Equal Opportunity Committee will be present to discuss their Annual Report.

3. **Fair Office - Resolution to Award a Contract to GM Contracting for Construction of Pole Barn Kits**

   Four existing horse barns at the south end of the fairgrounds have reached the end of their useful life. Height limitations of barn entrances and fixed interior horse stalls limit their utilization exclusively to horse events. Replacement of these structures with pole barns will annually produce up to $17,000 in additional revenue from RV/vehicle storage. The Fair Office recommends approval of a resolution to enter into an agreement for purchase of four pole barn kits from GM Contracting at a cost not to exceed $114,900.

4a. **Facilities Department - Resolution to Award a Contract to Nelson Trane to Upgrade Existing Tracer Summit System**

   Existing Building Control Units at Veteran’s Memorial Courthouse are failing and in need of replacement. The Facilities Department seeks authorization to purchase a new Systems Controller capable of communication with both the existing controllers and any new controllers. The Department also recommends purchase of three additional Unit Controllers to replace three Air Handler Units. The total cost of the project is $38,629.

4b. **Facilities Department - Resolution to Authorize Purchase and Installation of Air Handler Units at Forest Community Health Center**

   A 25-ton roof top air handler unit at Forest Community Health Center has reached the end of its useful life. The Facilities Department offered a resolution to allow purchase of a new unit from Trane USA, Inc. and installation services from Nelson Trane at a total cost of 76,627.

5a. **Road Department - Resolution to Award a Contract to Plante-Moran, PLLC to Conduct a Performance Audit of the County Road Fund**

   Michigan statute requires annual preparation of a performance audit in order to determine that state funds received for road projects were expended in a manner consistent with requirements of the State Trunkline Highway System Act (1951, Act 51). The Road Department recommends approval of a resolution to award a contract to Plante-Moran, PLLC to conduct a performance audit of the County Road Fund for a cost not to exceed $7,000.
5b. **Road Department** - Resolution to Award a Contract to Precision Solutions, Inc. for a Software License and Maintenance Agreement

Ingham County utilizes Precision Computer Solutions to provide accounting software license and maintenance at the Road Department. The Department uses Precision rather than Munis because its modules and features are more suited to road fund accounting as required by Act 51. Renewal of support licensing will allow for uninterrupted use the product in the future. The Road Department and Financial Services Department recommend approval of a resolution to award a three-year contract to Precision Solutions, Inc. for a Software License and Maintenance Agreement at an annual cost not to exceed $15,095.

5c. **Road Department** – Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 17 projects (see attachment).

5d. **Road Department** – Complete Streets - Road Issues Subcommittee (Discussion)

The Road Department Director will be present to discuss road topics that could be assigned to a subcommittee of the County Services Committee.

6. **Health Department** - Resolution to Authorize an Agreement with Michigan Primary Care Association to Provide Funding for a 1 FTE Community Health Worker Position

The Health Department seeks approval of a resolution to accept an award from the Michigan Primary Care Association for $38,000 to hire a Community Health Worker. This position will provide breast and cervical cancer navigation services to women in Ingham County.

7a. **Controller’s Office** - Resolution to Assign Ingham County Qualified Energy Conservation Bond Allocation to the State of Michigan

Ingham County adopted Resolution 09-359 on October 27, 2009 designating a “recovery zone” for recovery zone facility bonds and recovery zone economic development bonds. The American Recovery and Reinvestment Act of 2009 included allocation of funds to certain communities under the Qualified Energy Conservation Bond (QECB) program. Ingham County received a direct allocation of $1,740,102 in QECB issuance based on population, but has no prospective projects eligible to utilize this program. State officials have asked that the County consider waiving its allocation to allow redistribution to other jurisdictions and projects. The Controller seeks approval of a resolution to grant the State’s request.

7b. **Controller’s Office** - Resolution Honoring John L. Neilsen on the Event of His Retirement

A resolution is offered to honor John L. Neilsen for his numerous contributions to Ingham County over the past 39 years and to wish him continued success in the years to come.
7c. **Controller’s Office** – *Resolution to Restructure Controller/Administrator Office Positions*

As required under the Reorganization Procedure Policy, a reorganization plan or the Controller’s Office was discussed at the County Services Committee meeting held on February 7. The Controller recommends approval of a resolution to authorize the reorganization plan.

8. **Board of Commissioners Office** - *Resolution Designating April 4, 2017 as National Service Recognition Day in Ingham County*

A Resolution if offered to formally designate April 4, 2017 as “National Service Recognition Day” in Ingham County.

9. **Human Resources Department** - *Labor Relations Update* (Closed Session)

The Human Resources Director will be present to discuss labor relations issues in closed session.
Agenda Item 3

TO: Sandra Dargatz, Fair
FROM: James Hudgins, Director of Purchasing, jhudgins@ingham.org
DATE: January 19, 2017
RE: Memo of performance for RFP No. 8-17: Constructing Four (4) Pole Barns at the Ingham County Fairgrounds

Per your request, the Purchasing Department sought proposals from qualified and experienced general contractors for the purpose of constructing four (4) new County-supplied pole barn kits at the Ingham County Fairgrounds. The new buildings will be four (4) sided, with a 30-foot width, 160-foot length, and 14-foot high clearance.

The RFP was advertised in the Lansing State Journal, 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>Vendor invited to propose</td>
<td>109</td>
<td>35</td>
</tr>
<tr>
<td>Vendor attending pre-proposal meeting</td>
<td>14</td>
<td>4</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>5</td>
<td>3</td>
</tr>
</tbody>
</table>

The following grid is a summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Local Pref</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>GM Contracting</td>
<td>No, Newaygo</td>
<td>$114,900.00</td>
</tr>
<tr>
<td>Allied Building Service Company of Detroit</td>
<td>No, Detroit</td>
<td>$127,000.00</td>
</tr>
<tr>
<td>LJ Trumble Builders LLC</td>
<td>Yes, Lansing</td>
<td>$219,400.00</td>
</tr>
<tr>
<td>Nielsen Commercial Construction</td>
<td>Yes, Holt</td>
<td>$285,900.00</td>
</tr>
<tr>
<td>Laux Construction LLC</td>
<td>Yes, Holt</td>
<td>$329,500.00</td>
</tr>
</tbody>
</table>

You are now ready to complete the final steps in the process: 1) Evaluate the submissions; 2) confirm funds are available; 3) submit evaluation to the Purchasing Department with your recommendation; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.
Prevailing wage is a requirement of this request for proposal because the construction cost is anticipated to be over $10,000. A preconstruction meeting is required to ensure all contractors are in compliance with prevailing wages and proper bonding. Please contact the Purchasing Department and coordinate a date and time for the preconstruction meeting.

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

To:   Ingham County Purchasing Office
       Ingham County Controller’s Office
       Ingham County Board of Commissioners - County Service Committee, Chair
       Ingham County Board of Commissioners - County Finance Committee, Chair
       Ingham County Board of Commissioners, Chair

From:  Sandra Dargatz, Executive Director, Ingham County Fair

Date:  February 7, 2017

RE:  Resolution Authorizing Entering Into A Contract with GM Contracting for General Contracting Services for the Construction of Four Pole Barn Kits at the Ingham County Fairgrounds

The four existing horse barns on the south end of the fairgrounds have reached the end of their useful life and are currently only able to be utilized for horse event; due to the height limitations of the barn entrances and the fixed interior horse stalls.

Annually, the fairgrounds generate $45,000 in off season revenue through the usage of all other buildings as RV/vehicle storage throughout the winter months. Adding the four newly purchased pole barns to the fairgrounds would provide an additional $17,000 in RV/vehicle storage revenue annually and increase the potential for creation of off-season facility revenue.

After careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to GM Contracting who submitted the lowest responsible bid in the amount not to exceed $114,900.00, for general contracting services for the construction of four, newly purchased pole barn kits at the Ingham County Fairgrounds. The funds for this project have been budgeted and approved in the 2017 hotel/motel CIP account number 56176900-976000 for $200,000.00.

I respectfully recommend approval of the attached resolution to support the general contracting services for the construction of four pole barn kits at the Ingham County Fairgrounds.

Sincerely,

Sandra Dargatz
Executive Director, Ingham County Fair
(517) 676-2857
Agenda Item 3

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT TO GM CONTRACTING FOR CONSTRUCTION OF FOUR POLE BARN KITS

WHEREAS, the four existing horse barns on the south end of the fairgrounds have reaching the end of their useful life; and

WHEREAS, the newly purchased pole barn kits will have the capacity to increase the collection of winter storage revenue and increase off season facility rentals; and

WHEREAS, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to GM Contracting who submitted the lowest responsible bid in the amount not to exceed $114,900.00, for general contracting services for the construction of four pole barn kits at the Ingham County Fairgrounds; and

WHEREAS, the funds for this project have been budgeted and approved in the 2017 hotel/motel CIP account number 56176900-976000 for $200,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to GM Contracting located at 5276 Muskego Dr, P.O. Box 574, Newago, MI 49337 for general contracting services for the construction of four pole barn kits at the Ingham County Fairgrounds, for a total cost not to exceed $114,900.00.

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator is authorized to transfer funds from the Hotel/Motel CIP funds to the 2017 Ingham County Fair CIP account #56176900-976000.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
TO: Board of Commissioners, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: February 6, 2017
SUBJECT: Resolution authorizing an agreement with Nelson Trane for the purpose of upgrading our existing Tracer Summit System at the Veterans Memorial Courthouse (VMC)

For the meeting agendas of: February 21 and February 22

BACKGROUND
The existing Building Control Units are failing due to age and are in need of replacement.

ALTERNATIVES
There are no alternatives for this project as Tracer Summit is proprietary so parts are only available through Trane.

FINANCIAL IMPACT
The Facilities Department is unable to upgrade all of the controls on the VMC side as our budget is only $41,000.00. For a cost of $11,437.00 the current Building Control Unit will be replaced with a new System Controller which can communicate with both the existing controllers as well as any new controllers. Three of the Air Handler Unit controllers will also be replaced with new Unit Controllers for a cost of $9,064.00 each, a total cost of $38,629.00.

Funds for the project are available in the 2017 approved CIP line item #245-26710-979000-7FC09.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, both the Purchasing and Facilities Departments respectfully recommend approval of the attached resolution to support a contract with Nelson Trane to upgrade our existing Tracer Summit System at Veterans Memorial Courthouse.
WHEREAS, the existing Building Control Units are failing due to age and are in need of replacement; and

WHEREAS, Tracer Summit is proprietary therefore parts are only available through Trane; and

WHEREAS, the Facilities Department is unable to upgrade all of the controls on the VMC side as our budget is only $41,000.00; and

WHEREAS, for a cost of $11,437.00 we plan to replace the current Building Control Unit with a new System Controller which can communicate with both the existing controllers as well as any new controllers; and

WHEREAS, three of the Air Handler Unit controllers will also be replaced with new Unit Controller for a cost of $9,064.00 each; and

WHEREAS, this project will be completed for a total cost of $38,629.00; and

WHEREAS, funds are available in the 2017 approved CIP line item #245-26710-979000-7FC09.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with Nelson Trane, 5335 Hill 23 Drive, Flint, MI 48507-3906, to upgrade our existing tracer summit system at the Veterans Memorial Courthouse for a not to exceed cost of $38,629.00.

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, Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 3, 2017

SUBJECT: Resolution authorizing two purchase orders for the 25 ton RTU #2 replacement at Forest Community Health Center

For the meeting agendas of: February 21, February 22 and February 27

BACKGROUND
The 25 ton roof top unit (RTU #2) which provides both heating and cooling for the South East corner of the building, at Forest Community Health Center is beyond its normal useful life, has exceeded its ability to perform normal functions and is in need of replacement.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
The Facilities Department is requesting approval to issue two purchase orders totaling $76,627.00 for the following:

1. Trane US Inc., through a co-op with US Community Contract #15-JLP-023 to purchase the 25 ton rooftop unit for a cost of $42,497.00.

2. Nelson Trane for installation of the rooftop unit for a cost of $34,130.00, which includes the requested $5,000.00 contingency.

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

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

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

Funds for the project are available in the 2017 approved CIP line item #245-60199-976000-7FC10.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the issuing of two purchase orders for the 25 ton RTU #2 replacement at Forest Community Health Center.
Agenda Item 4b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE AND INSTALLATION OF AIR HANDLER UNITS AT FOREST COMMUNITY HEALTH CENTER

WHEREAS, the 25 ton roof top unit (RTU #2) provides both heating and cooling for the South East corner of the building, at Forest Community Health Center; and

WHEREAS, this unit is beyond its normal useful life and has exceeded its ability to perform normal functions; and

WHEREAS, the unit is in need of replacement; and

WHEREAS, the Facilities Department is requesting approval to issue two purchase orders totaling $76,627.00 for the following:

1. Trane US Inc., through a co-op with US Community Contract #15-JLP-023 to purchase the 25 ton rooftop unit for a cost of $42,497.00.

2. Nelson Trane for installation of the rooftop unit for a cost of $34,130.00 which includes the requested $5,000.00 contingency; and

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

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

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

WHEREAS, funds for the project are available in the 2017 approved CIP line item #245-60199-976000-7FC10.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes two purchase orders for the 25 ton RTU #2 replacement at Forest Community Health Center as follows:

1. Trane US Inc., 3600 Pammel Creek Road, LaCrosse, Wisconsin, 54601-7599, through a co-op with US Community Contract #15-JLP-023 to purchase the rooftop unit for a total cost of $42,497.00.

2. Nelson Trane, 5335 Hill 23 Drive, Flint, Michigan, 48507-3906, for installation of the rooftop unit for a total cost of $34,130.00 which includes the $5,000.00 contingency.

BE IT FURTHER RESOLVED, the project will be completed for a total not to exceed total cost of $76,627.00 which includes the $5,000.00 contingency.
BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.
MEMORANDUM

TO: County Services and Finance Committees
FROM: William Conklin, Managing Director
        Road Department
DATE: January 26, 2017
SUBJECT: Act 51 Performance Audit Services Proposal by Auditor Plante-Moran

Per Michigan Public Act 298 of 2012, and the attached letter dated March 27, 2015, the State is requiring the County to have our independent auditor, which per Resolution 16-360 is currently Plante-Moran, do a “Performance Audit” for FY 2016 to “determine whether state funds received…were expended in compliance with provisions of Act 51” (of 1951, as amended).

Although the County on behalf of the Road Department annually submits an “Act 51 Report” and an annual audit of the road fund accounts per Section 26 of Act 283 of 1909, Act 298 of 2012 requires further performance auditing per chapter 6 of the US Governmental Auditing Standards (GAS) as explained in the attached information. For 2016, this additional performance audit report will need to accompany the ACT 51 report submittal.

Per the attached proposal letter dated December 7, 2016, Plante-Moran, the County’s current auditor, proposes to perform this additional Performance Audit for an additional fee not to exceed $7,000.

Therefore the Road and Financial Services Departments respectfully recommend the Board of Commissioners adopt the attached resolution and accept the attached Act 51 Road fund performance auditing proposal from Plante-Moran, PLLC.
December 7, 2016

Ms. Kara Hope, Chair
County Board of Commissioners
P.O. Box 319
Mason, MI 48854

Dear Ms. Hope:

Thank you for your selection of Plante & Moran, PLLC to assist you. We are sending this letter and the accompanying Professional Services Agreement, which is hereby incorporated as part of this engagement letter, to confirm our understanding of the nature, limitations, and terms of the services we will provide to Ingham County, Michigan ("Ingham County").

Scope of Services

We will perform a performance audit of Ingham County’s compliance with Public Act 51 of 1951, as amended ("Act 51") for the year ended December 31, 2016 as required by the Michigan Department of Transportation for the Road Fund expenses.

If you require any additional services, including auditing, accounting, consulting, or tax assistance, those services will be detailed in a separate engagement letter.

Timing of Services

We expect to perform fieldwork for this engagement at the same time we perform the financial statement audit.

Fees and Payment Terms

Our fee for this engagement will be based on the value of the services provided, which is primarily a function of the time that Plante Moran staff expends at our current hourly rates. We estimate that our fee for this engagement will range from $5,000 to $7,000. Payments are due as invoiced.

If you are in agreement with our understanding of this engagement, as set forth in this engagement letter and the accompanying Professional Services Agreement, please sign the enclosed copy of this letter and return it to us with the accompanying Professional Services Agreement.
Ms. Kara Hope
Ingham County, Michigan

Thank you for the opportunity to serve you.

Very truly yours,

Plante & Moran, PLLC

[Signature]

William E. Brickey

Agreed and Accepted

We accept this engagement letter and the accompanying Professional Services Agreement, which set forth the entire agreement between Ingham County, Michigan and Plante & Moran, PLLC with respect to the services specified in the Scope of Services section of this engagement letter.

Ingham County, Michigan

Kara Hope
Date

County Board of Commissioners Chair
Title
Professional Services Agreement – Act 51 Performance Audit
Addendum to Plante & Moran, PLLC Engagement Letter

This Professional Services Agreement is part of the engagement letter for Act 51 Performance Audit services dated December 7, 2016 between Plante & Moran, PLLC (referred to herein as “PM”) and Ingham County, Michigan (referred to herein as “Ingham County”).

1. Management Responsibilities – Ingham County management is responsible for compliance with Act 51 of 1951, as amended, the proper recording of the related financial information and the completeness and accuracy of the information presented within the Act 51 report. Management is also responsible for the capability and integrity of Ingham County personnel responsible for Ingham County’s underlying accounting and financial records.

Ingham County personnel will provide PM, in a timely and orderly manner, with access to all information of which management is aware that is relevant to the Act 51 performance audit, such as records, documentation, and other matters and additional information that the auditor may request from management for the purpose of the audit. This includes providing assistance and information PM requests during the course of its performance audit, including retrieval of records and preparation of schedules and analyses of accounts. A written request for information to be provided will be submitted under separate cover and supplemented by additional written and oral requests as necessary during the course of PM’s audit. In addition, Ingham County will provide PM with all information in its possession that has a material impact on any material transaction and that information will be complete, truthful, and accurate. Ingham County will allow PM unrestricted access to personnel within Ingham County from whom PM determines it necessary to obtain audit evidence.

Management is responsible for making all management decisions and performing all management functions relating to compliance with Act 51 and the related financial information. Ingham County has designated Jill Rhode to oversee the services PM provides.

Management is responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing PM about all known or suspected fraud affecting Ingham County involving (a) management, (b) employees who have significant roles in internal control, and (c) others where the fraud could have a material effect on compliance with Act 51. Management’s responsibilities include informing PM of its knowledge of any allegations of fraud or suspected fraud affecting Ingham County received in communications from employees, former employees, regulators, or others. In addition, management is responsible for identifying and ensuring that the entity complies with applicable laws and regulations.

Management is responsible for establishing and maintaining effective internal control over compliance for Act 51 funding that provides reasonable assurance that the auditee is managing these funds in compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a material effect on Act 51 compliance.

2. Objective of a Performance Audit – The objective of PM’s performance audit is to determine whether Ingham County has administered its Act 51 funds in compliance with the requirements of PA 51 of 1951, as amended. PM offers no guarantee, express or implied, that its report will conclude that Ingham County administers its Act 51 funds in substantial compliance with Act 51, or that it will be able to determine whether Ingham County has administered its Act 51 funds in compliance with the requirements of PA 51 in the event that Ingham County’s internal controls or accounting and financial records prove to be unreliable or otherwise not auditible. If PM is unable to come to a conclusion about compliance or if PM discovers findings, PM will discuss the reasons with Ingham County management in advance of the issuance of its audit report. If, for any reason, PM is prevented from completing its performance audit, PM may terminate the engagement and decline to issue a report.

3. Internal Controls – Ingham County is responsible for the design, implementation, and maintenance of internal controls relevant to Act 51 compliance, including controls established for the purpose of preventing or detecting errors in financial reporting, preventing fraud or misappropriation of assets, and identifying and complying with applicable laws and regulations, and with the provisions of contracts and grant agreements. PM, in making its risk assessments, will consider internal control relevant to Ingham County’s compliance with Act 51 in order to design audit procedures that are appropriate in the circumstances. PM’s audit will not be designed to provide assurance on the design or operating effectiveness of Ingham County’s internal controls or to identify all conditions that represent significant deficiencies in those internal controls. PM will communicate all significant deficiencies and material weaknesses in internal controls relevant to the performance audit of compliance with Act 51, instances of fraud, or misappropriation of assets that come to PM’s attention.

4. Audit Procedures and Limitations – PM’s performance audit will be conducted in accordance with Government Auditing Standards (“GAGAS”), issued by the Comptroller General of the United States, and will include examination, on a test basis, of evidence supporting Ingham County compliance with Act 51. An audit in accordance with GAGAS involves judgment about the number of transactions to be tested and the overall approach
to testing in each area. As a result, PM's audit can only be designed to provide reasonable rather than absolute assurance that noncompliance is identified. In addition, an audit in accordance with GAGAS is not designed to detect errors or fraud that are immaterial to the audit objective. Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements or noncompliance may not be detected always exists, even in an audit properly planned and performed in accordance with GAGAS. In recognition of these limitations, Ingham County acknowledges that PM's audit cannot guarantee that all instances of noncompliance or fraud will be identified.

5. Government Auditing Standards – Under Government Auditing Standards, PM will make some assessments of Ingham County's compliance with laws, regulations, and contract provisions specific to Act 51. While those assessments will not be sufficient to identify all noncompliance with applicable laws, regulations, and contract provisions, PM will communicate all noncompliance conditions that come to PM's attention.

In accordance with Government Auditing Standards, a copy of PM's most recent peer review report is included as an attachment to this agreement.

6. Auditor Communications – PM is obligated to communicate certain matters related to the audit to those responsible for governance of Ingham County, including instances of error or fraud, significant deficiencies and material weaknesses in internal control, and/or instances of noncompliance that PM identifies during its performance audit. PM will communicate these matters to the members of Ingham County and Ingham County acknowledges and agrees that communication in this manner is sufficient for Ingham County's purposes. Under Government Auditing Standards PM is obligated to communicate instances of fraud, noncompliance or abuse that is material to the audit objective to those responsible for governance of Ingham County. In certain situations, Government Auditing Standards require disclosure of instances of known or likely fraud, noncompliance, or abuse directly to applicable governmental agencies. If such acts are detected during PM's audit, PM will make required disclosures regarding these acts to applicable government agencies.

7. Accounting and Financial Records – Ingham County agrees that it is responsible for providing PM with accounting and financial records that are closed, complete, accurate, and in conformity with the requirements of Act 51 of 1951, as amended, for providing schedules and analyses of accounts that PM requests, and for making all Ingham County financial records and related information available to PM for purposes of PM's audit. Where PM has provided estimates of the timing of its work and completion of PM's engagement and issuance of PM's report, those estimates are dependent on Ingham County providing PM with all such accounting and financial records, schedules, and analyses on the date PM's work commences. PM will assess the condition of Ingham County's accounting and financial records, schedules, and analyses of accounts prior to commencing its work. In the event that such records, schedules, and analyses are not closed, complete, or accurate, PM may have to reschedule its work, including the dates on which PM expects to complete its on-site procedures and issue its audit report.

In any circumstance where PM's work is rescheduled due to Ingham County's failure to provide information as described in the preceding paragraph, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of the audit work or issuance of its audit report. Because rescheduling audit work imposes additional costs on PM, in any circumstance where PM has provided estimated fees, those estimated fees may be adjusted for the additional time PM incurs as a result of rescheduling its work. These fee adjustments will be determined in accordance with the Fee Adjustments provision of this agreement.

8. Management Representations – Ingham County is responsible for Act 51 compliance along with the related financial information being audited and the implicit and explicit representations and assertions regarding compliance, and the recognition, measurement, presentation, and disclosure of information therein. During the course of the audit, PM will request information and explanations from Ingham County officers, management, and other personnel regarding accounting and financial matters, including information regarding internal controls, operations, future plans, and the nature and purpose of specific transactions. PM will also require that management make certain representations to PM in writing as a precondition to issuance of PM's report.

PM's audit procedures will be significantly affected by the representations and assertions PM receives from management and, accordingly, false representations could cause material error, noncompliance or fraud to go undetected by PM's procedures. Accordingly, Ingham County acknowledges and agrees that it will instruct each person providing information, explanations, or representations to an auditor to provide true and complete information, to the best of his or her knowledge and belief. It is also agreed that any deliberate misrepresentation by any director, officer, or member of management, or any other person acting under the direction thereof ("Client Personnel"), intended to influence, coerce, manipulate, or mislead PM in the conduct of its audit of the financial information will be considered a material breach of this agreement. In addition, as a condition of its audit engagement, Ingham County agrees to indemnify and hold PM and its partners, affiliates, and employees harmless from any and all claims, including associated attorneys' fees and costs, based on PM's failure to detect material misstatements in Ingham County financial information or noncompliance resulting in whole or in part from
Professional Services Agreement – Audit Services

deliberate false or misleading representations, whether oral or written, made to PM by Client Personnel. This indemnity will be inoperative only if, and to the extent that, a court having competent jurisdiction has determined that PM failed to conduct its audit in accordance with GAGAS and such failure resulted in PM not determining such misrepresentation by Client Personnel was false.

9. Use of Report – PM’s performance audit report is limited only to Act 51 compliance. This report is intended only for the information and use of management, the governing body, others within the entity, and the State of Michigan Department of Transportation and is not intended to be and should not be used by anyone other than these specified parties. Ingham County agrees not to reproduce or associate PM’s audit report with any other report or financial statements, or portions thereof that are not the subject of this engagement.

10. Tax Return Preparation – This engagement does not include preparation of any tax returns or filings. If Ingham County requires tax services, including tax consulting or preparation of tax returns, those services will be detailed in a separate engagement letter.

11. Confidentiality, Ownership, and Retention of Workpapers – During the course of this engagement, PM and PM staff may have access to proprietary information of Ingham County, including, but not limited to, information regarding trade secrets, business methods, plans, or projects. PM acknowledges that such information, regardless of its form, is confidential and proprietary to Ingham County, and PM will not use such information for any purpose other than its audit or disclose such information to any other person or entity without the prior written consent of Ingham County.

In the interest of facilitating PM’s services to Ingham County, PM may communicate or exchange data by internet, e-mail, facsimile transmission, or other electronic method. While PM will use its best efforts to keep such communications and transmissions secure in accordance with PM’s obligations under applicable laws and professional standards, Ingham County recognizes and accepts that PM has no control over the unauthorized interception of these communications or transmissions once they have been sent, and consents to PM’s use of these electronic devices during this engagement.

Professional standards require that PM create and retain certain workpapers for engagements of this nature. All workpapers created in the course of this engagement are and shall remain the property of PM. PM will maintain the confidentiality of all such workpapers as long as they remain in PM’s possession.

Both Ingham County and PM acknowledge, however, that PM may be required to make its workpapers available to regulatory authorities or by court order or subpoena in a legal, administrative, arbitration, or similar proceeding in which PM is not a party. Disclosure of confidential information in accordance with requirements of regulatory authorities or pursuant to court order or subpoena shall not constitute a breach of the provisions of this agreement. In the event that a request for any confidential information or workpapers covered by this agreement is made by regulatory authorities or pursuant to a court order or subpoena, PM agrees to inform Ingham County in a timely manner of such request and to cooperate with Ingham County should it attempt, at Ingham County’s cost, to limit such access. This provision will survive the termination of this agreement. PM’s efforts in complying with such requests will be deemed billable to Ingham County as a separate engagement. PM shall be entitled to compensation for its time and reasonable reimbursement of its expenses (including legal fees) in complying with the request.

Both Ingham County and PM acknowledge that upon completion of the performance audit PM may be required to send an electronic copy of Ingham County’s performance audit report directly to the State of Michigan pursuant to Michigan Department of Transportation Regulations. Ingham County authorizes and directs PM to provide such information and disclosure of such information shall not constitute a breach of the provisions of this agreement.

PM reserves the right to destroy, and it is understood that PM will destroy, workpapers created in the course of this engagement in accordance with PM’s record retention and destruction policies, which are designed to meet all relevant regulatory requirements for retention of workpapers. PM has no obligation to maintain workpapers other than for its own purposes or to meet those regulatory requirements.

Upon Ingham County’s written request, PM may, at its sole discretion, allow others to view any workpapers remaining in its possession if there is a specific business purpose for such a review. PM will evaluate each written request independently. Ingham County acknowledges and agrees that PM will have no obligation to provide such access or to provide copies of PM’s workpapers, without regard to whether access had been granted with respect to any prior requests.

12. Consent to Disclosures to Service Providers – In some circumstances, PM may use third-party service providers to assist with its services. In those circumstances, PM will require any such third-party service provider to: (i) maintain the confidentiality of any information furnished; and (ii) not use any information for any purpose unrelated to assisting with PM’s services for Ingham County. In order to enable these service providers to assist PM in this capacity, Ingham County, by its duly authorized signature on the accompanying engagement letter, consents to PM’s disclosure of all or any portion of Ingham County’s information to such service providers to the extent such information is relevant to the services such third-party service providers may provide and agrees that
PM’s disclosure of such information for such purposes shall not constitute a breach of the provisions of this agreement. Ingham County’s consent shall be continuing until the services provided for this engagement agreement are completed.

13. Fee Quotes – In any circumstance where PM has provided estimated fees, fixed fees, or not-to-exceed fees (“Fee Quotes”), these Fee Quotes are based on information provided by Ingham County regarding the nature and condition of its accounting, financial, and tax records; the nature and character of transactions reflected in those records; and the design and operating effectiveness of its internal controls. Ingham County acknowledges that the following circumstances may result in an increase in fees:

- Failure by Ingham County to prepare for the audit as evidenced by accounts and records that have not been subject to normal year-end closing and reconciliation procedures;
- Failure by Ingham County to complete the audit preparation work by the applicable due dates;
- Significant unanticipated or undisclosed transactions, audit issues, or other such unforeseeable circumstances;
- Delays by Ingham County causing scheduling changes or disruption of fieldwork;
- After audit or post fieldwork circumstances requiring revisions to work previously completed or delays in resolution of issues that extend the period of time necessary to complete the audit.

PM will advise Ingham County in the event these circumstances occur, however it is acknowledged that the exact impact on the Fee Quote may not be determinable until the conclusion of the engagement. Such fee adjustments will be determined in accordance with the Fee Adjustments provision of this agreement.

14. Payment Terms – PM’s invoices for audit services are due on the agreed-upon dates. Other invoices are due upon receipt. In the event any of PM’s invoices are not paid in accordance with the terms of this agreement, PM may elect, at PM’s sole discretion, to suspend work until PM receives payment in full for all amounts due or terminate this engagement. In the event that work is suspended, for nonpayment or other reasons, and subsequently resumed, PM offers no guarantee, express or implied, that PM will be able to meet any previously established deadlines related to the completion of PM’s audit work or issuance of PM’s audit report upon resumption of PM’s work. Ingham County agrees that in the event PM stops work or terminates this Agreement as a result of Ingham County’s failure to pay fees on a timely basis for services rendered by PM as provided in this Agreement, or if PM terminates this Agreement for any other reason, PM shall not be liable for any damages that occur as a result of PM ceasing to render services.

15. Fee Adjustments – Any fee adjustments for reasons described elsewhere in this agreement will be determined based on the actual time expended by PM staff at PM’s current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and included as an adjustment to PM’s invoices related to this engagement. Ingham County acknowledges and agrees that payment for all such fee adjustments will be made in accordance with the payment terms provided in this agreement.

16. Exclusion of Certain Damages – In no event shall either party be liable to the other, whether a claim be in tort, contract, or otherwise, for any indirect, consequential, punitive, exemplary, lost profits, or similar damages in claims relating to PM’s services provided under this engagement.

17. Receipt of Legal Process – In the event PM is required to respond to a subpoena, court order, or other legal process (in a matter involving Ingham County but not PM) for the production of documents and/or testimony relative to information PM obtained and/or prepared during the course of this engagement, Ingham County agrees to compensate PM for the affected PM staff’s time at such staff’s current hourly rates, and to reimburse PM for all of PM’s out-of-pocket costs incurred associated with PM’s response unless otherwise reimbursed by a third party.

18. Subsequent Discovery of Facts – After the date of PM’s report on the performance audit, PM has no obligation to make any further or continuing inquiry or perform any other auditing procedures with respect to the audited information covered by PM’s report, unless new information that may affect the report comes to PM’s attention. If PM becomes aware of information that relates to the audit objectives in our performance audit but was not known to PM at the date of its report, and that is of such a nature and from such a source that PM would have investigated it had it come to PM’s attention during the course of the audit, PM will, as soon as practicable, undertake to determine whether the information is reliable and whether the facts existed at the date of PM’s report. In this connection, PM will discuss the matter with Ingham County and request cooperation in whatever investigation and modification of the audit report that may be necessary. Additional fees for such work will be determined based on the actual time that PM staff expend at PM’s current hourly rates, plus all reasonable and necessary travel and out-of-pocket costs incurred, and Ingham County acknowledges and agrees that payment for all additional fees will be made in accordance with the payment terms provided in this agreement.
Professional Services Agreement – Audit Services

19. **Termination of Engagement** – This agreement may be terminated by either party upon written notice. Upon notification of termination, PM’s services will cease and PM’s engagement will be deemed to have been completed. Ingham County will be obligated to compensate PM for all time expended and to reimburse PM for all out-of-pocket expenditures through the date of termination of this engagement.

20. **Entire Agreement** – This engagement agreement is contractual in nature, and includes all of the relevant terms that will govern the engagement for which it has been prepared. The terms of this letter supersede any prior oral or written representations or commitments by or between the parties regarding the subject matter hereof. Any material changes or additions to the terms set forth in this letter will only become effective if evidenced by a written amendment to this agreement, signed by all of the parties.

21. **Severability** – If any provision of this engagement agreement (in whole or part) is held to be invalid or otherwise unenforceable, the other provisions shall remain in full force and effect.

22. **Force Majeure** – Neither party shall be deemed to be in breach of this engagement agreement as a result of any delays or non-performance directly or indirectly resulting from circumstances or causes beyond its reasonable control, including, without limitation, fire or other casualty, acts of God, war or other violence, or epidemic (each individually a “Force Majeure Event”). Ingham County acknowledges and agrees that a Force Majeure Event shall not excuse any payment obligation relating to fees or costs incurred prior to any such Force Majeure Event.

23. **Signatures** – Any electronic signature transmitted through DocuSign or manual signature on this engagement letter transmitted by facsimile or by electronic mail in portable document format may be considered an original signature.

24. **Governing Law** – This agreement shall be governed by and construed in accordance with the laws of the State of Michigan, and jurisdiction over any action to enforce this agreement, or any dispute arising from or relating to this agreement shall reside exclusively within the State of Michigan.

End of Professional Services Agreement – Act 51 Performance Audit
To the Partners of Plante & Moran, PLLC
and the AICPA National Peer Review Committee

We have reviewed the system of quality control for the accounting and auditing practice of Plante & Moran, PLLC (the firm) applicable to non-SEC issuers in effect for the year ended June 30, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm’s compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under Government Auditing Standards; audits of employee benefit plans, audits performed under FDICIA and examinations of service organizations (SOC 1 and SOC 2).

In our opinion, the system of quality control for the accounting and auditing practice of Plante & Moran, PLLC, applicable to non-SEC issuers in effect for the year ended June 30, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of pass, pass with deficiency(ies) or fail. Plante & Moran, PLLC has received a rating of pass.

Baton Rouge, Louisiana
November 15, 2013
March 27, 2015

Board of County Road Commissioners

This letter is to inform you of changes required by Public Act 298 of 2012. In lieu of the Michigan Department of Transportation (MDOT) hiring auditors to comply with the new performance audit requirements, MDOT has worked with both the County Road Association of Michigan and Michigan Municipal League to establish additional audit testing to be done by your Certified Public Accountant (CPA) at the time of your annual financial audit.

Attached you will find an overview of PA 298 of 2012. The attached was developed with the assistance of the Michigan Association of Certified Public Accountants and is intended to help in deciphering PA 298 of 2012, which reads as follows: “In addition to the financial compliance audits required by law, the department may conduct performance audits and make investigations of the disposition of all state funds received by county road commissions, county boards of commissioners, or any other county governmental agency acting as the county road authority, for transportation purposes to determine compliance with the terms and conditions of this act. Performance audits shall be conducted according to government auditing standards issued by the United States general accounting office. The department shall develop performance audit procedures and reporting requirements sufficient to determine whether funds expended under this section were expended in compliance with this act by September 1, 2012 and shall report to the transportation committees of the senate and house of representatives no later than October 1, 2012 on the additional audit procedures and reporting requirements. The department shall provide notice to the county road commission, county board of commissioners, or any other county governmental agency acting as the county road authority, as applicable, of the standards to be used for audits performed under this subsection. The notice shall be provided 6 months prior to the fiscal year in which the audit is conducted. The department shall notify the county road commission, county board of commissioners, or any other county governmental agency acting as the county road authority of any subsequent changes to the standards. County road commissions, county boards of commissioners, or any other county governmental agencies acting as county road authorities, as applicable, shall make available to the department the pertinent records for the audit. Performance audits may be performed at the discretion of the department or upon receiving a request from the speaker of the house of representatives or the senate majority leader.”

This attachment is a useful tool to share with your CPA and to refer during your audit process. All audit periods starting October 1, 2015 and after, will need to ensure the attached overview is complied with by your CPA when conducting your annual financial audit. If you have any questions, please contact myself or Andrea Mowry at 517-335-2366 or via email at MowryA@michigan.gov.

Sincerely,

[Signature]

Edward A. Tempf, Administrator
Financial Operations Division
Bureau of Finance and Administration

Enclosure
PERFORMANCE AUDITING
UNDER PUBLIC ACT 298 of 2012

OVERVIEW/INTRODUCTION

Public Act 298 of 2012 allows the Department of Transportation to request the local agency (road commission, county, city or village expending Act 51 monies) to engage an auditor to conduct a “performance audit” of whether it has expended funds in compliance with Act 51 of 1951, as amended (Act 51). Any local agency that is required to engage for such an audit will be notified by the Department of Transportation at least 6 months prior to the fiscal year for which the audit is to be conducted.

Performance audits completed under the provisions of Michigan Public Act 298 of 2012 must be performed by an independent certified public accountant that is currently licensed to practice in the State of Michigan or by an employee of the Department of Transportation. Such performance audits shall be made in accordance with the standards applicable to performance audits contained in Government Auditing Standards, issued by the Comptroller General of the United States (GAS). The objective of performance audits under these procedures is to determine whether State funds received by county road commissions, county boards of commissioners, any other county governmental agency acting as the county road authority, cities, and villages (hereinafter collectively referred to as Auditee) for transportation purposes were expended in compliance with provisions of (Act 51).

ENGAGEMENT

Practitioners should plan and perform the performance audits to determine compliance with Act 51. In addition to reviewing Act 51, practitioners can find guidance on Act 51 compliance using the Michigan Department of Treasury’s audit guides for local agencies and road commissions when designing procedures to assess each Auditee’s compliance with such requirements.

In carrying out the performance audits, as stated in Chapter 6 of GAS, practitioners must assess internal control relative to the audit objective (Auditee compliance with Act 51).

The practitioner’s assessment of an Auditee’s internal control might identify internal control deficiencies and will serve as a basis for designing procedures to test and assess the Auditee’s compliance with Act 51 and, generally, will serve as a basis for the “cause” element of report findings, as noted in section 6.76 of GAS and mentioned later in this document.

REPORTING

Practitioners should prepare audit reports that contain (1) the objectives, scope (regarding both internal control and compliance), and methodology of the audit; (2) the audit results,
including internal control and/or compliance findings, conclusions, and recommendations, as appropriate; (3) a statement about the practitioner’s compliance with GAS; (4) a summary of the views of responsible officials; and if applicable, (5) the nature of any confidential or sensitive information omitted\textsuperscript{vi}.

When practitioners identify significant control deficiencies, such as a poor design or an ineffective implementation of a well-designed control, the practitioner should include such deficiencies as findings in their performance audit report.\textsuperscript{vii}

When practitioners conclude, based on sufficient, appropriate evidence, that fraud, noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse either has occurred or is likely to have occurred which is significant within the context of the audit objectives, they should report the matter as a finding\textsuperscript{viii}. Each audit finding should contain a condition, criteria, cause, effect, and the resultant recommendation\textsuperscript{ix}.

Reports should also contain the practitioner’s overall conclusions on the audit objectives which are based on related audit findings and other evidence considered by the practitioner; report conclusions are logical inferences about the program based on the practitioner’s findings, not merely a summary of the findings\textsuperscript{x}.

\textsuperscript{i} See MCL 247.662 and MCL 247.663
\textsuperscript{ii} Refer to the Audit Manual for Local Units of Government in Michigan
\textsuperscript{iii} Refer to the auditing procedures within the Uniform Accounting Procedures Manual for County Road Commissions
\textsuperscript{iv} See GAS 6.16-6.27
\textsuperscript{v} All references are to the 2011 Revision of GAS
\textsuperscript{vi} See GAS 7.08
\textsuperscript{vii} See GAS 7.19
\textsuperscript{viii} See GAS 7.21
\textsuperscript{ix} See GAS 6.37, 6.74-6.77, and 7.14
\textsuperscript{x} See GAS 7.27
Agenda Item 5a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT TO PLANTE-MORAN, PLLC
TO CONDUCT A PERFORMANCE AUDIT OF THE COUNTY ROAD FUND

WHEREAS, per Michigan Public Act 298 of 2012, and the attached letter dated March 27, 2015, the State is
requiring the County to have our independent auditor, perform a “Performance Audit” per chapter 6 of the US
Governmental Auditing Standards (GAS) as explained in the attached information, to determine whether state
funds received in 2016 by the road fund were expended in compliance with the provisions of Act 51 of 1951, as
amended; and

WHEREAS, per Resolution 16-360, the Board of Commissioners authorized Plante-Moran, PLLC, to be the
County’s Independent Auditor for 2016 and 2017; and

WHEREAS, per the attached proposal letter dated December 7, 2016, Plante-Moran proposes to perform the
Act 51 Performance Audit for a fee not to exceed $7,000; and

WHEREAS, Road Department and Financial Services Department staff have reviewed the December 7, 2016,
Plante-Moran proposal and agree that it should be accepted.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes extending the
current professional services contract with Plante-Moran, PLLC, based on its December 7, 2016, proposal to
perform the 2016 Road Fund Performance Audit as required by Michigan Public Act 298 of 2012, and the
attached letter dated March 27, 2015, for the not-to-exceed fee of $7,000.00.

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.
TO: County Services Committee and Finance Committee

FROM: William Conklin, Managing Director, Road Department

DATE: January 26, 2016

SUBJECT: Authorization for Continuation of Software Maintenance Agreement with Precision Solutions, Inc., for Road Department accounting software

This is a recommendation for the Board of Commissioners to authorize a continuing software annual maintenance agreement with Precision Computer Solutions, Incorporated, to provide the Road Department’s annual accounting software license and maintenance. The Road department uses Precision rather than the Munis system used by the County as Precision has more modules and features needed to maintain the road fund accounts as required for annual Act 51 reporting. The Road department and various county departments supporting road functions such as Finance, Budget, and Human Resources, have a combined total of 25 seats of Precision Software.

As indicated on the attached Precision invoice for 2017 and email committing to the same annual cost for 2018 and 2019, the cost for all 3 years will be $15,095 per year for the 25 seats for all 3 years, 2017-2019.

The Road and Financial Services Departments therefore respectfully recommend the Board of Commissioners adopt the attached resolution to authorize the continuing annual accounting software license and maintenance contract with Precision Computer Solutions, Incorporated.
INVOICE

INVOICE NO: 19467  
INVOICE DATE: 01/01/2017  
PAYMENT TERMS: Ten Days  
PURCHASE ORDER:

BILL TO:  Ingham County Dept of Transportation & Roads  
          Accounts Payable  
          P.O. Box 38  
          Mason, MI  48854-0038

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<tr>
<th>SERVICES:</th>
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<tr>
<td>PROJECT</td>
<td>DESCRIPTION</td>
<td>HOURS/QTY</td>
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<td>INCRC02317</td>
<td>2017 Software Maintenance Fees</td>
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<td>$15,095.00</td>
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SUBTOTAL: $15,095.00  
SALES TAX: $0.00  
TRAVEL EXPENSES: $0.00  
SHIPPING & HANDLING: $0.00

TOTAL INVOICE: $15,095.00  
PAYMENTS: $0.00  
DISCOUNT: $0.00  
AMOUNT DUE: $15,095.00

Phone: 810-987-8748 ~ Fax: 810-987-8779  
www.precisioncs.net
Dear Jill,

This email serves as confirmation your Maintenance Fees will remain at $15,095 during 2018 and 2019 for your current 25 user licenses.

We appreciate your business!
Thank you!

Ronda J Ryan
Precision Computer Solutions
810.987.8748, ext 112
WHEREAS, The Road Department uses Precision Computer Solutions, Inc., (Precision) software to maintain the road fund accounts as required for annual reporting of Michigan Transportation Fund usage as required by Michigan Public Act 51 of 1951, as amended; and

WHEREAS, Like most software vendors, Precision charges an annual software license and maintenance fee to support and keep the software updated; and

WHEREAS, As indicated on the attached Precision invoice for 2017 and email committing to the same annual software license and maintenance cost for 2018 and 2019, the cost for all 3 years will be $15,095 per year for 25 work-station seats for all 3 years, 2017-2019; and

WHEREAS, The Road and Financial Services Departments therefore respectfully recommend the Board of Commissioners authorize the continuing annual accounting software license and maintenance contract with Precision Computer Solutions, Incorporated.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a continuing software annual maintenance agreement with Precision Computer Solutions, Incorporated, to provide the Road Department’s annual accounting software license and maintenance for $15,095 per year for 25 work-station seats for all 3 years, 2017-2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Purchasing Department to issue a Purchase Order in an amount not to exceed $15,095 per year to Precision Computer Solutions, Incorporated, Fort Gratiot, MI, for annual accounting software license and maintenance for all 3 years, 2017-2019.
Introducing the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated February 7, 2017 as submitted.
## INGHAM COUNTY ROAD DEPARTMENT

**LIST OF CURRENT PERMITS ISSUED**

**DATE:** February 7, 2017

<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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<td>2017-039</td>
<td>ROBERT COOLEY TRUCKING</td>
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**MANAGING DIRECTOR:** ______________________________
TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: February 6, 2017
SUBJECT: Acceptance of Breast and Cervical Funds from MPCA
For the meeting agendas of 2/22/17 and 2/27/17

BACKGROUND
The Ingham County Health Department (ICHD) has received an award from the Michigan Primary Care Association (MPCA) for $38,000 to hire a Community Health Worker (CHW). This position will provide breast and cervical cancer navigation services to women in Ingham County. The award will support establishing 1 FTE CHW position that will engage patients through a variety of methods, such as providing outreach, incentives and information at community events, in order to increase the number of cervical and breast cancer screenings performed within Ingham County.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The $38,000 in funding through this agreement will cover the cost of establishing 1 FTE CHW position.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of an agreement with MPCA in an amount up to $38,000 for the period of October 1, 2016 through September 30, 2017. In addition, I recommend the approval to establish 1 FTE Community Health Worker (CHW) position for the duration of the agreement.
Introduced by the Human Services, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH MICHIGAN PRIMARY CARE ASSOCIATION TO PROVIDE FUNDING FOR A 1 FTE COMMUNITY HEALTH WORKER POSITION

WHEREAS, The Ingham County Health Department (ICHD) has received an award from the Michigan Primary Care Association (MPCA) for $38,000 to hire a Community Health Worker (CHW); and

WHEREAS, this position will provide breast and cervical cancer navigation services to women in Ingham County; and

WHEREAS, the award will support establishing 1 FTE CHW position that will engage patients through a variety of methods, such as providing outreach, incentives and information at community events, in order to increase the number of cervical and breast cancer screenings performed within Ingham County; and

WHEREAS, the Health Officer recommends approval of an agreement with MPCA in an amount up to $38,000 for the period of October 1, 2016 through September 30, 2017; and

WHEREAS, the Health Officer also recommends establishing 1 FTE Community Health Worker (CHW) position for the duration of the agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with MPCA in an amount up to $38,000 for the period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes establishing 1 FTE Community Health Worker (CHW) position for the duration of the agreement.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the county after approval as to form by the County Attorney.
TO: Board of Commissioners County Services Committee and Finance Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: February 7, 2017
SUBJECT: Resolution to Assign Ingham County Qualified Energy Conservation Bond Allocation to the State of Michigan

For the meeting agendas of February 20 and February 21

BACKGROUND
Ingham County adopted Resolution 09-359 on October 27, 2009 designating a “recovery zone” for recovery zone facility bonds and recovery zone economic development bonds. The Board designated the entire County as a “recovery zone” eligible for participation in federal government programs under the American Recovery and Reinvestment Act of 2009, including the Qualified Energy Conservation Bond (QECB) program.

QECB is a financing tool that enables certain state, tribal, and local government issuers to borrow money to fund energy conservation projects. QECBs are taxable bonds, meaning investors must pay federal taxes on QECB interest they receive. Issuers may choose between structuring QECBs as tax credit bonds (bond investors receive federal tax credits in lieu of interest payments) or as direct subsidy bonds (bond issuers receive cash rebates from the U.S. Department of the Treasury to subsidize their net interest payments). Both tax credit and direct payment bonds subsidize borrowing costs.

QECB proceeds can be used to fund capital expenditures on a variety of projects including:
- Reducing energy consumption in publically owned buildings by at least 20%
- Implementing green community programs (including loans, grants, or other repayment mechanisms) such as efficient street lighting replacements and loan programs for residential energy efficiency improvements
- Developing rural capacity, specifically involving the production of electricity from renewable energy resources
- Supporting energy-related research facilities, research grants and research
- Implementing mass commuting and related facilities that reduce energy consumption and pollution
- Designing/running demonstration projects to promote the commercialization of energy-related technologies and processes
- Launching public education campaigns to promote energy efficiency.

The U.S. Congress authorized $3.2 billion of QECB issuance capacity with no statutory deadline for completion of qualified projects. Ingham County received a direct allocation of $1,740,102 in QECB issuance based on population. The maximum QECB allocation allowed for private activity bonds is $522,031. Bonding for governmental purpose projects must meet a minimum amount of $1,218,071.

Public and private ventures have expressed little interest in the QECB program for a number of reasons including:
• A QECB issuance takes several months to structure, market, price, and close.
• Issuers must have a binding commitment with a third party to spend at least 10% of the proceeds within six months of issuance
• Generally, QECBs are subject to rules that apply to tax-exempt bonds.
• QECBs are subject to sequestration.
• Small allocation sizes make it challenging to pay issuances costs and small issuances may be difficult to sell
• Lack of familiarity and coordination with other agencies
• Uncertainty of regulatory and legal concerns.
• Uncertainty of IRS rules.

The State has issued approximately 25% of its allocation of QECBs since 2009. Ingham County has not utilized this program and the State has requested that local units consider waiving their allocations to allow redistribution to other jurisdictions and projects. If the County wishes to waive its application it must be done by resolution of the Board of Commissioners.

ALTERNATIVES
The County could continue to reserve QECB funds for an as yet unknown development project. However, for reasons listed above including minimum and maximum allocation rates, meaningful participation in the QECB program is unlikely.

FINANCIAL IMPACT
County finances will not be impacted by remaining in or leaving the program.

OTHER CONSIDERATIONS
With little or no chance of a viable project being proposed in the near future, remaining in the program means $1.7 million will not be allocated under the QECB program. State officials believe these funds could be applied to qualifying projects in other Michigan communities if released by Ingham County.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to submit to assign Ingham County QECB allocation to the State of Michigan.
Agenda Item 7a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ASSIGN INGHAM COUNTY QUALIFIED ENERGY CONSERVATION BOND ALLOCATION TO THE STATE OF MICHIGAN

WHEREAS, Section 54D of the Internal Revenue Code of 1986, as amended and the American Recovery and Reinvestment Act of 2009, Public Law 111-5 authorize the issuance of Qualified Energy Conservation Bonds to finance expenditures for purposes of energy conservation and efficiency; and

WHEREAS, Ingham County has been allocated Qualified Energy Conservation Bonds capacity; and

WHEREAS, pursuant to Section 54D of the Code, the County may assign all or a portion of such allocation to another entity; and

WHEREAS, Ingham County desires to assign its full allocation of Qualified Energy Conservation Bonds to the State of Michigan.

THEREFORE BE IT RESOLVED, that the State of Michigan is hereby assigned all of Ingham County’s Qualified Energy Conservation Bonds allocation in the amount of $1,740,102.

BE IT FURTHER RESOLVED, all resolutions and parts of resolutions insofar as the same conflict with the provisions of this resolution be and the same hereby are rescinded.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING JOHN L. NEILSEN ON THE EVENT OF HIS RETIREMENT

WHEREAS, John L. Neilsen began his career with Ingham County in June of 1978 as a Senior Grants Coordinator in the Grants Department; and

WHEREAS, recognizing his talent, former Controller Fred Todd called upon John to assist in the Financial Services Department serving as Acting Financial Analysis Supervisor/Grants Coordinator during the last half of 1981; and

WHEREAS, John held several positions within the Controller’s Office beginning in 1984 before becoming Deputy Controller in 1996, and Chief Deputy Controller in 2013, including that of Interim Controller; and

WHEREAS, during his years of service to Ingham County, he has provided outstanding leadership and his ability to work well with Commissioners, Judges, elected officials, department heads and employees has played a vital role in the effective, efficient operation of Ingham County government, earning him the respect of county officials, colleagues state-wide and all those around him; and

WHEREAS, as a member of the budget team he has helped guide the County through several very challenging budget cycles, focusing on insuring that the County has a balanced budget while maintaining quality services to the citizens within the County of Ingham, and meeting the goals and objectives of the Board of Commissioners; and

WHEREAS, throughout his career John has worked diligently on numerous building projects, such as expansion of the Ingham County Jail, 55th District Court, construction of the Youth Center, renovation of a Probation Residential Center, Ingham Academy, exploration of a new Jail, Animal Control Shelter and played a lead role in the consolidation of the City of Lansing and East Lansing 911 Centers into the Ingham County 911 Center where the John L. Neilsen Conference Room was named in his honor; and

WHEREAS, with nearly 39 years of dedicated service to the County of Ingham John is retiring from his position as Chief Deputy Controller.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors John L. Neilsen for his dedication and commitment to the County of Ingham and extends its sincere appreciation for the many contributions he has made to the citizens of Ingham County and for always going the extra mile to assist those in need.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends its best wishes to John and hopes for continued success in all of his future endeavors.
TO: Board of Commissioners County Services Committee and Finance Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: January 24, 2017
SUBJECT: Controller/Administrator Office Reorganization
For the meeting agendas of February 7 and February 8

BACKGROUND
A Reorganization Procedure Policy was approved by the Board of Commissioners in 2014 (Resolution 14-462) to allow for careful analysis of office restructuring proposals based on workforce demands, financial resources and the needs of County residents. The pending retirement of the Chief Deputy Controller provided an opportunity to consider the structure of the personnel employed in the Controller/Administrator’s office. The Controller/Administrator, as principal advocate for the proposed reorganization, worked in conjunction with the Human Resources Department to ensure personnel issues are implemented according to the parameters of the Managerial and Confidential Employee Manual.

Under the proposed reorganization plan position number 223005 will change from Chief Deputy Controller (MCF 16) to Deputy Controller (MCF 15). The pay range for the new position ($89,027.83 to $106,860.58) will result in a small budget savings. Position number 223004 (Deputy Controller) was evaluated and did not warrant a change in level and thus will remain at MCF 15. An illustration below shows the structural change as proposed through this reorganization plan.

Current Structure
Controller/Administrator
MCF 19
- Chief Deputy Controller
  MCF 16
  - Deputy Controller
    MCF 15
  - Budget Director
    MCF 13
    - Administrative Analyst
      MCF 7
      - Executive Secretary
        MCF 4

Proposed Structure
Controller/Administrator
MCF 19
- Deputy Controller
  MCF 15
  - Budget Director
    MCF 13
    - Administrative Analyst
      MCF 7
      - Executive Secretary
        MCF 4
ALTERNATIVES
Continuation of the current organization structure will not have a harmful impact on operations.

FINANCIAL IMPACT
The proposed structure will result in an annual savings of approximately $8,400.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the Controller/Administrator Office Reorganization plan as presented.
WHEREAS, Ingham County established the office of Controller/Administrator with various responsibilities and duties as defined by state statute (MCL 46.13b); and

WHEREAS, based on current service needs of Ingham County and associated workload considerations of Chief Deputy Controller and Deputy Controller positions; and

WHEREAS, through reassignment of duties and sharing of personnel resources, it was determined that the Controller/Administrator office could be reorganized to promote operational efficiencies; and

WHEREAS, it is feasible to accomplish many tasks performed by the Administrative Assistant/Controller through designation as Executive Secretary/Controller; and

WHEREAS, duties and responsibilities associated with the Deputy Controller position have evolved to encompass the same duties and responsibilities of a Chief Deputy Controller.

THEREFORE BE IT RESOLVED, that upon approval of this resolution, the following staffing changes shall be implemented effective March 1, 2017:

- Position number 223005/ Chief Deputy Controller is reclassified from MCF16 ($96,034.50 to $115,269.43) to MCF15 ($89,027.83 to $106,860.58).

BE IT FURTHER RESOLVED, that the Controller/Administrator’s Office is authorized to make any necessary budget adjustments and Position Allocation List adjustments consistent with this Resolution.
Agenda Item 8

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION DESIGNATING APRIL 4, 2017 AS “NATIONAL SERVICE RECOGNITION DAY IN INGHAM COUNTY”

WHEREAS, service to others is a hallmark of the American character and central to how we meet our challenges; and

WHEREAS, the nation’s counties and cities are increasingly turning to national service and volunteerism as a cost-effective strategy to meet their needs; and

WHEREAS, AmeriCorps and Senior Corps participants address the most pressing challenges facing our communities, from educating students for the jobs of the 21st century and supporting veterans and military families to providing health services and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, AmeriCorps and Senior Corps participants serve in more than 50,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve, both through their direct service and by managing millions of additional volunteers; and

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and

WHEREAS, national service participants demonstrate commitment, dedication, and patriotism by making an intensive commitment to service, a commitment that remains with them in their future endeavors; and

WHEREAS, the Corporation for National and Community Service shares a priority with county officials and mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with the National League of Cities, National Association of Counties, Cities of Service, and mayors and county officials across the country for the Mayor and County Recognition Day for National Service on April 4, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby designates April 4, 2017, as National Service Recognition Day, and encourages residents to recognize the positive impact of national service in our county; to thank those who serve; and to find ways to give back to their communities.