THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, JUNE 20, 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 June 6, 2017 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. Equal Opportunity Committee – Interviews

2. Innovation and Technology – Reorganization Request (Discussion)

3. Facilities – Resolution to Award a Contract for Carpet Cleaning Services

4. Economic Development – Resolution to Approve the Termination of the Economic
Development Services Agreements

5. Road Department
   a. Resolution to Approve Local Road Agreement with Leslie Township
   b. Resolution to Approve Local Road Agreement with Meridian Township for 2017
      Local Road Program
   c. Resolution to Approve Local Road Agreement with Lansing Township for 2017
      Local Road Program
   d. Resolution to Approve a Contract for 2017 Local Road Program-Meridian Township
   e. Resolution to Approve a Contract for 2017 Local Road Program-Lansing Township
   f. Resolution to Approve the Special and Routine Permits for the Ingham County
      Road Department

6. Parks Department
   a. Resolution to Authorize Mower Purchase for Burchfield Park
   b. Resolution Honoring James Daggy

7. Board of Commissioners – Step Increase for Controller/Administrator

Announcements
Public Comment
Adjournment
PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES
OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
COUNTY SERVICES COMMITTEE  
June 6, 2017  
Draft Minutes

Members Present: Celentino, Crenshaw, Grebner, Koenig (arrived at 6:03 p.m.), Sebolt, and Maiville

Members Absent: Nolan

Others Present: Treasurer Eric Schertzing, Andy Bouck, Deb Fett, Rick Terrill, Russ Kolski, Jill Rhode, Kathy Kacynski, Bradley Prehn, Bonnie Toskey, Tim Dolehanty, Travis Parsons, Becky Bennett, Liz Kane and others

The meeting was called to order by Chairperson Celentino at 6:01 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the May 16, 2017 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. GREBNER, TO APPROVE THE MINUTES OF THE MAY 16, 2017 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Nolan and Koenig

Additions to the Agenda

None.

Additional Information

Update on MNA agreement to Health Center Reorganization

Settlement Agreement for Resignation and Waiver of Claims

Limited Public Comment

Kathy Kacynski, Ingham County Professional Nurses and Nurse Practitioner Council President, addressed the Committee regarding Agenda Item No. 7. She read the following statement into the minutes:

“As you know, MNA nurses have been involved in discussions with the County regarding the best path forward for registered nurse’s roles in the Health Department.

MNA’s nurse leaders would like to express appreciation for the Commission’s willingness to slow this process down and work with us as partners. We are pleased to have reached an agreement to address a limited number of vacancies, preserve bargaining unit work and to provide a new path for RNs to express their concerns about their workloads. It is important to
note that by reaching this agreement, we are not consenting to any wider staffing models or reorganizations. It is crucial that the parties continue to meet and confer as each staff opening arises as agreed to in our medication administration settlement.

As we move forward together, please know that MNA RNs continue to be concerned about much more than the effect on workers’ jobs; we want to be sure the care and services provided to the public are safe and delivered by the appropriate health care professional. We do not support and will not agree to measures that put patients at risk. We continue to address efforts that undermine our professional practice or aim to eliminate the key role of RNs in our community’s public health. Our bargaining unit will remain strong and committed to these goals.

Thank you.”

Bradley Prehn, UAW Chief Steward, stated that the UAW was in support of the MNA agreement for the Health Center reorganization.

Commissioner Koenig arrived at 6:03 p.m.

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

1. Sheriff’s Office – Resolution to Name Sheriff’s Office Training Center the Gene L. Wrigglesworth Training Center

2. Facilities
   a. Resolution to Award Contracts for Concrete Repair and Replacement at the Human Services Building and Veteran’s Memorial Courthouse
   b. Resolution to Authorize a Contract to Repair the Programmable Control Module on the Air Handler Unit at the Ingham County Jail
   c. Emergency Purchase Order to Provide and Replace a TRANE Compressor
   d. Emergency Purchase Order to Replace a Relief Valve on the Steam Bundle at the Grady Porter Building

3. Treasurer
   b. Resolution to Utilize the County’s Option to Acquire Tax Foreclosed Property

4. Innovation and Technology
   a. Resolution to Approve the Renewal of the MUNIS Software Annual Support Agreement from Tyler Technologies
   b. Resolution to Approve the Renewal of the Rightfax Support Agreement

5. Road Department
   a. Resolution to Award Construction Contracts for Waterborne Pavement Markings and Cold Plastic Common Text and Symbols
   b. Resolution to Approve Local Road Agreement with Williamstown Township
c. Resolution Authorizing the Purchase of Dust Control Solutions and Services

d. Resolution to Approve an Agreement with the Michigan Department of Transportation in Relation to a Road Resurfacing Project for Fitchburg Road

e. Resolution to Approve an Agreement with the Michigan Department of Transportation and Drain Commissioner in Relation to a Road Reconstruction Project for the Okemos Road and Jolly Road Intersection

f. Resolution to Approve a Contract with Reith-Riley Construction Co., Inc. and the Michigan Department of Transportation in Relation to a Road Resurfacing Project for Holt Road

g. Resolution Approve the Final Plat of Sierra Ridge Estates No. 3 and Acceptance of Sleepy Hollow Lane, North of Lot 15 to Fresno Drive and Fresno Drive, Newton Road to Lot 43 as Public Roads

h. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

i. Authorization to Start a Managerial Employee Above Step 2

6. Parks Department

a. Resolution to Authorize a Contract for Roofing Projects

b. Resolution to Authorize a Contract to Provide Prime Professional Services for Burchfield Park Overlook Shelter Accessibility Upgrades

7. Health Department – Resolution to Authorize the Reorganization of the Ingham County Health Department Community Health Centers

8. Medical Care Facility

a. Resolution to Amend Resolution # 15 – 79 Authorizing Expansion and Renovation of the Ingham County Medical Care Facility

b. Resolution of Intent to Issue Bonds for the Renovation and Expansion of the Medical Care Facility

10. Board of Commissioners

a. Resolution Recognizing Audrey Gerber as the First Place Winner of the 2017 Ingham County Women’s Commission Doris Carlice Essay Contest

b. Resolution Recognizing Rachel Scott as the Second Place Winner of the 2017 Ingham County Women’s Commission Doris Carlice Essay Contest

c. Resolution Recognizing Brittany Pierce as the Third Place Winner of the 2017 Ingham County Women’s Commission Doris Carlice Essay Contest

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Nolan

3. Treasurer

a. Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding
MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. GREBNER, TO APPROVE THE RESOLUTION.

Commissioner Koenig asked Treasurer Schertzing to explain what this resolution entailed and what would happen with the capacity building funding.

Eric Schertzing, Ingham County Treasurer, stated this resolution was a continuation of what the Board of Commissioners and Land Bank had been doing since the Land Bank’s creation in 2005. He further stated this process took some of the revenue from the delinquent tax collection process and redirected it back to the Land Bank to deal with the properties that they took in inventory.

Treasurer Schertzing stated that the Land Bank had about 1100 parcels in inventory currently, which he thought was somewhat stable. He further stated that the Land Bank’s minutes were public and on their website.

Treasurer Schertzing stated that the fund still brought in revenue on the Treasurer’s side, and even though it was a counter-cyclical funding source for the County, it was only collecting about $2.5 million per year, as opposed to the $3 million it used to collect.

Commissioner Koenig asked if the revenue was only down about a half million dollars.

Treasurer Schertzing stated it was probably a little above $3 million previously, and it was usually a three-year cycle that they evaluated it on. He further stated that because the County was facing budget issues due to health care concerns, the funding was a little tighter.

Treasurer Schertzing stated the properties needed to be managed somehow, and he believed the Land Bank was a good tool for that to be accomplished, although it was not perfect. He further stated that the Land Bank was a tool that had been able to work with different funders over the years, in which they were able to sell off 250 of their vacant parcels they had in their possession, renovate or build about 250 homes that had been sold, and demolish 600 of their properties.

Treasurer Schertzing stated that the impact in the City of Lansing had been large, since a significant portion of the parcels of land in Lansing had been impacted by the Land Bank.

Commissioner Koenig asked if the annual transfer had always been $400,000 per year.

Treasurer Schertzing stated that in the beginning, the annual transfer had been about $250,000, but it had been $400,000 for about nine years. He further stated it had been raised based on the volume of properties, and if the County was in better shape, they might consider asking for more funding.

Commissioner Koenig asked if what the Land Bank did with the $400,000 each year depended on what the Land Bank had in their inventory for that year.
Treasurer Schertzing stated that the Land Bank had the 1100 parcels in their inventory, and it cost more than that to maintain those parcels, without taking into account the cost of any of their staff. He further stated that the number of parcels had increased since 2012, and they mowed the lots and shoveled the sidewalks on those parcels and tried to be good neighbors and stewards in the neighborhoods.

Commissioner Koenig asked how many properties the Land Bank currently had ready to sell.

Treasurer Schertzing stated the Land Bank had about a dozen properties for sale, including condos. He further stated that the number had decreased, because the funding sources had changed and the market was moving properties more quickly.

Commissioner Koenig asked if the Land Bank would be preparing more properties going forward.

Treasurer Schertzing stated that the renovation of houses was always likely going to be a piece of the Land Bank, and they would be looking at the County’s ability to acquire properties differently in the coming year. He further stated the Land Bank could use more houses to renovate, so they would be looking at foreclosure inventory for that.

Treasurer Schertzing stated the Land Bank had recently experimented with an investor sale program on six houses that needed renovation, which might be another pathway for tax foreclosed properties. He further stated that as Treasurer, he put on a tax auction each year in which they only had some controls over who bought the property and what was done with it, and some had ended up not being that successful.

Treasurer Schertzing stated that the experimental investor program they had started allowed the Land Bank to prescribe the outcome more fully.

Commissioner Koenig asked if the $400,000 needed to be used for any certain items, or if it could be used for whatever the Land Bank needed the funding for.

Treasurer Schertzing stated the funding was not narrowly drawn, however he thought of the funding for basic operations, including mowing lawns and shoveling sidewalks. He further stated the funding was just one source of the multi-million dollar revenue for the Land Bank, and the other funding came from places like the tax auction, rental income, program income, the demolition project, and there was a specific tax that the Land Bank could collect for five years after the Land Bank had disposed of a property.

Discussion.

Commissioner Grebner asked what the actual amount of money the Land Bank consumed in a single year was.
Treasurer Schertzing estimated the local Land Bank’s consumption was about $2.5 million currently, although in some years it had been about $10 million, when they had federal grants to draw from.

Commissioner Grebner asked total market value of the Land Bank’s assets if they were to dispose of them immediately.

Treasurer Schertzing stated the Land Bank had about $3.5 million on a line of credit, so they had liabilities, and with the rental properties and other properties, he estimated the County was breaking even with their line of credit and sales given the current state of the market.

Commissioner Grebner clarified that the Land Bank had about $3-3.5 million of property and possibly spent about a half million dollars over their line.

Treasurer Schertzing stated that was accurate, as he did not pick the foreclosed properties aside from the City of Lansing’s code enforcement process. He further stated that the foreclosed properties they had in the Land Bank inventory were below the average mortgage foreclosure and were not the best, and the Land Bank ended up being the steward of those properties.

Commissioner Grebner clarified that he was not trying to imply the Land Bank was mismanaged.

Discussion.

Treasurer Schertzing stated that the Land Bank’s partner was the City of Lansing, and he thought it was good for the City and the County to have the Land Bank taking down the 600 houses as it strengthened the County, but it was not always easy to perform those tasks.

THE MOTION PASSED UNANIMOUSLY. Absent: Commissioner Nolan

9. Human Resources  
   a. Sheriff’s Office – Discussion Regarding Separation Agreement (Materials will be Distributed at the Meeting)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. GREBNER, AT 6:18 P.M., TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING ATTORNEY-CLIENT COMMUNICATION ON LABOR RELATIONS.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Yeas: Crenshaw, Grebner, Koenig, Sebolt, Maiville, Crenshaw  Nays: None  Absent: Nolan

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MAIVILLE, TO MOVE THE MEETING BACK INTO OPEN SESSION AT 6:38 P.M.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan

(6)
Commissioner Grebner stated he understood the State had done a similar thing that the Sheriff’s Office was considering doing with Canteen Services to their food services recently, and it had horrible results. He asked Undersheriff Bouck if he was concerned about getting into a similar bad situation.

Undersheriff Andy Bouck, Ingham County Sheriff’s Office, stated he was not concerned about Canteen Services. He further stated that he had known the Canteen Services team from his other involvement in the Sheriff’s Office for years, and they were happy with the services, employees and end product they provided to the County.

Commissioner Grebner asked if the food service company was replacing four employees if this contract got approved.

Undersheriff Bouck stated they would be replacing three employees, as the kitchen supervisor was already under Canteen Services’ management.

Commissioner Grebner asked if that kitchen supervisor had been a County employee.

Undersheriff Bouck stated that in recent years, Canteen Services had provided the kitchen supervisor.

Commissioner Grebner asked if the three County employees had worked under the kitchen supervisor.

Undersheriff Bouck stated that was correct.

Commissioner Grebner stated he assumed the three County employees had worked about 5500 hours per year. He asked how many hours per year Canteen Services would staff.

Undersheriff Bouck stated they would staff the equivalent to cover their needs in the kitchen, which would amount to similar service as was seen under County employees.

Commissioner Grebner asked if Canteen Services would be more efficient than the current operation and doing more with fewer hours, or if they would save money by paying a lot lower wages.

Undersheriff Bouck stated Canteen Services would both be making the kitchen more efficient and paying lower wages.

Commissioner Grebner stated he thought it would be good to have the hourly information when the contract came back before the Committee. He further stated he wanted to be sure that Canteen Services would be providing all meals to inmates and doing it in a timely fashion.

Commissioner Grebner asked what the wage rate Canteen Services paid per hour.

Undersheriff Bouck stated he was not sure, but he thought it was around $12 or $13 per hour.
Commissioner Grebner clarified that was just wages, without any benefits associated.

Undersheriff Bouck stated that was correct.

Commissioner Grebner asked if Canteen Services provided health care to its employees.

Undersheriff Bouck stated he was not sure, as this agreement was reached quickly and he did not have a chance to review that part of the details.

Commissioner Grebner recalled the Board of Commissioners had adopted a resolution that when a department hired an outside vendor, they would require them to pay their employees living wages. He further stated the Board of Commissioners ought to have a discussion about whether they were replacing fully compensated County employees with cut-rate contractors.

Commissioner Sebolt stated he was highly concerned and would have a lot of questions about the proposal. He further stated he acknowledged that Undersheriff Bouck had said the food was good, but the State of Michigan had two experiments with privatization in the prisons that had gone poorly and ended in at least three riots or protests.

Commissioner Sebolt stated the privatization of the Grand Rapids Veteran’s Home was an absolute disgrace in the way the veterans had been treated. He further stated he was concerned because Canteen Services was a private company looking to turn a profit, while still managing to do it for significantly less than the County did, and he suspected that would come at the cost of lower wages.

Commissioner Sebolt stated that low wages did not give employees incentive to stay or perform well at the job, and that was when the prison ended up with employees missing work, having sex with prisoners, or bringing in drugs to supplement their income, which were all huge public safety concerns. He further stated given the state’s horrendous failed experiments in privatization, he would be highly skeptical of the proposal because he did not want Ingham County to end up in the same situation.

Commissioner Koenig stated the State’s experiments were contracted with Aramark and Trinity, not Canteen Services, and the Michigan Department of Corrections also had to use inmate labor in their kitchens to provide the high volume of meals needed at those prisons. She asked if there were inmates in the Ingham County kitchen.

Undersheriff Bouck stated there were inmate-staff interactions in the kitchen, because there were inmate worker positions washing dishes or delivering food carts.

Commissioner Koenig asked how many inmates worked with staff in the kitchens.

Undersheriff Bouck stated he believed there were about twelve inmates working in the kitchen.

Commissioner Koenig asked how long Canteen Services had worked for the County.
Undersheriff Bouck stated he was not sure, but he thought it was at least four years.

Commissioner Koenig stated the question the Committee was getting to was where the savings would come from. She asked Undersheriff Bouck to be ready to answer that when he brought the proposal forward.

Chairperson Celentino stated he understood why this issue came before County Services due to the personnel matter, but because the Sheriff’s Office was also requesting a change of services within the jail, it also had to go through the Law & Courts Committee. He asked if the proposal would be presented to the Law & Courts Committee soon, and if it was going to go through the budget process for 2018 since he expected the services would start in 2017.

Undersheriff Bouck stated the agreement was beginning June 23, 2017, so it was going to happen right away. He further stated June 24, 2017 would be the start of a new “year” for the services.

Chairperson Celentino stated that was a very tight timeline.

Tim Dolehanty, Controller, stated as he understood it, the current contract with Canteen Services would allow them to fill the positions while the RFP process played out. He further stated he expected it to go before the Board of Commissioners sometime around July, but he was not sure if the County Services Committee would review it, because it would probably go through the Law & Courts and Finance Committees.

Undersheriff Bouck stated Canteen Services already filled in when a full-time County employee called in sick, so they would just continue to do so while they went through the rest of the contractual process.

Commissioner Crenshaw stated he understood that this would have to go out for an RFP, which would delay the process further.

Mr. Dolehanty stated he was not sure where the Sheriff’s Office was in the RFP process, but an RFP usually had to be out for about thirty to forty-five days, so July or August would be when the Board of Commissioners would see the proposals. He further stated it could be as late as September when they approved a proposal.

Commissioner Crenshaw asked when the current contract extension ended.

Undersheriff Bouck stated it had expired and they were under negations when this opportunity came about, so they were dealing with an expired contract and an extension of services. He further stated that because of the increase of services, they could not just extend the contract and it needed to go out for an RFP.

Undersheriff Bouck stated Canteen Services had agreed to cover the shortage of employees in the interim.
Discussion.

Commissioner Sebolt stated he understood the County was currently with Canteen Services and they liked Canteen Services, but it would need to go out for an RFP. He asked if it was possible for a company like Aramark or Trinity could come in and underbid Canteen Services to get the contract with the County.

Commissioner Grebner stated this was a proposal process, not a bid process, so it was not based on lowest price. He further stated the proposals could be ranked on their track record so it was possible that they could rank companies with better reputations like Canteen Services higher, but he wanted to remind the Committee that this was not an uncompetitive market so they could end up with another company with favorable ratings, but they still had the power to reject terrible companies.

Commissioner Sebolt stated they did not know who they would end up getting out of the RFP process.

Commissioner Koenig stated that was true. She further stated that departments worked on expired contracts all the time in the County, even though they did not like that to happen.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. GREBNER, TO HAVE A FORMAL RESOLUTION DRAFTED ENACTING THE SETTLEMENT AGREEMENT FOR RESIGNATION AND WAIVER OF CLAIMS FOR JEFFREY THOMPKINS, TO BE PRESENTED TO THE FINANCE COMMITTEE ON JUNE 7, 2017.

Commissioner Sebolt stated he did not want his vote on this particular issue to be construed as any type of support for privatization, but it did make sense for this particular employee situation.

THE MOTION PASSED UNANIMOUSLY. Absent: Commissioner Nolan

9. Human Resources
   b. Resolution to Adopt a Policy for Settlement of Claims, Litigation, and Separation Agreements

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

Travis Parsons, Human Resources Director, introduced the resolution to the Committee and stated there did not seem to be a clear path to achieve approval of settlements that had come about in fall of 2016.

Commissioner Crenshaw asked if the Finance Committee should also have a say in approving the settlements.

Mr. Dolehantry stated it was completely the Board of Commissioners’ preference.
Commissioner Crenshaw stated he strongly urged the Committee to consider having the Finance Committee approve settlements as well.

Discussion.

Commissioner Grebner stated either the County Services or Finance Committee should have the power to approve a settlement, not necessarily both together. He further stated he did not have a particular desire to have settlements go through the Finance Committee but he would not object, and he thought settlements were almost always pro forma and did not usually involve amounts that would cause a pitfall in the County budget.

Discussion.

The attached policy was amended as follows:

The County Services and Finance Committees shall have authority as follows:

Settlement of litigation, claims or entering into separation agreements when the consideration paid by the County exceeds $10,000.00 but is less than $50,000.00 shall require the approval of a majority of a quorum of the County Services and Finance Committees.

This was considered a friendly amendment.

Commissioner Koenig stated she noticed the procedure allowed department heads and elected officials to bring the settlement to the Board of Commissioners in addition to the Controller and legal counsel. She further stated she was concerned that in the worst possible scenario, the department head, elected official or Controller would be involved in an inappropriate situation with an employee and would try to give them a severance package to make the whole situation go away.

Commissioner Koenig stated that was an example of something that was not pro forma, and she did not want it to be a situation where the department head was the one bringing the settlement to the Board of Commissioners, so she would like it to go through some other person. She further stated that anyone should have to bring these settlements to the Controller first, and then the Controller could then bring it to the Board of Commissioners.

Commissioner Koenig stated she only wanted to weed out someone doing something less than legitimate.

Commissioner Grebner stated if the Committee did not want department heads to have the authority to bring them forward and only have them brought through the Controller, then they could amend the procedure to eliminate department heads and elected officials. He further stated they should allow legal counsel to also have the authority to bring settlements to the Board of Commissioners, in case the Controller was involved in a situation.
Discussion.

Commissioner Grebner stated this procedure protected the Board of Commissioners from being approached by an Elected Official, especially one of a same political party, to do something unsavory. He further stated he would like to have the barrier in that regard.

The attached policy was amended as follows:

**D. PROCEDURE**

1. Settlements and separation agreement proposals which require approval by the full Board shall require the recommendation of at least one of the following: the Controller, the applicable Department Director, the applicable Elected Official or legal counsel for the County.

This was considered a friendly amendment.

Commissioner Grebner asked if settlements under $10,000 were already under the power of the Controller.

Commissioner Koenig stated it had never been clear.

Commissioner Grebner stated he thought if the Controller approved anything under sections C(i-iv) in the policy, that the Controller would then report that in writing to the County Services Committee, so the details of the settlement, including the reason, would be recorded in the minutes.

Commissioner Koenig stated that was covered under section D(3) in the policy, where the Controller would issue a written quarterly report to the Board of Commissioners. She further stated if he wanted it to be more immediate than that, then they could change it.

Commissioner Grebner asked if section D(3) was just referring to settlements over $10,000.

Commissioner Koenig stated she thought the way it was written, it kept it off of the agenda.

Bonnie Toskey, County Attorney, stated it included all settlements.

Commissioner Grebner asked if it included damage to an employee’s property, for example, claims and settlements.

Ms. Toskey stated she interpreted it that all claims or settlements subject to this policy would be reported quarterly by the Controller to the Board of Commissioners.
Commissioner Sebolt asked if that report would just be included in the Commissioners’ folders at full Board of Commissioners meetings, or if the report would be read into the minutes at a meeting.

Commissioner Grebner stated if they wanted it to be on the record, then it should come before the County Services Committee so it would be on the record.

Discussion.

Mr. Dolehanty suggested the report be in the agenda like the Emergency Purchase Orders were, where there were just the details and no resolution attached.

Commissioner Grebner clarified that it would not be to each of the Board of Commissioners, just to the County Services Committee.

Discussion.

The attached policy was amended as follows:

3. The Controller shall report to the County Services Committee and provide each member of the Board of Commissioners a written quarterly report of the settlements of claims and litigation, and all separation agreements (e.g. department/type/amount) authorized under this Policy during the fiscal year.

This was considered a friendly amendment.

Discussion.

THE RESOLUTION, AS AMENDED, PASSED UNANIMOUSLY. Absent: Commissioner Nolan

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:11 p.m.
AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Equal Opportunity Committee** - *Interviews*

   Candidates for appointment to the Equal Opportunity Committee will be in attendance for interviews with the County Services Committee.

2. **Innovation and Technology Department** - *Reorganization Request* (Discussion Item)

   The Innovation and Technology Department proposes to reorganize through reclassification of a vacant Deputy Information Officer position. This change is proposed in order to offer more direct support to improve customer service while still providing staff oversight needed to assist the Chief Information Officer.

   The Reorganization Procedure Policy requires that Department Heads submit a discussion packet that includes information for all changes which result in an increased expenditure or a new job classification. Based on subcommittee discussions, the Department Head will then prepare a resolution for consideration at the next round of subcommittee meetings or return to the discussion step.

3. **Facilities Department** - *Resolution to Award a Contract for Carpet Cleaning Services*

   With expiration of the current carpet cleaning contract on August 31, the Purchasing Department sought proposals for this service from qualified, experienced vendors. The Facilities Department recommends approval of a resolution to award a contract to Modernistic Lansing, LLC for carpet cleaning services at a cost not to exceed $173,100. The contract term is for three years with an option to renew for an additional two years.

4. **Economic Development Department** - *Resolution to Approve Termination of Economic Development Services Agreements*

   The County holds service agreements with six local communities to provide services to their downtown development authorities (DDAs), Local Development Finance Authorities (LDFAs) and Tax Increment Finance Authority (TIFA) districts which originated in 1993. The local communities are able to fund these Agreements through a provision in Proposal A that allows for capture of State Education Tax (SET). It is virtually impossible for a one-person staff to fulfill all of the requirements in these agreements. As these organizations have matured most are able to manage their own activity. With the County advocating for TIF reform, it is somewhat hypocritical for the County to be advocating for reducing the amount the TIF districts can capture while we are benefitting from a quirky provision in the law to continue to capture SET. The Economic Development Department recommends termination of these service agreements, effective December 31, 2017. It is understood that contract termination will result in a revenue loss of approximately $58,500 beginning in 2018. Proposed operational adjustments within the Economic Development Department included in the fiscal year 2018 budget will take this revenue loss into consideration.
5a. **Road Department - Resolution to Approve Local Road Agreement with Leslie Township**

Leslie Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2017 local road program. The single project involves improvements to Baseline Road between State and Dutch Roads at a total estimated cost of $49,592. A County Road Department allocation of $24,796 was reserved for local road improvement in Leslie Township pending Township approval of matching funds. If final project costs total less than $49,592, then cost savings will be split evenly between the Road Department and Leslie Township.

5b. **Road Department - Resolution to Approve Local Road Agreement with Meridian Township for 2017 Local Road Program**

Meridian Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2017 local road program. Cited projects involve improvements to approximately four miles of roadway to include Hot In Place Recycling (HIPR) and complete paving of one course asphalt at one-inch thickness, sidewalk ramp upgrades, curb and gutter repair, manhole adjustment, and other miscellaneous repairs where necessary. A County Road Department allocation of $115,000 was reserved for local road improvement in Meridian Township pending Township approval of matching funds. If final project costs total less than $230,000, then cost savings will be split evenly between the Road Department and Meridian Township.

5c. **Road Department - Resolution to Approve Local Road Agreement with Lansing Township for 2017 Local Road Program**

Lansing Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2017 local road program. Cited projects involve improvements to six road segments to include Hot In Place Recycling (HIPR) and complete paving of one course asphalt at one-inch thickness, sidewalk ramp upgrades, curb and gutter repair, manhole adjustment, and other miscellaneous repairs where necessary. A County Road Department allocation of $76,518.73 was reserved for local road improvement in Lansing Township pending Township approval of matching funds. If final project costs total less than $153,037.46, then cost savings will be split evenly between the Road Department and Lansing Township.

5d. **Road Department - Resolution to Approve Contract for 2017 Local Road Program - Meridian Township**

Act 51 funds expended by the Road Department on local roads must be matched with funds from other sources - typically the Townships. Sixteen projects selected by Road Department staff and Meridian Township based on needs and road conditions. The Road Department recommends approval of a resolution to authorize a contract with Rieth-Riley Construction Company for recycling, resurfacing and related work as specified at a total cost not to exceed $1,216,941, or as changed per direction to be received from Meridian Township. Approval is contingent upon Meridian Township approval of the bid from Rieth-Riley Construction Company.
5e. Road Department - Resolution to Approve Contract for 2017 Local Road Program - Lansing Township

Act 51 funds expended by the Road Department on local roads must be matched with funds from other sources - typically the Townships. Sixteen projects selected by Road Department staff and Lansing Township based on needs and road conditions. The Road Department recommends approval of a resolution to authorize a contract with Rieth-Riley Construction Company for recycling, resurfacing and related work as specified at a total cost not to exceed $231,797, or as changed per direction to be received from Lansing Township. Approval is contingent upon Lansing Township approval of the bid from Rieth-Riley Construction Company.

5f. 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 10 projects (see attachment for permit list).

6a. Parks Department - Resolution to Authorize Mower Purchase for Burchfield Park

An “x-mark” mower utilized at Burchfield Park no longer functions and estimated repair costs exceed the value of the mower. Park employees mow approximately 55 acres at Burchfield Park. The Parks Department recommends approval of a resolution to award a contract to Deer Creek Sales Inc. for purchase of a mower at a cost not to exceed $13,085.

6b. Parks Department - Resolution Honoring James Daggy

A resolution is proposed to honor James Daggy for his service to the Ingham County Parks Department.

7. Board of Commissioners Office - Step Increase for Controller/Administrator

Consistent with procedures included in the Managerial and Confidential Employee Personnel Manual as adopted on September 27, 2016 (Resolution 16-386), authorization is sought from the County Services Committee to implement a step increase from Grade MCF 19 Step 4.
TO: Board of Commissioners, County Services Committee

FROM: Deb Fett, CIO

DATE: 6/6/2017

SUBJECT: Discussion – Innovation and Technology Department - Convert Vacant DIO Position to new Senior Network Admin Position

BACKGROUND
Resolutions #14-213 authorized the re-establishment of two positions eliminated in 2011 – which were then renamed to Deputy Information Officer and Project Manager. Currently the Innovation and Technology Department has 21 full-time positions and one part-time position, with the Deputy Information Office position being vacant. After thorough review of duties of said position and needs of the business partners, it is clear that this position can be altered to offer more direct support to improve customer service while still providing the staff oversight needed to assist the CIO.

Discussions have been held with appropriate ITD staff to review the proposed change of converting the vacant DIO position to a new Senior Network Admin position and favorable response has been received. The position would move from an MCF position to an ICEA position. The ICEA representative has also been briefed about the potential change and supports the conversion.

ALTERNATIVES
It was considered to keep the position as is and hire a Deputy Information Officer. However, during the time our previous DIO was on medical, it became clear that our needs for the role were changing. The current job description does not adequately address the skill level needed or the desired characteristics which would have increased the cost of the function. Rather than increase costs in a time of cutbacks, it made sense to reconfigure the role.

FINANCIAL IMPACT
Per HR – after analysis, the classification has a community of interest with the ICEA County Professional and will be compensated at a level 12 ($76,364.53 - $91,670.06). The review from Budget (corrected to Step 5) indicates that there would be an approximate $208.00 annual increase.

OTHER CONSIDERATIONS
This position would allow ITD to leverage both the much needed technical skills of the individual chosen as well as providing the additional supervisory support that will keep the department running most effectively.

RECOMMENDATION
Based on experience of ITD service levels over the past year, feedback from staff, and metrics from our helpdesk tickets, I would recommend converting the DIO position to the Senior Network Admin position.
Fett, Deb

From: Clous, Joan
Sent: Tuesday, May 30, 2017 11:41 AM
To: Fett, Deb
Subject: FW: ICEA New Position

Deb,

Just making sure you received this approval from the ICEA for the Sr. Network Administrator.

Joan

From: Cook, Desiree
Sent: Wednesday, May 24, 2017 2:57 PM
To: Clous, Joan
Subject: RE: ICEA New Position

Approved.

From: Clous, Joan
Sent: Wednesday, May 24, 2017 11:00 AM
To: Cook, Desiree <DCook@ingham.org>
Subject: ICEA New Position

Desiree,

Please review the attached and get back with me as to the ICEA’s approval or objection to this new position. Please let me know if you have any questions.

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

“We can’t all be heroes, somebody has to sit on the curb and wave as they drive by.”
TO: Deb Fett, CIO

FROM: Joan Clous, Human Resources Specialist

DATE: May 26, 2017

RE: Support for Creation and reorganization - Senior Network Administrator

Per your request, Human Resources has reviewed the request to create a new position within the Innovation and Technology Department, a Senior Network Administrator, which will replace the Deputy CIO.

After analysis, the classification has a community of interest with the ICEA County Professional and will be compensated at a level 12 ($76,364.53 - $91,670.06). The CCLP has been notified. They support the creation of this position.

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

If I can be of further assistance, please email me 887-4374.
General Summary: Under the direction of the Chief Information Officer (CIO), assists in planning, organizing and directing the County’s Innovation and Technology Department. Leads in the design, implementation, management and maintenance of the county’s data communications network and associated hosted sites. Provides advanced technical support for the county’s Local Area Network (LAN) and Wide Area Network and supports other ITD personnel. Solves operational and personnel issues throughout the department while directly supervising UAW staff. Develops, implements and oversees staff training and development. Serves as the liaison between stakeholders, ITD staff and external vendors. Monitors departmental projects and work assignments. Assists with budget preparation and maintenance. Supervises staff on projects to ensure project commitments and expectations are met. Serves in place of the CIO as needed and directed.

Essential Functions:

1. Provides day-to-day supervision to assigned ITD staff and related vendors. Organizes assignments and priorities. Clarifies performance expectations and monitors assigned staff for compliance.

2. Establishes goals and objectives for assigned staff. Defines and implements training plans for all staff to improve individual and departmental performance.

3. Assists with the creation and monitoring of long-range strategic goals. Directs and oversees the successful delivery of services.

4. Analyzes work functions and recommends improvement plans. Works with the CIO to develop and direct departmental policies, processes and procedures which improve future projects, efficiencies and outcomes.

5. Proficient at analyzing and determining customers business needs, current computer and network systems technology, vendor offerings, budget requirements, and developing solutions to ensure the highest level of customer satisfaction.

6. Develops and maintains standards for the county’s wiring infrastructure, equipment, security, vendors, routing protocols, platforms, and applications.

7. Contributes in the planning, leadership, direction, and advanced technical expertise regarding computer, network, resources, and services for both LAN’s and WAN’s and the world-wide Internet.

8. Serves as a high-level technical expert and technical escalation point in regards to the county’s network, MIS staff and associated issues.

9. Lead architect and (or) Project Manager for complex county hardware and software information technology projects and ensures projects are completed within budget and on-time. Coordinates with other resources, departments, organizations and agencies.

10. Responsible for the security of the county’s network including password access, file access, intruder access, and protection against viruses and SPAM.

11. Oversees the ongoing training for County employees related to software and systems in use.

12. Develops and maintains management reporting methodologies. Develops and oversees contingency plans to address conflicts between assignments, priorities and resources.
13. Conducts staff meetings to monitor work projects. Facilitates discussions regarding operational and personnel issues. Ensures staff are informed, trained and have access to the tools necessary to perform their work assignments.

14. Reviews employee work assignments, staff interactions and overall departmental success. Effectively recommends the hiring, training, promoting, disciplining and terminating of staff.

15. Ensures staff, equipment and other resources are allocated within budgetary limits and the Departmental Strategic Plan. Assists in the maintenance of IT inventory for the entire County.

16. Provides Project Management leadership for County technology projects. Promotes, establishes, facilitates and evaluates the application of Project Management principles as they pertain to the IT department.

17. Determines the need for outside consultants or contractors. Solicits and recruits such services as needed.

**Other Functions:**
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and CJIS Security requirements.

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

**Employment Qualifications:**
A minimum of one of the following combinations is required:

1. A Bachelor’s Degree AND 5 years of progressive work experience in a complex LAN/WAN environment with at least 3 of those years at the management level in IT

OR

2. An Associate’s Degree AND 7 years of progressive work experience in a complex LAN/WAN environment with at least 5 of those years at the management level in IT

Industry recognized technical certification such as a Cisco CCNA or Microsoft MCSE preferred but not required.

**Knowledge, Skills and Abilities Required:**
- Strong interpersonal and communications skills and the ability to work effectively with a wide range of people in a diverse community.
- Advanced working knowledge of Networking concepts, Routing/Switching, Operating System technologies, Security, IP, advanced protocols and the Internet.
- Advanced systems knowledge, architecting/design skills, documentation and methodical problem solving skills.
- Must possess leadership qualities.
- Must be customer service oriented.
- Must be courteous and polite.
- Excellent verbal, telephone, and written etiquette.
- Proven ability to delegate work, follow instructions, work under supervision, and multi-task.
- Ability to effectively lead a team.
- Advanced effective and efficient troubleshooting and problem solving skills.
- Must be reliable and possess excellent organizational skills.
**Other Requirements:** None

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

**Working Conditions:**
1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is required to travel for meetings and appointments.

**Physical Requirements:**
1. This position requires the ability to sit, stand, traverse, carry, push, pull, reach, grasp, handle, pinch, type, and endure repetitive movements of the wrists, hands or fingers.
2. This position’s physical requirements require periodic stamina in carrying, pushing, pulling, reaching, grasping, handling and pinching.
3. This position’s physical requirements require regular stamina in sitting, standing, traversing, typing and repetitive movements of the wrists, hands or fingers.
4. This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
5. This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
6. This position requires the ability to communicate and respond to inquiries both in person and over the phone.
7. This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
8. This position requires the ability to handle varying and often high levels of stress.

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

Revised 05/23/17
ICEA County Pro 12
Agenda Item 2

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CONVERSION OF THE VACANT DEPUTY INFORMATION OFFICER TO A SENIOR NETWORK ADMIN IN THE INNOVATION & TECHNOLOGY DEPARTMENT

WHEREAS, the Department of Innovation & Technology (IT) currently has 21 full time positions and 1 part time position including the vacant IT Deputy Information Officer position; and

WHEREAS, Resolution #14-213 established an MCF 12 Deputy Information Officer position in the IT Department; and

WHEREAS, the County has a critical need for both network support and management duties in ITD; and

WHEREAS, the new position of the Senior Network Admin has been reviewed by HR and the ICEA and will be compensated at level 12 ($76,364.53 - $91,670.06); and

WHEREAS, the estimated annual increase for the conversion of the position would be $208.00; and

WHEREAS, the funding for these two positions would come from the IT Data Processing Fund #63695800-704000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the elimination of the Deputy Information Officer position and the addition of an ICEA 12 Senior Network Admin position ($76,364.53 - $91,670.06) in the IT Department with funds allocated from the IT Data Processing Fund (#63695800-704000) at a FY 2017 cost not to exceed $76,364.53.

BE IT FURTHER RESOLVED, that the new vacant Senior Network Admin position will be posted and filled.

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

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary adjustments to the IT Department Position Allocation List in accordance with this resolution.
## PERSONNEL COST PROJECTIONS - INNOVATION AND TECHNOLOGY DEPARTMENT

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<tr>
<td>Life</td>
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208 Additional Annual Cost
TO: Board of Commissioners, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: June 5, 2017
SUBJECT: Resolution to Authorize a Contract for Cleaning Services
                   For the meeting agendas of: June 20 & June 21

BACKGROUND
The current carpet cleaning contract expires August 31, 2017. The Purchasing Department solicited proposals from qualified, experienced vendors. Both the Purchasing and Facilities Departments agree that a contract is awarded to Modernistic Lansing, LLC who submitted the lowest responsive and responsible bid in the amount of $173,100.00 for a (3) three year period.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Funds for this contract are available within the appropriate contractual line items.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, both the Purchasing and Facilities Departments recommend approval of the attached resolution to support a contract with Modernistic Lansing, LLC, who provided the lowest bid, based on square footage, as outlined in the RFP, to provide carpet cleaning services at various county locations for a not to exceed cost of $173,100.00. The contract term is for (3) years with an option to renew for an additional (2) years.
TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: March 20, 2017
RE: Memorandum of Performance for RFP No. 23-17 Carpet Cleaning Services

Per your request, the Purchasing Department sought proposals from qualified and experienced firms for the purpose of providing carpet cleaning, and optional protectant application services at various County facilities for a period of three (3) years with an option to renew for two (2) additional years.

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:

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<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
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<td>9</td>
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<tr>
<td>Vendors attending pre-bid/proposal meeting</td>
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<td>1</td>
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<td>Vendors responding</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
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<th>Addendum</th>
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<th>Cleaning $/SF</th>
<th>Protector $/SF</th>
<th>YEAR 2</th>
<th>Cleaning $/SF</th>
<th>Protector $/SF</th>
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<th>Protector $/SF</th>
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</table>
WHEREAS, the current carpet cleaning contract expires August 31, 2017; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors; and

WHEREAS, both the Purchasing and Facilities Departments agree that a contract is awarded to Modernistic Lansing, LLC who submitted the lowest bid based on square footage, as outlined in the RFP, to provide carpet cleaning services for a not to exceed cost of $173,100.00; and

WHEREAS, the contract term will be for (3) three years beginning September 1, 2017 ending August 31, 2020, with an option to renew for an additional (2) two years; and

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

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Modernistic Lansing, LLC, 4310 Creyts Road, Lansing, Michigan, 48917, to provide carpet cleaning services at various county locations, for a not to exceed total cost of $173,100.00, over a period of three years, with an option to renew for an additional (2) years.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners County Services and Finance Committee
FROM: Sandra Gower, Economic Development Coordinator
DATE: May 22, 2017
SUBJECT: Elimination of Economic Development Service Agreements

BACKGROUND
The County has service agreements with six local communities to provide services to their DDAs, LDFAs and TIFA districts. The agreements originated in 1993. Initially most of the TIF districts in the County were included in the agreements. The records I inherited are incomplete as to when the other communities dropped out. The remaining agreements are with the Cities of Leslie, Mason and Williamston, the Villages of Leslie and Dansville and Vevay Township.

When the agreements were first implemented, the EDC was a department with several staff members. The EDC staff assisted most of the communities in creating their districts, writing their plans, and preparing amendments to their plans. EDC staff developed a yearly work plan and assisted with the implementation. They also assisted those communities with state financial reporting. The EDC staff was eliminated around the year 2000. In July 2001 the County then entered into a contract with a consultant to provide services. This was a part-time position first authorized by Resolution #01-220. It was for a not to exceed amount of $20,000. The County continued to provide technical assistance, attended board meetings, and assisted with grant opportunities. Annual work plans were no longer developed and the communities took over their state reporting requirements.

In 2004/2005 the County hired an Economic Development Coordinator in an agreement with MSUE. She was an MSUE employee. When she left in 2010, the County created a County position funded by the general fund. The local communities are able to fund these Agreements through a provision in Proposal A. A TIF District that had an existing contract with a County EDC prior to the passage of Proposal A could consider it to be an eligible obligation. That allows the community to continue to collect State Education Tax (SET) to help pay for the cost of the contract.

FINANCIAL IMPACTS
These agreements cover 43% of the Economic Development budget ($137,519 in 2017). If we terminate these agreements it would be a loss of $58,537 (based on 2017 Budget) to the General Fund starting in 2018.

OTHER CONSIDERATIONS
With a one person staff, it is impossible to fulfill all of the requirements in these agreements. As these organizations have matured most are able to manage their activity on their own. With the County advocating for TIF reform, it is somewhat hypocritical for the County to be advocating for reducing the amount the TIF districts can capture while we are benefitting from a quirky provision in the law to continue to capture the School Education Tax (SET).

ALTERNATIVES
The alternative would be to renegotiate the agreement to more accurately reflect the current activity. This is a master agreement so all members of the agreement would have to agree to any changes. Over the last few years, several have questioned whether or not to continue the agreements.
RECOMMENDATION
I recommend that the Board of Commissioners terminate the agreements, effective December 31, 2017 through the provisions Section XV of the agreement.
ECONOMIC DEVELOPMENT SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this 31st day of January, 1994, by and between INGHAM COUNTY, VEVAY TOWNSHIP DDA, CITY OF LESLIE DDA, CITY OF LESLIE LDFA, CITY OF MASON LDFA, CITY OF WILLIAMSTON EDC, CITY OF WILLIAMSTON DDA, VILLAGE OF DANSVILLE DDA, VILLAGE OF STOCKBRIDGE DDA AND VILLAGE OF WEBBEVILLE DDA.

WHEREAS, each of the parties to this Agreement are authorized by various statutes of this State to engage in activities which will encourage economic development within their jurisdictional boundaries; and

WHEREAS, each of the parties desires to enter into an agreement pursuant to 1951 PA 35, MCLA 124.1 et seq, which authorizes municipal corporations to join with other municipal corporations, or with any number or combination thereof by contract, or otherwise as may be permitted by law, for the performance, jointly, or by any one or more on behalf of all, of any service which each would have the power to perform separately; and

WHEREAS, the Townships, Cities, and Villages which are parties to this Agreement desire to acquire the services of the Ingham County Department of Development (hereinafter referred to as the "Department") to assist them in economic development projects and activities for their jurisdiction; and

WHEREAS, Ingham County has adopted an Economic Development Policy which places an emphasis on Regional Economic Development; and

WHEREAS, Ingham County authorizes the Department to provide each of the other parties to this Agreement with the economic development assistance they require subject to the terms and conditions of this Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY AGREED, as follows:

I. Services to be Performed by the Department. The Department shall provide each of the Township's, City's and Village's, who are a party to this Agreement with the services set forth in the attached Exhibit A, Scope of Services, which is incorporated by reference into this Agreement and made a part hereof.

II. Services to be Performed by the Townships, Cities, and Villages. The Townships, Cities, and Villages who are parties to this Agreement shall cooperate with the Department in its performance of the services to be provided to them as set forth in Exhibit A. Each Township, City, and Village shall provide the Department with all information, records and documentation necessary for the Department to perform the required services.
III. Compensation. It is expressly understood and agreed that the Townships, Cities and Villages who are parties to this Agreement shall jointly pay the County for the services provided by the Department under this Agreement as follows:

A. The sum of EIGHTY FOUR THOUSAND SEVEN HUNDRED FORTY FIVE AND NO/100 DOLLARS ($84,745.00) for the 1994 calendar year.

B. For calendar years after 1994, the amount paid shall be based upon and determined by the County Board of Commissioners within its annual budget process.

B. The sum to be paid individually by each of the Townships, Cities and Villages subject to this Agreement shall be determined by the formula set forth in the attached Exhibit B, which is incorporated by reference into this Agreement and made a part hereof.

C. Direct fees will be charged for activities not directly related to Economic Development and for monitoring of Grant Programs. Whether an activity is directly related to Economic Development shall be in the sole discretion of the Department.

IV. Method of Billing and Payments. The County shall quarterly submit a bill to each of the Townships, Cities, and Villages who are parties to this Agreement which sets forth the sum they owe for the quarter that has just ended, which is determined from the applicable formula set forth in Exhibit B. Each of the parties shall pay the County the sum due and owing within fourteen (14) days of the date of their receipt of the bill therefore. All payments shall be made payable to the Ingham County Treasurer and submitted to the Department.

V. Compliance with the Law. The parties hereto mutually agree to comply with all applicable Federal, State and local laws, ordinances, rules and regulations in the performance of their obligations pursuant to this Agreement.

VI. Nondiscrimination. The parties to this Agreement, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual preference, handicap which is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs.
All of the parties to this Agreement shall adhere to all Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended; the Michigan Handicappers Civil Rights Act, 1976 PA 220, as amended; Section 504 of the Federal Rights Act, 1976 PA 220, as amended; Section 504 of the Federal Rights Act of 1973, P.L. 93-112, 87 Stat 394, as amended; The Rehabilitation Act of 1973, P.L. 93-112, 87 Stat 394, as amended; The Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 328 (42 USCA §12101 et seq), as amended, and regulations promulgated thereunder. Breach of this section shall be regarded as a material breach of this Agreement.

VII. Indemnification and Hold Harmless. The County shall, at its own expense, protect, defend, indemnify, save and hold harmless each of the Townships, Cities and Villages, who are parties to this Agreement, their elected and appointed officers, employees or agents, from all liability which they may incur due to personal and/or bodily injuries or property damage which arises out of the acts, omissions, or negligence of the County's personnel, in the performance of their responsibilities under this Agreement.

Each of the Townships, Cities and Villages who are parties to this Agreement, shall individually, at their own expense, protect, defend, indemnify, save and hold harmless the County and its elected and appointed officers, employees, and agents from all liability which they may incur due to personal and/or bodily injuries and property damage which arises out of the acts, omissions or negligence on the part of the party responsible for such indemnification, or its officers, employees, or agents.

VIII. Status of Employees. It is expressly understood and agreed that the employees, servants and agents of each of the parties to this Agreement shall not be deemed to be and shall not hold themselves out as the employees, servants or agents of any of the other parties. Each of the parties to this Agreement shall be responsible for paying their employees and agents for the services they have performed under this Agreement and for withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes to the proper Federal, State and local governments. The employees of each of the parties shall not be entitled to any fringe benefits otherwise provided by the other party to its employees, such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave and longevity. Each of the parties shall carry workers' compensation coverage for its employees, as required by law.

IX. Waivers. No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.
X. Modification of Agreement. Modifications, amendments or waivers of any provisions of this Agreement may be made only by the written mutual consent of the parties hereto.

XI. Assignment. The parties to this Agreement may not assign or otherwise transfer their duties and/or obligations under this Agreement.

XII. Disregarding Titles. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

XIII. Completeness of the Agreement. This Agreement, and the attached Exhibits A and B, contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

XIV. Agreement Period. This Agreement shall be effective on the 1st day of January, 1994, and shall continue until the 31st day of December, 1994. This Agreement shall automatically renew on an annual basis unless terminated in accordance with Section XV. Termination. Each year a new updated Work Program will be agreed upon by the Department with each individual community.

XV. Termination. Any of the parties to this Agreement, except the County, may terminate this Agreement upon delivery of thirty (30) days prior written notice to all the other parties. The effect of such termination shall be the removal of the terminating party as a party to this Agreement effective as of the effective date of termination. The terminating party shall, however, compensate the County as set forth in Sections III. Compensation and IV. Method of Billing and Payments for services performed by the Department hereunder, up to the effective date of termination.

Notwithstanding any contrary provision of this Agreement, the County may terminate this Agreement upon the delivery of written notice to each of the other parties to this Agreement. Upon such termination, the County shall be compensated as set forth in Section III for services performed by the Department hereunder to the effective date of termination.

XVI. Invalid Provisions. If any provision of this Agreement is held to be invalid it shall be considered to be deleted and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was declared invalid.
XVII. Certification of Authority to Sign Agreement. The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

INGHAM COUNTY
BY
Jean M. McDonald, Chairperson
County Board of Commissioners
Date 2/28/94
BY
Lindig Brewer, County Clerk
Date 2/28/94

CITY OF MASON LDFA
BY
George Hahne
(Signature)
Name George Hahne
(Print or Type)
Title Chairperson
(Print or Type)
Date 2/28/94

CITY OF WILLIAMSTON DDA
BY
Dennis K. Fischer
(Signature)
Name Dennis K. Fischer
(Print or Type)
Title Chairperson
(Print or Type)
Date 2/28/94

CITY OF WILLIAMSTON DDA
BY
Thomas M. Mitchell
(Signature)
Name Thomas M. Mitchell
(Print or Type)
Title Chairperson
(Print or Type)
Date 2/28/94

VEVAY TOWNSHIP DDA
BY
George Hahne
(Signature)
Name George Hahne
(Print or Type)
Title Chairperson
(Print or Type)
Date 2/28/94

VILLAGE OF DANSVILLE DDA
BY
Tom Hahn
(Signature)
Name Tom Hahn
(Print or Type)
Title Chairperson
(Print or Type)
Date 2/28/94

CITY OF LESLIE DDA
BY
James M. Mitchell
(Signature)
Name James M. Mitchell
(Print or Type)
Title Chairperson
(Print or Type)
Date 2/28/94

VILLAGE OF WEBBerville DDA
BY
Bruce T. Carr
(Signature)
Name Bruce T. Carr
(Print or Type)
Title Chairperson
(Print or Type)
Date Feb 28, 1994

(Signatures continued on next page.)
CITY OF LESLIE LDFA
BY _________________________________
(Signature)
Name Edward G. Swanson
(Print or Type)
Title Chair
(Print or Type)
Date 2-25-94

VILLAGE OF STOCKBRIDGE DDA
BY _________________________________
(Signature)
Name Deborah C. Marshall
(Print or Type)
Title Chair
(Print or Type)
Date Jan. 31, 1994

APPROVED AS TO FORM FOR INGHAM COUNTY:
COHL, STOKER & TOSKEY, P.C.
BY _________________________________
Robert D. Townsend

Robert D. Townsend
Introduction by the County Services and the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE TERMINATION OF THE ECONOMIC DEVELOPMENT SERVICES AGREEMENTS

WHEREAS, the Ingham County Board of Commissioners entered into an Economic Development Services Agreement with the City of Mason LDFA, The City of Leslie LDFA, the City of Williamston EDC, the Village of Dansville DDA, the Village of Webberville DDA and Vevay Township DDA on January 31, 1994; and

WHEREAS, these agreements are authorized by 1951 PA 35, MCLA 124.1 et seq, which authorizes municipal corporations to join with other municipal corporations, or with any number or combination thereof by contract, or otherwise as may be permitted by law, for the performance, jointly or by any one or more on behalf of all, of any service which each would have the power to perform separately; and

WHEREAS, these agreements assisted in the development of many successful Tax Increment Financing Districts that have increased the vitality and economy of their communities and the County; and

WHEREAS, conditions have changed and these taxing authorities are able to operate independently.

THEREFORE BE IT RESOLVED that pursuant to Section XV Termination of the Economic Development Services Agreement with the City of Mason LDFA, The City of Leslie LDFA, City of Williamston EDC, Village of Dansville DDA, Village of Webberville DDA and Vevay Township DDA dated January 31, 1994 that the Ingham County Board of Commissioners does hereby terminate this agreement effective December 31, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Economic Development Coordinator to provide written notification to all parties as set forth in Section XV of the Economic Services Agreement.
MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: June 1, 2017

RE: Resolution for 2017 Local Road Program Agreement with Leslie Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Leslie Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2017 road fund budget.

Approval of the attached resolution is therefore recommended.
Agenda Item 5a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT
WITH LESLIE TOWNSHIP

WHEREAS, Leslie Township desires that improvements be performed on Baseline Road between State and Dutch Roads, and on other local roads in Leslie Township where necessary to the extent of the estimate/project budget to include asphalt leveling and maintenance paving where necessary at an estimated cost for materials only of $49,592, which will be the project budget; and

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

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

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

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2017 calendar year.

BE IT FURTHER RESOLVED, that for 2017 the County on behalf of the Road Department has allocated to Leslie Township’s local roads, a maximum sum of $24,000 plus carryover from 2016 of $796.22 for a total available in 2017 of $24,796.22 from the County Road Fund, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, the County on behalf of the Road Department agrees to contribute labor and one half up to a maximum of $24,796.22 toward the cost of said improvement from the County Road Fund.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Leslie Township to effect the above described local road improvements as provided above.

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

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: June 12, 2017

RE: Resolution for 2017 Local Road Program Agreement with Meridian Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Meridian Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2017 road fund budget.

Approval of the attached resolution is therefore recommended.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH MERIDIAN TOWNSHIP FOR 2017 LOCAL ROAD PROGRAM

WHEREAS, Meridian Township desires that improvements be performed on the streets listed below this resolution, a total distance of approximately 4 miles, to include Hot In Place Recycling (HIPR) and complete paving of one course asphalt at 1 inch thickness, with sidewalk ramp upgrades, curb and gutter repair, manhole adjustment, and other miscellaneous repairs where necessary, at an estimated cost of $1,100,000, which is necessary due to normal deterioration of the pavement; and

WHEREAS, Meridian Township may elect to reduce the scope of this project to fit available budget; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund under the 2017 Local Road Program, and to have road department crews perform some work operations on the projects such as shoulder graveling, greenbelt restoration and clean-up without charge to the project; and

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

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contracts per bid to be let and to be approved in separate resolutions by the Board of Commissioners during the construction season of the 2017 calendar year subject to final approval by, or as modified by Meridian Township.

BE IT FURTHER RESOLVED, that for 2017, the County on behalf of the Road Department has allocated to Meridian Township’s local roads, a maximum sum of $115,000.00 from the County Road Fund, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to $115,000.00 from the County Road Fund toward the cost of said improvement and to have road department crews perform certain work operations on the projects without charge to the project.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to $230,000.00 (2 times the maximum match available of $115,000), and then be split evenly between the parties for any final cost amounts below $230,000.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Meridian Township to effect the above described local road improvements as provided above.

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

MERIDIAN TOWNSHIP PROPOSED 2017 LOCAL ROAD PROGRAM:

<table>
<thead>
<tr>
<th>Section</th>
<th>Street</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Woodwind Trail</td>
<td>Lake Drive</td>
<td>Oak Park Trail</td>
</tr>
<tr>
<td>11</td>
<td>Woodside Drive</td>
<td>Ventura</td>
<td>Haslett Road</td>
</tr>
<tr>
<td>16</td>
<td>E Hidden Lake Drive</td>
<td>Saphire</td>
<td>Burcham</td>
</tr>
<tr>
<td>17</td>
<td>Whistler Drive</td>
<td>Park Lake Road</td>
<td>Blue Haven Drive</td>
</tr>
<tr>
<td>21</td>
<td>Chippewa</td>
<td>Arrowhead</td>
<td>Ottowa</td>
</tr>
<tr>
<td>21</td>
<td>Ardmore</td>
<td>Kent</td>
<td>M-43</td>
</tr>
<tr>
<td>27</td>
<td>Tacoma/Birchwood</td>
<td>4291 Tacoma</td>
<td>Kenosha/east end</td>
</tr>
<tr>
<td>26</td>
<td>Alderwood</td>
<td>Silkwood</td>
<td>Ivywood</td>
</tr>
<tr>
<td>26</td>
<td>Satinwood</td>
<td>Silkwood</td>
<td>Ivywood</td>
</tr>
<tr>
<td>28</td>
<td>Woodfield</td>
<td>Riverwood</td>
<td>Sugar Maple</td>
</tr>
<tr>
<td>28</td>
<td>White Owl</td>
<td>Woodfield</td>
<td>Riverwood</td>
</tr>
<tr>
<td>29</td>
<td>Heartwood</td>
<td>S end</td>
<td>Comanche</td>
</tr>
<tr>
<td>29</td>
<td>Dustin</td>
<td>S end</td>
<td>Heartwood</td>
</tr>
<tr>
<td>34</td>
<td>E &amp; W Arbutus</td>
<td>Algoma</td>
<td>Otsego</td>
</tr>
<tr>
<td>34</td>
<td>E Arbutus</td>
<td>Wenonah</td>
<td>Jolly</td>
</tr>
<tr>
<td>34</td>
<td>Wenonah</td>
<td>W. Hiawatha</td>
<td>E. Hiawatha</td>
</tr>
</tbody>
</table>
MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: June 12, 2017

RE: Resolution for 2017 Local Road Program Agreement with Lansing Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Lansing Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2017 road fund budget.

Approval of the attached resolution is therefore recommended.
Agenda Item 5c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LANSING TOWNSHIP
FOR 2017 LOCAL ROAD PROGRAM

WHEREAS, Lansing Township and the Ingham County Road Department agree that pavement recycling, asphalt resurfacing and related repairs are needed on the following streets in Lansing Township, due to normal deterioration over time: Charles Street, Harton Street to Michigan Avenue, Harton Street, Charles to Detroit Streets, and Detroit Street, Harton Street to north of Marcus Streets, to include Hot In Place Recycling (HIPR) and asphalt resurfacing with curb and gutter repair, sidewalk ramp upgrades, and manhole adjustment where necessary at a total estimated cost of $200,000.00; and

WHEREAS, Lansing Township may need to reduce the scope of this project to fit available budget; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken per bids recently let and to be approved in a separate resolution by the Board of Commissioners, and to pay for a portion of the cost of said improvements from the County Road Fund, and to have road department crews perform some work operations on the projects such as shoulder graveling, greenbelt restoration and clean-up without charge to the project; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements up to the extent of their budget available for this purpose; and

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

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under a contract per bids recently let and to be approved in a separate resolution by the Board of Commissioners during the construction season of the 2017 calendar year subject to final approval by, or as modified by Lansing Township.

BE IT FURTHER RESOLVED, that for 2017, the Road Department has allocated to Lansing Township’s local roads, a maximum sum of $76,518.73 from the County Road Fund, including $36,518.73 left from prior years and $40,000 for the 2017 allocation, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to $76,518.73 from the County Road Fund toward the cost of said improvement and to have road department crews perform certain work operations on the projects without charge to the project.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate provided above, the savings shall first accrue to the Township for any final cost down to twice the above indicated Road department contribution, $153,037.46, and then for any lower final costs, be split evenly between the Township and the Road Department.
BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Lansing Township to effect the above described local road improvements as provided above.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreement that is 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: June 12, 2017

SUBJECT: Bid Package 121-17, 2017 Local Road Program Bid Recommendations & Resolutions

The annual Local Road Program involves both contracted, outsourced road construction and Road Department crew-performed work to complete construction and heavy maintenance on the county local (as opposed to primary) road system. As discussed in a prior cover memo for Township match funding agreements, PA 51 of 1951 requires Act 51 funds expended by the Road Department on local roads is to be matched by funds from other sources - typically the Townships. Agreements with Townships have been submitted for approval for this purpose. Projects and their proposed treatments are selected by Road Department staff and the respective Townships, based on the needs and conditions of the roads.

Attached is a bid tabulation and recommended resolutions to award contracts to bidders on various projects to be constructed by contractors. These are projects that require more asphalt paving and/or other types of work than the Road Department is equipped to perform economically. The bid tabulation and resolutions reflect bids received for Ingham County Bid Packet #121-17, which included 2 separate projects or “items” to bid on. The project bids recommended for approval will require separate contracts and thus involve separate resolutions, as they involve differing work and/or are in differing townships. The projects involve pavement recycling and asphalt resurfacing on various streets, listed in the resolutions, within Lansing and Meridian Townships.

The attached bid tabulation shows all bids received for both projects and the low bid for each project. All of the bidders are MDOT pre-qualified, well experienced and equipped for their type of work.

Note that due to some bids coming in higher than estimates, the resolutions for accepting the bids include language for accepting these bids contingent upon the various Townships also accepting, modifying, or rejecting these bids. We request and recommend that the Board of Commissioners approve these resolutions contingent upon the respective Townships’ approvals of these bids in order to save time in executing contracts for these projects and thus get the projects completed within the current construction season. The respective contracts will then be prepared or modified commensurate with the final scope of the respective projects as approved by the respective Townships.
Nonetheless, as the county road fund match amount is fixed, and to have full County authorization for most any possible outcome moving forward, the full amount of the low bid plus another 10% contingency are requested for approval in the accompanying resolution to approve a contract with the low bidder on both projects, Rieth-Riley for Items I and II (local road work in Meridian and Lansing Townships respectively) of Bid Packet 121-17, again subject to approval of each Township on their respective projects for any final costs greater than 10% above the currently estimated project costs as provided in the concurrent resolutions for approving local road agreement with both townships for these two projects. The contract with Rieth-Riley can and will be modified at any point prior to the work being done per a contract change order in order to comply with any township requested limitations on this project.

Approval of the attached resolutions is therefore recommended.
TO: William Conklin, Managing Director ICRD  
Tom Gamez, Director of Operations ICRD

FROM: James Hudgins, Director of Purchasing

DATE: June 7, 2017

RE: Memorandum of Performance for RFP No. 121-17: 2017 Local Road Program

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation, MDOT, pre-qualified contractors for the purpose of entering into a contract for the 2017 Local Road Program.

In accordance with Resolution #13–119, the Local Purchasing Preference Policy was not applied in this solicitation as I have determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

The RFP was advertised in the Lansing State Journal and posted on the following sites: Michigan Infrastructure and Transportation Association (MITA); Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises (MITADBE); County Road Association of Michigan (CRAM); and Ingham County Purchasing Department.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>15</td>
<td>3</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>TOTAL ITEM 1</th>
<th>TOTAL ITEM 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rieth-Riley Construction, Co., Inc.</td>
<td>N/A</td>
<td>$1,106,310.00</td>
<td>$210,724.60</td>
</tr>
<tr>
<td>2325 Kipp Rd, Mason MI 48854</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MI Paving &amp; Materials Co.</td>
<td>N/A</td>
<td>$1,354,803.60</td>
<td>$266,145.00</td>
</tr>
<tr>
<td>16777 Wood St., Lansing MI 48906</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* A preconstruction meeting will be required since the construction cost exceeds $10,000. Please make sure the Purchasing Department is invited and is able to attend the preconstruction meeting to ensure that all contractors are in compliance with the Prevailing Wage Policy and proper bonding. *
You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare and submit a resolution for Board approval.

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
PACKET # 121-17 2017 Local Road Program

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>ADD'S</th>
<th>BONDS</th>
<th>TOTAL ITEM 1</th>
<th>TOTAL ITEM 2</th>
<th>TOTAL</th>
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<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
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<td>Rieth-Riley Construction Co., Inc.</td>
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<td>Yes</td>
<td>$1,106,310.00</td>
<td>$210,724.60</td>
<td>$1,317,034.60</td>
<td>06/07/17 AM 10:36 PUR</td>
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Recorder: Julie Buckmaster
Witness: James Hudgins
Agenda Item 5d

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A CONTRACT
THE 2017 LOCAL ROAD PROGRAM--MERIDIAN TOWNSHIP

WHEREAS, Meridian Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the various streets listed below in Meridian Township, due to normal deterioration over time; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with Meridian Township to fund these repairs under the 2017 Local Road Program; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 121-17, Item I; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder’s proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., Inc., Lansing, MI, submitted the lowest responsive and responsible bid at $1,106,310.00, for Bid Packet 121-17, Item I; and

WHEREAS, a contingency is being requested in the amount of 10%, $110,631.00, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved; and

WHEREAS, the scope of the project may need to be reduced to fit available Township budget, which may be determined by the Meridian Township.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc., Lansing, MI., for recycling, resurfacing and related work as specified in the Ingham County Road Department’s Bid Packet # 121-17, Item I for the low bid cost with 10% contingency of $1,216,941.00, or as changed per direction to be received from Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.
<table>
<thead>
<tr>
<th>Section</th>
<th>Street</th>
<th>From</th>
<th>To</th>
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<tbody>
<tr>
<td>2</td>
<td>Woodwind Trail</td>
<td>Lake Drive</td>
<td>Oak Park Trail</td>
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<tr>
<td>11</td>
<td>Woodside Drive</td>
<td>Ventura</td>
<td>Haslett Road</td>
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<tr>
<td>16</td>
<td>E Hidden Lake Drive</td>
<td>Saphire</td>
<td>Haslett Road</td>
</tr>
<tr>
<td>17</td>
<td>Whistler Drive</td>
<td>Park Lake Road</td>
<td>Blue Haven Drive</td>
</tr>
<tr>
<td>21</td>
<td>Chippewa</td>
<td>Arrowhead</td>
<td>Ottowa</td>
</tr>
<tr>
<td>21</td>
<td>Ardmore</td>
<td>Kent</td>
<td>M-43</td>
</tr>
<tr>
<td>27</td>
<td>Tacoma/Birchwood</td>
<td>4291 Tacoma</td>
<td>Kenosha/east end</td>
</tr>
<tr>
<td>26</td>
<td>Alderwood</td>
<td>Silkwood</td>
<td>Ivywood</td>
</tr>
<tr>
<td>26</td>
<td>Satinwood</td>
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</tr>
<tr>
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<td>Woodfield</td>
<td>Riverwood</td>
<td>Sugar Maple</td>
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<td>White Owl</td>
<td>Woodfield</td>
<td>Riverwood</td>
</tr>
<tr>
<td>29</td>
<td>Heartwood</td>
<td>S end</td>
<td>Comanche</td>
</tr>
<tr>
<td>29</td>
<td>Dustin</td>
<td>S end</td>
<td>Heartwood</td>
</tr>
<tr>
<td>34</td>
<td>E &amp; W Arbutus</td>
<td>Algoma</td>
<td>Otsego</td>
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<tr>
<td>34</td>
<td>E Arbutus</td>
<td>Wenonah</td>
<td>Jolly</td>
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<tr>
<td>34</td>
<td>Wenonah</td>
<td>W. Hiawatha</td>
<td>E. Hiawatha</td>
</tr>
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INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A CONTRACT
THE 2017 LOCAL ROAD PROGRAM--LANSING TOWNSHIP

WHEREAS, Lansing Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the following streets in Lansing Township, due to normal deterioration over time: Charles Street, Harton Street to Michigan Avenue, Harton Street, Charles to Detroit Streets, and Detroit Street, Harton Street to north of Marcus Streets; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with Lansing Township to fund these repairs under the 2017 Local Road Program; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 121-17, Item II; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder’s proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., Inc., Lansing, MI, submitted the lowest responsive and responsible bid at $210,724.60, for Bid Packet 121-17, Item II; and

WHEREAS, a contingency is being requested in the amount of 10%, $21,072, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved; and

WHEREAS, the scope of the project may need to be reduced to fit available Township budget, which may be determined by Lansing Township.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc., Lansing, MI., for recycling, resurfacing and related work as specified in the Ingham County Road Department’s Bid Packet # 121-17, Item II for the low bid cost with 10% contingency of $231,797.00, or as changed per direction to be received from Lansing Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

WHEREAS, the Ingham County Road Commission periodically approved Special and Routine permits as part of 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 June 6, 2017 as submitted.
## LIST OF CURRENT PERMITS ISSUED

<table>
<thead>
<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT /CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
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<tr>
<td>2017-299</td>
<td>RIETH-RILEY CONSTRUCTION</td>
<td>DETOUR</td>
<td>WAVERLY RD &amp; WILLOW ST</td>
<td>LANSING</td>
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<tr>
<td>2017-300</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>LAKE LANSING &amp; PARK LAKE</td>
<td>MERIDIAN</td>
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<td>COMCAST</td>
<td>CABLE / OH &amp; UG</td>
<td>MARSH RD &amp; HAMILTON RD</td>
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<td>2017-306</td>
<td>MERIDIAN TOWNSHIP</td>
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<td>VARIOUS</td>
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<td>CABLE / UG</td>
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<td>CABLE / UG</td>
<td>AURELIUS RD &amp; CEDAR ST</td>
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<td>ACD.NET</td>
<td>CABLE / UG</td>
<td>JOLLY OAK RD &amp; OKEMOS RD</td>
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<td>CABLE / UG</td>
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MANAGING DIRECTOR: ______________________________
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: June 5, 2017
SUBJECT: Mower at Burchfield Park

For the meeting agenda of 6/20/17 County Services and 6/21/17 Finance

BACKGROUND
At Burchfield Park staff mows 54.52 acres, not including the trails. The x-mark mower at Burchfield Park is in need of replacement and it is no longer functioning and repairs exceed the value. Park staff obtained three bids (Deer Creek Sales Inc.: $13,085, Capital Equipment and Supply: $13,645, and Kubota Tractor Corporation: $14,260) and it is their recommendation to purchase the mower from Deer Creek Sales Inc. in the amount of $13,085.

ALTERNATIVES
Different elements such as weather affect the mowing schedule at Burchfield Park. Several items that may dictate mowing frequency at the park include weather, terrain and visitation. Prime visitation areas such as the beach, golf courses, and shelter areas are typically mowed twice a week depending upon the growing conditions. Inclement weather will delay our ability to mow often causing us to mow the grass initially at a longer height and having to go back over it at the appropriate length. Open areas such as fields typically grow faster than wooded areas such as the picnic areas or parts of the trails. These areas can be mowed once a week but will take longer because of all of the trees to mow around.

Staff also mows four different areas and have to load and transport a mower on a trailer in order to mow Bunker Landing. While the actual amount to be mowed at Bunker Landing is not that significant, when including loading and travel time, it becomes significant. Riverbend and McNamara Landing are accessed through our trails and travel time is a consideration when mowing these areas. Round trip distance from Deer Run access road to Riverbend is .93 miles. If we receive a significant amount of precipitation on a regular basis grass will continue to grow at a rapid pace.

During a drought the grass will go into a dormancy stage and we can reduce our frequency of mowing. We typically do not mow on weekends and holidays during the summer months. One day a week all mowers are checked and repaired as needed by our mechanic who will also tag out equipment as safety precautions dictate. From time to time we will have a mower break down and will need to take it out of operation until it is repaired. By having two mowers we can assure the turf areas will always continue to be maintained without interruption to services.

FINANCIAL IMPACT
This mower is one that was requested to be replaced last year out of CIP but did not receive funding. The mechanic expressed concern that it would not make it through the summer, and in mid-May it broke down. This resolution requests authorization to use funds from the parks 208 fund balance to purchase the mower.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution and use of parks 208 fund balance with the passage of a motion at their May 22, 2017 meeting.
RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution authorizing a purchase order with Deer Creek Sales Inc.
Introducing the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE MOWER PURCHASE
FOR BURCHFIELD PARK

WHEREAS, The x-mark mower at Burchfield Park is in need of replacement and it is no longer functioning and repairs exceed the value; and

WHEREAS, park staff and the Park Commission recommend a mower be purchased for Burchfield Park from Deer Creek Sales Inc. in the amount of $13,085.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a Purchase Order to be issued to Deer Creek Sales Inc. to purchase a mower for Burchfield Park for a total cost not to exceed $13,085.00.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes purchasing the mower using funds from the parks 208 fund balance.
TO: Board of Commissioners County Services Committee
FROM: Tim Morgan, Parks Director
DATE: June 6, 2017
SUBJECT: Honoring James Daggy

For the meeting agenda of 6/20/17 County Services

BACKGROUND
James Daggy began his employment with the Ingham County Parks Department in 2002 as a Ranger. James’ commitment to providing exceptional customer service has proven to be a great asset to the County Parks Department and Ingham County. Park staff and the Park Commission wish to thank James for his years of service.

ALTERNATIVES
N/A

FINANCIAL IMPACT
There are no financial impacts.

OTHER CONSIDERATIONS
The resolution is running concurrent with the Ingham County Park Commission meeting on June 26, 2017.

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING JAMES DAGGY

WHEREAS, James Daggy began his employment with the Ingham County Parks Department in 2002 as a Ranger at Lake Lansing Parks; and

WHEREAS, throughout his career he was responsible for routine maintenance on park grounds, buildings and equipment, enforcing park rules and regulations, and providing assistance to the public; and

WHEREAS, during James fourteen year employment history, he only had one sick day and was always willing to cover other employee shifts; and

WHEREAS, James attention to detail has given Lake Lansing Management staff new efficient ways to control inventory and ways to streamline seasonal schedules; and

WHEREAS, James had a knack of telling a story to a fellow employee that would always lift that employee’s spirits; and

WHEREAS, James’ commitment to providing exceptional customer service has proven to be a great asset to the County Parks Department and Ingham County; and

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

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

BE IT FURTHER RESOLVED, that the Board of Commissioners extends to Mr. Daggy its best wishes for continued success in all his future endeavors.
TO: Board of Commissioners County Services Committee  
FROM: Becky Bennett, Director, Board of Commissioner’s Office  
DATE: June 7, 2017  
SUBJECT: Step Increase for Controller/Administrator

The Controller/Administrator is eligible for a step increase on his anniversary date, July 8, 2017. Section B.2 of the Managerial and Confidential Employee Personnel Manual sets forth rules for application of step increases in compensation for employees subject to provisions of the Manual. Current language in the Manual requires that employees not at the top step of the salary range for their classification may be considered for a step increase upon approval of an immediate supervisor. However, step increases for 10 cited positions are subject to approval of a presiding Judge or liaison committee of the Board of Commissioners.

The Controller/Administrator will be eligible to receive a step increase from Grade MCF 19 Step 4 ($139,651.73) to MCF 19 Step 5 ($146,175.34), a difference of $6,523.61. The cost of this step increase for the remainder of 2017 is $3,145.63 which is included within the 2017 budget for the Controller/Administrator’s office. In accordance with the Managerial and Confidential Employee Personnel Manual, this request for a step increase is before you for your approval.

If you have any questions, feel free to contact me.