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

Agenda

Call to Order
Approval of the March 7, 2017 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. Interviews – Economic Development Corporation

2. Farmland and Open Space Preservation Board – Resolution to Approve the Farmland and Open Space Preservation Board’s Recommended Selection Criteria and Application Cycle for 2017

3. Economic Development – Resolution to Approve a Brownfield Plan for the K3 Property

4. Facilities Department
   a. Resolution to Award a Contract for Replacement of Light Fixtures at the Ingham County Courthouse
   b. Resolution to Award a Contract for Replacement of the Air Separator at the Human Services Building
   c. Resolution to Authorize a Contract to Strip, Clean, and Seal Tile Floors at the Ingham County Courthouse
   d. Resolution to Award a Contract to Rebuild Three-Way Chilled Water Control Valves at the Human Services Building
   e. Resolution to Award a Contract for Replacement of an Air Compressor at the Human Services Building

5. Innovation and Technology - Resolution to Honor Randy Neff

6. Equalization Department
   a. Resolution to Award a Contract for Monumentation and Remonumentation Project Representative
   b. Resolution to Award Contracts for Remonumentation Project Surveyors
   c. Resolution to Award Contracts for Peer Review Group Members
7. **Road Department**
   a. Resolution to Authorize a Professional Services Contract for the Biennial Bridge Inspection Program
   b. Resolution to Authorize a Bridge Design Professional Engineering Services Contract
   c. Resolution to Authorize the Purchase of Seasonal Requirement of Hot Mix Asphalt Mixtures
   d. Resolution to Authorize the Purchase of Seasonal Requirement of Asphalt Emulsions
   e. Resolution to Approve Special and Routine Road Department Permits

8. **Fair Office** - Resolution to Authorize Purchase of Collapsible Horse Stalls

9. **Potter Park Zoo** – Resolution to Authorize Transport of a Black Rhino

10. **Parks**
    a. Resolution to Authorize Acceptance of a Michigan Recreation Passport Grant Project Agreement
    b. Resolution to Authorize Application for a Recreation Passport Program Grant
    c. Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant
    d. Resolution to Adopt the Ingham County Parks and Recreation 2018-2022 Master Plan
    e. Resolution to Authorize Contracts for Trails and Parks Millage Applications
    f. Resolution to Authorize Acceptance of Two Parcels of Land
    g. Resolution to Consolidate Parks Department Fee Waiver Policies

11. **Health Department** – Resolution to Authorize a Subcontract with the City of Lansing, a Subcontract with Refugee Development Center, and a 0.5 FTE Community Health Worker

12. **Human Resources**
    a. Resolution to Approve a Letter of Understanding with the Ingham County Employees’ Association Assistant Prosecuting Attorney Division
    b. Resolution to Approve a Letter of Understanding with Capitol City Labor Program Corrections Unit

13. **Controller**
    a. Resolution to Approve a Contract of Lease and Sublease for the Community Mental Health Building
    b. Resolution to Approve a Ground Lease for the Community Mental Health Building
    c. Resolution to Implement a Hiring Freeze for Ingham County General Fund Positions
14. County Clerk
   a. Resolution to Adopt a Fee Increase for Expedited Service for Certified Copies of Vital Records Issued by the County Clerk’s Office
   b. Resolution to Terminate the Service Agreement Contract with Granicus, Inc.

15. Board of Commissioners Office
   a. Resolution Creating a Special Complete Streets Committee
   b. Resolution Establishing a Special Trails and Parks Committee
   c. Resolution Declaring March 31, 2017 as “Cesar E. Chavez Day” in Ingham County

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  
March 7, 2017  
Draft Minutes

Members Present: Crenshaw, Nolan (arrived at 6:06p.m.), Sebolt, Grebner, Koenig (arrived at 6:01p.m.), and Maiville

Members Absent: Celentino

Others Present: Sally Auer, Kathy Kazynski, Jane Southwell, Nicole Jackson, Pat Ollenberger, Angela Martin, Dawn Smith, Bill Weiman, Bonnie Toskey, Becky Bennett, Travis Parsons, Tim Dolehanty, Rick Terrill, Maggie Fenger, Liz Kane and others

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

Approval of the February 21, 2017 Minutes

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE FEBRUARY 21, 2017 COUNTY SERVICES COMMITTEE MEETING.

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

Additions to the Agenda

Removed –

4. Potter Park Zoo
   e. Resolution to Accept Charitable Donations from the Potter Park Zoological Society

Commissioner Koenig arrived at 6:01p.m.

Limited Public Comment

Sally Auer, UAW Representative, spoke in support of the proposed Court Officer Circuit Court/Family Division position reclassification and update.

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

1. Economic Development – Resolution Setting a Public Hearing for a Brownfield Plan

2. Facilities Department – Resolution to Authorize Purchase of a Card Access System
3. **Road Department**
   a. Resolution to Authorize an Agreement with Michigan Department of Transportation for Bridge Replacement
   b. Resolution to Authorize Purchase of 2017 Seasonal Aggregates
   c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

4. **Potter Park Zoo**
   a. Resolution to Approve Visitor Incentive Programs at Potter Park Zoo
   b. Resolution to Establish Potter Park Zoo Membership Benefits
   c. Resolution to Amend Visitation Hours at Potter Park Zoo
   d. Resolution to Authorize an Agreement with Potter Park Zoological Society for Services Provided at the Potter Park Zoo

5. **Circuit Court/Family Division**
   a. Resolution to Update the Court Officer Circuit Court/Family Division Job Description and Reclassify the Position
   b. Resolution to Add Two Part-Time Juvenile Detention Specialist Positions

6. **Human Resources** – Resolution to Approve a Collective Bargaining Agreement Wage Reopener with the Capitol City Labor Program, Inc. – Supervisory Officers Unit

7. **Controller** – Resolution to Accept the 2018 – 2022 Strategic Plan

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Celentino and Nolan

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

8. **Michigan Nurses Association** – Medication Administration Grievance

Nicole Jackson, Michigan Nurses Association Labor Representative, presented the background information on the issues that led to the filing of the grievance.

Commissioner Nolan arrived at 6:06p.m.

Commissioner Sebolt stated that he understood that all the comparable programs listed had certification or registration requirements that meant their MAs went through more training than what the Ingham County job posting currently listed as requirements.

Ms. Jackson stated that was correct, and her understanding was that the current MAs employed by Ingham County were not certified and many had never provided immunizations before.

Commissioner Koenig stated that the statement presented listed several private health center facilities in Lansing did allow MAs to administer medications, and she felt the criteria the MNA
used to find comparable programs was very narrow, because it only spoke to community health center models not necessarily other clinics.

Kathy Kazynski, Michigan Nurses’ Association President, stated that she could say for a fact that the MAs at Sparrow were certified and registered, because she was a former manager at Sparrow.

Commissioner Koenig asked how long ago Ms. Kazynski was referencing.

Ms. Kazynski stated that was in 2011.

Ms. Jackson stated that in a private practice, the physician was on site supervising the MAs, which meant the MAs were working under the physician’s license. She further stated that this arrangement was different than community health center arrangements because the physician was directly responsible for the MAs.

Commissioner Grebner asked where the limitation on who can administer immunizations came from.

Ms. Jackson stated the limitation came from state law. She further stated that in Michigan, MAs are allowed to administer immunizations.

Commissioner Grebner asked what the definition of a Medical Assistant was in Michigan law.

Ms. Kazynski stated that there was not a definition for Medical Assistant in the law, but Michigan law allowed for delegation of administration of medication from a licensed Physician, nurse practitioner, or RN to a MA as long as the person delegating was available to supervise. She further stated that a physician’s assistant could not delegate independently, because their duties were already delegated from a Physician.

Discussion.

Commissioner Grebner stated that he understood the assertion that medication administration was bargaining unit work but transferring the work out of the bargaining unit meant two different things. He further stated either bargaining unit members were concerned they will lose employment, or the individuals were not concerned but the union was concerned that it would lose membership.

Commissioner Grebner asked if there was a concern that current members would lose work.

Ms. Jackson stated that was a concern, because Mr. Kolski had initially limited the medication administration duty transfers to the school based clinics which performed a lot of immunizations. She further stated that when she asked what would happen to the nurses at those clinics, Mr. Kolski stated that he could not guarantee what would happen to the nurses.
Ms. Jackson stated that when she spoke with the nurses in question, she heard concerns that they may be laid off or there would not be work for them at the clinic. She further stated that when she asked if they would be transferred to a different clinic and which clinic they would go to, she could not get an answer.

Discussion.

Commissioner Koenig stated that safe staffing was a different issue.

Ms. Kazynski stated that reducing the number of nurses in the clinic would result in unsafe staffing. She further stated that the issue was not just transferring the work to the MAs, it was also the reduction of the number of nurses.

Discussion.

Jane Southwell, Michigan Nurses’ Association representative, gave examples of the issue at Forest Community Health Center where due to being short staffed a nurse was not available to answer phone messages that required immediate attention, and detailed how that led to more issues for the staff on duty. She further stated that was concerning because there was no nurse to handle a triage situation where a patient needed help immediately.

Vice-Chairperson Crenshaw thanked the MNA representatives for their statements and stated that the employer would be able to speak next.

Bonnie Toskey, County Attorney, stated that the employer’s answer was to deny the grievance based on the answer asserted on the grievance form itself. She further explained the reasoning behind denying the grievance and provided background information on the situation.

Commissioner Nolan asked if certification would be a requirement for future MAs as they were hired.

Russ Kolski, Ingham County Deputy Health Officer, stated that the job description had been modified to state that certification was preferred. He further stated that the certification requirement could not be changed without affecting the people currently employed as MAs.

Linda Vail, Ingham County Health Officer, stated that the certification requirement would be ideal, but the current staff would have to be grandfathered in.

Commissioner Nolan asked what the issue was with having to grandfather staff in.

Ms. Vail stated that there was a training plan proposed even without the certification, which had been accepted by the UAW.

Mr. Kolski stated that the proposal had been to bring in LCC to do the training and evaluation.
Commissioner Nolan stated that she still did not understand why the current MAs could not be grandfathered in if the new job description listed the certification as a preference.

Travis Parsons, Human Resources Director, stated that the job description was moving towards requiring certification, and listing certification as a preferred quality was the first step. He further stated that the description could always be modified in the future, and the UAW wanted to make sure the current staff was protected.

Mr. Parsons further stated that there could be an instance where someone who applied did not have a certification but was an excellent candidate for the training and position.

Commissioner Nolan suggested sending a memorandum of understanding to the current MAs, stating that they were not required to get certified, but in the future all MAs needed to be certified.

Ms. Toskey stated that the employer controlled every aspect of the requirements for an entry level position, which meant the changes could be put out at any time.

Commissioner Sebolt stated if there was an excellent candidate who was not certified, the County could make obtaining a certification a condition of employment

Mr. Parsons stated that was a possibility, but it would have to be done carefully.

Mr. Kolski provided two examples of current MAs who had been trained and licensed in a non-US country to a higher level than MA. He further stated that the employees were highly trained but it was not practical to require them to get certified as an MA when they were working to get physician credentials.

Ms. Vail stated that these employees Mr. Kolski mentioned would still be sent through the training, even though they worked as a physician or RN in another country.

Commissioner Sebolt stated that the MNA had provided a list of comparable medical facilities, and mentioned that Mr. Kolski had been asked to provide the same information.

Mr. Kolski stated that he had that information.

Commissioner Sebolt stated that he understood that in the model proposed by the Ms. Vail and Mr. Kolski, the MAs had to operate under someone’s license, and asked who they would operate under and how many could safely operate under one license.

Mr. Kolski stated that his understanding was the MAs would operate under the Chief Medical Officer or another physician. He further stated that he was not aware of a safe ratio or anything of that nature.

Commissioner Sebolt stated that he had not heard anyone address the portion of the grievance relating to article six, section seven, which stated that the MNA was not notified of a meeting.
Ms. Toskey stated that she understood the MNA regularly attended meetings and received copies of the agendas. She further stated that the contract stated the Human Resources Director shall forward agendas and portions of the packets to the MNA.

Ms. Toskey stated that to allege that this notification did not occur meant it must have been an unusual occurrence, because it was standard practice to provide notice to the MNA.

Commissioner Sebolt stated that he understood the County Attorney had suggested that the entire grievance was based on speculation based on an action Ingham County was prepared to take. He further stated that if that was the case the MNA could refile the grievance once the action was taken.

Ms. Toskey stated that currently the County was in the planning and transition phase, where Ms. Vail, Mr. Kolski and Mr. Parsons had reached out to the MNA and the UAW to discuss the idea of a reorganization. She further stated that while it was possible that these ideas could be implemented in the future, the MNA would have remedies available to address their concerns. She further provided information regarding the ways in which the MNA could address any future issues.

Vice-Chairperson Crenshaw asked whether it was the Human Resources Director or the Health Officer who was responsible for providing agendas and portions of the packets to the MNA.

Ms. Toskey stated that it was the responsibility of the HR Director according to the contract.

Mr. Parsons agreed with Ms. Toskey.

Ms. Toskey stated that even if the MNA was not notified of one meeting, it was an aberration, because she routinely saw communication from the HR Director to various units throughout the County.

Commissioner Sebolt stated that whether it was an aberration or not, he wanted to know if it was an issue that the MNA was not notified one time.

Ms. Toskey stated that it was a technical violation but it certainly did not interfere with the MNA, nor had anything taken place that was damaging or problematic to the MNA. She further stated that emailing or calling the unions and explaining the ideas was the most desirable way to handle the situation.

Discussion.

Commissioner Koenig stated that the complaint went back to October 4, 2016 and whether or not the notice had been provided. She further asked if Mr. Parsons could comment on whether he recalled sending the notice.
Mr. Parsons stated that the complaint referred to the County Services meeting of September 20, 2016, and whether or not he had provided notice to the MNA that the UAW Letter of Understanding would be taken up in the meeting agenda. He further stated that he did not provide notice of that.

Discussion.

Commissioner Koenig stated that she understood the employer’s response to the article two, section one complaint which spoke to the recognition clause, was that the clause was a general pro forma statement that was not specific to job duties.

Ms. Toskey stated that the recognition clause was not relevant, and there was nothing about the recognition clause that was being assailed or being alleged to be under attack. She further stated that it was a MERC certification that registered nurses would be the members of this bargaining unit.

Discussion.

Commissioner Koenig stated that the clarification of article twenty-nine, sections five and six, was not listed anywhere in the grievance.

Mr. Parsons stated that section five covered the code of ethics, and section six covered compliance with department policies and procedures.

Commissioner Koenig stated that the grievance was just throwing the codes out there without speaking to the exact issue.

Mr. Parsons read the sections in question.

Commissioner Koenig stated that she understood that there were no provisions relating to article twenty-nine, sections five and six that anyone knew of that were being violated, because the exact issues were not listed. She further stated that this provision was the one she would be worried about.

Commissioner Koenig stated that she understood Mr. Kolski and Ms. Vail had discussed that this change would happen through attrition.

Mr. Kolski stated that they had made that offer to the MNA during one of the meetings.

Discussion.

Commissioner Koenig stated that she understood that this was still the idea proposed currently, which meant no one’s job was on the line.

Ms. Toskey stated that she believed the concern presented by the RNs about the stress in the clinics and the situation with vacant RN positions resulted from the efforts to create a transition
such that there were now allegations that RNs were stretched too thin. She further stated that she had been told by the Director that to some degree there was a number situation where positions were being held open consistent with the idea of attrition.

Commissioner Grebner stated that he assumed there was a knowledge component and a class attendance component for MA certification. He further stated that he wanted to know how long it would take someone such as the example MAs mentioned who had extensive training from other countries to go through the certification process.

Mr. Kolski stated that it was a case by case basis, depending on where the person had gone to school and how they had been trained. He further stated that the MA certification and registration was a different system from the Registered Nurse system which only had one type of registration.

Commissioner Grebner asked how long it would take someone without any prior certificates, who only had the knowledge to go through the certification process.

Mr. Kolski stated that training from scratch would take about six months at Ross Medical or something similar.

Discussion.

Commissioner Grebner asked if grievances could be filed preemptively.

Ms. Toskey stated that in looking at the grievance, it was unclear what would be granted to the MNA if the County granted the grievance.

Commissioner Grebner stated that he was really asking if the MNA had to wait for the contract to be violated or if they could file the grievance based on the fact that the employer was talking about violating the contract.

Ms. Toskey stated that there was no applicable union contract provision that was being violated. She further stated that if there was anything truly being violated it would be included in the grievance.

Discussion.

Commissioner Grebner asked what the time was for MAs to begin performing medication administration if the grievance was denied.

Mr. Kolski stated that initially three groups of MAs were identified, with group one being recent graduates from school, then a group that had graduated in past years, and then MAs with no schooling, just training.

Commissioner Grebner stated that he was asking about the first group.
Mr. Kolski stated that it would take two months for the first group to go through the training and then four to six months for everyone to get through the training, under the assumption that there were no major competency issues.

Commissioner Sebolt stated that earlier Commissioner Koenig had asked if it was true that no one was being fired right now and he did not believe she had gotten a direct answer. He further stated that he would like to hear that answer.

Ms. Vail stated that it was correct that there was no plan to lay anyone off right now because vacancies had been held open.

Commissioner Sebolt asked if the attrition offer was made to the MNA verbally or in writing.

Mr. Kolski stated that he believed he had a written document from an associate of the County Attorney’s Office, Matt Njordford, who was present at the meeting that referenced the attrition offer.

Commissioner Sebolt asked if the MNAs response was verbal or in writing.

Mr. Kolski stated that he did not remember how the response was but the essence of the response was the membership of the MNA would degrade over time due to the proposed change.

Commissioner Grebner asked if it was possible that there would be lay-offs of nurses as a result of this work being transferred.

Ms. Toskey stated that regardless of whether a lay-off has been contemplated, if both parties negotiated freely and voluntarily that there would be no lay-offs then there would be none, which was the bottom line.

Discussion.

Ms. Vail stated that she had been part of discussions of budget scenarios for 2018, and this department had been proactive about keeping vacancies open going into the 2018 budget scenarios so people would not be impacted. She further stated that the budget issue was separate and aside from the issue with the nurses in the clinics but it was her desire to not affect peoples’ lives with lay-offs or anything else that could cause them to lose their jobs.

Commissioner Nolan stated that she wanted to know if the MNA had seen the comparable facilities review the Ingham County Health Department had provided, and asked if a copy could be provided to the MNA before they left the meeting.

Discussion.

Commissioner Grebner stated that it might be nice to allow the nurses a rebuttal.

Vice-Chairperson Crenshaw stated that the nurses would be allowed to make a rebuttal during public comment.
Vice-Chairperson Crenshaw thanked the employer representatives for their presentation.

Public Comment

Pat Ollenbarger, MNA member, stated that the nurses understood the financial constraints but they were upset about the fact that they were providing unsafe care, and she gave examples of what she believed was unsafe care.

Ms. Jackson stated that while it was mentioned that the Ingham County Health Department offered to secure the RNs positions, the MNA representatives would not be here if that was the case. She further stated that half the grievance would have been solved, if Mr. Kolski had mentioned the desire to make the transition through attrition. She reiterated the items listed in the grievance.

Discussion.

Ms. Jackson stated that her understanding was the training would be four hours at LCC and then the MA’s would be working in the clinic again, which her members had told her was not safe. She further stated that the nurses would have to supervise and train the MA’s, and could not be taken out of the picture, especially in the beginning.

Ms. Jackson stated that there were allegations that bargaining had happened, but it had not. She further stated that she had made a demand to bargain but Mr. Njordford had stated there was no obligation to bargain, and even though she argued otherwise and provided examples to back up her statements, he still did not agree with her.

Ms. Jackson stated that in regards to the recognition clause, the transfer of bargaining unit work fell under the recognition clause. She further stated that previous case laws and arbitration decisions had proved this in the past.

Dawn Smith, MNA member, stated that they lost several nurses from the clinic she worked in, and explained how it affected the nurses that worked in the clinic. She further expressed her concerns with the training of MA’s compared to the training of RNs.

Bill Weiman, MNA member, stated that the employer was correct that no one had been fired and there was no lay-off threat. He further stated that the clinic he worked at was still short two nurses, and more work was created for the staff than they could complete every day because of this.

Ms. Kazynski addressed the committee regarding her concerns about the morale in clinics. She further questioned why the focus was only on decreasing expenses rather than increasing revenue.

Angela Martin, MNA member, stated that there were times at the Forest Community Health Center where there were two providers or three providers, and only one MA and herself, an RN,
to support those providers, which led to her stopping her current duties and to take on MA work such as rooming patients to try and keep up with the volume of clients. She further stated that this was unsustainable, and that providers needed to be kept fully staffed which would allow her to do her job.

Ms. Jackson stated that Mr. Kolski had told her there were more RNs than necessary, and she asked how he determined that but had never been given that information. She further stated that she had told her members to fill out unsafe staffing forms and these forms were piling up. She further stated that she did not want to make those forms go public, and requested help with the staffing issues.

Ms. Auer stated that she did not believe the UAW had done anything improper and had made an effort to bring the MNA in to the meetings where proposed changes were discussed.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. GREBNER, AT 7:21P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING THE MICHIGAN NURSES ASSOCIATION GRIEVANCE.

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

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. GREBNER, TO MOVE THE MEETING BACK INTO OPEN SESSION AT 8:07 P.M.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Celentino

Vice-Chairperson Crenshaw explained the procedures of open and closed meetings to the public.

COMM. KOENIG MOVED DENY THE GRIEVANCE EXCEPT AS TO THE NOTICE PROVISION OF ARTICLE SIX, SECTION SEVEN BUT DIRECT THE HEALTH DEPARTMENT DIRECTOR AND HUMAN RESOURCES DIRECTOR TO PROPOSE REORGANIZATION BASED ON THE BOARD’S STATED GOAL OF UTILIZING ATTRITION SUCH THAT NO CURRENTLY EMPLOYED RNS WOULD BE DISPLACED AS A RESULT OF MODIFICATIONS OF IMMUNIZATION ADMINISTRATION ASSIGNMENTS TO MEDICAL ASSISTANTS, SUPPORTED BY COMM. GREBNER.

THE PARTIAL DENIAL CARRIED UNANIMOUSLY. Absent: Commissioner Celentino

Vice-Chairperson Crenshaw thanked everyone for attending and stated that the Commissioners did listen. He further stated that he hoped to move forward and make this a win-win situation for both the MNA and the Ingham County Health Department.

Announcements

Commissioner Sebolt announced that he would be sending out the complete streets subcommittee information in a few days, and invited all Commissioners to participate in the
subcommittee in some way. He further stated that interested Commissioners could be appointed by Chairperson Anthony as ex officio members.

**Adjournment**

The meeting was adjourned at 8:11 pm.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1. **Interviews – Economic Development Corporation Board**
   
   Candidates for appointment to the Economic Development Corporation Board will be in attendance for interviews with the Committee.

2. **Farmland and Open Space Preservation Office - Resolution to Approve the Farmland and Open Space Preservation Board’s Recommended Selection Criteria and Application Cycle for 2017**
   
   The Farmland and Open Space Preservation Board (FOSPB) seeks approval of a resolution to approve the 2017 Farmland and Open Space Selection Criteria (scoring system) to rank landowner applications. The FOSPB recommended approval of the Selection Criteria for both the Farmland and Open Space Preservation programs.

3. **Economic Development Department - Resolution to Approve a Brownfield Plan for the K3 Property**

   The Ingham County Brownfield Authority recommended approval of a brownfield plan for the K3 Development Property located in Mason. The Board of Commissioners held a public hearing on the plan on March 14. K3 Development Property proposes to redevelop 2.18 acres. Their plan calls for reimbursement of costs associated with the City of Mason extending public water, sewer, and storm sewer to the site. It will also allow for connection to two other buildings not included in the plan. The Developer anticipates an investment of $2,500,000. It will create 108 FTE jobs. The City of Mason approved the Plan on March 6, 2017. The City will install the infrastructure and be reimbursed by the Developer. The Economic Development Department seeks Board approval of this project.

4a. **Facilities Department - Resolution to Award a Contract for Replacement of Light Fixtures at the Ingham County Courthouse**

   The Facilities Department reported existence of sixty-seven light fixtures throughout the Courthouse that use 400w metal halide bulbs. These fixtures provide uneven and/or poor light levels, produce high levels of heat and are not energy efficient. Centennial Electric submitted a proposal to undertake the upgrade for a cost of $88,125 plus a requested $2,000 contingency for any unforeseen circumstances that may arise, bringing the total cost to $90,125. The Facilities Department recommends approval of this proposal.

4b. **Facilities Department - Resolution to Award a Contract for Replacement of the Air Separator at the Human Services Building**

   At more than 30 years old, an air separator unit at the Human Services Building has reached the end of its useful life. The Facilities Department seeks approval of a resolution to allow purchase of a new unit from John E. Green, who submitted the lowest bid amount of $5,000, to replace the air separator.
4c. **Facilities Department** - Resolution to Authorize a Contract to Strip, Clean, and Seal Tile Floors at the Ingham County Courthouse

The Facilities Department proposes to strip, clean, and seal the tile floors in all public areas of the Mason Courthouse in order to restore the historic look of the building. The Department recommends approval of a contract with Len’s Carpet Care who submitted the lowest responsive and responsible bid of $5,795.

4d. **Facilities Department** - Resolution to Award a Contract to Rebuild Three-Way Chilled Water Control Valves at the Human Serviced Building

At more than 30 years old, eight existing Air Handler Unit valves at the Human Services Building have reached the end of their useful lives. The Facilities Department seeks approval of a resolution to enter into an agreement with Myers Plumbing and Heating to rebuild the eight existing three way chilled water control valves at a cost not to exceed $5,704.

4e. **Facilities Department** - Resolution to Award a Contract for Replacement of an Air Compressor at the Human Services Building

At 33 years old, an air compressor that serves pneumatic controls at the Human Services Building has reached the end of its useful life. The Facilities Department seeks approval of a resolution to enter into an agreement with Myers Plumbing and Heating to replace the air compressor unit at a cost not to exceed $9,795.

5. **Innovation and Technology Department** - Resolution to Honor Randy Neff

A resolution is offered to honor Randy Neff for his numerous contributions to Ingham County over the past 32 years and to wish him continued success in the years to come.

6a. **Equalization Department** - Resolution to Award a Contract for Monumentation and Remonumentation Project Representative

Michigan statute (MCL 54.269a) requires appointment of the County Surveyor as County Representative for Monumentation and Remonumentation Projects. The Ingham County Remonumentation Committee recommends approval of a contract with Ronnie M. Lester, P.S., to fulfill this obligation. The contract would take effect upon approval of the 2017 Grant Application by the State.

6b. **Equalization Department** - Resolution to Award Contracts for Remonumentation Project Surveyors

Michigan statute (MCL 54.270) requires that any monumentation or remonumentation work be performed under a negotiated contract. The Ingham County Remonumentation Committee recommends approval of contracts for services of County Project Surveyors as follows:

- Autenrieth Land Surveys .......................................................$6,600
- Bumstead Land Surveys ........................................................$13,100
- Enger Surveying and Engineering .........................................$13,100
- Geodetic Design, Inc.............................................................$13,100
- Wolverine Engineering and Surveyors, Inc .........................$13,100

Funding for these survey and remonumentation contracts was authorized in the 2017 budget.
6c. **Equalization Department** - *Resolution to Award Contracts for Peer Review Group Members*

Michigan statute (MCL 54.269b) requires that the county board of commissioners appoint a county peer review group to act as a panel of surveyors. The purpose of this group is to review and provide advice on original public land survey corners or protracted public land survey corners presented by surveyors. Such review and advice must be sought before the County accepts the original public land survey corners or protracted public land survey corners for filing under the County plan. The proposed resolution names nine qualified individuals to fill this role, with terms expiring on December 31, 2017.

7a. **Road Department** - *Resolution to Authorize a Professional Services Contract for the Biennial Bridge Inspection Program*

The Road Department is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation (MDOT). Only those structures that span 20 feet or more are considered bridges, and there are 67 structures that fit that description within Ingham County. The Road Department seeks authorization to enter into a contract with Great Lakes Engineering Group for professional services associated with the biennial bridge inspection program and other as-needed services at a cost not to exceed $16,190.

7b. **Road Department** - *Resolution to Authorize a Bridge Design Professional Engineering Services Contract*

The Road Department received funds from the 2018 Local Bridge Program to perform bridge rehabilitation and preventative maintenance work on the Howell Road Bridge over Doan Creek, the Olds Road Bridge over Perry Creek, and the Olds Road Bridge over the Huntoon Lake Drain. These three projects were packaged together as a single construction contract because of economy of scale and their need for similar work. The Purchasing Department solicited proposals from Michigan Department of Transportation (MDOT) pre-qualified design consultants to provide professional engineering services for bridge replacement. Based on the review, the Road Department recommends that five firms be retained to provide bridge design services at a total combined cost of $162,725.08.

7c. **Road Department** - *Resolution to Authorize the Purchase of Seasonal Requirement of Hot Mix Asphalt Mixtures*

The Road Department annually purchases approximately 25,000 to 30,000 tons of various Hot Mix Asphalt (HMA) mixtures, with the option of Flowboy trucking furnished by the supplier, with a per hour rental rate, for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The Department recommends acceptance of proposals from three RFP respondents (Superior Asphalt, Rieth-Riley Construction and MI Paving & Materials) to allow Road Department staff to authorize purchases according to their judgment as to which supplier is most advantageous based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material.

7d. **Road Department** - *Resolution to Authorize the Purchase of Seasonal Requirement of Asphalt Emulsions*

The Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The Department recommends that the Board accept a bid and authorize purchase of HFRS 2-M, SS-1H, and AE-90 asphalt emulsion on an as-needed, unit-price basis from the Klink Group/Bit Mat. and Asphalt Materials Inc. Funding for this purchase was included in the 2016 Road Department Budget.
7e. **Road Department** - *Resolution to Approve Special and Routine Road Department Permits*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 11 projects (see attachment).

8. **Fair Office** - *Resolution to Authorize Purchase of Collapsible Horse Stalls*

Four horse barns on the south end of the fairgrounds will be replaced with new pole barn kits prior to the start of the 2017 horse show season. The Fair Office seeks approval of a resolution to purchase 128 collapsible horse stalls to be installed in the new barns. Collapsible stalls will allow for parking of winter storage vehicles in the off season. The total cost of this purchase would not exceed $92,220.

9. **Potter Park Zoo** - *Resolution to Authorize Transport of a Black Rhino*

As an Association of Zoos and Aquariums (AZA) accredited facility, Potter Park Zoo must participate in Species Survival Plans (SSP). The SSP coordinator, along with the Population Management Center, has recommended a male black rhino to be transferred from Caldwell Zoo in Tyler, Texas to Potter Park Zoo to breed with our female black rhino. Transport of a black rhino is a very skilled trade and takes a tremendous amount of coordination. Potter Park Zoo borrowed a crate from Cleveland Metro Park Zoo and had it shipped to Caldwell Zoo. The Zoo Director recommends approval of a resolution to allow transport of a male black rhino from Caldwell Zoo to Potter Park Zoo utilizing the services of Planned Migration at a cost not to exceed $8,784.

10a. **Parks Department** - *Resolution to Authorize Acceptance of a Michigan Recreation Passport Grant Project Agreement*

On March 22, 2016 the Board of Commissioners approved Resolution16-099 to authorize submission of a Michigan Recreation Passport Grant application for facility development and improvements. The Department of Natural Resources subsequently recommended this project for funding. The Parks Department recommends approval of a resolution to accept the $45,000 grant from the Michigan Department of Natural Resources Recreation Passport Grant Program.

10b. **Parks Department** - *Resolution to Authorize Application for a Recreation Passport Program Grant*

The Parks Department seeks Board authorization to submit a grant application to the Recreation Passport Program for park and accessibility improvements at Burchfield County Park. The proposed project is consistent with the Parks Department’s five-year Master Plan for capital improvements. The grant application requires a financial commitment to the project in the amount of $210,200 which includes $32,000 in capital improvement funds, $175,700 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match.

10c. **Parks Department** - *Resolution to Authorize Application for a Michigan Natural Resources Trust Fund Grant*

The Parks Department has identified a need for parking, accessibility, and roadway improvements at Lake Lansing Park North. The Parks and Recreation Commission supports the submission of a grant application to the Michigan Natural Resources Trust Fund in the amount of $359,700 to offset some of the cost of these improvements. Local match amounts include $32,000 from the capital improvement funds, $80,400 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match in the total of $114,900.
10d. **Parks Department** - *Resolution to Adopt the Ingham County Parks and Recreation 2018-2022 Master Plan*

The Parks Department proposes a resolution to adopt the 2018-2022 Ingham County Parks Master Plan as presented by the Ingham County Parks and Recreation Commission. The Parks Master Plan is intended to provide general guidelines for the orderly development of the County Park system. The plan can be amended at any time by the Park Commission and Board of Commissioners, and carries with it no commitment on the part of the Board of Commissioners to fund any particular recommendation contained within the plan.

10e. **Parks Department** - *Resolution to Authorize Contracts for Trails and Parks Millage Applications*

On March 22, 2016 the Board approved Resolution 16-106 to accept applications for Parks and Trails projects identified as regional priorities in the Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects. The Parks Commission considered 18 applications from eight municipalities and has recommended funding seven projects at a total cost of $2,967,661 as follows:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Project Title</th>
<th>Funding Recommendatio</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Lansing</td>
<td>US 127 Pathways</td>
<td>$734,177.00</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Grand River North Section - Bank Stabilization</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Volunteer Trail Ambassador Coordinator (one year)</td>
<td>$17,500.00</td>
</tr>
<tr>
<td>Charter Township of Meridian</td>
<td>MSU to Lake Lansing Connector Trail - Phase I</td>
<td>$950,000.00</td>
</tr>
<tr>
<td>City of Mason</td>
<td>Hayhoe Riverwalk Trail Extension and Trailhead Project</td>
<td>$692,984.00</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>Northern Tier Trail Connection through White Park</td>
<td>$469,000.00</td>
</tr>
<tr>
<td>City of Leslie</td>
<td>Leslie Trail Planning Project</td>
<td>$4,000.00</td>
</tr>
</tbody>
</table>

10f. **Parks Department** - *Resolution to Authorize Acceptance of Two Parcels of Land*

The County Treasurer has offered two parcels of land that abut Hawk Island County Park to be acquired by the County for park purposes. The Parks Commission recommends that the parcels be accepted by the County for park purposes. County Legal Counsel reviewed the quit claim deeds for the two parcels of land and has no legal objection to their form or substance.

10g. **Parks Department** - *Resolution to Consolidate Parks Department Fee Waiver Policies*

Prior to 1997 park fees and fee waivers were established by the Parks Commission. Through adoption of Resolution 02-285 the Board of Commissioners established a Low Income Entry Fee Waiver Policy by which park visitors who request a hardship pass are provided an annual pass. In addition, some local agencies (for example: Family Interdependence Agency, Office of Young Children, Ingham County Health Center, WIC, etc.) are provided with a supply of low income hardship passes. Other fee-waiver practices implemented since 1992 have also continued. The Parks Department requests approval of a resolution to establish and formalize a single fee-waiver practice.
11. **Health Department** - Resolution to Authorize a Subcontract with the City of Lansing, a Subcontract with Refugee Development Center, and a 0.5 FTE Community Health Worker

The City of Lansing received a lead hazard reduction grant from the Department of Housing and Urban Development and would like to subcontract with Health Department to assist their Lead Safe Lansing program. Assistance would be provided in the form of outreach, providing assistance to families filling out program applications, and gathering required verification documentation. This assistance will be offered to families with children that have an elevated blood lead level, families and pregnant women that are participating in the Women, Infants, and Children (WIC) program, and landlords. The Health Officers recommend approval of a resolution to authorize a lead hazard reduction subcontract agreement with the City of Lansing in an amount up to $100,500 for the period of December 14, 2016 through December 13, 2019. Authorization for an additional 0.5 FTE Community Health Worker at $28,500 per year for the duration of the grant and a subcontract with Refugee Development Center for an additional $5,000 per year is also recommended.

12a. **Human Resources Department** - Resolution to Approve a Letter of Understanding with the Ingham County Employees’ Association Assistant Prosecuting Attorney Division

The Family Support Unit of the Prosecuting Attorney’s Office is a separate unit that resides on the third floor of the Grady Porter Building in recognition of Title IV-D confidentiality rules. There is need for a supervisor in that unit to address updated legal issues and day to day operational needs. Adding a Unit Chief is a way to have the necessary staff support and not have a large increase to the budget. Payment to unit chiefs is made in the form of a stipend which is $3,946 for 2017 and $1,314 allocated to benefits. The total costs for an additional Unit Chief is $5,260, including fringe benefits. After application of the appropriate state “bill-back,” 2/3 of the costs will be paid by the State under a grant thereby reducing the actual cost to the County to $1,753.33. The Prosecuting Attorney proposed this money be moved from the Supply budget to Wages and Fringe benefits.

12b. **Human Resources Department** - Resolution to Approve a Letter of Understanding with Capitol City Labor Program Corrections Unit

The Sheriff’s Office continues to experience difficulties associated with operating at minimum staffing level. As a result, many employees are unable to schedule enough vacation time to avoid encroaching on the maximum accumulation provided under the current collective bargaining agreement. It is the desire of the parties to establish a temporary procedure to pay employees for hours in excess of the maximum accumulation so employees do not lose the earned vacation time. A resolution is offered to allow payment of vacation time accrued in excess of the maximum accumulation.

13a. **Controller’s Office** - Resolution to Approve a Contract of Lease and Sublease for the Community Mental Health Building

Community Mental Health of Clinton, Eaton, and Ingham Counties (CMH) seeks to renovate, construct, furnish, equip and improve the existing Community Mental Health Building, and to acquire, construct, furnish, and equip an approximately 42,000 square foot addition to the building. It was contemplated that the County and/or the Authority will enter into a lease, amended lease, or sublease of the project with CMH, who will be the major tenant, and occupy and maintain the project, and pay rental with respect to the project. On November 22, 2016 the Board of Commissioners approved Resolution 16-486 stating the intent of the County to enter into a contract of lease with CMH and authorizing publication of a “Notice of Intent.” As the “next step” in the project, it is necessary and
desirable for the County to enter into a Contract of Lease with the Authority and to enter into a sublease with the Building Authority and CMH.

13b. **Controller’s Office** - Resolution to Approve a Ground Lease for the Community Mental Health Building

This proposed resolution is a companion document to agenda item 13a. Item 13a addresses the physical building structure; item 13b addresses the actual “ground.”

13c. **Controller’s Office** - Resolution to Implement a Hiring Freeze for Ingham County General Fund Positions

Over the last several years, the county strategically spent down fund balances in order to avoid service reductions. Depending on fund balance to support operating budgets is not sustainable, and now the County faces the challenge of implementing long-term strategies to maintain current year expenditures within current year revenues. In anticipation of a projected $3.6 million shortfall, position reductions are expected to be part of the 2018 Controller Recommended Budget. It is generally preferable to avoid employee layoffs by eliminating vacant positions. The Controller seeks approval of a resolution to impose a hiring freeze through the end of 2017 in order to minimize the need for actual employee layoffs scenarios in 2018.

14a. **County Clerk** - Resolution to Adopt a Fee Increase for Expedited Service for Certified Copies of Vital Records Issued by the County Clerk’s Office

The County Clerk’s Office currently collects $25.00 for expedited mail service when issuing certified copies of vital records through the mail. Postage rates used for expedited mail service were increased beginning in January, 2017. The Clerk seeks authorization to increase fees for expedited mail service in order to account for increased postage rates.

14b. **County Clerk** - Resolution to Terminate the Service Agreement Contract with Granicus, Inc.

The County entered into an agreement with Granicus, Inc. in 2009 for a web-based audio/video recording application. County personnel began to notice signs of failure and a request for proposals (RFP) was issued to replace the system in 2015. Upon review of responses to the RFP, it was determined that replacement was cost prohibitive. The Clerk seeks authorization to terminate the Granicus agreement and to record meetings through use of other recording devices.

15a. **Board of Commissioners Office** - Resolution Creating a Special Complete Streets Committee

A resolution is offered to establish a special Complete Streets Committee to explore the feasibility of a complete streets plan and policy for Ingham County. The Committee would consist of six Commissioners and would disband on June 30, 2017.

15b. **Board of Commissioners Office** - Resolution Establishing a Special Trails and Parks Committee

A resolution is offered to establish a special Trails and Parks Committee to review the funding process currently in place to ensure the best use of millage dollars. The Committee would also be asked to recommend procedural changes, if any, to the County Services Committee. The Committee would
consist of seven Commissioners and would disband on a date determined by the Board of Commissioners.

15c. **Board of Commissioners Office** - *Resolution Declaring March 31, 2017 as “Cesar E. Chavez Day” in Ingham County*

A resolution is proposed to honor the memory of Cesar E. Chavez, an extraordinary Mexican-American, Labor Leader and role model, and declares March 31, 2017 as “Cesar E. Chavez Day” in Ingham County.
MEMO

March 3, 2017

To: County Services Committee

From: Stacy Byers, Director FOSP Board


Summary of Proposed Action:
This resolution approves the 2017 Farmland and Open Space Selection Criteria’s (Scoring System) for ranking landowner applications. The Ingham County Farmland and Open Space Preservation Board recommends the County Board of Commissioners adopt the 2017 Selection Criteria’s for both the Farmland and Open Space Preservation programs and approve the FOSP Board to host a 2017 Farmland and Open Space Preservation application cycle.

Financial Implications:
There will be future costs associated with a 2017 Farmland and Open Space Application Cycle, including, but not limited to, postage and mailings, newspaper announcement costs and staff time to assist with scoring and ranking applications. Once all Applications, both new and old, are scored and ranked the FOSP Board will recommend approval of the top ranked applicants by the Board of Commissioners. Those costs are included in the 2017 budget.
Selection Criteria for Farmland Preservation Program
2017 Application Cycle

Tier I Criteria

I. Agricultural Characteristics  
II. Development Pressure  
III. Additional Ag Protection Efforts  
IV. Other Criteria

<table>
<thead>
<tr>
<th>Category</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>I. Agricultural Characteristics</td>
<td>55</td>
</tr>
<tr>
<td>II. Development Pressure</td>
<td>48</td>
</tr>
<tr>
<td>III. Additional Ag Protection Efforts</td>
<td>35</td>
</tr>
<tr>
<td>IV. Other Criteria</td>
<td>10</td>
</tr>
</tbody>
</table>

I. AGRICULTURAL CHARACTERISTICS (55 POINTS)

1. Agricultural Productivity – Prime and Unique Soils
   
   **Prime and Unique Soils**
   - Prime under all circumstances: 20 points
   - Prime if adequately drained: 15 points
   - Not prime or unique: 0 points

   **Example:**
   
   - 70% of parcel is prime under all circumstances (0.70 x 20 pts) = 14 points
   - 30% of parcel is prime if adequately drained (0.30 x 15 pts) = 4.5 points
   - Total points = 18.5 points

2. Size of Parcel(s)
   
   Maximum Points: 15
   
   Points for parcels between 15 and 200 acres are calculated by multiplying 0.1 times the parcel size. Any parcel above 150 acres receives 15 points. Parcels between 15 and 39.99 acres must be in specialty crop production. Parcels that are 0-14.99 acres receive 0 points. Parcels less than 40 acres will receive a zero for Size of Parcel, unless there is Additional Agricultural Income, in which case parcels 15 acres or more receive points.

   **Example:**
   - Parcel size is 150 acres: 150 x 0.1 = 15
   - Parcel is 85 acres: 85 x 0.1 = 8.5
   - Parcel is 350 acres: 350 x 0.1 = 35; 15 points, the maximum possible
   - Parcel is 15 acres: 0 points for parcel less than 14.99 acres

3. Additional Agricultural Income
   
   Maximum Points: 15
   
   Points will be awarded to operations that have “value-added” agriculture either through animal related production or through production of a specialty crop (crops other than corn, wheat, soybeans), or both, with total sales over $5,000.00 annually.

   **Example:**
   - Parcel is integral to farm operation that produces a specialty crop, which grosses over $15,000 annually. Total points = 15 points
4. Proximity to Existing Livestock Farms  Maximum Points: 5
A livestock operation for this purpose means a farm with more than 50 animal units (EPA definition: 1000 lbs = 1 unit)
Parcel is contiguous to an existing livestock operation  5 points
Parcel is located between 0.5 miles and 1 mile of an existing livestock operation  3 points
Parcel is located further than 1 mile from an existing livestock operation  0 points
*Contiguous for this section means no other parcel is located between the parcels. Parcels separated only by a road are considered contiguous.

II. DEVELOPMENT PRESSURE (48 POINTS)

5. Proximity to Existing Public Sanitary Sewer or Water, or Both  Maximum Points: 10
Linear (straight line) distance to existing, usable public sanitary sewer, or water services, or both, will result in the following scoring options:
Less than one-half (1/2) mile from sewer or water  5 points
One-half (1/2) mile or more but less than 1 mile  7 points
One (1) mile or more but less than 2 miles  10 points
Two (2) miles or more but less than 5 miles  5 points
More than 5 miles  0 points
Example: Parcel is located 3 miles from existing sewer lines. Total points = 5 points.

6. Proximity to Designated Population Center in Ingham County (As Defined in “Regional Growth: Choices For Our Future”, Summary Report, Tri-County Regional Planning Commission, September 2005)  Maximum Points: 30
Farm boundary is 1 mile from, or within the population center  30 points
Farm boundary is within 1 to 2 miles from population center  28 points
Farm boundary is within 2 to 3 miles from population center  26 points
Farm boundary is within 3 to 4 miles from population center  24 points
Farm boundary is within 4 to 5 miles from population center  22 points
Farm boundary is more than 5 miles from population center  0 points
Example: Farm is located 2 miles from “designated population center”. Total points = 28 points

7. Road Frontage (paved or gravel)  Maximum Points: 8
Emphasis is placed on parcels with greater linear distance of road frontage, placing the farmland under a greater threat of fragmented development. Frontage can be gravel, paved, or both and must be adjacent to the subject parcel.
Road frontage of 5280 feet (1 mile) or more  8 points
Road frontage of 2640 feet (1/2 mile) to 5279 (just under 1 mile)  6 points
Road frontage of 1320 feet (1/4 mile) to 2639 (just under ½ mile)  4 points
Road frontage less than ¼ mile  0 point
Example: Parcel has 1 mile of road frontage. Total points = 8 points
III. ADDITIONAL AGRICULTURAL PROTECTION EFFORTS
(35 POINTS)

8. Location to Protected Property
   Maximum Points: 20
   Parcel is near other private land which has been permanently protected from development through a
   conservation easement or deed restriction (development rights may have been purchased, transferred or
   donated). Linear distance is used from nearest farm boundary.
   Parcel is adjacent to protected land .......................... 20 points
   Parcel is not adjacent but within 1/2 mile of protected land .......................... 15 points
   Parcel is not adjacent but within 1 mile of protected land .......................... 10 points
   Parcel is not adjacent but within 2 miles of protected land .......................... 5 points
   Example: Parcel is adjacent to property under a permanent conservation easement = 20 points

9. Block Applications
   Maximum Points: 15
   Emphasis is placed on applications which consist of two more landowners who create a 150-acre or
   more block of contiguous farmland. Contiguous blocks of farmland have a greater potential for creating
   a long-term business environment for agriculture. Parcels included in a block application must be
   contiguous (touching but may be separated by a road). Each applicant in the block application will
   receive points for this section.
   Two or more landowners apply together to create 1000 or more contiguous acres .......................... 15 points
   Two or more landowners apply together to create 750 to 999 contiguous acres .......................... 10 points
   Two or more landowners apply together to create 500 to 749 contiguous acres .......................... 8 points
   Two or more landowners apply together to create 300 to 499 contiguous acres .......................... 6 points
   Two or more landowners apply together to create 299 to 150 contiguous acres .......................... 5 points
   Contiguous acreage of 149 acres or less .......................... 0 points
   Example: Four landowners, with varying parcel acreage, submit a block-application of about 800
   contiguous acres. (Each of the four landowners would receive 10 points for this section).
   Note: If a parcel in a block application is preserved, the remaining landowners will continue to receive
   full points for this section of the scoring criteria in future cycles, provided they still wish to participate
   in the block application.

IV. OTHER CRITERIA (10 POINTS)

10. Additional Agricultural Characteristics
    Maximum Points: 5
    Additional agricultural characteristics are USDA certified organic farm or Centennial farm.
    Parcel has one or more additional agricultural features .......................... 5 points
    Parcel does not have an additional agricultural feature .......................... 0 points
11. Michigan Agricultural Environmental Assurance Program (MAEAP) **Maximum Points: 5**
Participation in the MAEAP demonstrates a commitment to environmental stewardship above and beyond a conservation plan. The State Agriculture Preservation Board has identified the MAEAP as a priority to providing matching funds. Farms verified under the MAEAP must show *verification* to receive points.
- Farm is MAEAP verified: 5 points
- Farm is not MAEAP verified: 0 points

**TIER I: TOTAL POINTS POSSIBLE IS 148**
Selection Criteria for Open Space Land Preservation Program
2017 Application Cycle

<table>
<thead>
<tr>
<th>Tier I Criteria Sections</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ecological, scenic, geological criteria</td>
<td>56</td>
</tr>
<tr>
<td>Property size and location criteria</td>
<td>70</td>
</tr>
<tr>
<td><strong>Maximum Total Points</strong></td>
<td><strong>126</strong></td>
</tr>
</tbody>
</table>

I. ECOLOGICAL, SCENIC AND GEOLOGICAL CRITERIA (Maximum 56 POINTS)

1. Potential Conservation Area(s) (from the Greening Mid-Michigan Project) maximum points: 10
   1. High Potential 10 points
   2. Medium Potential 8 points
   3. Low Potential 6 points

   Example: parcel fall within a Medium Potential Conservation Area = 8 points

2. Water quality values
   1. Riparian land maximum points: 5
      Property with a water frontage of 200 linear feet or greater receives 5 points. Points for a property with water frontage of less than 200 linear feet are: 5 x linear feet of water frontage/200 = points.
      Example: parcel has 75 feet of water frontage on the Red Cedar River: 5 x 75 = 375/200 = 1.875 points

   2. Land in the 100-year flood plain maximum points: 8
      Property that is 100% in the flood plain receives 8 points. Points for a property with less than 100% in the flood plain are: 8 x percent in flood plain = points.
      Example: 20 acres of an 80 acre parcel is in the 100-year flood plain: 8 x 25/100 (20/80 = 0.25) = 200/100 = 2 points

   3. Wetlands, including buffer area maximum points: 4
      Property that is 100% wetland receives 4 points. Points for a property with less than 100% wetland are: 4 x percent in wetland = points.
      Example: 5 acres of an 40 acre parcel is wetland: 4 x 12.5/100 (5/40 = 0.125) = 50/100 = 0.5 points

   4. Aquifer recharge land maximum points: 8
      Property that is qualified by the MSU RS&GIS model as aquifer recharge land will receive points based on the following formula; Eight x percent aquifer recharge land = points.
      Example: 10 acres of a 20 acre parcel is aquifer recharge land: 8 x 50/100 (10/20 = 0.50) = 400/100 = 4 points

3. Habitats
   1. Forestland maximum points: 5
      Property that is 100% forest land receives 5 points. Points for a property with less than 100% forest land are: 5 x percent in forest land = points.
      Example: 15 acres of a 20 acres parcel is wooded: 5 x 75/100 (15/20 = 0.75) = 375/100 = 3.75 points

   2. Others – grassland, shrub land, etc. maximum points: 3
      Property that is 100% in other types of natural habitat receives 3 points. Points for a property with less than 100% in other types of habitat are: 3 x percent in other types of habitat = points.
      Example: 10 acres of a 15 acre parcel is grassland: 3 x 66/100 (10/15 = 0.66) = 198/100 = 1.98 points

4. Rare species maximum points: 10
   1. State and federal threatened and endangered species on the property
      Up to 10 points may be given depending on rarity category; the higher the rarity category the more points given.
      Example: Parcel has a Copperbelly water snake on the property = 10 points
5. Physically (geologically) significant features maximum points: 3
   Up to 3 points may be given. Example: property has a terminal marine.

II. PROPERTY SIZE and LOCATION CRITERIA (Maximum 70 points)

6. Parcel size maximum points: 25
   Parcels of 100 acres or greater receives 25 points. Points for a property of less than 100 acres are: 25 x acreage of parcel/100 = points.
   Example: Parcel is 40 acres in size: 25 x 40 = 1000/100 = 10 points

7. Proximity to Designated Population Center in Ingham County (As Defined in “Regional Growth: Choices For Our Future”, Summary Report, Tri-County Regional Planning Commission, Sept. 2005) maximum points: 30
   Farm boundary is 1 mile from, or within the population center 30 points
   Farm boundary is within 1 to 2 miles from population center 25 points
   Farm boundary is within 2 to 3 miles from population center 20 points
   Farm boundary is within 3 to 4 miles from population center 15 points
   Farm boundary is within 4 to 5 miles from population center 10 points
   Farm boundary is more than 5 miles from population center 0 points
   Example: Parcel is located 2 miles from “designated population center”. Total points = 25 points

8. Location with respect to other protected property maximum points: 10
   Permanently protected land is property with a conservation easement or a deed restriction that permanently prohibits development on the property. Linear distance is from nearest land boundaries.
   Property is adjacent to protected land 10 points
   Property is not adjacent but within 1/2 mile of protected land 8 points
   Property is not adjacent but within 1 mile of protected land 6 points
   Property is not adjacent but within 2 miles of protected land 4 points
   Example: Parcel is within 1 mile of an already protected property = 6 points

9. Road frontage (paved or gravel) maximum points: 2
   Road frontage of 1320 feet (1/4 mile) or greater receives 2 points. Points for road frontage of less than 1320 feet are: 2 x feet of road frontage/1320 = points.
   Example: Parcel has 500 feet of road frontage: 2 x 500 = 1000/1320 = 0.76 points

10. Block applications maximum points: 3
    Properties applying in a block application must be contiguous (they may be separated by a road). Each applicant in the block application will receive the stated points.
    Two or more landowners applying together and submitting 300 or more contiguous acres each receives 3 points. Points for two or more landowners submitting less than 300 acres are: 3 x number of contiguous acres submitted/300 = points.
    Example: Parcel is applying with three other landowners to make a 450 acre block of land: 3 x 450 = 1350/300 = 4.5 therefore the points received are 3, the maximum.
    Note: If only one property in a block application is preserved, the remaining landowners will continue to receive full points for this section of the scoring criteria in future cycles, provided the remaining landowners still wish to participate in the block application.

MAXIMUM TOTAL Tier 1 POINTS POSSIBLE – 126

Applicants note: Landowners who accept federal, state or local matching funds to protect their open space land may be selected for the program before landowners who do not accept such funds, regardless of their relative ranking based on the above “Selection Criteria for Protection of Open Space Land”.

2-2
Introduced by the County Services Committee:

INGHAM COUNTY BOARD OF COMMISSIONERS:

RESOLUTION TO APPROVE THE FARMLAND AND OPEN SPACE PRESERVATION BOARD’S RECOMMENDED SELECTION CRITERIA AND APPLICATION CYCLE FOR 2017

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

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland and Open Space Preservation Ordinance in July 2004 and amended it in 2010 (10-99); and

WHEREAS, the Ingham County Farmland and Open Space Preservation Ordinance authorized the establishment of the Ingham County Farmland and Open Space Preservation Board to oversee the Farmland and Open Space Preservation Program; and

WHEREAS, Ingham County voters passed a millage of .14 mils in 2008 to fund purchases of agricultural conservation easements through the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, in the course of implementing the Ordinance, the Ingham County Farmland and Open Space Preservation Board has established Selection Criteria for ranking landowner applications to the Ingham County Farmland and Open Space Preservation Program; and

WHEREAS, the Ingham County Ordinance requires that the Farmland and Open Space Selection Criteria’s be approved by the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached 2017 Farmland and Open Space Selection Criteria’s developed by the Ingham County Farmland and Open Space Preservation Board as set forth in the Farmland and Open Space Preservation Ordinance passed July 27, 2004.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves The Ingham County Farmland and Open Space Preservation Board hosting a 2017 farmland and open space preservation application cycle.
TO: Board of Commissioners County Services and Finance Committee
FROM: Sandra Gower, Economic Development Coordinator
DATE: March 7, 2017
SUBJECT: K3 Property LLC Brownfield Plan City of Mason

BACKGROUND
The Ingham County Brownfield Redevelopment Authority (ICBRA) at its meeting on February 10, 2017 approved a Brownfield Redevelopment Plan (Plan) for K3 Property LLC (Developer) for a Klavons Restaurant at 318 W. Kipp Road in the City of Mason. This property was developed into an auto repair service in 1995 and has been vacant for approximately one year. Sanitary sewer, storm sewer and public water connections do not exist at the site.

The Plan consists of two parcels containing approximately 2.18 acres. One parcel contains a structure and the other parcel has never been developed. Based on an inspection by the City of Mason Assessor on June 13, 2016 the property at 318 W. Kipp Road was deemed “functionally obsolete”. A functionally obsolete property is defined as a property that is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or super adequacies in design or other similar factors that affect the property itself or the property’s relationship with other surrounding property. The property is uncompetitive with recently constructed property in the vicinity. Uses that attract business off the interstate are market standard for the area. The assessor deemed it was not financially feasible to convert the current structure to a use more suitable to the location. The second parcel is included as adjacent and contiguous to the first parcel and is necessary for the project to be viable.

The City of Mason is a Qualified Local Unit of Government (Core Community). Under Act 381 Public Infrastructure improvements are eligible for reimbursement in a Brownfield Plan. This plan is for the reimbursement of the costs associated with the City of Mason extending public water, sewer and storm sewer to the site. It will also allow for connection to two other existing buildings not included in the plan. The total reimbursement for this plan is $245,923.44. This includes $234,212.80 in eligible activities and $11,710.64 to the Ingham County Local Site Remediation Revolving Fund (LSSRF). This fund was established in 2015 with the adoption of Resolution #15-115. A Summary of the Eligible expenses can be found in Table 1 of the attached Plan.

The Developer anticipates an investment of $2,500,000. It will create 108 FTE jobs.

The City of Mason approved the Plan on March 6, 2017. The City will install the infrastructure and be reimbursed by the Developer.

ALTERNATIVES
The developer cannot get the financing to pay for the infrastructure. Without the infrastructure the project cannot move forward. This plan represents the gap financing needed to make the project viable. The Board may make revisions to plan. If any changes are made to the plan it will need to go back to the City for concurrence.

FINANCIAL IMPACT
Tables 2, 3 and 4 in the Plan show the impact of the Plan on the County and other taxing jurisdictions. The County will continue to receive the current base taxes on these properties. At the end of the plan the County will receive additional taxes of approximately $3,415.54 per year.
If the plan is not approved and the development does not take place there would be no increase in taxes from this property.

OTHER CONSIDERATIONS
The Board is permitted to approve Brownfield Redevelopment Plans per PA 381 of 1996 as amended. The purpose of the Brownfield Tax Increment Financing plan is to make it financially feasible to redevelop old, contaminated sites and get them back to productive use. There were other eligible activities on this site that could have been included in the plan. However, since the cost of the infrastructure was the only item that the Developer was not able to finance, the City and the ICBRA were only willing to include those costs in the plan. The Board in Resolution #15-115 authorized the LSRRF.

RECOMMENDATIONS
Based on the information presented, I respectfully recommend approval of the attached resolution to approve the Brownfield Plan for the K3 Property LLC.
INGHAM COUNTY
BROWNFIELD REDEVELOPMENT AUTHORITY

BROWNFIELD PLAN

FOR A SITE AT

318 W. KIPP ROAD
MASSON, MICHIGAN

DECEMBER 27, 2016

Prepared for:

K3 Property LLC
5653 South Stony Lake Road
Jackson, MI 49201

Approved by the Brownfield Redevelopment Authority on 2/10/17

Approved by the governing body of the local jurisdiction on 3/1/17

Approved by the County Board of Commissioner on ___________

Prepared with the assistance of:
Enviologic Technologies, Inc.
2960 Interstate Parkway
Kalamazoo, Michigan 49048
(269) 342-1100
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FIGURE 1: Location Map
FIGURE 2: Site Plan

SCHEDULES/TABLES

TABLE 1: Summary of Eligible Costs
TABLE 2: Estimate of Total Captured Incremental Taxes
TABLE 3: Estimate of Annual Effect on Taxing Jurisdictions
TABLE 4: Captured Taxable Value and Tax Increment Revenue by Year and Aggregate for Each Taxing Jurisdiction
TABLE 5: Estimated Reimbursement Schedule
TABLE 6: Interest Calculation

ATTACHMENTS

NOTICE OF PUBLIC HEARING
NOTICE TO TAXING JURISDICTIONS
RESOLUTION SUPPORTING A BROWNFIELD PLAN-CITY OF MASON
RESOLUTION ADOPTING A BROWNFIELD PLAN-INGHAM COUNTY

©envrologic
1. INTRODUCTION AND PURPOSE

Envirologic has prepared this Brownfield Plan on behalf of K3 Property LLC and for the Ingham County Brownfield Redevelopment Authority for two parcels of developed property, totaling approximately 2.18 acres and located at 318 W. Kipp Road, Mason, Michigan, being redeveloped by K3 Property LLC. (Exhibits, Figure 1). The project includes the redevelopment of a former auto service and adjoining vacant parcel into a pizzeria and pub establishment.

The proposed project included in this Brownfield Plan will benefit the local community by creating a gathering space for local residents as well as increasing tax revenue for the City of Mason. The subject property consists of two parcels. The 1.22-acre parcel located at 318 W. Kipp Road houses a former auto service, approximately 3,700 square feet in size. The property has been vacant for approximately 12 months. The adjoining parcel is vacant land, approximately 0.96 acres in size. Therefore, the redevelopment project is creating new investment in the community by creating new jobs and making productive use of an underutilized piece of property.

The developed parcel at 318 W. Kipp Road (Parcel ID# 33-19-10-08-476-012) has been identified as “Functionally Obsolete” by the City Assessor for the City of Mason, a certified Michigan Advanced Assessing Officer. This determination was based on an inspection of the property on June 13, 2016. The definition for “functionally obsolete” means that the property is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or super adequacies in design, or other similar factors that affect the property itself or the property’s relationship with other surrounding property. The assessor has based her expert opinion on the fact that the property is uncompetitive with recently constructed properties in the vicinity. Such uses that attract business off the interstate highway such as retail shopping, gas stations, restaurants, and lodging are market standard in the immediate vicinity. The subject property does not have a public water, storm, or sewer connection. The assessor has deemed that it would not be financially feasible to convert the current structure to a use more suitable to this subject’s location. The adjacent vacant parcel (Parcel ID# 33-19-10-08-476-010) is included in this
Brownfield Plan because it is contiguous and adjacent to the functionally obsolete parcel and development of the adjacent parcel will increase the captured taxable value of that property.

The project includes “non-environmental costs” that are eligible for reimbursement through the Brownfield Plan. Specific non-environmental eligible costs include public infrastructure costs and preparation of the Brownfield Plan. The installation of a sanitary sewer connection and connection to public water and storm water drainage system is an eligible cost as the City of Mason is a Qualified Local Unit of Government (Core Community). Public infrastructure improvements are eligible for reimbursement in Core Communities.

This Brownfield Plan identifies the eligible non-environmental activities that have been completed or will be conducted and which will be reimbursed through the capture of local tax increment revenues. School tax increment revenues are not being sought through this Brownfield Plan.

The purpose of this plan, to be implemented by the Authority, is to satisfy the requirements for a Brownfield Plan as specified in Act 381 of the Public Acts of the State of Michigan of 1996, as amended, MCL 125.2651 et. seq., which is known as the “Brownfield Redevelopment Financing Act.” Terms used in this document are as defined in Act 381.

2. ELIGIBLE PROPERTY INFORMATION
The property subject to this plan consist of two parcels (Parcel IDs: 33-19-10-08-476-012 and 33-19-10-08-476-010) totaling approximately 2.18 acres and located at 318 W. Kipp Road, City of Mason, Ingham County, Michigan (property). Parcel 33-19-10-08-476-012 has been designated “Functionally Obsolete Property” by the City Assessor for the City of Mason. Parcel 33-19-10-08-476-012 is adjacent and contiguous to the functionally obsolete property.

Within the City of Mason, the property is situated on the north side of W. Kipp Road between S. Cedar Street and the entrance ramp to US-127. Vacant land exists to the west, a Meijer grocery store exists to the south, a residential neighborhood to the north and a dry cleaning business to the east. The subject property is zoned “C2,” Commercial. The new pizzeria created through this redevelopment project will complement the business district and meet the needs of gathering and dining options of the community.
The existing structure on the property includes one vacant and “functionally obsolete” commercial building, approximately 3,700 square feet in size. The “functionally obsolete” status is based on the property is uncompetitive as compared to surrounding properties and due in part to a lack of a sewer or public water connection to the property. The installation of public utility connections represent an additional challenge to the development.

A location map and legal description can be found in Exhibit A.

3. PROPOSED REDEVELOPMENT
This Brownfield Plan has been prepared to support the redevelopment efforts of the subject property. The redevelopment consists of converting a “functionally obsolete” and vacant former auto service into a pizzeria and pub. Extension of the public sewer, water, and stormwater drainage system to serve the project site and nearby properties will be completed by the City of Mason. Redevelopment is scheduled to begin in April or May of 2017 with an anticipated completion date of late December, 2017.

The site is currently owned by K3 Property LLC. The private investment is expected to be $2,500,000 with 108 new FTE jobs created as a result of the proposed project.

4. BROWNFIELD CONDITIONS
The subject property was developed into an auto repair service in 1995. Prior to construction of the auto service building, the property was vacant land. Sanitary sewer and public water utility connections do not exist at the property and have led to the designation as “functionally obsolete” as determined by a Level 3 Assessor. The following facts, without limitation, form the basis of the assessor’s expert opinion:

The property is unable to be used to adequately perform the function for which it was intended due to a substantial loss in value resulting from factors such as overcapacity, changes in technology, deficiencies or super adequacies in design, or other similar factors that affect the property itself or the property’s relationship with other surrounding property. This determination was based on an inspection of the property located at 318 W. Kipp Road on June 13, 2016.

The assessor has based her expert opinion on the fact that the property is uncompetitive with recently constructed properties in the vicinity. Such uses that attract business off the highway
interstate such as retail shopping, gas stations, restaurants and lodging are market standard in the immediate vicinity. The subject property does not have a public utility water or sewer connection. The assessor has deemed that it would not be financially feasible to convert the current structure to a use more suitable to this subject’s location.

5. BROWNFIELD PLAN ELEMENTS (as specified in Section 13(1) of Act 381)
   A. Description of Costs to be Paid for with Tax Increment Revenues

   This Brownfield Plan has been developed to reimburse existing and anticipated costs to be incurred by K3 Property LLC and the City of Mason. Tax increment revenues will be captured for reimbursement from local taxes only. Specific costs to be paid for with tax increment revenues are detailed in Table 1 and described below.

   Eligible costs for reimbursement include infrastructure upgrades for the public water, storm, and sewer connections at a cost of $134,849. Professional soft costs (e.g., engineering, legal) related to the infrastructure improvements are estimated at approximately $21,230. A 15% contingency on eligible activities is also an eligible cost.

   The development of this Brownfield Plan is also an eligible activity estimated at a cost of $6,500, including fees.

   Funds in the amount of 5% of the eligible activities costs will also be placed into the Local Site Remediation Revolving Fund (LSRRF) once eligible activities have been reimbursed. In the capturing year that the 5% has been reached, any remaining increment will be allocated back to the taxing jurisdictions on a proportional basis.

   Financing costs at a rate of 2.5% totaling approximately $49,375 are an eligible expense and are included in the Plan.

   The total reimbursements expected for potential brownfield eligible activity costs are estimated at $234,212.80, not including the Local Site Remediation Revolving Fund (LSRRF).
B. Summary of Eligible Activities
Eligible activities include the infrastructure improvements, professional soft costs for engineering and legal services related to the infrastructure improvements, financing costs of 2.5%, and the development of the Brownfield Plan.

Fifteen percent (15%) allocated for contingencies is also an eligible expense.

C. Estimate of Captured Taxable Value and Tax Increment Revenues
For the purposes of this plan, the initial taxable value is the value of the eligible property in 2017. However, at the time this Plan is drafted, values for 2017 are not available and therefore the 2016 values were used for estimation of initial taxable value. A significant difference in value between 2016 and 2017 is not expected. The project is expected to begin in the spring of 2017 with an expected completion date of late December, 2017. This Plan anticipates that the increment will first be available for capture with the 2018 summer and winter taxes. The increase in taxable value will primarily come from the planned construction activities. The initial taxable value of the property (combined parcels) in 2016 is valued at $150,730. Redevelopment is estimated to be a $2,500,000 investment and increase the taxable value of the property to about $490,000.

The estimated captured taxable value for this redevelopment by year and in aggregate for each taxing jurisdiction is depicted in tabular form (Table 2, 3, and 4).

A summary of the estimated reimbursement schedule and the amount of capture into the Local Site Remediation Revolving Fund (LSRRF) by year and in aggregate is presented in Table 5. Once eligible expenses are reimbursed, the Authority may capture the dollar value equivalent to five percent of the eligible activities cost and deposit the revenues into a LSRRF.

D. Method of Financing and Description of Advances by the Municipality
Costs for eligible activities are financed by K3 Property LLC and the City of Mason. The City of Mason will incur costs regarding the infrastructure improvements. K3 Property LLC will incur the expense of the preparation of the Brownfield Plan. Eligible activities do include interest expense (financing costs).

No advances by the municipality have been made or are anticipated.
E. Maximum Amount of Note or Bonded Indebtedness
At this time, there are no plans by the Authority to incur indebtedness to support
development of this site though such plans could be made in the future to assist in the
development if the Authority so chooses.

F. Duration of Brownfield Plan
The Authority intends to begin capture of tax increment in 2018. This Plan will then
remain in place until the eligible activities have been fully reimbursed and up to 5%
capture into the LSRRF is complete or 30 years, whichever occurs sooner.

G. Estimated Impact of Tax Increment Financing on Revenues of Taxing Jurisdictions
The estimated amount of tax increment revenues to be captured for this redevelopment
from each taxing jurisdiction by year and in aggregate is presented as Table 4.

H. Legal Description, Property Map, Statement of Qualifying Characteristics and
Personal Property
The property subject to this Brownfield Plan is 2.18 acres consisting of Parcel 33-19-10-08-
476-012 and Parcel 33-19-10-08-476-012 and is located within the City of Mason, Ingham
County, Michigan. A map showing the eligible property is provided in the attached
Exhibits.

The legal description of Parcel 33-19-10-08-476-012 is as follows:
COMMENCING 58 RODS SOUTH 89°33' WEST ALONG THE SECTION LINE FROM THE SOUTHEAST
CORNER OF SECTION 8, TOWN 2 NORTH, RANGE 1 WEST, CITY OF MASON, INGHAM COUNTY,
MICHIGAN; THENCE NORTH 0°27' WEST 403.0 FEET; THENCE SOUTH 89°33' WEST 132.0 FEET;
THENCE SOUTH 0°27' EAST 320.4 FEET TO THE MSHD RIGHT OF WAY; THENCE SOUTH 53°51'48"
EAST 82.8 FEET; THENCE SOUTH 0°27' EAST 33 FEET TO THE SECTION LINE AND THENCE NORTH
89°33' EAST 65.41 FEET TO THE POINT OF BEGINNING.

The legal description of Parcel 33-19-10-08-476-010 is as follows:
COMMENCING 66 RODS WEST OF THE SOUTHEAST CORNER OF SECTION, NORTH 403 FEET, WEST
12 RODS, SOUTH 403 FEET EAST TO BEGINNING. EXCEPT THAT PART LYING SOUTHWEST OF
FOLLOWING DESCRIBED LINE: COMMENCING AT SOUTH ¾ COURER OF SECTION 8, TOWN 2
NORTH, RANGE 1 WEST, CITY OF MASON, INGHAM COUNTY, MICHIGAN, NORTH 39°09' WEST
1698.16 FEET ALONG SAID REFERENCE LINE, NORTH 89°44' EAST ALONG 1/2 LINE 122.04 FEET TO
EXISTING LIMITED ACCESS RIGHT OF WAY LINE AND POINT OF BEGINNING, SOUTH 43°10'06" EAST
613.63 FEET, SOUTH 49°57'00" EAST 227.87 FEET, SOUTH 68°27'00" EAST 242.92 FEET, SOUTH

©envirologic
78°27′00″ EAST 538.82 FEET, SOUTH 54°27′00″ EAST 207.60 FEET, SOUTH 30°27′00″ EAST 292.98
FEET, SOUTH 53°51′48″ EAST 191.78 FEET, SOUTH 00°27′ EAST 33 FEET TO POINT OF ENDING,
WHICH LIES 1625.12 FEET NORTH 89°33′ EAST FROM SAID SOUTH ¼ CORNER OF SECTION 8,
TOWN 2 NORTH, RANGE 1 WEST, CITY OF MASON, INGHAM COUNTY, MICHIGAN.

The property meets the definition of a “brownfield” as defined by Public Act 381, the
Brownfield Redevelopment Financing Act of 1996, as amended as Parcel 33-19-10-08-476-012
has been designated “Functionally Obsolete Property” and Parcel 33-19-10-08-476-012 is contiguous and adjacent.

This Brownfield Plan does not intend to capture tax increment revenues associated with
personal property as the personal property tax is phased out and is not relevant to this
project.

I. Estimates of Residents and Displacement of Families
This property was commercial property upon purchase and is currently vacant. Therefore,
there are no displacements of families.

J. Plan for Relocation of Displaced Persons
Not applicable.

K. Provisions for Relocation Costs
Not applicable.

L. Strategy for Compliance with Michigan's Relocation Assistance Law
Not applicable.

M. Description of Proposed Use of Local Site Remediation Revolving Fund
No use of the LSRRF is anticipated at this time though such plans could be made in the
future if it were to benefit the project. The ICBRA intends to capture tax increment
revenues up to five percent of eligible activities costs after reimbursement of eligible
activities. The Authority intends to use the LSRRF funds for the completion of eligible
activities to support redevelopment at other brownfield sites in the future. Capture for
the LSRRF is critical to the maintenance of a sustainable brownfield program for the
Authority.
N. Other Material that the Authority or Governing Body Considers Pertinent

Not Applicable
EXHIBITS

FIGURE 1: Location Map
FIGURE 2: Site Plan

SCHEDULES/TABLES

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### Table 1
Summary of Eligible Costs
K3 Property Redevelopment
Mason, Michigan

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<thead>
<tr>
<th>Eligible Activities</th>
<th>Estimated Cost</th>
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<td><strong>BEA Activities</strong></td>
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<td><strong>Additional Response Activities</strong></td>
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<tr>
<td><strong>MSF Non Environmental Activities</strong></td>
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<tr>
<td>Infrastructure upgrades</td>
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<td>Professional soft costs (engineering)</td>
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<td><strong>TOTAL COSTS OF ELIGIBLE ACTIVITIES</strong></td>
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<td>Brownfield Plan</td>
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<td><strong>TOTAL REIMBURSEMENTS</strong></td>
<td>$ 234,212.80</td>
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<td>Captured and Disbursed to State Brownfield Redevelopment Fund</td>
<td>$ 11,710.64</td>
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<td>Additional Capture for LSRRF</td>
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<td><strong>Total</strong></td>
<td>$ 245,923.44</td>
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Funds will not be deposited into the State Brownfield Fund as school dollars are not captured in this Plan.
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<th>Tax Revenues from Initial Taxable Value</th>
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<td>-</td>
</tr>
<tr>
<td>2030</td>
<td>36.3675</td>
<td>$150,730.00</td>
<td>$5,481.67</td>
<td>$490,000.00</td>
<td>$17,620.08</td>
<td>$12,338.40</td>
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<tr>
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<td>36.3675</td>
<td>$150,730.00</td>
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<td>$17,620.08</td>
<td>$12,338.40</td>
<td>-</td>
</tr>
<tr>
<td>2032</td>
<td>36.3675</td>
<td>$150,730.00</td>
<td>$5,481.67</td>
<td>$490,000.00</td>
<td>$17,620.08</td>
<td>$12,338.40</td>
<td>-</td>
</tr>
<tr>
<td>2033</td>
<td>36.3675</td>
<td>$150,730.00</td>
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<td>$490,000.00</td>
<td>$17,620.08</td>
<td>$12,338.40</td>
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<tr>
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<td>$17,620.08</td>
<td>$12,338.40</td>
<td>-</td>
</tr>
<tr>
<td>2035</td>
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<td>$12,338.40</td>
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<td>$12,338.40</td>
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<td>$12,338.40</td>
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<tr>
<td>TOTAL</td>
<td>36.3675</td>
<td>$3,316,060.00</td>
<td>$120,596.81</td>
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<td>$392,041.65</td>
<td>$271,444.84</td>
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</table>

* Does not include debt millages or school millages
* Total includes 5% capture to Local Site Remediation Revolving Fund
<table>
<thead>
<tr>
<th>Taxing Jurisdiction</th>
<th>State Ed Tax</th>
<th>MPS Operating</th>
<th>City Tax</th>
<th>Ingham ISD</th>
<th>L.C.C.</th>
<th>County</th>
<th>Total</th>
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<tr>
<td>Millage</td>
<td>6</td>
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<td>13.25</td>
<td>5,988</td>
<td>3,807</td>
<td>6,384</td>
<td>53,368</td>
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<td>$ 1,997.17</td>
<td>$ 902.59</td>
<td>$ 573.86</td>
<td>$ 962.29</td>
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<td>$ 6,492.50</td>
<td>$ 2,934.17</td>
<td>$ 2,365.53</td>
<td>$ 3,128.29</td>
<td>$ 11,026.46</td>
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<td>Captured Taxable Value</td>
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<td>$ -</td>
<td>$ 4,405.33</td>
<td>$ 2,031.58</td>
<td>$ 1,291.67</td>
<td>$ 2,165.97</td>
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<table>
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<tr>
<th>Taxing Jurisdiction</th>
<th>County</th>
<th>Library</th>
<th>MPS Sinking 2007</th>
<th>MPS Debt 2004</th>
<th>Airport</th>
<th>Total</th>
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<tr>
<td>Millage</td>
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<td>$ 555.12</td>
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<td>$ 764.40</td>
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<tr>
<td>Captured Taxable Value</td>
<td>$ 339,270.00</td>
<td>$ 1,249.51</td>
<td>$ 529.26</td>
<td>$ 337.88</td>
<td>$ -</td>
<td>$ 237.15</td>
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</table>

1. Based on millages from 2016 taxes
2. Based on millages from 2016 taxes

| Total Millage | 61,256 |
| Total Annual Future Tax Liability | $ 17,820.08 |
| Total Capturable Local Millages | 36,367 |
| Total Annual Capturable Local Tax Increment | $ 12,338.40 |
| Total Capturable School Millages | |
| Total Annual Capturable School Tax Increment | $ - |
| Total Capturable School and Local Tax Increment Revenue/Yr | $ 12,338.40 |
Table 4
Captured Taxable Value and Tax Increment Revenue by Year and Aggregate for Each Taxing Jurisdiction

K3 Property Redevelopment
Mason, MI

<table>
<thead>
<tr>
<th>Year</th>
<th>Captured Taxable Value</th>
<th>School Ops</th>
<th>School Debt</th>
<th>City Tax</th>
<th>Ingham EID</th>
<th>L.C.C.</th>
<th>County1</th>
<th>County2</th>
<th>Library</th>
<th>MTE Sales 2011</th>
<th>Airport</th>
<th>Total</th>
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<tbody>
<tr>
<td>2014</td>
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</tr>
<tr>
<td>2015</td>
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<td>$ -</td>
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<tr>
<td>2016</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>2018</td>
<td>$ 506,270.00</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>2019</td>
<td>$ 506,270.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<td>$ -</td>
<td>$ -</td>
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</tr>
<tr>
<td>2020</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
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<td>$ -</td>
<td>$ -</td>
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</tr>
<tr>
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<td>$ 506,270.00</td>
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<td>$ -</td>
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<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>2022</td>
<td>$ 506,270.00</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>2023</td>
<td>$ 506,270.00</td>
<td>$ -</td>
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<td>$ -</td>
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<td>$ -</td>
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<tr>
<td>2024</td>
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</tbody>
</table>

1. County summer
2. County winter
### Table 5
Estimated Reimbursement Schedule
K3 Property Redevelopment

<table>
<thead>
<tr>
<th>Year</th>
<th>Incremental Taxes Capturable</th>
<th>K3 Property, LLC (Local)</th>
<th>City of Mason (Local)</th>
<th>Brownfield Redevelopment Fund</th>
<th>Allocated back to Local Taxing Jurisdictions (if applicable)</th>
<th>Local Site Remediation Revolving Fund (5% of Eligible Activities)</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>$12,338.40</td>
<td>$5,500.00</td>
<td>$5,838.40</td>
<td>$6,538.40</td>
<td>-</td>
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</tr>
<tr>
<td>2019</td>
<td>$12,338.40</td>
<td>$5,500.00</td>
<td>$6,538.40</td>
<td>$7,338.40</td>
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</tr>
<tr>
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<td>$12,338.40</td>
<td>$5,500.00</td>
<td>$7,338.40</td>
<td>$8,138.40</td>
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</tr>
<tr>
<td>2021</td>
<td>$12,338.40</td>
<td>$5,500.00</td>
<td>$8,138.40</td>
<td>$8,938.40</td>
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<td>-</td>
</tr>
<tr>
<td>2022</td>
<td>$12,338.40</td>
<td>$5,500.00</td>
<td>$8,938.40</td>
<td>$9,738.40</td>
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<tr>
<td>2023</td>
<td>$12,338.40</td>
<td>$5,500.00</td>
<td>$9,738.40</td>
<td>$10,538.40</td>
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<td>-</td>
</tr>
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<td>2024</td>
<td>$12,338.40</td>
<td>$5,500.00</td>
<td>$10,538.40</td>
<td>$11,338.40</td>
<td>-</td>
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</tr>
<tr>
<td>2025</td>
<td>$12,338.40</td>
<td>$5,500.00</td>
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<td>$12,938.40</td>
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</tr>
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<td>$12,938.40</td>
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<tr>
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<td>$17,738.40</td>
<td>$18,538.40</td>
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</tr>
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<tr>
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</table>

$246,758.02 is capturable, however $234,212.50 is the total reimbursement. Therefore, $644.50 is estimated as allocated back to the local taxing jurisdictions.
<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
<th>2024</th>
<th>2025</th>
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<td>$144,092.95</td>
<td>$135,356.87</td>
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<td>$12,338.40</td>
<td>$12,338.40</td>
</tr>
<tr>
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<td>$169,043.39</td>
<td>$160,931.07</td>
<td>$152,615.95</td>
<td>$144,092.95</td>
<td>$135,356.87</td>
<td>$126,402.39</td>
<td>$117,224.05</td>
<td>$107,616.24</td>
</tr>
<tr>
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<td>2030</td>
<td>2031</td>
<td>2032</td>
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<td>$67,773.55</td>
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<td>$67,773.55</td>
<td>$57,129.49</td>
<td>$46,218.33</td>
<td>$35,033.38</td>
<td>$23,567.82</td>
<td>$11,814.61</td>
</tr>
</tbody>
</table>
ATTACHMENTS

Notice of Public Hearing
Notice to Taxing Jurisdictions
Resolution Supporting a Brownfield Plan-City of Mason
Resolution Approving a Brownfield Plan Ingham County
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A BROWNFIELD PLAN FOR THE K3 PROPERTY

WHEREAS, the Ingham County Board of Commissioners created the Ingham County Brownfield Redevelopment Authority (ICBRA) in September 2001 (Resolution #01-279) pursuant to PA 381 of 1996, as amended (the ACT) in order to promoted the redevelopment of environmentally distressed, functionally obsolete, and/or blighted areas of the County; and

WHEREAS, the ICBRA met on February 10, 2017 and recommended approval of a brownfield plan for K3 Property LLC (the PLAN) to redevelop deteriorating and under-utilized property in the City of Mason (the CITY) with tax ID Numbers: 33-19-10-08-476-012 and 33-19-10-08-476-010 (the PROPERTY) containing approximately 2.18 acres into a Klavons Restaurant with an investment of approximately $2,500,000 which will increase the County’s taxable value while creating approximately 108 FTE jobs; and

WHEREAS, the PLAN includes a Tax Increment Financing Plan to allow for the capture of taxes to reimburse for eligible expenses as described in the PLAN; and

WHEREAS, the PLAN constitutes a public purpose under the ACT; and

WHEREAS, the proposed PLAN meets the requirements for a Brownfield Plan as established in Section 13 of the ACT; and

WHEREAS, the CITY held a public hearing on the PLAN at its meeting on March 6, 2017 and approved the PLAN at its meeting on March 6, 2017; and

WHEREAS, the Developer has agreed to add Section XX “Tax Valuation and Payment of Tax Increment Revenue Shortfall” in the Development Reimbursement Agreement between the Developer and ICBRA for the capture and repayment of tax increment revenues towards eligible Brownfield Plan costs related to the shortfall in the event of a tax appeal; and

WHEREAS, the proposed Brownfield Plan includes a total capture of $245,923.44, of which the projected costs of eligible activities is $234,212.80 and the maximum capture into the ICBRA Local Site Remediation and Revolving Fund (LSRRF) shall be 11,710.64, and

WHEREAS, the taxing jurisdictions that will be affected by this PLAN have been duly notified about the fiscal and economic implications of the proposed Tax Increment Financing Plan in accordance with the ACT.

THEREFORE BE IT RESOLVED, that after review and consideration of the Brownfield Plan for the K3 Properties and recommendation and approval of the PLAN by the City of Mason, the Ingham County Board of Commissioners desires to proceed with approval of the PLAN.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners, pursuant to the authority granted by the ACT does hereby approve the Brownfield Plan for K3 Property LLC in the form attached as Exhibit A and authorizes the Chair to sign all agreements needed to implement the PLAN.
TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 6, 2017

SUBJECT: Resolution authorizing an agreement with Centennial Electric for the purpose of replacing the existing high energy use light fixtures with low energy use LED fixtures at the Ingham County Courthouse

For the meeting agendas of: March 21 & March 22

BACKGROUND
There are sixty-seven light fixtures throughout the Courthouse that use 400w metal halide bulbs. These fixtures provide uneven and/or poor light levels throughout the building. They produce high levels of heat and are not energy efficient.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Centennial Electric will perform this upgrade for a cost of $88,125.00 plus a requested $2,000.00 contingency for any unforeseen circumstances that may arise, bringing the total cost to $90,125.00.

Funds for this project are available in the 2017 approved CIP line item #245-90212-976000-6FC14 which has a balance of $92,121.20 for Mason Courthouse lighting upgrades.

OTHER CONSIDERATIONS
To maintain the historical look of the Courthouse the new fixtures will have the same appearance as the existing ones. This project also qualifies for energy efficiency rebates from Consumers Energy, amount to be determined upon completion of project.

RECOMMENDATION
Based on the information presented, both the Purchasing and Facilities Departments respectfully recommend approval of the attached resolution to support a contract with Centennial Electric to replace existing light fixtures inside the Ingham County Courthouse.
TO: Rick Terrill, Director of Facilities
FROM: James Hudgins, Director of Purchasing
DATE: February 23, 2017
RE: Memo of performance for RFP No. 5-17: Interior Lighting Upgrades for the Mason Courthouse

Per your request, the Purchasing Department sought proposals from qualified and experienced electrical contractors for making interior lighting upgrades to the Mason Courthouse. This project consists of replacing existing metal halide pendant light fixtures in the offices and common areas with new energy efficient pendant light fixtures.

Prevailing wage was a requirement of this request for proposal because the construction costs were anticipated to be over $10,000.

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>62</td>
<td>11</td>
</tr>
<tr>
<td>Vendor attending pre-bid/proposal meeting</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>3</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>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centennial Electric LLC</td>
<td>No, Potterville</td>
<td>$88,125.00</td>
</tr>
<tr>
<td>FD Hayes Electric</td>
<td>Yes, Lansing</td>
<td>$99,700.00</td>
</tr>
<tr>
<td>Superior Electric of Lansing Inc.</td>
<td>No, Clinton County</td>
<td>$112,000.00</td>
</tr>
</tbody>
</table>

For construction projects over $10,000 preconstruction meetings are required. Please make sure the Purchasing Department is invited and is able to attend such meetings to ensure all contractors are in compliance with prevailing wages and 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 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 proposal purchasing process. If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Agenda Item 4a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT FOR REPLACEMENT OF LIGHT FIXTURES AT THE
INGHAM COUNTY COURTHOUSE

WHEREAS, there are sixty-seven light fixtures throughout the Courthouse that use 400w metal halide bulbs; and

WHEREAS, these fixtures provide uneven and/or poor light levels throughout the building; and

WHEREAS, they also produce high levels of heat and are not energy efficient; and

WHEREAS, to maintain the historical look of the Courthouse the new fixtures will have the same appearance as the existing ones; and

WHEREAS, this project qualifies for energy efficiency rebates from Consumers Energy, amount to be determined upon completion of project; and

WHEREAS, both the Facilities and Purchasing Departments agree that a contract be awarded to Centennial Electric who submitted the lowest responsive and responsible bid in the amount of $88,125.00; and

WHEREAS, the Facilities Department is asking for an $2,000.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, the total cost to perform this upgrade is $90,125.00 which includes the requested $2,000.00 contingency; and

WHEREAS, funds for this project are available within the 2017 approved CIP Line Item #245-90212-976000-6FC14 which has a balance of $92,121.20 for Mason Courthouse lighting upgrades.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Centennial Electric PO Box 56, Grand Ledge, Michigan, 48837 to replace existing high energy use light fixtures with low energy use LED fixtures at the Ingham County Courthouse for a total not to exceed total cost of $90,125.00 which includes the requested $2,000.00 contingency.

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 Committees

FROM: Rick Terrill, Facilities Director

DATE: March 7, 2017

SUBJECT: A contract with John E. Green to replace the air separator that serves the Human Services Building cooling system

For the meeting agendas of: March 21 & March 22

BACKGROUND
The existing air separator, part of the original cooling system, is over 30 years old. The seals are bad, it’s cracked, leaking and needs to be replaced. The air separator continuously separates and collects any air from the chilled water loop, as it circulates, so that it may be vented automatically.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
The Facilities Department is requesting that a contract be awarded to John E. Green who submitted the lowest bid amount of $5,000.00 to replace the air separator.

Funds are available in the 2017 approved CIP line item #631-23304-978000-7FC14 which has balance of $10,000.00 for an HSB air separator.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with John E. Green to replace the air separator that serves the Human Services Building cooling system.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT FOR REPLACEMENT OF THE AIR SEPARATOR AT THE HUMAN SERVICES BUILDING

WHEREAS, the existing air separator, part of the original cooling system, is over 30 years old; and

WHEREAS, the seals are bad, it’s cracked, leaking and needs to be replaced; and

WHEREAS, the air separator continuously separates and collects any air from the chilled water loop, as it circulates, so that it may be vented automatically; and

WHEREAS, the Facilities Department is requesting that a contract be awarded to John E. Green who submitted the lowest bid amount of $5,000.00 to replace the air separator; and

WHEREAS, funds for this project are available in the 2017 approved CIP line item #631-23304-978000-7FC14, which has a balance of $10,000.00 for an HSB air separator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to John E. Green Company, 1125 North Cedar Street, Mason, Michigan 48854, to replace the air separator that serves the Human Services Building cooling system for a not to exceed cost of $5,000.00.

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

FROM: Rick Terrill, Facilities Director

DATE: March 1, 2017

SUBJECT: A contract with Len’s Carpet Care to strip, clean and seal the tile floors in the Mason Courthouse For the meeting agendas of March 21 & March 22

BACKGROUND
The Facilities Department would like to strip, clean and seal the tile floors in all public areas of the Mason Courthouse to restore the historic look of the building.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Len’s Carpet Care submitted the lowest responsive and responsible bid of $5,795.00. Funds for this project are available within the approved CIP Line Item #245-90212-931000-7FC20 for Mason Courthouse tile floor restoration which has an available balance of $6,500.00.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with Len’s Carpet Care to strip, clean and seal the tile floors in all public areas of the Mason Courthouse, for a not to exceed total cost of $5,795.00.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT TO STRIP, CLEAN, AND SEAL TILE FLOORS AT THE INGHAM COUNTY COURTHOUSE

WHEREAS, the Facilities Department would like to strip, clean and seal the tile floors in all public areas of the Mason Courthouse to restore the historic look of the building; and

WHEREAS, Len’s Carpet Care submitted the lowest responsive and responsible bid of $5,795.00; and

WHEREAS, funds for this project are available within the approved CIP Line Item #245-90212-931000-7FC20 for Mason Courthouse tile floor restoration which has an available balance of $6,500.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a contract with Len’s Carpet Care, 3436 Franette Road, Lansing, MI 48906, to strip, clean and seal the tile floors in all public areas of the Mason Courthouse for a not to exceed cost of $5,795.00.

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

FROM: Rick Terrill, Facilities Director

DATE: March 1, 2017

SUBJECT: A contract with Myers Plumbing & Heating to re-build the eight existing three way chilled water control valves on the Human Services Building Air Handling Unit

For the meeting agendas of: March 21 & March 22

BACKGROUND
The eight existing Air Handler Unit valves are over 30 years old and are leaking.

ALTERNATIVES
There are no alternatives for this project. Myers Plumbing and Heating submitted the lowest price to re-build the eight existing three way chilled water control valves.

FINANCIAL IMPACT
Both the Purchasing and Facilities Departments agree that a contract be awarded to Myers Plumbing & Heating who submitted the lowest responsive and responsible bid of $5,704.00

Funds are available in the 2017 CIP line item #631-23304-978000-7FC19.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with Myers Plumbing & Heating to re-build the eight existing three way chilled water control valves on the Human Services Building Air Handling Unit.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT TO REBUILD THREE-WAY CHILLED WATER CONTROL VALVES AT THE HUMAN SERVICES BUILDING

WHEREAS, the eight existing Air Handler Unit valves are over 30 years old and are leaking; and

WHEREAS, Myers Plumbing and Heating submitted the lowest price to re-build the eight existing three way chilled water control valves; and

WHEREAS, both the Purchasing and Facilities Departments agree that a contract be awarded to Myers Plumbing & Heating who submitted the lowest responsive and responsible bid of $5,704.00; and

WHEREAS, funds for this project are available in the 2017 CIP line item #631-23304-978000-7FC19.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Myers Plumbing & Heating, Inc., 16825 Industrial Parkway, Lansing, Michigan 48906, to re-build the eight existing three way chilled water control valves on the Human Services Building Air Handling Unit.

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 Committees

FROM: Rick Terrill, Facilities Director

DATE: March 7, 2017

SUBJECT: A contract with Myers Plumbing and Heating to replace the air compressor that serves the Human Services Buildings pneumatic controls

For the meeting agendas of: March 21 & March 22

BACKGROUND
The existing air compressor is 33 years old. It serves the buildings pneumatic controls which in turn operate the heating and cooling controls. It is worn beyond repair and need to be replaced.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
The Facilities Department is requesting that a contract be awarded to Myers Plumbing and Heating who submitted the lowest bid amount of $9,795.00, to replace the air compressor.

The Facilities Department is asking for a line item transfer of $3,295.00 from:

The 2017 approved CIP line item #631-23304-978000-7FC14, which has a remaining balance of $5,000.00 for the HSB air separator, into:

The 2017 approved CIP line item #631-23304-978000-7FC13, which has a balance of $6,500.00 for the HSB air compressor.

If approved, funds for this replacement will be available in the 2017 approved CIP line item #631-23304-978000-7FC13 which will have a balance of $9,795.00.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with Myers Plumbing and Heating to replace the air compressor that serves the Human Services Buildings pneumatic controls.
Agenda Item 4e

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT FOR REPLACEMENT OF AN AIR COMPRESSOR AT
THE HUMAN SERVICES BUILDING

WHEREAS, the existing air compressor is 33 years old; and

WHEREAS, it serves the buildings pneumatic controls which in turn operate the heating and cooling controls; and

WHEREAS, it is worn beyond repair and needs to be replaced; and

WHEREAS, the Facilities Department is requesting that a contract be awarded to Myers Plumbing and Heating who submitted the lowest bid amount of $9,795.00 to replace the air compressor; and

WHEREAS, the Facilities Department is asking for a line item transfer of $3,295.00 from the 2017 approved CIP line item #631-23304-978000-7FC14, which has a balance of $5,000.00 for the HSB air separator, into the 2017 approved CIP line item # 631-23304-978000-7FC13 which has a balance of $6,500.00 for the air compressor; and

WHEREAS, if approved, funds for this replacement are available in the 2017 approved CIP line item #631-23304-978000-7FC13 which will have a balance of $9,795.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Myers Plumbing & Heating, Inc., 16825 Industrial Parkway, Lansing, Michigan 48906, to replace the air compressor that serves the Human Services Buildings pneumatic controls for a not to exceed cost of $9,795.00.

BE IT FURTHER RESOLVED, the Facilities Department is asking for a line item transfer of $3,295.00 from the 2017 approved CIP line item #631-23304-978-7FC14 which has a balance of $5,000.00 for the HSB air separator into the 2017 approved CIP line item #631-23304-978000-7FC13 which has a balance of $6,500.00 for the air compressor, bringing the total available funds to $9,795.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee
FROM: Deb Fett, CIO
DATE: 3/06/2017
SUBJECT: Resolution Honoring Randy Neff

BACKGROUND
Randy Neff has been with the Ingham County Innovation and Technology Department since November, 1984. The entire department wishes to thank Randy for his years of service.

ALTERNATIVES
None.

FINANCIAL IMPACT
There is no financial impact.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO HONOR RANDY NEFF

WHEREAS, Randy Neff began his employment with the County in 1984 with what was then the Data Processing Department as a programmer of the mainframe system; and

WHEREAS, throughout his career Randy has been responsible for various projects including the County’s first park shelter reservation system, the first inmate tracking system within the jail, the implementation of CourtView, and the current Multi-Agency Jail Booking System; and

WHEREAS, Randy’s commitment to securing our access to LEIN data and ensuring compliance has been greatly appreciated by our many County departments and Ingham County; and

WHEREAS, during his career Randy was a source of history, knowledge, and calm for his fellow Innovation and Technology Department staff while being supportive with his reserved yet jovial manner.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby honors Randy Neff for his steadfastness in safeguarding critical data and extends its sincere appreciation for his contributions during his years of dedicated service to the Ingham County Innovation and Technology Department.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends to Randy its best wishes for continued success in all his future endeavors.
To: County Services and Finance Committees

From: Douglas A. Stover, Director
       Equalization/Tax Mapping

Date: March 7, 2017

Subject: 2017 Remonumentation Program

Attached are three resolutions.
The first resolution appoints the County Representative for the 2017 Remonumentation Program.
The second resolution authorizes entering into contracts with County Surveyors for the 2017 Remonumentation Program.

The third resolution appoints Peer Review Group members for the 2017 Remonumentation Program.
These resolutions are being submitted for the March 21, 2017, County Services Committee meeting and the March 22, 2017, Finance Committee meeting.
Agenda Item 6a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWATF A CONTRACT FOR MONUMENTATION AND REMONUMENTATION PROJECT REPRESENTATIVE

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, P.S., upon approval of the 2017 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2017 through December 31, 2017, at a cost not to exceed $10,500.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD CONTRACTS FOR REMONUMENTATION PROJECT SURVEYORS

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, six qualified surveying firms were selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2017; and

WHEREAS, it is the recommendation of the Evaluation Committee, with the concurrence of the Remonumentation Committee, that it is in the County’s best interest to authorize contracts with Autenrieth Land Surveys, Bumstead Land Surveys, Enger Surveying and Engineering, Geodetic Design, Inc., and Wolverine Engineering and Surveyors, Inc. for services as monumentation surveyors for 2017.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts for the services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be funded by survey and remonumentation grant funds authorized for 2017:

- Autenrieth Land Surveys: $6,600
- Bumstead Land Surveys: $13,100
- Enger Surveying and Engineering: $13,100
- Geodetic Design, Inc.: $13,100
- Wolverine Engineering and Surveyors, Inc.: $13,100

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group members be appointed by the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group Members for the 2017 Ingham County Remonumentation Project:

- Anthony Bumstead, 318 W. Lovett #3, Charlotte, MI 48813
- Jeffrey K. Autenrieth, P.O. Box 80678, Lansing, MI 48917
- David Clifford, P.O. Box 87, Mason, MI 48854
- Ronald Enger, P.O. Box 87, Mason, MI 48854
- Gilbert Barish, 2300 N. Grand River Avenue, Lansing, MI 48906
- David Van Denberghe, 2300 N. Grand River Avenue, Lansing, MI 48906
- Greg Vaughn, 312 North Street, Mason, MI 48854
- Brett Hollands, 312 North Street, Mason, MI 48854
- Mark Jakubix, 312 North Street, Mason, MI 48854

for terms expiring December 31, 2017.

BE IT FURTHER RESOLVED, upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Members, said contracts to be funded by survey and remonumentation grant funds authorized for 2017 at a cost not to exceed $600 per Peer Review Group Member.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
The Ingham County Road Department (ICRD) is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation (MDOT). MDOT uses biennial bridge inspection reports from all over the Michigan (state, county, city, and village) to compile a report that is submitted to the Federal Highway Administration (FHWA). Ultimately, the federal government uses the inspection data to guide decisions about federal transportation funding levels and program requirements.

In general, only structures that span 20 feet or more (measured abutment to abutment) are considered bridges. There are 67 structures that fit that description within the confines of ICRD jurisdiction.

Bridge inspections are a rigorous exercise that must follow National Bridge Inspection (NBI) and MDOT standards. ICRD only solicited proposals from MDOT pre-qualified consultants that have the required training and expertise. Even though all respondents are MDOT pre-qualified, qualification statements are solicited to expand upon the consultant’s pre-qualified status, inspection expertise, and the individual team member’s level of experience.

Due to the nature of the normal inspections and the fact that the initial inspection could lead to more detailed inspections and/or load analyses, the Request for Proposals was drafted as a unit price contract. The unit price format has served ICRD well for the last six inspection cycles, insures that we only pay for the services we need or want, and allows us to order additional work without having to negotiate fees after-the-fact.

The Purchasing Department advertised for biennial bridge inspection services and received five (5) proposals. The proposed fees, based on the mandated inspection costs only, were as follows:

- $16,190.00 Great Lakes Engineering Group, Inc.
- $20,990.00 Rowe Professional Services Company
- $31,320.00 Hubble, Roth & Clark, Inc.
- $45,325.00 The Mannik & Smith Group, Inc.

ICRD and Purchasing Department staff reviewed the proposals and agreed to recommend that Great Lakes Engineering Group, LLC, Lansing, Michigan, be retained to provide the requested bridge inspections.

Approval of the attached resolution is recommended.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PROFESSIONAL SERVICES CONTRACT FOR THE BIENNIAL BRIDGE INSPECTION PROGRAM

WHEREAS, the Ingham County Road Department is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation; and

WHEREAS, the Road Department bridge inspection data is incorporated into a report that is submitted to the Federal Highway Administration, which ultimately is used to guide decisions about federal transportation funding levels and program requirements; and

WHEREAS, initial inspections could lead to more detailed inspections and/or load analyses, therefore the Request for Proposals was drafted as a unit price contract; and

WHEREAS, the Ingham County Purchasing Department advertised for biennial bridge inspection services and received five (5) proposals. The proposed inspection fees, based on the mandated inspection costs only, were as follows:

- $16,190.00   Great Lakes Engineering Group, Inc.
- $20,990.00   Rowe Professional Services Company
- $31,320.00   Hubble, Roth & Clark, Inc.
- $45,325.00   The Mannik & Smith Group, Inc.

WHEREAS, the Road Department and Purchasing Department staff evaluated the submitted proposals and recommend that the Board of Commissioners authorize a professional services contract with Great Lakes Engineering Group, LLC, Lansing, Michigan.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Great Lakes Engineering Group, LLC, 521 Seymour Street, Lansing, Michigan, based on its unit price proposal dated February 24, 2017, for 2017 & 2018 biennial bridge inspection program and as-needed services.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.
The Ingham County Road Department (ICRD) received 2018 Local Bridge Program funding to perform bridge rehabilitation and preventative maintenance work on the Howell Road Bridge over Doan Creek, the Olds Road Bridge over Perry Creek, and the Olds Road Bridge over the Huntoon Lake Drain. These three projects will be packaged together as a single construction contract because of economy of scale and their need for similar work.

The Purchasing Department advertised for Michigan Department of Transportation (MDOT) pre-qualified design consultants to provide professional engineering services for the preventative maintenance projects. The proposed fees were as follows:

<table>
<thead>
<tr>
<th>Consultant</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Great Lakes Engineering Group, Inc.</td>
<td>$20,623.00</td>
</tr>
<tr>
<td>Hubble, Roth &amp; Clark, Inc.</td>
<td>$20,937.79</td>
</tr>
<tr>
<td>L.S. Engineering, Inc.</td>
<td>$32,280.00</td>
</tr>
<tr>
<td>DLZ Michigan, Inc.</td>
<td>$37,688.29</td>
</tr>
<tr>
<td>The Mannik &amp; Smith Group, Inc.</td>
<td>$51,196.00</td>
</tr>
</tbody>
</table>

ICRD and Purchasing Department staff reviewed the proposals and agreed to recommend that Great Lakes Engineering Group, LLC, Lansing, Michigan, be retained to provide the requested bridge preventative maintenance professional services.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A BRIDGE DESIGN PROFESSIONAL ENGINEERING SERVICES CONTRACT

WHEREAS, the Ingham County Road Department (ICRD) received 2018 Local Bridge Program funding to perform bridge rehabilitation and preventative maintenance work on the Howell Road Bridge over Doan Creek, the Olds Road Bridge over Perry Creek, and the Olds Road Bridge over the Huntoon Lake Drain; and

WHEREAS, Purchasing Department advertised for Michigan Department of Transportation (MDOT) pre-qualified design consultants to provide professional engineering services for the preventative maintenance projects. The proposed fees were as follows:

- $20,623.00  Great Lakes Engineering Group, Inc.
- $20,937.79  Hubble, Roth & Clark, Inc.
- $32,280.00  L.S. Engineering, Inc.
- $37,688.29  DLZ Michigan, Inc.
- $51,196.00  The Mannik & Smith Group, Inc.

WHEREAS, the Road Department and Purchasing Department staff evaluated the submitted proposals and recommend that the Board of Commissioners authorize a professional services contract with Great Lakes Engineering Group, LLC, Lansing, Michigan to provide the professional engineering services.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a professional services contract with Great Lakes Engineering Group, LLC, 521 Seymour Street, Lansing, Michigan, based on its 2018 Bridge Preventative Maintenance Project, Professional Services Proposal dated February 22, 2017, for the not to exceed fee of $20,623.00.

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

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: March 6, 2017

SUBJECT: ITB No.45-17: Hot Mix Asphalt (HMA) Mixtures with trucking services.

The Road Department annually purchases approximately 25,000 to 30,000 tons of various Hot Mix Asphalt (HMA) mixtures, with the option of Flowboy trucking furnished by the supplier, with a per hour rental rate, for placement by Road Department crews in various road maintenance operations and in the Local Road Program;

The Hot Mix Asphalt (HMA) shall meet or exceed the specifications from the HMA Production Manual, Marshall HMA mixture according to the “Special Provision for Marshall Hot Mix Asphalt Mixtures”, The 2012 MDOT Standard Specifications for Construction, Section 501, and the ITB packet #45-17, Section 8.

The purpose of this correspondence is to support the attached resolution to purchase 13A, 13A Top and 36A HMA for the scheduled 2017 HMA maintenance program and various other road maintenance agreements. The 3 different types of HMA are designed to meet the various needs for building and repairing county roads.

The Road Department’s adopted 2017 budget include in controllable expenditures and funds for this and other maintenance material purchases.

Bids for 13A, 13A top and 36A HMA were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #45-17, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase 13A, 13A top, 36A HMA on an as-needed, unit price per ton basis from;

1. Superior Asphalt with 13A @ $34 per ton, 13A Top @ $35.50 per ton, and 36A @ $37 per a ton. The provided flowboy trucking rental rate is $145.00 per an hour
2. Reith Riley with 13A @ $35.50 per ton, 13A Top @ $41.00 per ton, 36A @ $37.50 per ton. The provided flowboy trucking rental rate is $150.00 per an hour.
3. Michigan Paving & Materials with 13A @ $46.50 per a ton, 13A Top @ $52.00 per ton, and 36A @ $48.00 per ton. The provided flowboy trucking rental rate is $145.00 per an hour.

The decision to where the HMA will be purchased on any given operation will be based on Road Department staff’s judgment as to which supplier is most advantageous for the County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed $1,100,000; and

Therefore approval of the attached resolution is recommended to authorize purchase of the Road Department’s 2017 seasonal supply of HMA, with the option to hire flowboy trucking services.
Per your request, the Purchasing Department sought bids for the purpose of furnishing the 2017 season’s requirement of Hot Mix Asphalt (HMA) Mixtures No. 13A, 13A Top and No. 36A to the Ingham County Road Department. The County also sought bids for furnishing a flow boy, including driver, trucking services to the Road Department jobsites.

In accordance with Resolution #13–119, the Local Purchasing Preference Policy was not applied in this solicitation as it was 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 websites: Michigan Infrastructure and Transportation Association (MITA); Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises (MITADBE); County Road Association of Michigan; 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>Vendor invited to propose</td>
<td>12</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

The 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 ITB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Bituminous Mix 13A $/Unit</th>
<th>Bituminous Mix 13A Total</th>
<th>Plant Location</th>
<th>Bituminous Mix 13A TOP $/Unit</th>
<th>Bituminous Mix 13A TOP Total</th>
<th>Plant Location</th>
<th>Bituminous Mix 36A $/Unit</th>
<th>Bituminous Mix 36A Total</th>
<th>Plant Location</th>
<th>Total Bid Price</th>
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<tr>
<td>Superior Asphalt</td>
<td>$34.00</td>
<td>$510,000.00</td>
<td>Canal Rd, Lansing</td>
<td>$35.50</td>
<td>$177,500.00</td>
<td>Canal Rd, Lansing</td>
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<td>Superior Asphalt</td>
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<td>$145.00</td>
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<td>How far in advance does the flow boy need to be requested: 48</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Rieth-Riley Construction</td>
<td>$35.50</td>
<td>$532,500.00</td>
<td>Creyts Rd, Lansing/Kipp Rd, Mason</td>
<td>$41.00</td>
<td>$205,000.00</td>
<td>Creyts Rd, Lansing/Kipp Rd, Mason</td>
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<td>Rieth-Riley Construction</td>
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<td>MI Paving &amp; Mtls</td>
<td>$46.50</td>
<td>$697,500.00</td>
<td>Wood Rd, Lansing/Elm St, Jackson</td>
<td>$52.00</td>
<td>$260,000.00</td>
<td>Wood Rd, Lansing/Elm St, Jackson</td>
<td>$48.00</td>
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<td>MI Paving &amp; Mtls</td>
<td>Flow Boy &amp; Driver Trucking Rental Rate</td>
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<td>How far in advance does the flow boy need to be requested: 48</td>
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</tbody>
</table>

Rieth-Riley Construction

Superior Asphalt

MI Paving & Mtls

Flow Boy & Driver Trucking Rental Rate

How far in advance does the flow boy need to be requested: 48
WHEREAS, the Road Department annually purchases approximately 25,000 to 30,000 tons of various Hot Mix Asphalt (HMA) mixtures 13A, 13A, Top, 36A, with assistants by the supplier with furnished Flowboy trucking, for placement by Road Department crews in various road maintenance operations and in the Local Road Program; and

WHEREAS, the Road Department’s adopted 2017 budget includes incontrollable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, a blanket PO shall be processed with HMA purchases from the 3 vendors, based on availability of required material and location, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed $1,100,000; and

WHEREAS, bids for maintenance HMA asphalts and related Flowboy trucking by the asphalt suppliers were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #45-17, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase asphalt on an as-needed, unit price per ton basis from all 3 responding bidders; Superior Asphalt, Reith Riley, and Michigan Paving & Materials (pricing included on the bid tab portion of the attached summary) with Flowboy trucking provided when requested ICRD staff and to award bid and purchase on an as-needed, unit price per ton basis; and

WHEREAS, This decision will be based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of HMA with furnished Flowboys on an as-needed, unit price per ton and on an hour trucking rental rate basis from all three respondents to RFP #45-17, based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three above listed suppliers and purchase asphalt material as needed and budgeted.
MEMORANDUM

TO: County Services and Finance Committees
FROM: Tom Gamez, Director of Operations ICRD
DATE: March 6, 2017
SUBJECT: ITB No.46-17: HFRS-2M, HFRS-2, SS-1H, AE-90 and CM-300 Emulsions.

The Ingham County Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program in the following approximate estimated quantities and for the following purposes: SS-1H for asphalt pavement tack (bond coat) - 20,000 gallons, HFRS-2M for chip-sealing (sealer) - 600,000 gallons, HFRS-2 for chip-sealing (sealer) - as needed where HFRS-2M may not be necessary, AE-90 for spray-patching cracks and potholes - 10,000 gallons, CM-300 for on-site manufacturing of cold patch - 15,000 gallons, for various road maintenance operations and in the Local Road Program.

All Emulsions shall meet or exceed the specifications from the 2012 MDOT Standard Specifications for Construction, tables 904-4 and 904-6 Emulsified Asphalts, and the ITB packet #46-17, Section 8.

The purpose of this correspondence is to support the attached resolution to purchase HFRS-2M, HFRS-2, SS-1H, AE-90 and CM-300 Emulsions for the scheduled 2017 road maintenance program and various other road maintenance agreements. The 5 different types of Emulsions are designed to meet the various needs for building and repairing county roads.

The Road Department’s adopted 2017 budget include in controllable expenditures and funds for this and other maintenance material purchases.

Bids for HFRS-2M, HFRS-2, SS-1H, AE-90 and CM-300 Emulsions were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #46-17, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase HFRS-2M, HFRS-2, SS-1H, AE-90 and CM-300 Emulsions on an as-needed, unit price per basis from:

4. The Klink Group/Bit Mat., HFRS-2M @ $1.55 per a gallon, SS-1H @ $1.50 per a gallon, and AE-90 @ $1.50 per a gallon.
5. Asphalt Materials, CM-300 @ $3.15 per a gallon, and if needed HFRS-2 @ $1.45 per a gallon.

Emulsions are a blend of liquid asphalt, emulsifiers and water. These mixtures have been known to fail to meet specifications if not managed correctly and the Road Department has to perform several quality control inspections daily. In the event the awarded providers emulsions fail to meet the required specifications or are unable to provide material when needed. We have requested secondary providers be approved if needed, Asphalt Materials Inc. for HFRS-2M, Michigan Paving & Materials for SS-1H and AE-90 (AMS Seal SP).

The decision to where the Emulsions will be purchased on any given operation will be based on Road Department staff’s judgment as to which supplier is most advantageous for the County. With preference based on lowest qualifying bid unit price and a quantity not to exceed $1,000,000; and
Therefore approval of the attached resolution is recommended to authorize purchase of the Road Department’s 2017 seasonal supply of Emulsions.
Per your request, the Purchasing Department sought bids for the purchase of the 2017 seasonal requirements of emulsified asphalt for the Ingham County Road Department.

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

The Purchasing Department can confirm the following:

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<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>13</td>
<td>0</td>
</tr>
<tr>
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<td>3</td>
<td>0</td>
</tr>
</tbody>
</table>

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
<table>
<thead>
<tr>
<th>Vendor</th>
<th>Emulsified Asphalt Designation</th>
<th>Plant Pickup or Delivery to Job Site</th>
<th>Detention Rates for Unloading</th>
<th>Price per Gallon</th>
<th>Approx. # of Gallons</th>
<th>Approx. Total Cost</th>
<th>Plant or Refinery Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Klink Group/BIT-MAT</td>
<td>SS-1H</td>
<td>F.O.B. Plant Pickup</td>
<td>N/A</td>
<td>$1.50</td>
<td>20,000 (±) Gallons</td>
<td>$30,000.00</td>
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<tr>
<td></td>
<td>HFRS-2</td>
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<td>N/A</td>
<td>Bay City, MI</td>
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<td>HFRS-2M</td>
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<td>$1.55</td>
<td>600,000 (±) Gallons</td>
<td>$930,000.00</td>
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<td>AE-90</td>
<td>F.O.B. Plant Pickup</td>
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<td>10,000 (±) Gallons</td>
<td>$15,000.00</td>
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<td></td>
<td>CM-300</td>
<td>F.O.B. delivery to Metro Garage</td>
<td>N/A</td>
<td>No Bid</td>
<td>15,000 (±) Gallons</td>
<td>No Bid</td>
<td>No Bid</td>
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<td>Mi Paving &amp; Mtls</td>
<td>SS-1H</td>
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<td>AE-90 (AMS Seal SP)</td>
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<td>CM-300</td>
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<td>No Bid</td>
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<td>Asphalt Materials</td>
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<td>20,000 (±) Gallons</td>
<td>No Bid</td>
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<td>HFRS-2M</td>
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<td>$3.15</td>
<td>15,000 (±) Gallons</td>
<td>$47,250.00</td>
<td>Oregon OH</td>
</tr>
</tbody>
</table>
Resolutions

WHEREAS, the Ingham County Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program in the following approximate estimated quantities and for the following purposes: SS-1H for asphalt pavement tack (bond coat) - 20,000 gallons, HFRS-2M for chip-sealing (sealer) - 600,000 gallons, HFRS-2 for chip-sealing (sealer) - as needed where HFRS-2M may not be necessary, AE-90 for spray-patching - 10,000 gallons, CM-300 for on-site manufacturing of cold patch - 15,000 gallons; and

WHEREAS, the Road Department adopted 2017 budget includes incontrollable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, a blanket PO shall be processed with various emulsions purchases from 2 vendors, based on availability of required material and location, with preference based on lowest qualifying bid unit price and a quantity not to exceed $1,000,000; and

WHEREAS, bids for the various types of asphalt emulsions were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #46-17, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and to purchase the HFRS-2M, SS-1H and AE-90 asphalt emulsions on an as-needed, unit price basis from The Klink Group/Bit Mat based on their lowest qualified bid; and

WHEREAS, bids for the various types of asphalt emulsions were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #46-17, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and to purchase HFRS-2 (if needed) and CM-300 asphalt emulsions on an as-needed, delivered, unit price basis from Asphalt Materials Inc.; and

WHEREAS, to award as a secondary provider for HFRS-2M and AE-90 to Asphalt Materials Inc., SS-1H to Michigan Paving & Materials in the event the awarded providers emulsions fail to meet the required specifications or are unable to provide material when needed.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of the various types of asphalt emulsions on an as-needed, unit price basis from The Klink Group/Bit Mat. and Asphalt Materials based on their lowest qualified bid and/or availability of specified material for the selected various types of asphalt emulsions.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders accordingly with The Klink Group/Bit Mat and Asphalt Materials Inc., then if required for a reserve supplier Asphalt Materials and Michigan Paving & Materials for purchase asphalt emulsions as needed and budgeted.
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE ROAD DEPARTMENT PERMITS

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 March 7, 2017 as submitted.
# INGHAM COUNTY ROAD DEPARTMENT

## 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>
</tr>
</thead>
<tbody>
<tr>
<td>2017-083</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>TACOMA BLVD &amp; YUMA TR</td>
<td>MERIDIAN</td>
<td>27</td>
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<tr>
<td>2017-088</td>
<td>COMCAST</td>
<td>CABLE / UG</td>
<td>LAUREATE DR &amp; LOTT AVE</td>
<td>DELHI</td>
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<td>2017-089</td>
<td>TIMOTHY ADLEMAN</td>
<td>LAND DIVISION</td>
<td>NIMS RD &amp; MERIDIAN RD</td>
<td>BUNKER HILL</td>
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<td>2017-090</td>
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<td>2017-094</td>
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<td>CABLE / UG</td>
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<td>GAS</td>
<td>HULETT RD &amp; LOON LN</td>
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<td>2017-098</td>
<td>US ENVIRONMENTAL / HMC</td>
<td>MISCELLANEOUS</td>
<td>JOLLY OAK RD &amp; JOLLY RD</td>
<td>MERIDIAN</td>
<td>33</td>
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</tbody>
</table>

**MANAGING DIRECTOR:** ______________________________
Memorandum

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

From:  Sandra Dargatz, Executive Director, Ingham County Fair

Date:  March 7, 2017

RE:  Resolution Authorizing Entering Into A Contract with American Stalls LLC for the Purchase of One Hundred Twenty-Eight Collapsible Horse Stalls at the Ingham County Fairgrounds

The four existing horse barns on the south end of the fairgrounds have reaching the end of their useful life and are being replaced with new pole barn kits prior to the start of the 2017 horse show season. The installation of new stalls that collapse against the side-walls of the pole barns allows for usage for the parking of winter storage vehicles which creates off season revenue

After careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to American Stalls LLC who submitted the lowest responsible bid in the amount not to exceed $92,220.00, for the purchase of one hundred twenty-eight collapsible 10’ x 9’ horse stalls for the four new pole barns at the Ingham County Fairgrounds.

The funds for this are available in the reserved hotel/motel CIP account number 56176900-976000 for $341,465.00.

I respectfully recommend approval of the attached resolution to support the purchase of one hundred twenty-eight collapsible stalls for the four new pole barns at the Ingham County Fairgrounds.

Sincerely,

Sandra Dargatz  
Executive Director, Ingham County Fair  
(517) 676-2857
Per your request, the Purchasing Department sought bids for the purchase and delivery of one-hundred and twenty-eight (128) new portable horse stalls.

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>9</td>
<td>0</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>0</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 Cost 128 New 10' Canvas Stall Fronts</th>
<th>Total Cost 128 new 9' Portable Vented Poly Stall Panels</th>
<th>Total Cost</th>
<th>Down Pmt (%)</th>
<th>Guarantee</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNSET VALLEY METALCRAFT LLC</td>
<td>No, Pennsylvania</td>
<td>(ALTERNATE) 3/4&quot; Plywood $37,696.00</td>
<td>(ALTERNATE) Plywood $46,880.00</td>
<td>$104,576.00</td>
<td>10%</td>
<td>1 Year Limited</td>
</tr>
<tr>
<td>AMERICAN STALLS LLC</td>
<td>No, Virginia</td>
<td>$51,960.00</td>
<td>$40,260.00</td>
<td>$92,220.00</td>
<td>50%</td>
<td>5 Year Limited</td>
</tr>
</tbody>
</table>

No Bid

WW Manufacturing, Thomas, OK; appreciates the opportunity to bid your project, although we will not be submitting a bid for the following reasons: 1. We have not done any stalls with the canvas panels with the foam inserts that you asked for. We do a HDPE plastic instead. 2. We don’t have a crew to do the set up, we supply the product to the jobsite and can supply a supervisor if needed, but don’t supply set up crews. 3. We don’t feel at this time the delivery deadline is attainable for us.

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

This Memorandum is to be included with your memo and resolution submission to the “Resolutions group” as acknowledgement of the Purchasing Department’s participation in the proposal purchasing process. If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Agenda Item 8

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE PURCHASE OF COLLAPSIBLE HORSE STALLS**

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

WHEREAS, said horse barns are being replaced with new pole barn kits prior to the start of the 2017 horse show season; and

WHEREAS, the installation of new stalls that collapse against the side-walls of the pole barns allows for usage for the parking of winter storage vehicles; and

WHEREAS, the usage of the horse barns during the winter months for RV/vehicle storage creates off season revenue; and

WHEREAS, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to American Stalls LLC who submitted the lowest responsible bid in the amount not to exceed $92,220.00, for the purchase of one hundred twenty-eight collapsible 10’ x 9’ horse stalls for the four new pole barns at the Ingham County Fairgrounds; and

WHEREAS, the funds for this are available in the reserved hotel/motel CIP account number 56176900-976000 for $341,465.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to American Stalls LLC, at 2971 Trousseau Lane, Oakton, VA 22124 for the purchase of one hundred twenty-eight collapsible 10’ x 9’ horse stalls at Ingham County Fairgrounds, for a total cost not to exceed $92,220.00.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
TO:        Potter Park Zoo Advisory Board
FROM:     Cynthia Wagner
DATE:     3-8-17
SUBJECT:  Rhino Transport
For the meeting agenda of 3-21-17

BACKGROUND
Potter Park Zoo is an Association of Zoos and Aquariums (AZA) accredited facility. As a requirement of accreditation, Potter Park Zoo must participate in Species Survival Plans (SSP). Currently, Potter Park Zoo participates in over 40 SSP programs including the black rhino. In the black rhino SSP 2016 breeding and transfer plan, the SSP coordinator along with Population Management Center, has recommended a male black rhino to be transferred from Caldwell Zoo in Tyler, Texas to Potter Park Zoo to breed with our female black rhino.

Black rhinos are extremely endangered due to daily poaching with only 5,000 left in the wild. It is imperative this species continues to be bred in zoos and maintain as much genetic diversity as possible.

Transport of a black rhino is a very skilled trade and takes a tremendous amount of coordination. Potter Park Zoo borrowed a crate from Cleveland Metro Park Zoo and had it shipped to Caldwell Zoo. The three quotes we have acquired for the shipment of the rhino are from Safari Enterprises, International Animal Exchange (IAE), and Planned Migration. Planned Migration is the most expensive of the three quotes, however, Planned Migration offers a superior service.

Previous transport experiences with IAE have been difficult and we have not been satisfied with the experience. Safari Enterprises does not offer a temperature controlled truck to transport the rhino. Planned Migration offers the ability to maintain a 2.5 degree differential for the duration of the transport. This is extremely important with the fluctuating climate from Texas to Michigan. The owner and operator, Chris Danhauer, of Planned Migration has 18 years’ experience in large mammal transport and has transported over 20 rhinos and elephants in the last three years alone.

ALTERNATIVES
There are other transporters such as the companies we acquired quotes from, however, the Potter Park Zoo Veterinarian, General Curator, and Director would not feel as confident in the quality of the animal’s care and success of the transport using an alternate company.

FINANCIAL IMPACT
Planned Migration has provided a quote of $8,784 for the delivery of the male rhino at Caldwell Zoo to Potter Park Zoo. This rhino transport cost was included in the budget adjustment resolution, #17-030 and will be charged to Zoo account #258-69200-700001-31000.

OTHER CONSIDERATIONS
Chris Danhauer was the transporter for our current female black rhino and we were highly impressed with his professionalism, quality animal care, and service. We have also utilized his services for other hoof stock species at Potter Park Zoo such as the highly endangered Scimitar Horned Oryx.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to approve the transport of a male black rhino from Caldwell Zoo to Potter Park Zoo utilizing the services of Planned Migration.
Hi Chris,

On Mar 2, 2017, at 9:37 AM, pecetal Sarah escribiendo wrote:

Chris,

I believe how much better they look when they off load, please don’t hesitate to call if you have any questions.

Even if the insurance is not placed on the shipment please try and get the standing instruction to turn the shipments around from a hose. You wouldn’t believe how much better they look when they off load, please don’t hesitate to call if you have any questions.

Thanks for the call; as we discussed I can provide temporary controlled air if needed. We would like to load the morning of April 2nd and deliver the morning of the 6th, the cost of transportation would be $578.40 due upon delivery.

HI Sarah,

Subject: Re: Rhino Shipment for Potter Park

From: pecetal Sarah

Thursday, March 02, 2017 1:49 PM

The inside dimensions (living space) are: 105” L x 73” H x 51” W

The outside dimensions are: 131” L x 86” H x 57” W

There are solid doors that cover the front; they are just not pictured.

Attached are some images of the crate we are using. There are solid doors that cover the front; they are just not pictured.

Caldwell’s loading ramps will be okay for Rhinos.

Weekend delivery is difficult for us to manage. If we need to creep into May we can. I would just want to check with Scotty at soon. The window that you have open in late March/Early April might work – because we need to rent a crane for unloading a sometime.

It was great talking with you today. We are looking to move a male black rhino from Caldwell Zoo to Potter Park sometime.

Sara

General Curator, Potter Park Zoo

please let me know if you need any more information.

1301 S Pennsylvania Ave

Sara P. Pechtel

12-9-16
Thank you.

You the cost for transporting one black rhino from Tyrell Farms to the Potter Park Zoo would be $7875.00.

Sarah

Rhinoceros shipment
Pecchel, Sarah

Subject: To: Sent: From:
Monday, March 06, 2017 8:07 PM
Larry Johnson <sjohnson@sacbrands.com>
Best Regards,

Holly

Please let us know some dates that will work for you and we will start planning.

We are budgeting 3 hours for the loading and 3 hours for the unloading at Tyler and Potter Park. Additional hours will be billed at $60 per hour for each of our drivers.

This is an exclusive move, your animal will be the only animal in the Climate Controlled trailer's foot traffic, with our experienced staff caring for the animal.

The budget is $4,000 plus fuel surcharge, which is at 25% now, if hasn't changed much in the last few months, so that is a good number.

We can work around the weekends. Take a look at your calendar and let us know when you think it may work. We will have to have some flexibility for scheduling purposes, but it will be mutually agreed upon date.

Holly

Saral

Subject: To:

From: Holly@info@inmotionmovers.com

Phone: 312.248.91

Tuesdays, March 02, 2017 12:48 PM

Please forward this email to:

Saral
WHEREAS, the Potter Park Zoo is a member of the Association of Zoos and Aquariums (AZA); and

WHEREAS, the Potter Park Zoo participates in over 40 Species Survival Plans (SSP) including the black rhino; and

WHEREAS, the Potter Park Zoo currently houses a female black rhino and is recommend by the black rhino SSP to receive a male from Caldwell Zoo in Tyler, Texas to breed with Potter Park Zoo’s female; and

WHEREAS, black rhinos weigh 2,500-3,500 pounds requiring a unique set of transporter skills and to ensure quality animal health shipping in a temperature controlled vehicle is highly recommended; and

WHEREAS, there are limited animal transport drivers trusted among AZA facilities; and

WHEREAS, the Potter Park has acquired quotes from three animal transport companies recommended by other AZA facilities including Chris Danhauer of Planned Migration for the amount of $8,784; and

WHEREAS, Chris Danhauer has 18 years’ experience transporting large hoof stock for accredited zoos; and

WHEREAS, Chris Danhauer successfully transported Potter Park Zoo’s current female black rhino from Sedgwick County Zoo, Wichita, Kansas in 2011; and

WHEREAS, the Director, General Curator and Veterinarian of Potter Park Zoo agree and strongly believe Chris Danhauer is the best large mammal transporter for this rhino shipment; and

WHEREAS, the cost of the rhino transport was included in the budget adjustments approved in Resolution #17-030 and will be charged to Zoo account #258-69200-700001-31000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the transport of a male black rhino from Caldwell Zoo to Potter Park Zoo by Planned Migration.
TO: Board of Commissioners County Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: March 3, 2017

SUBJECT: Burchfield Park Passport Grant Acceptance

For the meeting agenda of 3/21/17 County Services and 3/22/17 Finance

BACKGROUND
Board of Commissioners Resolution #16-099 authorized the submission of a Michigan Recreation Passport Grant for facility development and improvements that include: removal of an old shelter and installation of new ADA shelter, installation of ADA parking improvements and ADA accessible pathway, and a new ADA accessible restroom facility and ADA drinking fountain at Burchfield County Park.

The Michigan Department of Natural Resources recommended this project for funding. This resolution authorizes the acceptance of the project agreement for the Michigan Department of Natural Resources Recreation Passport Grant Program.

ALTERNATIVES
The Parks Department has identified a need for developing and improving facilities at Burchfield County Park with universal accessibility in mind. Currently, the site has a wooden shelter which, due to age and condition, is in need of replacement. The site currently has two rented port-a-jon units, which would be replaced with an accessible restroom building. A narrow concrete walkway and gravel parking area would be replaced with a wider, accessible walkway, drinking fountain and paved parking spots for ADA accessibility. If acceptance of the grant is authorized, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience.

FINANCIAL IMPACT
The grant award is in the amount of $45,000 ($32% of the project costs), matched with $20,000 in CIP funds and $94,500 in Trails and Parks Millage funds for a total project amount of $159,500.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution with the passage of a resolution at their February 27, 2017 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Introduce by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ACCEPTANCE OF A MICHIGAN RECREATION PASSPORT GRANT PROJECT AGREEMENT

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the amount of $45,000 for the grant application titled Overlook Shelter Accessibility Improvements to the Recreation Passport Program for facility development and improvements that include: removal of an old shelter and installation of new ADA shelter, installation of ADA parking improvements and ADA accessible pathway, and a new ADA accessible restroom facility and ADA drinking fountain at Burchfield County Park, located in Delhi Township; and

WHEREAS, the required matching funds of $114,500 will come from previously appropriated County funds reserved for this purpose in Resolution #16-099.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, approves entering into a Project Agreement to accept the $45,000 Michigan Recreation Passport Grant for facility improvements and development that include: removal of old and installation of new accessible shelter, installation of accessible ADA parking improvements and accessible pathway, and a new accessible restroom facility at Burchfield County Park from the Michigan Department of Natural Resources.

BE IF FURTHER IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide one hundred fourteen thousand five hundred ($114,500) dollars to match the grant authorized by the DEPARTMENT.

2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.

3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.

4. To regulate the use of the facility constructed and reserved under this agreement to assure the use thereof by the public on equal and reasonable terms.

5. To comply with any and all terms of said agreement including all terms not specifically set forth in the foregoing portions of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.
BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 3, 2017
SUBJECT: Authorization to Apply for a Grant for Burchfield County Park

For the meeting agenda of 3/21/17 County Services and 3/22/17 Finance

BACKGROUND
The Parks Department has identified a need for park and accessibility improvements at Burchfield County Park. Attached is the scope of work and preliminary cost estimates.

A public meeting was held on February 21, 2017 to allow citizens the opportunity to provide input for the proposed project.

If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience.

ALTERNATIVES
The Parks Department is seeking input and approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT
The Parks Department is requesting the Ingham County Board of Commissioners authorize the use of $32,000 of capital improvement funds, $175,700 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match in the total amount of $210,200 for a Michigan Natural Resources Passport Grant for $75,000 for a total $285,200 project cost.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution with the passage of a resolution at their February 27, 2017 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
PRELIMINARY ESTIMATE OF COST
BURCHFIELD PARK - ACCESSIBILITY IMPROVEMENTS
INGHAM COUNTY, MI

Winter Sports Building Area $112,700.00
South Ridge Area $20,300.00
Woodsong Area $102,000.00
Deer Run Area $40,200.00

GRAND TOTAL FOR ALL AREAS $275,200.00

Non-Grant Funded Expenses
Topographical Survey $10,000.00

GRAND TOTAL FOR ENTIRE PROJECT $285,200.00

<table>
<thead>
<tr>
<th>County’s All-In Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>TOTAL - Local Match &amp; Survey $210,200</td>
</tr>
<tr>
<td>Topographical Survey $10,000</td>
</tr>
<tr>
<td>Local Match for Grant Application $200,200</td>
</tr>
<tr>
<td>DNR Recreation Passport Grant Amt. $75,000</td>
</tr>
<tr>
<td>Additional points given in DNR scoring NA</td>
</tr>
</tbody>
</table>

** DNR Recreation Passport grant does not give additional points for higher percentage of local match.

Local Match / Funding Sources:

Ingham County CIP: $32,000
Friends of I.C.P.: $2,500
Millage Reserve: $175,700

County’s All-In Cost: $210,200

DNR Recreation Passport Grant: $75,000

Total Project Cost: $285,200
# PRELIMINARY ESTIMATE OF COST

## BURCHFIELD PARK - ACCESSIBILITY IMPROVEMENTS

### INGHAM COUNTY, MICHIGAN

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WINTER SPORTS BUILDING AREA</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Permits</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>2.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Soil Erosion Sedimentation Control</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>3.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Preparation/Excavation/Rough Grading</td>
<td>$11,185.00</td>
<td>$11,185.00</td>
</tr>
<tr>
<td>4.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Entrance Drive, Install Recycled Cold Millings w/ Geo-Fabric</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>5.</td>
<td>35</td>
<td>Ton</td>
<td>ADA Parking Spaces (4), 3.5&quot; HMA</td>
<td>$120.00</td>
<td>$4,200.00</td>
</tr>
<tr>
<td>6.</td>
<td>140</td>
<td>S.Y.</td>
<td>8&quot; Crushed Limestone Base, 22A, C.I.P. (Parking)</td>
<td>$9.00</td>
<td>$1,260.00</td>
</tr>
<tr>
<td>7.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Signage &amp; Striping</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>8.</td>
<td>150</td>
<td>L.F.</td>
<td>Path Rough Grading</td>
<td>$13.00</td>
<td>$1,950.00</td>
</tr>
<tr>
<td>9.</td>
<td>130</td>
<td>S.Y.</td>
<td>4&quot; Crushed Limestone Base, 22A, C.I.P. (Path)</td>
<td>$9.00</td>
<td>$1,170.00</td>
</tr>
<tr>
<td>10.</td>
<td>1,960</td>
<td>S.F.</td>
<td>Concrete Path, 6’ Wide, 4” thick (incorporates access from parking to building, interpretive signs and picnic table pads)</td>
<td>$6.00</td>
<td>$11,760.00</td>
</tr>
<tr>
<td>11.</td>
<td>1</td>
<td>Each</td>
<td>Recycled Plastic Picnic Table</td>
<td>$3,500.00</td>
<td>$3,500.00</td>
</tr>
</tbody>
</table>

### RESTROOM - ADA IMPROVEMENTS (Items 12-16)

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Remove / Install New ADA and Standard Partitions</td>
<td>$18,375.00</td>
<td>$18,375.00</td>
</tr>
<tr>
<td>13.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Remove / Install New Faucet &amp; under sink Knee Protection</td>
<td>$1,800.00</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>14.</td>
<td>1</td>
<td>Lump Sum</td>
<td>New accessories in ADA stall (grab bars, toilet paper holder)</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>15.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Remove toilet/urinal and stub water / sewer lines</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>16.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Relocate flush handle for toilet</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>17.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Landscaping (Rain Garden)</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>18.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Restoration &amp; Cleanup</td>
<td>$1,400.00</td>
<td>$1,400.00</td>
</tr>
<tr>
<td>19.</td>
<td>1</td>
<td>Each</td>
<td>DNR Recognition Plaque</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>20.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Construction Staking &amp; Material Testing</td>
<td>Allowance</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

**SUBTOTAL** | **$89,100.00**

Contingency | **$8,900.00**

Engineering (15%) | **$14,700.00**

**TOTAL PRELIMINARY ESTIMATE OF COST** | **$112,700.00**
### PRELIMINARY ESTIMATE OF COST

**BURCHFIELD PARK - ACCESSIBILITY IMPROVEMENTS**  
**INGHAM COUNTY, MICHIGAN**

<table>
<thead>
<tr>
<th>Item No.</th>
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<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Lump Sum</td>
<td>Permits</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Lump Sum</td>
<td>Soil Erosion and Sedimentation Control</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>3</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Preparation/Excavation/Rough Grading</td>
<td>$2,880.00</td>
<td>$2,880.00</td>
</tr>
<tr>
<td>4</td>
<td>90</td>
<td>L.F.</td>
<td>Path Rough Grading</td>
<td>$13.00</td>
<td>$1,170.00</td>
</tr>
<tr>
<td>5</td>
<td>40</td>
<td>S.Y.</td>
<td>4&quot; Crushed Limestone Base, 22A, C.I.P. (Path)</td>
<td>$9.00</td>
<td>$360.00</td>
</tr>
<tr>
<td>6</td>
<td>370</td>
<td>S.F.</td>
<td>Concrete Path, 4' Wide, 4&quot; thick</td>
<td>$6.00</td>
<td>$2,220.00</td>
</tr>
<tr>
<td>7</td>
<td>20</td>
<td>Ton</td>
<td>ADA Parking Spaces (2), 3.5&quot; HMA</td>
<td>$120.00</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>8</td>
<td>60</td>
<td>S.Y.</td>
<td>8&quot; Crushed Limestone Base, 22A, C.I.P. (Parking)</td>
<td>$9.00</td>
<td>$540.00</td>
</tr>
<tr>
<td>9</td>
<td>1</td>
<td>Lump Sum</td>
<td>Signage &amp; Striping</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>10</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Restoration &amp; Cleanup</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>11</td>
<td>1</td>
<td>Each</td>
<td>DNR Recognition Plaque</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>12</td>
<td>1</td>
<td>Lump Sum</td>
<td>Construction Staking &amp; Material Testing</td>
<td>Allowance</td>
<td>$1,500.00</td>
</tr>
</tbody>
</table>

**SUBTOTAL** $16,070.00  
**Contingency** $1,630.00  
**Engineering (15%)** $2,600.00

**TOTAL PRELIMINARY ESTIMATE OF COST** $20,300.00
# Preliminary Estimate of Cost

**Burchfield Park - Accessibility Improvements**

**Ingham County, Michigan**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOODSONG AREA</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Permits</td>
<td></td>
<td>$1,200.00</td>
</tr>
<tr>
<td>2.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Soil Erosion and Sedimentation Control</td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td>3.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Preparation/Excavation/Rough Grading</td>
<td></td>
<td>$15,360.00</td>
</tr>
<tr>
<td>4.</td>
<td>240</td>
<td>L.F.</td>
<td>Path Rough Grading</td>
<td></td>
<td>$13.00</td>
</tr>
<tr>
<td>5.</td>
<td>300</td>
<td>S.Y.</td>
<td>4” Crushed Limestone Base, 22A, C.I.P. (Path)</td>
<td></td>
<td>$9.00</td>
</tr>
<tr>
<td>6.</td>
<td>2,500</td>
<td>S.F.</td>
<td>Concrete Path, 6’ Wide, 4” thick (includes access walk from parking, area around fire pit and new concrete at restroom)</td>
<td></td>
<td>$6.00</td>
</tr>
<tr>
<td>7.</td>
<td>70</td>
<td>Ton</td>
<td>ADA Parking Spaces (9), 3.5” HMA</td>
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<td>$120.00</td>
</tr>
<tr>
<td>8.</td>
<td>290</td>
<td>S.Y.</td>
<td>8” Crushed Limestone Base, 22A, C.I.P. (Parking)</td>
<td></td>
<td>$9.00</td>
</tr>
<tr>
<td>9.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Signage &amp; Striping</td>
<td></td>
<td>$1,500.00</td>
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<tr>
<td>RESTROOM - ADA IMPROVEMENTS (Items 10-12)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Remove Outside Screen Walls and Concrete Pad</td>
<td></td>
<td>$2,625.00</td>
</tr>
<tr>
<td>11.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Remove / Install New ADA and Standard Partitions</td>
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<td>$18,375.00</td>
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<tr>
<td>12.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Remove / Install New Faucet &amp; under sink Knee Protection</td>
<td></td>
<td>$1,800.00</td>
</tr>
<tr>
<td>13.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Restoration &amp; Cleanup</td>
<td></td>
<td>$3,000.00</td>
</tr>
<tr>
<td>14.</td>
<td>1</td>
<td>Each</td>
<td>DNR Recognition Plaque</td>
<td></td>
<td>$300.00</td>
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<tr>
<td>15.</td>
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<td>Lump Sum</td>
<td>Construction Staking &amp; Material Testing</td>
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<td>Allowance</td>
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</tbody>
</table>

**Subtotal** $80,590.00

**Contingency** $8,110.00

**Engineering (15%)** $13,300.00

**Total Preliminary Estimate of Cost** $102,000.00

2/18/2017
## PRELIMINARY ESTIMATE OF COST

**BURCHFIELD PARK - ACCESSIBILITY IMPROVEMENTS**  
**INGHAM COUNTY, MICHIGAN**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DEER RUN AREA</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Permits</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>2.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Soil Erosion and Sedimentation Control</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>3.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Preparation/Excavation/Rough Grading</td>
<td>$5.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>4.</td>
<td>540</td>
<td>Each</td>
<td>Remove Ex. Conc. Sidewalk</td>
<td>$4.00</td>
<td>$2,160.00</td>
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<tr>
<td>5.</td>
<td>80</td>
<td>L.F.</td>
<td>Path Rough Grading</td>
<td>$13.00</td>
<td>$1,040.00</td>
</tr>
<tr>
<td>6.</td>
<td>50</td>
<td>S.Y.</td>
<td>4&quot; Crushed Limestone Base, 22A, C.I.P. (Path)</td>
<td>$9.00</td>
<td>$450.00</td>
</tr>
</tbody>
</table>
| 7. | 3,120 | S.F. | Concrete Path, 6' Wide, 4" thick  
(includes a re-design of the walk from the parking to the  
pond area and a new path from the parking to the restrooms) | $6.00 | $18,720.00 |
| 8. | 20 | Ton | ADA Parking Spaces (2), 3.5" HMA | $120.00 | $2,400.00 |
| 9. | 60 | S.Y. | 8" Crushed Limestone Base, 22A, C.I.P. (Parking) | $9.00 | $540.00 |
| 10. | 1 | Lump Sum | Signage & Striping | $1,500.00 | $1,500.00 |
| 11. | 1 | Lump Sum | Site Restoration & Cleanup | $1,000.00 | $1,000.00 |
| 12. | 1 | Each | DNR Recognition Plaque | $300.00 | $300.00 |
| 13. | 1 | Lump Sum | Construction Staking & Material Testing | Allowance | $1,500.00 |

**SUBTOTAL** $31,815.00  
**Contingency** $3,185.00  
**Engineering (15%)** $5,200.00

**TOTAL PRELIMINARY ESTIMATE OF COST** $40,200.00
BURCHFIELD PARK
PROJECT SUMMARY
2017 DNR GRANT

The proposed project includes ADA (Americans with Disabilities Act) improvements at Burchfield Park. This will include:

WINTER SPORTS BUILDING AREA
- A new 6' wide path from the center to the new ADA parking will be installed. This area will also include the interpretive sign panels and a new picnic table pad with new recycled table.
- Four paved ADA accessible parking spaces.
- Some areas of the existing gravel drives will be redone.
- Landscaping to include a rain garden near the center.
- Restroom renovations will include:
  - New partitions (recycled plastic).
  - New faucets.
  - New knee protection under the sink.
  - Removal of one toilet/urinal, stubbing the water/sewer lines.
  - Relocating the flush handle.

SOUTH RIDGE SHELTER AREA
- A widened path (from 4’ to 8’ wide) from the parking area to the pavilion.
- Two paved ADA accessible parking spaces.

WOODSONG SHELTER AREA
- A 6’ wide path with a more direct route from the parking area to the pavilion.
- A concrete paved area around the existing fire pit.
- Replace the concrete
- Two paved accessible parking spaces at the Woodsong Shelter, two at the North Bluff Shelter walkway and five near the beach.
- Restroom renovations will include:
  - Removal of the privacy screens at the restroom entrances.
  - Removal and replacement of the concrete at the entrances.
  - New partitions (recycled plastic).
  - New faucets.
  - New knee protection under the sink.

DEER RUN SHELTER AREA
- A new 6’ wide path from the parking area to the pavilion. This will include relocation of the walkway to eliminate a drainage/soil erosion issue with the gravel parking area.
- A new 6’ wide path to connect the shelter and parking to the restrooms.
- Two paved ADA accessible parking spaces.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE APPLICATION FOR A RECREATION PASSPORT PROGRAM GRANT

WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Recreation Passport Program for park and accessibility improvements at Burchfield County Park; and

WHEREAS, the proposed application is supported by the Community’s 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this year’s grant cycle through April 1, 2017; and

WHEREAS, a public meeting was held on February 21, 2017 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the Ingham County Parks Department currently has $32,000 budgeted in Capital Improvement fund for this project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of $210,200 which include $32,000 in capital improvement funds, $175,700 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Recreation Passport Grant Application for $285,200 for park and accessibility improvements at Burchfield County Park.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes $32,000 of capital improvement funds, $175,700 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match in the total amount of $210,200 for a total $285,200 project cost.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 3, 2017
SUBJECT: Authorization to Apply for a Grant for Lake Lansing Park North
For the meeting agenda of 3/21/17 County Services and 3/22/17 Finance

BACKGROUND
The Parks Department has identified a need for park and accessibility and roadway improvements at Lake Lansing Park North. Attached is the scope of work and preliminary cost estimates.

A public meeting was held on February 27, 2017 to allow citizens the opportunity to provide input for the proposed project.

If funded, this project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility to site amenities and enhance the user experience.

ALTERNATIVES
The Parks Department is seeking approval to move forward with grant application to secure additional funding for this project.

FINANCIAL IMPACT
The Parks Department is requesting the Ingham County Board of Commissioners authorizes the use of $32,000 of capital improvement funds, $80,400 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match in the total amount of $114,900 for a Michigan Natural Resources Trust Fund Grant for $244,800 for a total $359,700 project cost.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution with the passage of a resolution at their February 27, 2017 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.


## Preliminary Estimate of Cost

**Lake Lansing Park North - Accessibility Improvements**

**Ingham County, MI**

### Oak Knoll Shelter Area
- $83,600.00

### Sandhill Shelter Area
- $141,000.00

### Main Shelter Area
- $125,100.00

### Grand Total for All Areas
- $349,700.00

### Non-Grant Funded Expenses

| Topographical Survey | $10,000.00 |

### Grand Total for Entire Project
- $359,700.00

### County's All-In Cost Table

<table>
<thead>
<tr>
<th>Percent Match</th>
<th>TOTAL &amp; Local Match</th>
<th>Topographical Survey</th>
<th>Local Match for Grant Application</th>
<th>DNR Trust Fund Grant Amount</th>
<th>Additional points given in DNR scoring**</th>
</tr>
</thead>
<tbody>
<tr>
<td>25%</td>
<td>$97,500</td>
<td></td>
<td>$87,500</td>
<td>$262,200</td>
<td>0</td>
</tr>
<tr>
<td>26%</td>
<td>$101,000</td>
<td></td>
<td>$91,000</td>
<td>$440,700</td>
<td>5</td>
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<tr>
<td>30%</td>
<td>$114,900</td>
<td>$10,000</td>
<td>$104,900</td>
<td>$244,800</td>
<td>10</td>
</tr>
<tr>
<td>40%</td>
<td>$149,900</td>
<td></td>
<td>$139,900</td>
<td>$209,800</td>
<td>20</td>
</tr>
<tr>
<td>50%</td>
<td>$184,900</td>
<td></td>
<td>$174,900</td>
<td>$174,800</td>
<td>30</td>
</tr>
</tbody>
</table>

**Ingham County’s Median Household Income is $45,679 (2010 US Census) which is in the middle 1/3rd.**

---

### Recommended Percent Match

**Local Match / Funding Sources:**

- **Ingham County CIP:** $32,000
- **Friends of I.C.P.:** $2,500
- **Millage Reserve:** $80,400

- **County's All-In Cost:** $114,900

- **DNR Trust Fund Grant:** $244,800

- **Total Project Cost:** $359,700

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Page 1 of 4

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**Spicer Group**
# Preliminary Estimate of Cost

**Lake Lansing Park North - Accessibility Improvements**

**Ingham County, Michigan**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Permits</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>2.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Soil Erosion and Sedimentation Control</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>3.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Preparation/Excavation/Rough Grading</td>
<td>$2,880.00</td>
<td>$2,880.00</td>
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<tr>
<td>4.</td>
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<td>Lump Sum</td>
<td>Remove Ex. Boardwalk</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>5.</td>
<td>450</td>
<td>L.F.</td>
<td>Path Rough Grading</td>
<td>$13.00</td>
<td>$5,850.00</td>
</tr>
<tr>
<td>6.</td>
<td>290</td>
<td>S.Y.</td>
<td>4&quot; Crushed Limestone Base, 22A, C.I.P. (Path)</td>
<td>$9.00</td>
<td>$2,610.00</td>
</tr>
<tr>
<td>7.</td>
<td>1,450</td>
<td>S.F.</td>
<td>Concrete Path, 4' Wide, 4&quot; thick</td>
<td>$6.00</td>
<td>$8,700.00</td>
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<tr>
<td>8.</td>
<td>1,140</td>
<td>S.F.</td>
<td>Concrete Path, 8' Wide, 4&quot; thick</td>
<td>$6.00</td>
<td>$6,840.00</td>
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<tr>
<td>9.</td>
<td>860</td>
<td>S.F.</td>
<td>Boardwalk, 8' Wide</td>
<td>$30.00</td>
<td>$25,800.00</td>
</tr>
<tr>
<td>10.</td>
<td>1</td>
<td>Each</td>
<td>Recycled Plastic Bench</td>
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<td>$1,500.00</td>
</tr>
<tr>
<td>11.</td>
<td>20</td>
<td>Ton</td>
<td>ADA Parking Spaces (2), 3.5&quot; HMA</td>
<td>$120.00</td>
<td>$2,400.00</td>
</tr>
<tr>
<td>12.</td>
<td>60</td>
<td>S.Y.</td>
<td>8&quot; Crushed Limestone Base, 22A, C.I.P. (Parking)</td>
<td>$9.00</td>
<td>$540.00</td>
</tr>
<tr>
<td>13.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Signage &amp; Striping</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>14.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Site Restoration &amp; Cleanup</td>
<td>$1,400.00</td>
<td>$1,400.00</td>
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<tr>
<td>15.</td>
<td>1</td>
<td>Each</td>
<td>DNR Recognition Plaque</td>
<td>$300.00</td>
<td>$300.00</td>
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<tr>
<td>16.</td>
<td>1</td>
<td>Lump Sum</td>
<td>Construction Staking &amp; Material Testing</td>
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<td></td>
</tr>
</tbody>
</table>

**Allowance** $1,500.00

**Subtotal** $66,020.00

**Contingency** $6,680.00

**Engineering (15%)** $10,900.00

**Total Preliminary Estimate of Cost** $83,600.00
## Preliminary Estimate of Cost

**Lake Lansing Park North - Accessibility Improvements**  
**Ingham County, Michigan**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>1 Lump Sum</td>
<td></td>
<td>Permits</td>
<td>$1,200.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>2.</td>
<td>1 Lump Sum</td>
<td></td>
<td>Soil Erosion and Sedimentation Control</td>
<td>$1,500.00</td>
<td>$1,500.00</td>
</tr>
<tr>
<td>3.</td>
<td>1 Lump Sum</td>
<td></td>
<td>Site Preparation/Excavation/Rough Grading</td>
<td>$8,730.00</td>
<td>$8,730.00</td>
</tr>
<tr>
<td>4.</td>
<td>530 L.F.</td>
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<td>Path Rough Grading</td>
<td>$13.00</td>
<td>$6,890.00</td>
</tr>
<tr>
<td>5.</td>
<td>350 S.Y.</td>
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<td>4&quot; Crushed Limestone Base, 22A, C.I.P. (Path)</td>
<td>$9.00</td>
<td>$3,150.00</td>
</tr>
<tr>
<td>6.</td>
<td>800 S.F.</td>
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<td>Concrete Path, 4' Wide, 4&quot; thick</td>
<td>$6.00</td>
<td>$4,800.00</td>
</tr>
<tr>
<td>7.</td>
<td>1,930 S.F.</td>
<td></td>
<td>Concrete Path, 6' Wide, 4&quot; thick</td>
<td>$6.00</td>
<td>$11,580.00</td>
</tr>
<tr>
<td>8.</td>
<td>410 S.F.</td>
<td></td>
<td>Concrete Paving, 4&quot; thick (includes restroom entrance, area around drinking fountain and access to parking)</td>
<td>$13.00</td>
<td>$5,330.00</td>
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<tr>
<td>9.</td>
<td>45 Ton</td>
<td></td>
<td>ADA Parking Spaces (5), 3.5' HMA</td>
<td>$120.00</td>
<td>$5,400.00</td>
</tr>
<tr>
<td>10.</td>
<td>160 S.Y.</td>
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<td>8&quot; Crushed Limestone Base, 22A, C.I.P. (Parking)</td>
<td>$9.00</td>
<td>$1,440.00</td>
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<td>11.</td>
<td>1 Lump Sum</td>
<td></td>
<td>Signage &amp; Striping</td>
<td>$2,500.00</td>
<td>$2,500.00</td>
</tr>
<tr>
<td>12.</td>
<td>1 Lump Sum</td>
<td></td>
<td>Remove Outside Drinking Fountain Conc. Pad</td>
<td>$1,750.00</td>
<td>$1,750.00</td>
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<tr>
<td>13.</td>
<td>1 Each</td>
<td></td>
<td>Drinking Fountain, ADA w/ Dog Bowl</td>
<td>$5,000.00</td>
<td>$5,000.00</td>
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</tbody>
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**Restroom – ADA Improvements (Men’s & Women’s Items 14-18)**

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>14.</td>
<td>1 Lump Sum</td>
<td></td>
<td>Remove Outside Screen Walls and Concrete Pad</td>
<td>$2,625.00</td>
<td>$2,625.00</td>
</tr>
<tr>
<td>15.</td>
<td>1 Lump Sum</td>
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<td>Remove Wall, Repair &amp; Replace Inside Wall and Floor Tiles</td>
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<td>$4,800.00</td>
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<tr>
<td>16.</td>
<td>1 Lump Sum</td>
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<td>Remove / Install New Towel Dispensers</td>
<td>$700.00</td>
<td>$700.00</td>
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<tr>
<td>17.</td>
<td>1 Lump Sum</td>
<td></td>
<td>Remove / Install New ADA and Standard Partitions</td>
<td>$18,375.00</td>
<td>$18,375.00</td>
</tr>
<tr>
<td>18.</td>
<td>1 Lump Sum</td>
<td></td>
<td>Remove &amp; Install New Faucet &amp; under sink Knee Protection</td>
<td>$1,800.00</td>
<td>$1,800.00</td>
</tr>
<tr>
<td>19.</td>
<td>1 Lump Sum</td>
<td></td>
<td>New accessories in ADA stall (grab bars, toilet paper holder)</td>
<td>$3,000.00</td>
<td>$3,000.00</td>
</tr>
<tr>
<td>20.</td>
<td>1 Lump Sum</td>
<td></td>
<td>Remove toilet and stub water / sewer lines</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>21.</td>
<td>1 Lump Sum</td>
<td></td>
<td>Relocate flush handle for toilet</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
</tr>
<tr>
<td>22.</td>
<td>1 Lump Sum</td>
<td></td>
<td>Add diaper changing station</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
<tr>
<td>23.</td>
<td>1 Lump Sum</td>
<td></td>
<td>Landscaping (Rain Garden)</td>
<td>$10,000.00</td>
<td>$10,000.00</td>
</tr>
<tr>
<td>24.</td>
<td>1 Lump Sum</td>
<td></td>
<td>Site Restoration &amp; Cleanup</td>
<td>$2,600.00</td>
<td>$2,600.00</td>
</tr>
<tr>
<td>25.</td>
<td>1 Each</td>
<td></td>
<td>DNR Recognition Plaque</td>
<td>$300.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>26.</td>
<td>1 Lump Sum</td>
<td></td>
<td>Construction Staking &amp; Material Testing</td>
<td>Allowance $3,000.00</td>
<td>$3,000.00</td>
</tr>
</tbody>
</table>

**Subtotal** $111,470.00  
**Contingency** $11,130.00  
**Engineering (5%)** $18,400.00  
**Total Preliminary Estimate of Cost** $141,000.00
# PRELIMINARY ESTIMATE OF COST

LAKE LANSING PARK NORTH - ACCESSIBILITY IMPROVEMENTS

INGHAM COUNTY, MICHIGAN

<table>
<thead>
<tr>
<th>Item No.</th>
<th>Estimated Quantity</th>
<th>Unit</th>
<th>Description</th>
<th>Unit Price</th>
<th>Amount</th>
</tr>
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<tbody>
<tr>
<td>1</td>
<td>1 Lump Sum</td>
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<td>Permits</td>
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<td>$1,200.00</td>
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<tr>
<td>2</td>
<td>1 Lump Sum</td>
<td></td>
<td>Soil Erosion and Sedimentation Control</td>
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<td>$1,000.00</td>
</tr>
<tr>
<td>3</td>
<td>1 Lump Sum</td>
<td></td>
<td>Site Preparation/Excavation/Rough Grading</td>
<td>$6,880.00</td>
<td>$6,880.00</td>
</tr>
<tr>
<td>4</td>
<td>1 Lump Sum</td>
<td></td>
<td>Installing Recycle Cold Millings with Geo-Fabric</td>
<td>$14,100.00</td>
<td>$14,100.00</td>
</tr>
<tr>
<td>5</td>
<td>450 L.F.</td>
<td></td>
<td>Path Rough Grading</td>
<td>$13.00</td>
<td>$5,850.00</td>
</tr>
<tr>
<td>6</td>
<td>100 S.Y.</td>
<td></td>
<td>4&quot; Crushed Limestone Base, 22A, C.I.P. (Path)</td>
<td>$9.00</td>
<td>$900.00</td>
</tr>
<tr>
<td>7</td>
<td>2,260 S.F.</td>
<td></td>
<td>Concrete Paving, 4&quot; thick (includes path, access to parking, concrete at restroom entrances, access to basketball area and drinking fountain area)</td>
<td>$6.00</td>
<td>$13,560.00</td>
</tr>
<tr>
<td>8</td>
<td>50 Ton</td>
<td></td>
<td>ADA Parking Spaces (6), 3.5&quot; HMA</td>
<td>$120.00</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>9</td>
<td>160 S.Y.</td>
<td></td>
<td>8&quot; Crushed Limestone Base, 22A, C.I.P. (Parking)</td>
<td>$9.00</td>
<td>$1,440.00</td>
</tr>
<tr>
<td>10</td>
<td>1 Lump Sum</td>
<td></td>
<td>Signage &amp; Striping</td>
<td>$2,800.00</td>
<td>$2,800.00</td>
</tr>
<tr>
<td>11</td>
<td>1 Each</td>
<td></td>
<td>Remove Outside Drinking Fountain Conc. Pad</td>
<td>$1,750.00</td>
<td>$1,750.00</td>
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<tr>
<td>12</td>
<td>1 Each</td>
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<td>Drinking Fountain, ADA w/ Dog Bowl</td>
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<td>$5,000.00</td>
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<tr>
<td>13</td>
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<td>Remove Outside Screen Walls and Concrete Pad</td>
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<td>$2,625.00</td>
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<tr>
<td>14</td>
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<td>Remove Wall, Repair &amp; Replace Inside Wall &amp; Floor Tiles</td>
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<td>$2,784.00</td>
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<tr>
<td>15</td>
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<td>Remove / Install New Towel Dispensers</td>
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<td>$700.00</td>
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<tr>
<td>16</td>
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<td></td>
<td>Remove / Install ADA and Standard Partitions</td>
<td>$18,375.00</td>
<td>$18,375.00</td>
</tr>
<tr>
<td>17</td>
<td>1 Lump Sum</td>
<td></td>
<td>Remove &amp; Install New Faucet &amp; under sink Knee Protection</td>
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<td>$1,800.00</td>
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</tr>
</tbody>
</table>

**SUBTOTAL**  $98,864.00

**Contingency**  $9,936.00

**Engineering (15%)**  $16,300.00

**TOTAL PRELIMINARY ESTIMATE OF COST**  $125,100.00

5/3/2017

09/2017

[Spicer Group Logo]
LAKE LANSING PARK - NORTH

PROJECT SUMMARY

2017 DNR GRANT

The proposed project includes ADA (Americans with Disabilities Act) improvements at Lake Lansing North Park. This will include:

OAK KNOLL AREA
- A widened path (from 4’ to 8’ wide) from the parking area to the pavilion.
- A new 6’ wide path from the pavilion leading to the boardwalk between the Sandhill area and Oak Knoll.
- Replacement of the existing boardwalk between the Sandhill area and Oak Knoll.
- A recycled plastic bench will replace the existing bench on the boardwalk.
- Two paved ADA accessible parking spaces.

SAND HILL SHELTER AREA
- A widened path (from 4’ to 8’ wide) from the parking area to the restroom and from the parking to the pavilion.
- A new 6’ wide path from the restroom leading to the boardwalk between the Sandhill area and Oak Knoll.
- A new drinking fountain that is ADA accessible and with a dog bowl. The existing drinking fountain will be removed.
- Three paved ADA accessible parking spaces at the restroom and two paved accessible parking spaces at the pavilion.
- Landscaping to include a rain garden between the Oak Knoll and Sandhill areas.
- Restroom renovations will include:
  - Removal of the privacy screens at the restroom entrances. Removal and replacement of the concrete at the entrances.
  - Removal of the concrete block wall that forms the ADA stall.
  - Repair of the wall and flooring tiles from the wall removal.
  - New partitions (recycled plastic).
  - New towel dispensers.
  - New faucets.
  - New knee protection under the sink.
  - New accessories in the ADA restroom stall (grab bars, toilet paper dispenser).
  - Removal of one toilet; stubbing the water/sewer lines.
  - Relocating the flush handle.
  - Adding a diaper changing station.
MAIN SHELTER AREA

- A widened path (from 4’ to 8’ wide) from the parking area to the restroom, from the parking to the pavilion and the walkway connecting the restroom and pavilion.
- A new drinking fountain that is ADA accessible and with a dog bowl. The existing drinking fountain will be removed. Paving will extend to the drinking fountain.
- Two paved ADA accessible parking spaces at the restroom, three paved accessible parking spaces at the pavilion and one near the basketball court.
- Rework of the entrance drive with cold millings and gravel. Geo-grid fabric will be installed in the portion of the drive where the soils are unstable.
- Restroom renovations will include:
  - Removal of the privacy screens at the restroom entrances. Removal and replacement of the concrete at the entrances.
  - Removal of the concrete block wall that forms the ADA stall.
  - Repair of the wall and flooring tiles from the wall removal.
  - New partitions (recycled plastic).
  - New towel dispensers.
  - New faucets.
  - New knee protection under the sink.
  - New accessories in the ADA restroom stall (grab bars, toilet paper dispenser).
  - Removal of one toilet; stubbing the water/sewer lines.
  - Relocating the flush handle.
  - Adding a diaper changing station.
WHEREAS, the Parks and Recreation Commission supports the submission of a grant application to the Michigan Natural Resources Trust Fund for park and accessibility improvements at Lake Lansing Park North; and

WHEREAS, the proposed application is supported by the Community’s 5-year Approved Parks and Recreation Plan to improve accessibility and expand facilities to meet the needs of the community; and

WHEREAS, the Michigan Department of Natural Resources is accepting grant applications for this year’s grant cycle through April 1, 2017; and

WHEREAS, a public meeting was held on February 27, 2017 to allow citizens the opportunity to provide input for the proposed project; and

WHEREAS, the local match of 30% or $104,900 will improve the grant scoring; and

WHEREAS, the Ingham County Parks Department currently has $32,000 budgeted in Capital Improvement fund for this project; and

WHEREAS, the grant application requires a financial commitment to the project in the amount of $114,900 which include $32,000 in capital improvement funds, $80,400 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes submission of a Michigan Natural Trust Fund Application for $359,700 for park and accessibility improvements at Lake Lansing Park North.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes $32,000 of capital improvement funds, $80,400 from the Trails and Parks Millage, and $2,500 from the Friends of Ingham County Parks for a local match in the total amount of $114,900 for a total $359,700 project cost.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 3, 2017
SUBJECT: Adopt the Ingham County Parks Master Plan
For the meeting agenda of 3/21/17 County Services and 3/22/17 Finance

BACKGROUND
This resolution asks the Board of Commissioners to adopt the 2018-2022 Ingham County Parks Master Plan as presented by the Ingham County Parks & Recreation Commission. The Parks Master Plan is intended to provide general guidelines for the orderly development of the County Park system. The plan is based on feedback from 1,166 area residents, park users, park staff, and others who participated in an online survey in July of 2016. Additionally there was also a public hearing on January 17, 2017.

ALTERNATIVES
In order to remain eligible for state and federal grant programs it is necessary that the Ingham County Parks Master Plan be updated every five years

FINANCIAL IMPACT
The plan can be amended at any time by the Park Commission and Board of Commissioners, and carries with it no commitment on the part of the Board of Commissioners to fund any particular recommendation contained within the plan.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution with the passage of a resolution at their February 21, 2017 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend authorizing the resolution to adopt the Ingham County Parks 2018-2022 Master Plan.
WHEREAS, the Ingham County Parks and Recreation Commission has undertaken a planning process to determine the recreation and natural resource conservation needs and desires of its residents during a five-year period covering the years 2018 through 2022; and

WHEREAS, the Ingham County Parks and Recreation Commission began the process of developing a community recreation and natural resource conservation plan in accordance with the most recent guidelines developed by the Department of Natural Resources and made available to local communities; and

WHEREAS, residents of the Ingham County were provided with a well-advertised opportunity during the development of the draft plan to express opinions, ask questions, and discuss all aspects of the recreation and natural resource conservation plan; and

WHEREAS, the public was given a well-advertised opportunity and reasonable accommodations to review the final draft plan for a period of at least 30 days; and

WHEREAS, a public hearing was held on January 17, 2017 at the Human Services Building in Lansing, MI to provide an opportunity for all residents of the planning area to express opinions, ask questions, and discuss all aspects of the Ingham County Parks and Recreation 2018-2022 Master Plan; and

WHEREAS, the Ingham County Parks and Recreation Commission has developed the plan as a guideline for improving recreation and enhancing natural resource conservation for the Ingham County Parks and Recreation Commission; and

WHEREAS, after the public hearing, the Ingham County Parks and Recreation Commission recommended adopting the Ingham County Parks and Recreation 2018-2022 Master Plan at their February 21, 2017 meeting.

THEREFORE BE IT RESOLVED the Ingham County Board of Commissioners hereby adopts the Ingham County Parks and Recreation 2018-2022 Master Plan.

BE IT FURTHER RESOLVED, that the goals and objectives for 2018 through 2022, as stated in the Master Plan, shall be construed as desirable goals only with no implied commitment on the part of the Board of Commissioners to fund any particular recommendation contained therein.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 3, 2017
SUBJECT: Ingham County Trails and Park Millage

For the meeting agenda of 3/21/17 County Services and 3/22/17 Finance

BACKGROUND
Board of Commissioners Resolution #16-106 approved a second round of applications that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects. Board of Commissioner Resolution #16-163 approved the scoring/ranking criteria for the Trails and Parks Program Application.

Following the directives of the Board of Commissioners, the Park Commission reviewed the 18 applications that were received from Aurelius Township (1), Village of Dansville (1), Delhi Township (1), City of East Lansing (1), City of Lansing (9), City of Leslie (2), City of Mason (1), and Meridian Township (2). The Park Commission recommended 7 of the applications be funded.

ALTERNATIVES
The Ingham County Trails and Parks Comprehensive Report provided for a detailed inventory and assessment of the County’s existing trails, identification of planned trails and regional corridors, public and stakeholder preferences for millage expenditures and regional corridors. These Park Commission recommendations for the new countywide trails and parks millage allocations and funding request through the current application process by each community present priorities in an effort to accomplish these tasks. Without these new construction enhancements and rehabilitation of existing trails, bridges and County Park infrastructure, which had been deferred in the past, with the goal to provide opportunities for people to walk and bike to more places through non-motorized trails linking people to places such as parks, neighborhoods, schools, places of employment and businesses for both recreation and commuting purposes may fall short. Approving this resolution will allow local communities to provide for the Trails & Parks Task Force’s recommendation and the Board of Commissioner’s directive to address new construction, special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.

FINANCIAL IMPACT
The projected funds available for 2017 from the Trails and Parks Millage for the second round applications is $3,042,175.00. The total projected Trails and Parks Millage funds available including fund balance reserves is $3,633,850.00.

The total amount recommended for the 2016 round two applications by the Park Commission is $2,967,661.00 from the Trails and Parks Millage Fund. The total amount of local match for this round is $3,893,464.00.

OTHER CONSIDERATIONS
The Ingham County Park Commission reviewed and scored the projects and they supported this resolution at their February 27, 2017 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolutions as recommended by the Park Commission at their February 27, 2017 meeting.

Below is a summary of all the applications received:
<table>
<thead>
<tr>
<th>Project Title</th>
<th>Community/Entity</th>
<th>Type of Application</th>
<th>Project Cost</th>
<th>Recommended For Funding</th>
<th>Evaluation Score</th>
<th>% Match</th>
<th>Total Project Expenses</th>
<th>Funding Requested</th>
<th>Applicant Funds</th>
<th>Recommended Funding</th>
<th>Not Recommended Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>US 127 Pathway</td>
<td>City of Lansing</td>
<td>New Construction</td>
<td>$1,226,123.00</td>
<td>$994,377.00</td>
<td>4.5</td>
<td>62.5%</td>
<td>$1,226,123.00</td>
<td>$994,377.00</td>
<td>$231,746.00</td>
<td>$231,746.00</td>
<td>3.7 - 3.8</td>
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<tr>
<td>Michigan Trail</td>
<td>Charter Township</td>
<td>New Construction</td>
<td>$1,000,000.00</td>
<td>$490,000.00</td>
<td>4.5</td>
<td>49%</td>
<td>$1,000,000.00</td>
<td>$490,000.00</td>
<td>$510,000.00</td>
<td>$510,000.00</td>
<td>3.9 - 4.0</td>
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<tr>
<td>Mount Hope</td>
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<td>$893,984.00</td>
<td>$61,295.00</td>
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<td>1.5 - 2.0</td>
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<tr>
<td>Riverwalk Trail</td>
<td>Charter Township</td>
<td>New Construction</td>
<td>$1,000,000.00</td>
<td>$490,000.00</td>
<td>4.5</td>
<td>2%</td>
<td>$1,000,000.00</td>
<td>$490,000.00</td>
<td>$510,000.00</td>
<td>$510,000.00</td>
<td>3.4 - 3.9</td>
</tr>
<tr>
<td>Florence Trail</td>
<td>City of Lansing</td>
<td>New Construction</td>
<td>$1,000,000.00</td>
<td>$490,000.00</td>
<td>4.5</td>
<td>2%</td>
<td>$1,000,000.00</td>
<td>$490,000.00</td>
<td>$510,000.00</td>
<td>$510,000.00</td>
<td>3.4 - 3.9</td>
</tr>
<tr>
<td>Smithville Trail</td>
<td>City of Lansing</td>
<td>New Construction</td>
<td>$1,000,000.00</td>
<td>$490,000.00</td>
<td>4.5</td>
<td>2%</td>
<td>$1,000,000.00</td>
<td>$490,000.00</td>
<td>$510,000.00</td>
<td>$510,000.00</td>
<td>3.4 - 3.9</td>
</tr>
<tr>
<td>Detroit Trail</td>
<td>City of Lansing</td>
<td>New Construction</td>
<td>$1,000,000.00</td>
<td>$490,000.00</td>
<td>4.5</td>
<td>2%</td>
<td>$1,000,000.00</td>
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<td>2%</td>
<td>$1,000,000.00</td>
<td>$490,000.00</td>
<td>$510,000.00</td>
<td>$510,000.00</td>
<td>3.4 - 3.9</td>
</tr>
</tbody>
</table>
The Park Commission recommends the following projects:

### Trails and Parks Millage Application Review - 2016 Round 2

<table>
<thead>
<tr>
<th>Community/Entity</th>
<th>Project Title</th>
<th>Type of Application</th>
<th>Millage Funds Requested</th>
<th>Total Applicant Funds/Cash Match</th>
<th>% Match</th>
<th>Total Project Expenses</th>
<th>Evaluation Score</th>
<th>Recommended for Funding 1-17-17</th>
<th>Not Recommended for Funding 1-17-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Lansing</td>
<td>US 127 Pathways</td>
<td>New Construction</td>
<td>$734,177.00</td>
<td>$1,226,123.00</td>
<td>62.5%</td>
<td>$1,960,300.00</td>
<td>4.5</td>
<td>$734,177.00</td>
<td></td>
</tr>
<tr>
<td>Charter Township of</td>
<td>MSU to Lake Lansing Connector Trail Phase I</td>
<td>New Construction</td>
<td>$650,000.00</td>
<td>$2,050,000.00</td>
<td>66.3%</td>
<td>$2,000,000.00</td>
<td>4.4</td>
<td>$650,000.00</td>
<td></td>
</tr>
<tr>
<td>Meridian</td>
<td>Hayhoe Riverwalk Trail Extension and Trailhead Project</td>
<td>New Construction</td>
<td>$692,984.00</td>
<td>$811,341.00</td>
<td>31.0%</td>
<td>$1,003,325.00</td>
<td>4.2</td>
<td>$692,984.00</td>
<td></td>
</tr>
<tr>
<td>City of Mason</td>
<td>Northern Tier Trail Connection through White Park</td>
<td>New Construction</td>
<td>$469,000.00</td>
<td>$300,000.00</td>
<td>33.0%</td>
<td>$769,000.00</td>
<td>4.1</td>
<td>$469,000.00</td>
<td></td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>Leslie Trail Planning Project</td>
<td>Special Project</td>
<td>$4,000.00</td>
<td>$1,000.00</td>
<td>20.0%</td>
<td>$5,000.00</td>
<td>3.1</td>
<td>$4,000.00</td>
<td></td>
</tr>
<tr>
<td>City of Leslie</td>
<td>Grand River North Section Bank Stabilization</td>
<td>Repair, Rehabilitation, Long-term Maintenance</td>
<td>$100,000.00</td>
<td>$0.00</td>
<td>0.0%</td>
<td>$100,000.00</td>
<td>2.9</td>
<td>$100,000.00</td>
<td></td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Volunteer Trail Ambassador Coordinator</td>
<td>Special Project</td>
<td>$35,000.00</td>
<td>$5,000.00</td>
<td>12.5%</td>
<td>$40,000.00</td>
<td>2.9</td>
<td>$17,500.00</td>
<td>$17,500.00</td>
</tr>
</tbody>
</table>

**TOTAL** $2,985,161.00  $3,893,466.00  56.6%  $6,878,625.00  $2,967,661.00  $17,500.00
Ingham County Trails and Parks Millage Projects: Approved Round 1 Projects

- Bridge Maintenance and Repair: East Lansing, Mason, Meridian Township
- East Lansing Northern Tier Trail Repair and Maintenance
- Hawk Island County Park Loop Trail
- Lansing Moore's River Drive Trail Repair
- Lansing Overland and Crack Sealing of River Trail
- Lansing Overlay and Partial Reconstruction of River Trail
- Lansing Wall and Pavement Repair River Trail West
- Meridian Township Trail Rehabilitation

Note: In addition to these projects, additional signage for Trails and Parks Millage Projects for Ingham County was funded.

Ingham County Trails and Parks Millage Projects: PROPOSED Round 2 Projects

A. Grand River Dike Stabilization (Lansing)
B. Hayhoe Greenway Trail Extension and Trailhead (Mason)
C. Leslie Trail Planning Project (Leslie)
D. MSU Lake Lansing Connector Trail Phase I (Meridian Township)
E. Northern Tier Trail-Connects White Park (East Lansing)
F. US 127 Pathways (Lansing)

Note: In addition to these projects, a Volunteer Trail Ambassador Coordinator was also approved.
WHEREAS, Board of Commissioners Resolution #16-106 approved a second round of applications that would address new construction as identified as regional priority corridors in figure 24 of the Ingham County Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects; and

WHEREAS, 18 applications that were received from Aurelius Township (1), Village of Dansville (1), Delhi Township (1), City of East Lansing (1), City of Lansing (9), City of Leslie (2), City of Mason (1), and Meridian Township (2); and

WHEREAS, after careful review and evaluation of the applications by the Park Commission, the Park Commission recommends funding the below applications.

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Millage Funds Recommended for Funding</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Lansing</td>
<td>US 127 Pathways</td>
<td>$734,177.00</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Grand River North Section - Bank Stabilization</td>
<td>$100,000.00</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Volunteer Trail Ambassador Coordinator (one year)</td>
<td>$17,500.00</td>
</tr>
<tr>
<td>Charter Township of Meridian</td>
<td>MSU to Lake Lansing Connector Trail - Phase I</td>
<td>$950,000.00</td>
</tr>
<tr>
<td>City of Mason</td>
<td>Hayhoe Riverwalk Trail Extension and Trailhead Project</td>
<td>$692,984.00</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>Northern Tier Trail Connection through White Park</td>
<td>$469,000.00</td>
</tr>
<tr>
<td>City of Leslie</td>
<td>Leslie Trail Planning Project</td>
<td>$4,000.00</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$2,967,661.00</strong></td>
</tr>
</tbody>
</table>

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves entering into contracts with the City of Lansing to fund a Project Titled: US 127 Pathways in an amount not to exceed $734,177.00 from the Trails and Parks Millage Fund and to fund a second Project Titled: Grand River North Section Bank Stabilization in an amount not to exceed $100,000.00 from the Trails and Parks Millage Fund and to fund a third Project Titled: Volunteer Trail Ambassador Coordinator in an amount not to exceed $17,500.00 from the Trails and Parks Millage Fund respectively.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Charter Township of Meridian to fund the Project Titled: MSU to Lake Lansing Connector Trail Phase I in an amount not to exceed $950,000.00 from the Trails and Parks Millage Fund.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with the City of Mason to fund the Project Titled: Hayhoe Riverwalk Trail Extension and Trailhead Project in an amount not to exceed $692,984.00 from the Trails and Parks Millage Fund.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with the City of East Lansing to fund the Projects Titled: Northern Tier Trail Connector Project in an amount not to exceed $469,000.00 from the Trails and Parks Millage Fund.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with the City of Leslie to fund the Projects Titled: Leslie Trail Planning Project in an amount not to exceed $4,000.00 from the Trails and Parks Millage Fund.

BE IT FURTHER RESOLVED, that all work will be completed within two years from the date the contracts are executed.

BE IT FURTHER RESOLVED, that if work is not completed within two years due to delay from awaiting other funding sources that an extension may be requested and negotiated and mutually agreed upon between both parties.

BE IT FURTHER RESOLVED, granting of millage dollars to municipalities is subject to the acquisition of local or grant match funding awarded when included in the original proposal.

BE IT FURTHER RESOLVED, to require the entity to include signage provided by the Ingham County Parks Department referencing the millage funds during the construction phase and a permanent sign to remain on the site in perpetuity post completion of the project.

BE IT FURTHER RESOLVED, that $2,000 from the Trails and Parks Millage Fund is allocated to the Ingham County Parks Department to fund office supplies, postage, and mileage for the administration of this program.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this Resolution and approved as to form by the County Attorney.
TO:          Board of Commissioners County Services & Finance Committees
FROM:       Tim Morgan, Parks Director
DATE:       March 3, 2017
SUBJECT:    Parcel # 33-01-01-27-476-055 and # 33-01-01-27-476-050
            For the meeting agenda of 3/21/17 County Services and 3/22/17 Finance

BACKGROUND
The Ingham County Treasurer has identified two parcels of land that lie near Hawk Island County Park (Parcel # 33-01-01-27-476-055 and Parcel # 33-01-01-27-476-050) to be acquired by the County for park purposes.

The two parcels of land are located next to Hawk Island as shown below. The Ingham County Parks Commission recommends that the parcels be transferred to the County for park purposes.
ALTERNATIVES
The Park Department and Park Commission is seeking approval to accept these two parcels for use by the County for park purposes they would provide potential access to Aurelius Road and provide a buffer to Hawk Island County Park.

FINANCIAL IMPACT
The purchase would be $1.00 for each parcel.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution with the passage of a motion at their February 27, 2017 meeting. County Legal Counsel, Tim Perrone reviewed the quit claim deeds for the two parcels of land and has no legal objection to the form or substance of the quit claim deeds, which have already been recorded with the Register of Deeds.

RECOMMENDATION
Based on the information presented, I respectfully recommend the resolution authorizing acceptance of Parcel # 33-01-01-27-476-055 and Parcel # 33-01-01-27-476-050 be approved for use by the County for park purposes.
Introducing the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ACCEPTANCE OF TWO PARCELS OF LAND

WHEREAS, the Ingham County Treasurer has identified two parcels of land that lie near Hawk Island County Park (Parcel # 33-01-01-27-476-055 and Parcel # 33-01-01-27-476-050) to be acquired by the County for park purposes; and

WHEREAS, Park staff and the Park Commission recommends that the two parcels be accepted by the County to now be used as a public parkland.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the two parcels identified with Quit Claim Deeds for the purchase price of ONE AND NO/100 DOLLARS ($1.00), which have already been recorded with the Register of Deeds, to be acquired by the County for park purposes and that any agreement shall contain a restriction which limits the use of the Premises for public park purposes in perpetuity.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: March 3, 2017
SUBJECT: Resolution Consolidating Parks Department Fee Waiver Policies

For the meeting agenda of 3/21/17 County Services and 3/22/17 Finance

BACKGROUND
Prior to 1997 the Ingham County Parks Department was under the direction of the Ingham County Road Commission. Park fees and fee waivers were historically established by the Ingham County Parks Commission.

Board of Commissioners Resolution 02-285 established the Low Income Entry Fee Waiver Policy. As such, park visitors who request a hardship pass are provided an annual pass. In addition local agencies (for example: Family Interdependence Agency, Office of Young Children, Ingham County Health Center, WIC, etc.) are provided with a supply of low income hardship passes.

Despite the number of years that have passed two fee waivers policies passed by the Park Commission dating back to 1992 have continued in practice. This resolution requests that the Board of Commissioners formally adopt this policy.

ALTERNATIVES
The Ingham County Parks strive to promote social equity and access to recreational opportunities. If this resolution is not approved these groups may not be able to enjoy the Ingham County Park system.

FINANCIAL IMPACT
As this resolution will not make major changes to the current practices but formally adopt past and present practices there is no anticipated financial impact.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution with the passage of a motion at their February 21, 2017 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
WHEREAS, prior to 1997 the Ingham County Parks Department was under the direction of the Ingham County Road Commission; and
WHEREAS, park fees and fee waivers were historically established by the Ingham County Parks (Board) Commission; and
WHEREAS, despite the number of years that have passed two fee waivers policies passed by the Park (Board) Commission dating back to 1992 have continued in practice; and
WHEREAS, in 2003 the Ingham County Parks Board passed a resolution to provide an annual low income boat launch passes to park visitors with financial need and proof of eligibility such as Medicaid or Supplemental Security Income; and
WHEREAS, the Ingham County Parks strive to promote social equity and access to recreational opportunities; and
WHEREAS, there is merit to continuing the Parks Fee Waiver Shelter policy and Low Income Boat Launch Policy established by the Parks (Board) Commission, as well as the Low Income Entry Fee Waiver Policy established by Board of Commissioners Resolution 02-285.
THEREFORE BE IT RESOLVED that the following guidelines shall apply to the waiving of Ingham County Park Fees:

- **Shelter fees** will be waived by the Director of Parks for:
  - Ingham County Schools-whose students are under age 18 (Monday-Friday)
  - Organized Ingham County Youth Groups-whose members are under age 18 (Monday-Friday)
  - Volunteer groups, whose activities benefit the Parks Department
  - Military and Veteran Organizations (Monday-Friday)
  - Public safety organizations from within Ingham County (Monday-Friday)
  - Ingham County Departments (Monday-Friday)
  - Other Park and Recreation Agencies (Monday-Friday)
  - Internal use by the Parks Department

- **Vehicle Entry Fees**: Vehicle entry fees are waived for Ingham County residents when paying the entry fee is a financial hardship. Upon entering the park, the park visitor notifies the gate attendant that paying the vehicle entry fee is a hardship. The daily fee is waived, a fee waiver form completed and annual park pass is mailed to the customer.

- **Vehicle Entry Fees**: Vehicle entry fees are waived one hour prior to the Friends of Ingham County Parks Friday evening concerts at Lake Lansing Park South.

- **Vehicle Entry Fees**: May be waived by the Director of Parks for other Friends sponsored events when requested.

BE IT FURTHER RESOLVED, that the guidelines listed above supersedes all previous resolutions relative to Ingham County Park fee waivers.
BE IT FURTHER RESOLVED, that the guidelines listed above take effect upon passage of the resolution by the Board of Commissioners.
TO: Board of Commissioners Human Services, County Services & Finance Committee
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 3, 2017
SUBJECT: Resolution to Authorize a Subcontract with the City of Lansing 
For the meeting agendas of March 20, 2017, March 21, 2017 & March 22, 2017

BACKGROUND
The City of Lansing has received a lead hazard reduction grant from the Department of Housing and Urban Development. The City of Lansing would like to subcontract with Ingham County Health Department (ICHD) to assist their Lead Safe Lansing program through outreach, providing assistance to families filling out program applications, and gathering required verification documentation. This assistance will be offered to families with children that have an elevated blood lead level (above 5 ug/dl), families and pregnant women that are participating in the Women, Infants, & Children (WIC) program, and landlords.

The City of Lansing will subcontract with ICHD in an amount up to $100,500 for this work. The subcontract would be in effect from December 14, 2016 through December 13, 2019. In order to meet the terms of this subcontract, ICHD will establish a 0.5 FTE Community Health Worker in the Maternal Child Health Division at a cost of $28,500 per year and subcontract with Refugee Development Center for outreach services to refugee families for an additional $5,000 per year for the duration of the grant.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
ICHD will receive up to $100,500 from the City of Lansing under this subcontract. Additionally, ICHD will provide in-kind support including administrative and support staff time totaling $27,750 per year for the duration of the grant.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a lead hazard reduction subcontract agreement with the City of Lansing in an amount up to $100,500 for the period of December 14, 2016 through December 13, 2019. I also recommend authorization for a 0.5 FTE Community Health Worker at $28,500 per year for the duration of the grant and a subcontract with Refugee Development Center for an additional $5,000 per year.
INTRODUCED BY THE HUMAN SERVICES, COUNTY SERVICES, AND FINANCE COMMITTEES OF THE:

INGLEHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A SUBCONTRACT WITH THE CITY OF LANSING, A SUBCONTRACT WITH REFUGEE DEVELOPMENT CENTER, AND A 0.5 FTE COMMUNITY HEALTH WORKER

WHEREAS, the City of Lansing has received a lead hazard reduction grant from the Department of Housing and Urban Development and would like to subcontract with Ingham County Health Department (ICHD) to assist their Lead Safe Lansing program through outreach, providing assistance to families filling out program applications, and gathering required verification documentation; and

WHEREAS, this assistance will be offered to families with children that have an elevated blood lead level (above 5 ug/dl), families and pregnant women that are participating in the Women, Infants, & Children (WIC) program, and landlords; and

WHEREAS, Lansing will subcontract the ICHD in an amount up to $100,500 for this work; and

WHEREAS, in order to meet the terms of this subcontract, ICHD will hire a 0.5 FTE Community Health Worker in the Maternal Child Health Division at a cost of $28,500 per year and subcontract with Refugee Development Center for outreach services to refugee families for an additional $5,000 per year for the duration of the grant; and

WHEREAS, ICHD will provide in-kind support including administrative and support staff time totaling $27,750 per year for the duration of the grant; and

WHEREAS, the Health Officer recommends authorization for a lead hazard reduction subcontract agreement with the City of Lansing in an amount up to $100,500 for the period of December 14, 2016 through December 13, 2019; and

WHEREAS, the Health Officer also recommends establishing a 0.5 FTE Community Health Worker in the Maternal Child Health Division at a cost of $28,500 per year and authorizing a subcontract with Refugee Development Center for outreach to refugee families for an additional $5,000 per year for the duration of the grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes approval of a lead hazard reduction subcontract agreement with the City of Lansing in an amount up to $100,500 for the period of December 14, 2016 through December 13, 2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes establishing a 0.5 FTE Community Health Worker in the Maternal Child Health Division at a cost of $28,500 per year and subcontract with Refugee Development Center for outreach to refugee families for an additional $5,000 per year for the duration of the grant.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments consistent with this resolution.
BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners County Services and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: March 5, 2017

SUBJECT: Resolution Approving Letter of Understanding Modifying the Number of Unit Chiefs to be designated by the Prosecuting Attorney under the ICEA – Assistant Prosecuting Attorney Division

BACKGROUND
In the Prosecuting Attorney’s Office, the Family Support Unit is a separate unit and resides on the 3rd floor due to Title IV-D confidentiality. There is a need for a supervisor in that unit to address updated legal issues and day to day operational needs. Adding a Unit Chief is a way to have the necessary staff support and not have a large increase to the budget.

Attached is a resolution approving a Letter of Understanding modifying the Ingham County Employees’ Association - Assistant Prosecuting Attorney’s Division collective bargaining agreement, specifically Article 6, Section 3 regarding the number of designated Assistant Prosecuting Attorneys as Unit Chiefs. The change increases the number from 8 to 9.

ALTERNATIVES
None

FINANCIAL IMPACT
The payment to the unit chiefs is in the form of a stipend. The stipend is $3946 for 2017 and the fringe benefits are $1314. The total costs for an additional Unit Chief is $5260, including fringe benefits. Since this position would be designated for Family Support, the Prosecutor’s Office would be able to bill back 2/3 of the costs to the State of Michigan under our Grant. Therefore, the actual costs to the County would be $1753.33. The Prosecutor is proposing that this money be moved from the Supply budget to Wages and Fringe benefits.

OTHER CONSIDERATIONS

RECOMMENDATION
I respectfully recommend approval of the attached resolution and executing the corresponding Letter of Understanding.
Introducing the County Services Committee and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A LETTER OF UNDERSTANDING WITH THE INGHAM COUNTY EMPLOYEES’ ASSOCIATION ASSISTANT PROSECUTING ATTORNEY DIVISION

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and Ingham County Employees’ Association – Assistant Prosecuting Attorney Division for the period January 1, 2015 through December 31, 2017; and

WHEREAS, the Employer and the Union discussed the need to increase the number of Unit Chiefs that may be designated by the Prosecuting Attorney; and

WHEREAS, a Letter of Understanding captures the agreement between the parties (copy attached) regarding the necessary change to the collective bargaining agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the Letter of Understanding between Ingham County and Ingham County Employees’ Association – Assistant Prosecuting Attorney Division.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding modifying the current collective bargaining agreement, subject to the approval as to form by the County Attorney.
LETTER OF UNDERSTANDING

BETWEEN

INGHAM COUNTY
THE PROSECUTING ATTORNEY OF THE COUNTY OF INGHAM
(Jointly hereinafter referred to as "Employer")

AND

INGHAM COUNTY EMPLOYEES’ ASSOCIATION
ASSISTANT PROSECUTING ATTORNEY’S DIVISION
(Hereinafter referred to as "Union")

WHEREAS, the Employer and the Union have entered a collective bargaining agreement with a term running January 1, 2015 through December 31, 2017; and

WHEREAS, the parties wish to amend Article 6, Section 3 regarding the number of designated Assistant Prosecuting Attorneys as Unit Chiefs; and

WHEREAS, this change is necessary to provide oversight to a division of the Prosecutors’ Office.

NOW, THEREFORE, it is hereby agreed by the parties to modify subsection B as follows:

The parties agree that the Prosecuting Attorney has the managerial discretion to designate nine (9) Assistant Prosecuting Attorneys as Unit Chiefs on a temporary basis and to temporarily designate a Deputy Chief Assistant. The designation of Unit Chiefs and Deputy Chief Assistant shall not be or become a job classification, except for wages.

COUNTY OF INGHAM

Sarah Anthony, Chairperson

Date

INGHAM COUNTY EMPLOYEES’ ASSOCIATION – ASSISTANT PROSECUTORS’ DIVISION

Steve Kwasnik, President

Date

Carol Siemon, Date
Prosecuting Attorney

Timothy J. Dlugos, Date
General Counsel

Approved as to form:
Cohl, Stoker & Toskey, P.C.
TO: Board of Commissioners - Law and Courts Committee, County Services Committee and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: March 7, 2017

SUBJECT: LOU – CCLP Corrections Unit
Law and Courts March 16th Agenda, County Services March 21st Agenda
Finance Committee March 22nd Agenda

BACKGROUND
The Ingham County Sheriff’s Office continues to experience difficulties associated with operating at minimum staffing level and employees are unable to schedule enough vacation time to avoid encroaching on the maximum accumulation provided under the collective bargaining agreement. It is the desire of the parties to establish a temporary procedure to pay employees for hours in excess of the maximum accumulation so employees do not lose the earned vacation time.

ALTERNATIVES
Not addressing this problem would allow employees to lose accrued vacation time.

FINANCIAL IMPACT
The LOU outlines the process for payment at the employee’s regular hourly rate.

OTHER CONSIDERATIONS
There are not many employees in the unit that will approach the maximum and those that may approach the maximum accumulation are long term employees that have a higher vacation accrual rate. Similar LOU’s have been executed historically, with limited duration, for this unit and with the 911 Non-Supervisory Unit in response to employees’ difficulty with scheduling time off.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and CCLP regarding payment of vacation time excess of the maximum accumulation.
RESOLUTION APPROVING THE LETTER OF UNDERSTANDING WITH CAPITOL CITY LABOR PROGRAM CORRECTIONS UNIT

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County, the Ingham County Sheriff, and Capitol City Labor Program, Inc. (CCLP) – Corrections Unit for the period January 1, 2015 through December 31, 2017; and

WHEREAS, the parties wish to amend the Agreement; and

WHEREAS, the Ingham County Sheriff and Human Resources have discussed with the CCLP Corrections Unit the need for payment of hours in excess of the maximum vacation accumulation due to current minimum staffing levels and have prepared the attached Letter of Understanding between the parties; and

WHEREAS, the provisions of the Letter of Understanding have been approved by the Law and Courts, County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding with respect to payment of vacation hours in excess of the maximum accrual between Ingham County and the CCLP Corrections Unit.

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

INCREASE IN MAXIMUM VACATION ACCUMULATION

WHEREAS, the current collective bargaining agreement between the parties provides in Article 33, VACATION, Section 5a that annual leave days not used may only be accumulated to a maximum of 300 hours or 320 hours with the written approval of the Undersheriff; and

WHEREAS, due to the minimum staffing currently existing in the Sheriff’s Office, the parties established a temporary expanded maximum vacation (annual leave) accumulation of 380 hours through December 31, 2015; and

WHEREAS, the parties determined a need to extend the expanded maximum accumulation through December 31, 2017; and

WHEREAS, Corrections Officers will continue to accrue vacation (annual leave) above the 380 hour maximum; and

WHEREAS, the parties have come to agreement on the expanded maximum accumulation and the payment of hours accrued after the 380 hour maximum accumulation.

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

1. The annual maximum vacation shall be increased to 380 hours without the requirement for the written approval of the Undersheriff through December 31, 2017.

2. Corrections Officers will continue to receive the cash out of vacation accrued after or at 380 hours.

3. This Letter of Understanding will be effective through December 31, 2017, at which time the temporary increase in maximum leave accumulation and the cash out of hours accrued after the maximum shall expire. However, accumulations which exceed 320 hours as of December 31, 2017, shall be grandfathered until such time as the usage of such excess accumulation brings the employee’s accumulations into compliance.
COUNTY OF INGHAM

Sarah Anthony, Chairperson Date

CAPITOL CITY LODGE #141

Tom Krug, Executive Director Date

SHERIFF OF INGHAM COUNTY

Sheriff Scott Wrigglesworth Date

Jack Bonner Date

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

By__________________________

Bonnie G. Toskey Date
TO: Board of Commissioners, County Services, Human Services and Finance Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: March 7, 2017

SUBJECT: Resolution to Approve Contract of Lease and Sublease for Community Mental Health Building; Resolution to Approve a Ground Lease for Community Mental Health Building

For the meeting agendas of March 21 and March 22

BACKGROUND
Community Mental Health of Clinton, Eaton and Ingham Counties (CMH) seeks to renovate, construct, furnish, equip and improve the existing Community Mental Health Building located at 812 East Jolly Road, and to acquire, construct, furnish and equip an approximately 42,000 square foot addition to the building. It was contemplated that the County and/or the Authority will enter into a lease, amended lease, or sublease of the project with CMH, who will be the major tenant in, occupy and maintain the project, and pay rental with respect to the project. On November 22, 2016 the Board of Commissioners approved Resolution 16-486 stating the intent of the County to enter into a contract of lease with Community Mental Health of Clinton, Eaton and Ingham Counties (CMH) and authorizing publication of a “Notice of Intent.” As the “next step” in the project, it is necessary and desirable for the County to enter into a Contract of Lease with the Authority and to enter into a sublease with the Building Authority and CMH.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
The Lease and the Bonds issued to finance the project will contain the terms and conditions as finally approved by the County and CMH. CMH is responsible for all expenses associated with the project and County funds will not be impacted.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to approve a contract of lease and sublease for the Community Mental Health Building and subsequent resolution to approve a ground lease.
WHEREAS, pursuant to the provisions of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended (hereinafter referred to as "Act 31"), the County, has heretofore authorized and directed the incorporation of the Authority; and

WHEREAS, the Ingham County Board of Commissioners previously adopted a resolution on November 22, 2016 (the “Resolution of Intent,” being Resolution 16-486) stating the intent of the County to enter into a contract of lease and authorizing publication of a notice of intent (the “Notice of Intent”); and

WHEREAS, the Notice of Intent was published on or about December 2, 2016, which notice included the right of referendum; and

WHEREAS, a form of contract of lease was attached to the Resolution of Intent and is on file with the County Clerk; and

WHEREAS, a proposed Contract of Lease between the Authority and the County has been prepared and presented at this meeting (Exhibit A), which Contract of Lease is substantially in the form of the contract of lease attached to the Resolution of Intent; and

WHEREAS, a proposed Sublease among the County, the Authority and CMH has been prepared and presented at this meeting (Exhibit B); and

WHEREAS, it is necessary and desirable for the County to enter into the proposed Contract of Lease with the Authority and to enter into the proposed Sublease with the Authority and CMH.

NOW, THEREFORE, BE IT RESOLVED BY THE INGHAM COUNTY BOARD OF COMMISSIONERS, as follows:

1. The Contract of Lease is hereby approved and the Chairperson is directed to execute the Contract of Lease on behalf of the County and to deliver the same to the Authority no earlier than 60 days after the Notice of Intent was published and only if the applicable referendum period has expired without the filing of sufficient petitions requesting a referendum, with such changes which are not materially adverse to the County. Changes to the not to exceed amount of bonds and the length of the term of the Contract of Lease are deemed not materially adverse, provided that the overall not to exceed principal amount of $10,000,000 is not exceeded and the term of the Contract of Lease does not extend beyond the term of the bond.

2. The Sublease is hereby approved and the Chairperson is directed to execute the Sublease on behalf of the County and to deliver the same to the Authority and CMH upon execution of the Contract of Lease, with such changes which are not materially adverse to the County.

3. The Chairperson shall execute and deliver as many copies of the Contract of Lease and Sublease as he in his discretion shall deem necessary or desirable.
4. Copies of the Contract of Lease and Sublease this day presented to the Commissioners shall be attached to the minutes of this meeting and placed on file in the office of the County Clerk.

5. The Controller/Administrator and the County Treasurer are authorized severally and jointly to execute on behalf of the County (i) a certificate of the County to comply with the requirements for a continuing disclosure undertaking of the County, if necessary, pursuant to subsection (b)(5) of Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities Exchange Act of 1934, as amended, and (ii) amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. The remedies for any failure of the County to comply with and carry out the provisions of the Continuing Disclosure Certificate shall be as set forth in the Continuing Disclosure Certificate.

6. All resolutions and parts of resolutions insofar as they may be in conflict herewith are rescinded.

7. The Ingham County Board of Commissioners authorizes the Board Chairperson to sign any other necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.
EXHIBIT A
CONTRACT OF LEASE

THIS FULL FAITH AND CREDIT (LIMITED TAX) GENERAL OBLIGATION CONTRACT OF LEASE made as of the 1st day of _________, 2017, by and between the INGHAM COUNTY BUILDING AUTHORITY (sometimes hereinafter referred to as the "Authority"), a building authority organized and existing under and pursuant to the provisions of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended, (sometimes hereinafter referred to as "Act 31"), and the COUNTY OF INGHAM, a county organized and existing under the Constitution and laws of the State of Michigan (sometimes hereinafter referred to as the "County").

W I T N E S S E T H:

WHEREAS, the Authority has been incorporated by the County pursuant to Act 31 for the purposes set forth in Act 31; and
WHEREAS, the Community Mental Health Authority of Clinton-Eaton-Ingham Counties ("CMH") has requested the County to renovate, construct, furnish, equip and improve the existing Community Mental Health Building located at 812 East Jolly Road, Mason, Michigan, and has proposed that the County renovate, construct, furnish, equip and improve said facility and construct, acquire, furnish and equip an approximately 42,000 square foot addition thereto, together with associated parking (the said facility and addition hereinafter sometimes referred to as the "Project"); and
WHEREAS, it is proposed that the Authority finance all or part of the cost of the Project by the issuance of building authority bonds payable from cash rental payments by the County to the Authority pursuant to this Contract of Lease; and
WHEREAS, an estimate of 40 years and upwards as the period of usefulness of the Project and an estimate of $10,000,000 as the cost of the Project have been prepared and have been filed with the County Clerk and the Secretary of the Authority; and
WHEREAS, in order to provide for renovating, constructing, furnishing, equipping, improving and financing the Project and to make possible the issuance of building authority bonds to defray all or part of the cost of the Project it is necessary for the parties to enter into this Contract of Lease.

THEREFORE, IN CONSIDERATION OF THE MUTUAL UNDERTAKINGS AND AGREEMENTS HEREINAFTER SET FORTH, IT IS HEREBY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:

1. The Authority shall, as soon as practicable after the effective date of this Contract of Lease, proceed to issue its building authority bonds in one or more series in the aggregate principal amount of $10,000,000 or such lesser amount as shall be determined by the Commission of the Authority to be necessary to defray all or part of the cost of the Project, pursuant to and in accordance with the provisions of Act 31, and shall pledge for the payment of the principal of and interest on said bonds the receipts from the cash rental payments hereinafter agreed to be paid by the County. The bonds shall be serial bonds, term bonds or a combination thereof dated as of such date as shall be determined by the Authority, shall bear interest at a rate or rates not to exceed 7% per annum and shall mature (subject to such prior redemption, if any, as may be provided in the bond authorizing resolution) on such dates and in such years as shall be determined in the resolution authorizing the issuance of the bonds. Upon receipt of the proceeds of the sale of the building authority bonds the Authority immediately shall deposit such proceeds (other than any premium, capitalized interest and accrued interest received from the purchaser of the bonds, which shall be transferred to the bond and interest redemption fund) into a construction fund, which shall be maintained as a separate depositary account and from which shall be paid the cost of the Project.

2. After the building authority bonds have been sold, the Authority shall renovate, construct, furnish, equip and improve the Project or cause the renovation, construction, furnishing, equipping and improving thereof.
The Authority shall contract with the architect selected by CMH for the Project unless the Authority objects to the contracting with the selected architect. In such event the Authority shall contract with another architect selected by CMH with whom the Authority has no objections. All final plans and specifications prepared by the architect and the total project budget shall be reviewed and approved by CMH before commencement of construction. The final plans and specifications and the total project budget shall also require approval of the Authority and the County, which approval shall not be unreasonably withheld.

The Authority, in consultation with CMH, shall select a construction manager for the Project. After the plans and specifications have been approved by the Authority, CMH and the County, no changes shall be made except as approved by the Authority, the County and CMH in writing. The Authority, the County and CMH shall designate those persons who are authorized to approve changes to the plans and specifications. Any such changes shall be made by change order.

The cost estimate and the estimated period of usefulness for the Project, both of which heretofore have been filed with the County Clerk and the Secretary of the Authority, are approved and adopted. The cost of the Project shall include not only the direct costs of renovating, constructing, furnishing, equipping and improving the Project but all other costs including, without limitation, all architectural, engineering, construction management, moving, financial, legal, printing and publishing costs and expenses incidental to the Project and to the issuance of the building authority bonds.

3. In the event that the Authority shall at any time determine that the Project cannot be completed at the estimated cost, the Authority immediately shall so notify the County in writing, specifying the additional funds required, and thereupon one of the following actions shall be taken: (a) the County shall pay or cause to be paid to the Authority in cash the additional amount so required, or (b) the Authority shall issue building authority bonds in such increased or additional principal amount as shall be necessary to complete the Project, or (c) the Project shall be modified so as to permit its completion within the estimated cost. No such increased or additional building authority bonds shall be issued unless the County and the Authority shall provide by amendment or supplement of this Contract of Lease for such issuance and for an increase in the cash rental payable by the County hereunder sufficient to permit payment of the principal of and interest on the increased or additional bonds. Any additional building authority bonds so issued shall have equal standing with the bonds hereinbefore authorized to be issued. The proceeds of any such cash payments or increased or additional bonds (except for accrued interest, premium and capitalized interest) shall be deposited into the construction fund for the Project.

4. If, after completion of the Project, moneys remain in the construction fund, such moneys shall be considered to be an unexpended balance of the proceeds of the sale of the bonds. Any unexpended balance of the proceeds of the sale of the bonds remaining after completion of the Project may be used to improve or enlarge the Project or for other Projects of the Authority leased to the County if such use is approved by the Michigan Department of Treasury, if required by law, and by the County. Any unexpended balance not so used shall be paid into the bond and interest redemption fund and the County shall receive a credit against the cash rental payments next due under this Contract of Lease to the extent of the moneys so deposited in the manner provided in the resolution authorizing the bonds.

5. The Authority shall require the contractor or contractors for the construction of the Project to furnish all necessary bonds guaranteeing performance and all labor and materials bonds and all owners protective, workers compensation and liability insurance required for the protection of the Authority and the County. All bonds and insurance, and the amounts thereof, shall be subject to approval of the County attorney. All such insurance shall be made effective from the date of issuance of the building authority bonds described in Section 1 or commencement of construction of the Project, whichever is later. The Authority also shall require a sufficient fidelity bond from any person handling funds of the Authority.

6. The Authority hereby leases the Project and the Site described on Exhibit A to the County for a term commencing on the effective date of this Contract of Lease and ending on ________, 20__, or such earlier date as hereinafter provided. Possession of the Project shall vest in the County upon completion of construction of the Project. When all of the building authority bonds issued by the Authority to finance the Project have been retired, the Authority shall convey to the County all of its right, title and interest in the Project and any lands, air space, easements or rights-of-way appertaining thereto. Upon such conveyance by the Authority to
the County, this Contract of Lease and the leasehold term shall terminate and the Authority shall have no further interest in, or obligations with respect to, the Project.

7. The County hereby agrees to pay to the Authority as cash rental for the Project herein leased to it by the Authority such periodic amounts as shall be sufficient to enable the Authority to pay the principal of and interest on the building authority bonds to be issued by the Authority as such principal and interest shall become due. On the 15th day of the month preceding the first date that any noncapitalized interest shall become due on the bonds and semiannually thereafter while any of the bonds remain outstanding the County shall pay to the Authority an amount sufficient to pay the principal due on the bonds on the first day of the following month. On the 15th day of the month preceding the first principal payment date on the bonds and annually thereafter while any of the bonds are outstanding the County shall pay the Authority an amount sufficient to pay the interest due on the bonds on the first day of the following month. If for any reason the cash rental payments made by the County are not used to pay the principal of and interest on the bonds, the County agrees to pay to the bondholders on behalf of the Authority as additional cash rental such amounts as are necessary to pay such principal and interest. The County hereby pledges its limited tax full faith and credit for the payment of the cash rental when due and agrees that it will levy each year such ad valorem taxes as shall be necessary for the payment of such cash rental which taxes shall be subject to applicable constitutional and statutory tax limitations. If the County, at the time prescribed by law for the making of its annual tax levy, shall have other funds on hand which have been set aside and earmarked for payment of its obligations for which a tax levy otherwise would have to be made, then the tax levy shall be reduced by the amount of such other funds. Such other funds may be raised from any lawful source. The obligation of the County to make such cash rental payments shall not be subject to any setoff by the County nor shall there be any abatement of the cash rentals for any cause including, but not limited to, casualty that results in the Project being untenantable.

8. The County may pay in advance to the Authority any cash rental payments herein required to be made and in such event shall be credited therefor upon future-due cash rental payments as the County shall direct. Any such advance payments, if the County shall so direct, shall be used by the Authority to redeem or purchase bonds prior to maturity when and to the extent possible and to pay the interest thereon and any call premiums applicable thereto. Any such advance payments shall be deposited in the bond and interest redemption fund of the Authority. The County also shall have the right to purchase bonds on the open market and to surrender the same to the Authority at any time. In the event that any bonds are redeemed or purchased and surrendered as above provided, the respective amounts which otherwise would have been payable as semiannual interest thereon shall be credited upon the cash rental payments otherwise required to be made on the cash rental payment dates next preceding such semiannual interest payment dates and the principal amount of such bonds shall be credited upon the cash rental payments otherwise required to be made on the cash rental payment dates next preceding the maturity dates of the bonds. Any bonds redeemed, purchased or surrendered shall be cancelled.

9. In addition to the cash rental provided for in Section 7 hereof, the County hereby agrees to pay to the Authority all operating expenses of the Authority including expenses incidental to the issuance and payment of the bonds to the extent such expenses are not paid from the proceeds of the bonds. The obligations of the County to make such payments shall be limited tax general obligations of the County.

10. The County shall, at its own expense, operate and maintain the Project and shall keep the same in good condition and repair. The County may contract for the operation and maintenance of the Project or any part of the Project by a private party. Operation and maintenance shall include (but not be limited to) the providing of all personnel, equipment and facilities, all air conditioning, light, power, heat, telephone, water, sewage disposal, storm drainage and all other personnel services, equipment and supplies, of whatever nature, as shall be necessary or expedient for the operation and maintenance of the Project. Premiums for insurance required to be carried upon or with respect to the Project or the use thereof and taxes levied upon either party hereto on account of the ownership or use thereof or rentals or income therefrom likewise shall be deemed operation and maintenance expenses. The obligation of the County to pay all costs and expenses of the operation and maintenance of the Project shall be a limited tax general obligation of the County.

11. The County shall provide, at its own expense, fire and extended coverage, malicious mischief and vandalism insurance in an amount which is at least equal to the amount of the building authority bonds outstanding from time to time or to the amount of the full replacement cost of the Project if that amount be less
than the amount of bonds outstanding. Such insurance shall be payable to the County and the Authority as their interests may appear and shall be made effective from the date of issuance of the building authority bonds described in Section 1 or commencement of construction of the Project, whichever is later. In the event of the partial or total destruction of the Project during or after construction, or if the Project is for any reason made unusable, the cash rental payments as provided in Section 7 hereof shall continue unabated. The County shall have the option to use the proceeds of insurance, in the event of loss or damage to the Project, for the repair or restoration of the Project. If the County shall determine not to use the proceeds of insurance for the repair or restoration of the Project the amount of such insurance proceeds shall be paid to the Authority and by it deposited in the bond and interest redemption fund and the County shall receive appropriate credits on future cash rental payments due.

12. The County shall provide adequate liability insurance protecting the County, the Authority and the members of the Commission of the Authority against loss on account of damage or injury to persons or property, imposed by reason of the ownership, possession, use, operation or repair of the Project or resulting from any acts of omission or commission on the part of the County, the Authority, the members of the Commission of the Authority or their agents, officers or employees in connection therewith. Such insurance shall be made effective from the date of issuance of the building authority bonds described in Section 1 or commencement of construction of the Project, whichever is later.

13. The County shall hold the Authority and the members of its Commission harmless and to the extent permitted by law keep it fully indemnified at all times against any loss, injury, or liability to any person or property by reason of the use, misuse, or non-use of the Project by the County or by any other person or from any act or omission in, on or about the Project, including any liability resulting from any and all environmental matters pertaining thereto. The County shall, at its own expense, make any changes or alterations in, on or about the Project which may be required by any applicable statute, charter, ordinance or governmental regulation or order, and shall save the Authority and the members of its Commission harmless and free from all cost or damage in respect thereto.

14. The County, in its sole discretion, may install or construct in or upon, or may remove from the Project, any equipment, fixtures or structures and may make any alterations or structural changes as it may desire, but the County shall not make any permanent alterations to the Project that will affect adversely the security for the building authority bonds to be issued by the Authority or the prompt payment of the principal of or interest on such bonds.

15. The Authority, through its officers, employees or agents, may enter upon the Project at any time during the term of this Contract of Lease for the purpose of inspecting the Project and determining whether the County is complying with the covenants, agreements, terms and conditions hereof.

16. Inasmuch as this Contract of Lease, and particularly the obligations of the County to make cash rental payments to the Authority, provides the security for payment of the principal of and interest on the building authority bonds to be issued by the Authority to finance the Project, it is hereby declared that this Contract of Lease is made for the benefit of the holders of said bonds as well as for the benefit of the parties and that said holders shall have contractual rights herein. In the event of any default on the part of the County, the Authority and the holders of said bonds shall have all rights and remedies provided by law and especially by Act 31. The parties further covenant and agree that they will not do or permit to be done any act, and that this Contract of Lease will not be amended in any manner, which would impair the security of said bonds or the rights of the holders thereof. An amendment of this Contract of Lease to authorize the issuance of additional building authority bonds and providing for the payment of additional cash rentals for the payment thereof shall not be deemed to impair the security of the bonds or the rights of the holders thereof.

17. This Contract of Lease shall inure to the benefit of, and be binding upon the respective parties hereto and their successors and assigns; provided, however, that no assignment shall be made in violation of the terms hereof nor shall any assignment be made which would impair the security of the bonds or the rights of the holders thereof.

18. Additional building authority bonds of equal standing with the bonds herein authorized may be issued, in addition to those for which provision is made in Section 3, for the purpose of making improvements or additions to the Project; provided, however, that no such bonds of equal standing may be issued unless this Contract of Lease is amended or supplemented to provide for such issuance and for an increase in the cash
rental payments required to be made by the County in amounts sufficient to permit payment of the principal of and interest on such additional bonds. Nothing in this Contract of Lease shall prevent the Authority from issuing building authority bonds to finance other Projects for lease to the County.

19. In the event the building authority bonds to finance the Project cannot be or are not issued by the Authority prior to January 1, 2018, the Project shall be abandoned and the County shall pay all expenses of the Authority incurred to the date of abandonment, and neither party shall have any further obligations under this Contract of Lease. The provisions of this Section 19 may be extended or waived by the parties by resolution of their respective governing bodies.

20. Except as otherwise provided herein, the right to give any consent, agreement or notice herein required or permitted shall be vested, in the case of the County, in its Board of Commissioners, and in the case of the Authority, in its Commission. Any notice required or permitted to be given hereunder shall be given by delivering the same, in the case of the County, to the County Clerk or the Deputy County Clerk, and in the case of the Authority, to any member of its Commission.

21. In the event there shall occur changes in the constitution or statutes of the State of Michigan which shall affect the organization, territory, powers or corporate status of the County, the terms and provisions of this Contract of Lease shall be unaffected thereby insofar as the obligation of the County to make cash rental payments is concerned. The proceeds of any sale or other liquidation of any interest of the County in the Project are hereby impressed with a first and prior lien for payment of any outstanding building authority bonds or other obligations of the Authority incurred by reason of the Project or any additions or improvements thereto.

22. This Contract of Lease shall become effective 60 days after a notice of intention of entering into this Contract of Lease has been published in a newspaper of general circulation in the County as required by Section 8b(3) of Act No. 31; provided, however, that if a petition for a referendum requesting an election on this Contract of Lease is filed with the County Clerk within 45 days after the notice is published, signed by not less than 10% or 15,000 of the registered electors of the County, whichever is less, then this Contract of Lease shall become effective only if and when approved by a majority of the electors of the County voting thereon. This Contract of Lease shall terminate on _________, 20__, unless terminated prior to such date in accordance with the provisions hereof.

[Signature Page Follows]
IN WITNESS WHEREOF, the INGHAM COUNTY BUILDING AUTHORITY, by its Commission, and the COUNTY OF INGHAM, by its Board of Commissioners, each have caused this Contract of Lease to be signed in its name, for and on its behalf, by its duly authorized officers, as of the day and year first above written.

Witnessed: INGHAM COUNTY BUILDING AUTHORITY

_________________________ By: ________________________________

Its: Chairperson, Ingham County Building Authority

Witnessed: COUNTY OF INGHAM

_________________________ By: ________________________________

Its: Chairperson, Board of Commissioners

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

By: ________________________
EXHIBIT A

The Project includes the renovation, construction, furnishing, equipping and improvement of the existing Community Mental Health Building located at 812 East Jolly Road, Mason, Michigan and the construction, furnishing and equipping of an approximately 42,000 square foot addition thereto, together with associated parking (collectively, the facility addition and parking improvements, collectively, the "Project").

The Site for the Project is described as follows:
THAT PART OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 3, TOWN 3 NORTH, RANGE 2 WEST, CITY OF LANSING, INGHAM COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT A POINT ON THE NORTH LINE OF SAID SECTION 3 LYING S88°45' 28" E 366.81 FEET FROM THE NORTHWEST CORNER OF SAID SECTION 3; THENCE CONTINUING 588°45' 28" E ON SAID NORTH LINE 355.00 FEET; THENCE S00°35' 42" W 329.70 FEET; THENCE S88°44'12"E 65.95 FEET TO THE NORTHWEST CORNER OF THE PLAT OF BATTENFIELD SUBDIVISION NO. 1, AS RECORDED IN LIBER 16 OF PLOTS, PAGES 3 AND 4, INGHAM COUNTY RECORDS; THENCE S00°37' 55" W 518.27 FEET ALONG THE WEST LINE OF THE PLAT OF BATTENFIELD SUBDIVISION NO. 1 AND THE WEST LINE OF THE PLAT OF PENNSYLVANIA HEIGHTS, AS RECORDED IN LIBER 17 OF PLATS, PAGE 38, INGHAM COUNTY RECORDS, TO THE NORTH LINE OF THE PLAT OF ROSELAWN, AS RECORDED IN LIBER 29 OF PLATS, PAGE 6, INGHAM COUNTY RECORDS; THENCE N89°04' 25" W ALONG SAID NORTH LINE 344.00 FEET; THENCE N01°14 ' 32"E 404.83 FEET; THENCE N88°45 ' 25" W 86.20 FEET; THENCE N01°14' 32"E 445.01 FEET TO THE POINT OF BEGINNING; SAID PARCEL CONTAINING 6.99 ACRES, MORE OR LESS, INCLUDING 0.26 ACRE, MORE OR LESS, PRESENTLY IN USE AS PUBLIC RIGHT OF WAY; SAID PARCEL SUBJECT TO ALL EASEMENTS AND RESTRICTIONS IF ANY. ALSO COM 463.9 FT W OF N 1/8 POST OF NW 1/4 SEC 3, TH W 66 FT, S 330 FT, E 66 FT, N 330 FT TO BEG; SEC 3 T3N R2W; ALSO COM 721.9 FT E OF NW COR SEC 3, TH E 66 FT, S 330 FT, W 66 FT, N TO BEG; SEC 3 T3N R2W.

Commonly known as:
812 East Jolly Road, Lansing, MI; 830 East Jolly Road, Lansing, MI; and 836 East Jolly Road, Lansing, MI.
EXHIBIT B
SUBLEASE

This Sublease made as of ______________, 2017, by and between the COUNTY OF INGHAM, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County"), and the COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON-EATON-INGHAM COUNTIES (hereinafter designated as the "CMH").

WHEREAS, the County and the Ingham County Building Authority (the "Authority") have entered into a Full Faith and Credit General Obligation Contract of Lease dated as ______________ , 2017 (the "Contract of Lease"), with respect to the renovation, construction, furnishing, equipping and improvement of the existing Community Mental Health Building located at 812 East Jolly Road, Lansing, Michigan and the acquisition, construction, furnishing and equipping of an approximately 42,000 square foot addition thereto, together with associated parking (collectively, the "Project"); and

WHEREAS, CMH has received a copy of the Contract of Lease and is familiar with its contents; and

WHEREAS, it is proposed that the Project be used by CMH to provide community mental health services to its members' residents; and

WHEREAS, in order to permit the Project to be used by CMH for its purposes and to permit CMH to assume the obligations of the County incurred by the County in the Contract of Lease, it is necessary for the County and CMH to enter into this Sublease.

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

Section 1. Description and Term. In consideration of the rents described below and the covenants and agreements to be performed by CMH and the County under this Sublease, the County subleases to CMH, and CMH subleases from the County, the Project, together with all improvements thereon and additions thereto as described in Exhibit A, for the term beginning as of the effective date of the Contract of Lease and ending on the termination date specified in the Contract of Lease.

Section 2. Assumption of the County's Obligations.

1. CMH hereby expressly assumes all of the County's obligations to pay the cash rentals, as described in the Contract of Lease at the times and in the amounts required to be paid by the County, including the obligations which are not determined as to amount at the time of this Sublease. Concurrent with the payment of the cash rentals, CMH shall give notice in writing to the County of such payment.

2. In further consideration of this Sublease, CMH shall pay all other amounts required to be paid by the County under the Contract of Lease; shall continue to provide community mental health services in the jurisdictional boundaries of the County and its other members; and in addition shall be responsible for and pay all of the costs of using, owning, operating, managing, insuring, repairing, maintaining and equipping the Project and all amounts incurred by the County under the hold harmless and indemnity provisions of the Contract of Lease.
Lease, and all expenses incurred under paragraphs 9, 10, 11 and 12 of the Contract of Lease. All payments of cash rental shall be made directly for and on behalf of the County to the entity described as the "Bond Registrar and Paying Agent" or "Trustee" or "Transfer Agent" in the Authority's resolution authorizing issuance of bonds, adopted by the Authority in accordance with the Contract of Lease.

3. In further consideration of this Sublease, CMH shall assume and be subject to all limitations and responsibilities of the County under the Contract of Lease.

   (d) In further consideration of this Sublease, CMH shall, at its own expense, indemnify, protect, defend and hold harmless the County, the Authority, its elected and appointed officers, employees, and agents at all times against any loss, injury, or liability to any person or property by reason of the use, misuse, or non-use of the Project by CMH or by any other person or from any act or omission in, on or about the Project, including any liability resulting from any and all environmental matters pertaining thereto. CMH shall, at its own expense, make any changes or alterations in, on or about the Project which may be required by any applicable statute, charter, ordinance or governmental regulation or order, and shall save the County and the Authority and its elected and appointed officers, employees, and agents harmless and free from all cost or damage in respect thereto.

Section 3. Assignment and Authorization.

1. CMH covenants not to assign or transfer this Sublease under any circumstances without the prior written consent of the County.

2. CMH authorizes the County Treasurer to allocate and utilize, without any further authorization or action on the part of CMH, the millage monies, if any, of CMH that may be lawfully used by CMH for payment of CMH's obligations under this Sublease.

Section 4. CMH's Responsibilities.

Without limiting the foregoing, CMH agrees as follows:

1. CMH shall accept the premises "as is and with all faults."

2. CMH shall pay for all gas, water, heat, electricity, light, telephone, or any other communication or utility service used in or rendered or supplied to the premises during the term of this Sublease, as the same shall become due.

3. CMH shall not perform or permit any acts or carry on any practices which may injure the building and structures on the premises, and shall, to the extent practicable, keep the premises clean and free from rubbish, dirt, snow and ice at all times and in full compliance with all applicable laws and ordinances.

4. CMH shall maintain the premises and all fixtures and equipment therein, including all plumbing, sprinkler, heating, air-conditioning, electrical, gas, security and safety and like fixtures and equipment, all window glass, ceilings, doors and door frames, windows and window frames of the premises in good repair and condition, and shall make all repairs, replacements and upgrades to such fixtures and equipment.

5. CMH shall provide or cause to be provided comprehensive and general, public liability insurance against claims for personal injury, death or property damage occurring in connection with the use and occupancy of the premises, or arising out of the improvement, repair or alteration of the premises. To the extent CMH and the County agree, such insurance may be purchased by the County, and CMH may be required to reimburse the County, at the County's request, for the cost of all or a portion of such insurance and if requested, shall maintain any self-
insured retention or additional insurance in the amount of such self-insured retention otherwise applicable to the County's insurance program. CMH shall reimburse the County, at the County's request, for all or a portion of the cost of insuring the premises. The limits of such insurance shall be agreed upon by the County and CMH. The party providing the insurance shall furnish the other party a binder renewing the insurance policy at least 30 days before the policy expires. Any such policy or binder shall name the other party as an additional insured and shall provide for at least 30 days' notice to the other party of any change in coverage or cancellation.

6. CMH shall be responsible for the risk of loss of all its personal property on the premises and shall provide fire and extended coverage insurance on CMH's personal property located in the premises in amounts reasonably deemed adequate by CMH to fully insure such personal property. It is understood and agreed that if CMH's personal property is damaged or destroyed in whole or in part by fire or other casualty during the term hereof, CMH will repair and restore the same to good condition with reasonable dispatch based solely upon the amount of insurance proceeds received by CMH to cover such casualty.

7. CMH shall maintain the interior wall coverings and floor coverings in good repair and shall replace such wall and floor coverings at its own expense as needed.

8. CMH shall be solely responsible for the provision, maintenance and repair of any exterior and interior signs relating to the use of the premises.

9. CMH shall maintain the roof, structural supports, exterior and interior walls, floors, walkways, grounds, landscaping and parking lots in good condition.

10. CMH shall maintain at all times during the term of this Sublease a repair and replacement fund in an amount not less than $400,000, the money credited thereto to be used solely for the purpose of making repairs and replacements to the premises. If at any time it shall be necessary to use moneys in the repair and replacement fund for the purpose of which said fund was established, the moneys so used shall be replaced from any moneys of CMH which are not required by law or contract to be used for other purposes.

11. CMH shall be responsible for assuring that access to the premises (exterior and interior) is in continuing compliance with the Americans with Disabilities Act and the Michigan Handicappers' Civil Rights Act, and any other applicable laws governing access to the premises for persons with disabilities, now existing or hereafter adopted. CMH will provide the County and the Ingham County Building Authority with any easements it requires or requests with respect to the Project.

Section 5. Additional Covenants.

1. CMH hereby covenants that, to the extent permitted by law, it shall take all actions within its control necessary to maintain the exclusion of interest on the Authority's bonds from adjusted gross income for federal income taxation purposes under the Internal Revenue Code of 1986, as amended, including, but not limited to actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure or investment of bond proceeds and moneys deemed to be bond proceeds.

2. CMH further covenants that it will comply with the requirements of Rule 15c2-12 of the Securities Exchange CMH regarding continuing disclosure, as more fully set forth in the Official Statement related to the Authority's bonds.

Section 6. Remedies. If CMH shall breach or fail to perform any of the promises and agreements in this Sublease or any other agreement entered into between the County and CMH, and such failure shall continue, without commencement and diligent pursuit of remedial action, for sixty (60) days after written notice from the County, the County may commence such
performance at CMH's cost and expense or terminate this Sublease and reenter and repossess the Premises at the discretion of the County. If the County prevails in any such action, CMH shall be responsible for the County's reasonable attorneys' fees and costs incurred in connection with such action.

Section 7. Remedies not Exclusive. It is agreed that each and every of the rights, remedies and benefits provided by this Sublease shall be cumulative and shall not be exclusive of any other of said rights, remedies and benefits or of any other rights, remedies and benefits allowed by law.

Section 8. Governing Law. This Sublease shall be subject to and construed in accordance with the laws of the State of Michigan. In the event any disputes arise under this Sublease the venue for the bringing of any actions in law or in equity shall be in the State of Michigan established in accordance with the statutes and Court Rules of the State of Michigan. In the event any action is brought in or is moved to a federal court the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

Section 9. Amendment. All modifications, amendments or waivers of any provision of this Sublease shall be made only by the written mutual consent of the parties hereto.

Section 10. Waiver. One or more waivers of any covenant or condition by the County shall not be construed as a waiver of a further breach of the same covenant or condition.

Section 11. Notices. Whenever notice of any kind is required under this Sublease, it shall be deemed sufficient notice and service thereof if such notice is in writing addressed to the applicable party at its last known Post Office address and deposited in the mail with postage prepaid.

[Signature Page Follows]
IN WITNESS WHEREOF, the parties have executed this Sublease by the signature of the duly authorized officers of the parties as of the date written in the first paragraph above.

COUNTY OF INGHAM

By: ________________________________
   Its: Chairperson, Board of Commissioners

COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON-EATON-INGHAM COUNTIES

By: ________________________________
   Its: Chief Executive Officer

APPROVED:

INGHAM COUNTY BUILDING AUTHORITY

By: ________________________________
   Its: Chairperson, Ingham County Building Authority

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

By: ________________________________
The Project includes the renovation, construction, furnishing, equipping and improvement of the existing Community Mental Health Building located at 812 East Jolly Road, Mason, Michigan and the construction, furnishing and equipping of an approximately 42,000 square foot addition thereto, together with associated parking (collectively, the "Project").

The Site for the Project is described as follows:

THAT PART OF THE FRACTIONAL NORTHWEST 1 /4 OF SECTION 3, TOWN 3 NORTH, RANGE 2 WEST, CITY OF LANSING, INGHAM COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT A POINT ON THE NORTH LINE OF SAID SECTION 3 LYING S88°45' 28" E 366.81 FEET FROM THE NORTHWEST CORNER OF SAID SECTION 3; THENCE CONTINUING 588°45' 28" E ON SAID NORTH LINE 355.00 FEET; THENCE S00°35' 42" W 329.70 FEET; THENCE S88°44'12"E 65.95 FEET TO THE NORTHWEST CORNER OF THE PLAT OF BATTENFIELD SUBDIVISION NO. 1, AS RECORDED IN LIBER 16 OF PLOTS, PAGES 3 AND 4, INGHAM COUNTY RECORDS; THENCE S00'37' 55" W 518.27 FEET ALONG THE WEST LINE OF THE PLAT OF BATTENFIELD SUBDIVISION NO. 1 AND THE WEST LINE OF THE PLAT OF PENNSYLVANIA HEIGHTS, AS RECORDED IN LIBER 17 OF PLATS, PAGE 38, INGHAM COUNTY RECORDS, TO THE NORTH LINE OF THE PLAT OF ROSELAWN, AS RECORDED IN LIBER 29 OF PLATS, PAGE 6, INGHAM COUNTY RECORDS; THENCE N89°04 ' 25" W ALONG SAID NORTH LINE 344.00 FEET; THENCE N01°14 ' 32"E 404.83 FEET; THENCE N88°45 ' 25" W 86.20 FEET; THENCE N01°14' 32"E 445.01 FEET TO THE POINT OF BEGINNING; SAID PARCEL CONTAINING 6.99 ACRES, MORE OR LESS, INCLUDING 0.26 ACRE, MORE OR LESS, PRESENTLY IN USE AS PUBLIC RIGHT OF WAY; SAID PARCEL SUBJECT TO ALL EASEMENTS AND RESTRICTIONS IF ANY. ALSO COM 463.9 FT W OF N 1/8 POST OF NW 1/4 SEC 3, TH W 66 FT, S 330 FT, E 66 FT, N 330 FT TO BEG; SEC 3 T3N R2W; ALSO COM 721.9 FT E OF NW COR SEC 3, TH E 66 FT, S 330 FT, W 66 FT, N TO BEG; SEC 3 T3N R2W.

Commonly known as 812 East Jolly Road, Lansing, MI; 830 East Jolly Road, Lansing, MI; and 836 East Jolly Road, Lansing, MI.
WHEREAS, pursuant to the provisions of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended (“Act 31”), the County of Ingham, Michigan (the “County”) has authorized and directed the incorporation of the Ingham County Building Authority (the “Authority”); and

WHEREAS, a design, cost estimate and period of estimated useful life for the renovation, construction, furnishing equipping and improving of the existing Community Mental Health Building located at 812 East Jolly Road, Lansing, Michigan and the acquisition, construction, furnishing and equipping of an approximately 42,000 square foot addition thereto, together with associated parking (collectively, the “Project”), to be acquired by the Authority pursuant to the Contract of Lease approved by the Board in a resolution adopted on March 28, 2017 (the “Contract of Lease”) have been prepared and presented to this Board; and

WHEREAS, under the terms of Act 31 the Authority has the power to acquire, construct, improve and equip the Project, to lease the Project to the County, who in turn, will sublease the Project to CMH, all for a period not exceeding 50 years and to finance the Project by the issuance of building authority bonds payable from the rentals received from the County, who in turn will receive rental under the sublease from CMH, for the use of the Project, all in accordance with Act 31; and

WHEREAS, a proposed Ground Lease (the “Ground Lease”) among the County, the Authority and CMH has been prepared and presented to this Board for the purpose of having CMH lease the lands on which the Project is located to the Authority; and

WHEREAS, it is necessary and desirable for the County to enter into the proposed Ground Lease so that the Authority may in turn lease the lands and the Project to the County pursuant to the Contract of Lease, who in turn will receive rental under a Sublease from CMH, for the use of the Project, all in accordance with the Act.

NOW, THEREFORE, BE IT RESOLVED by the Ingham County Board Of Commissioners, that:

1. The Ground Lease is hereby approved, and the Chairperson is hereby directed to execute the Ground Lease on behalf of the County with such changes which are not materially adverse to the County and to deliver the same to the Authority.

2. The Chairperson shall execute and deliver as many copies of the Ground Lease as he shall, in his discretion, deem necessary or desirable.

3. Copies of the approved Ground Lease this day presented to the Board shall be attached to the minutes of this meeting and placed on file in the office of the County Clerk.

4. All resolutions and parts of resolutions insofar as they may be in conflict with this Resolution are rescinded.
5. This Resolution shall be effective immediately upon its adoption.

6. The Ingham County Board of Commissioners authorizes the Board Chairperson to sign any other necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.
EXHIBIT A
GROUND LEASE

This GROUND LEASE is made and entered into as of the 1st day of ________, 2017, by and among COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON-EATON-INGHAM COUNTIES ("CMH"), the COUNTY OF INGHAM, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County") and the INGHAM COUNTY BUILDING AUTHORITY (the "Authority"), a building authority organized and existing under the provisions of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended ("Act 31").

WHEREAS, the Authority has been incorporated by the County pursuant to Act 31, for the purposes set forth in Act 31; and

WHEREAS, CMH has requested the Authority and the County to assist in the renovation construction, furnishing, equipping, and improvement of the existing Community Mental Health Building located at 812 East Jolly Road, Lansing, Michigan, and in the acquisition, construction, furnishing, and equipping of an approximately 42,000 square foot addition thereto, together with associated parking (collectively, the "Project"); and

WHEREAS, under the terms of Act 31 the Authority has the power to acquire, construct, improve and equip the Project, to lease the Project to the County, who in turn, will sublease the Project to CMH, all for a period not exceeding 50 years and to finance the Project by the issuance of building authority bonds payable from the rentals received from the County, who in turn will receive rental under the sublease from CMH, for the use of the Project, all in accordance with Act 31; and

WHEREAS, at the request of CMH, the County is willing to acquire, renovate, construct and equip the Project on the premises described in Exhibit A (the "Site"), which will be leased to it from the Authority, and subleased by the County to CMH; and

WHEREAS, the estimated cost of the Project is approximately Ten Million Dollars ($10,000,000); and

WHEREAS, as a prerequisite to the issuance of building authority bonds to finance part of the cost of the Project, it is necessary for the parties to enter into this Ground Lease, whereby the CMH will lease the Site to the Authority for a period extending beyond the last maturity date of the bonds, but not to exceed a period of 50 years;

IT IS HEREBY AGREED AMONG THE COUNTY, THE AUTHORITY, AND CMH in consideration of the mutual agreements and covenants in this Ground Lease, as follows:

1. CMH does hereby let and lease the Site to the Authority, and the Authority does hereby lease the Site from the CMH. The term of this Ground Lease shall commence on the effective date of the Contract of Lease (the "Contract of Lease") between the parties dated as of ________, 2017, and shall terminate on ________, 20__ unless terminated prior to such date in accordance with the provisions hereof.

2. The Authority shall pay rent to CMH for the Site hereby leased at the rate of One Dollar ($1.00) per year due and payable on the anniversary date of this Ground Lease each and every year during the term hereof.
3. The Authority will lease the Project to the County pursuant to the Contract of Lease, who will in
turn sublease the Project to CMH under a sublease ("Sublease").

4. It is mutually agreed that at the request of CMH, the County shall acquire, construct, renovate
and equip the Project on the Site hereby leased as provided by and in accordance with the Contract of Lease and the Sublease.

5. Each of the Authority and the County shall have, and is hereby granted, access to and use of the
Site during the acquisition, construction, renovation and equipping of the Project, and upon completion of the
Project. CMH agrees to provide any and all easements and/or rights of egress and ingress to the Authority and
the County on and around the Site to allow and permit the Authority, the County and the general public access
to the Community Mental Health Building and to adjacent facilities.

6. The Authority and the County shall not be held liable for a breach of this Ground Lease or for
any damages or loss in the event the Site is damaged by an act beyond its control which makes its use
untenable. In the event of such a condition, the Ground Lease may be immediately terminated by any party
without further liability.

7. CMH shall, at its own expense, indemnify, protect, defend and hold harmless the Authority and
the County, its elected and appointed officers, employees and agents at all times against any loss, injury, or
liability to any person or property by reason of the use, misuse, or non-use of the project by CMH or by any
other person or from any act or omission in, on or about the project, including any liability resulting from any
and all environmental matters pertaining thereto. CMH shall, at its own expense, make any changes or
alterations in, on or about the Project which may be required by any applicable statute, charter, ordinance or
governmental regulation or order, and shall save the Authority, the County and its elected and appointed
officers, employees and agents harmless and free from all cost or damage in respect thereto.

8. CMH shall provide adequate liability insurance protecting the Authority and the County against
loss on account of damage or injury to persons or property, imposed by reason of the ownership, possession,
use, operation or repair of the Project or resulting from any acts of omission or commission on the part of the
Authority, the County or their agents, officers or employees in connection therewith. Such insurance shall be
made effective from the date of issuance of the building authority bonds or commencement of construction of
the Project, whichever is later.

9. It is mutually agreed that, upon the termination of this Ground Lease, the premises leased hereby
and all improvements thereon and the title to the same shall revert to the CMH.

10. This Ground Lease shall inure to the benefit of and be binding upon the respective parties hereto
and their successors and assigns.

11. This Ground Lease shall remain in full force and effect for the period herein provided but shall
terminate prior to __________, 20__ if and when the Authority shall have fully paid and discharged its liability
with respect to the building authority bonds and any other obligations of the Authority or the County incurred
with respect to the acquisition, construction, renovation and equipping of the Project.

12. In the event that the Authority for any reason, cannot issue its building authority bonds to finance
the Project prior to _____, 20__, this Ground Lease shall terminate. The provisions of this Section may be
extended or waived by the parties by resolution of their respective governing bodies.
13. This Ground Lease shall be subject to and construed in accordance with the laws of the State of Michigan. In the event any disputes arise under this Ground Lease the venue for the bringing of any actions in law or in equity shall be in the State of Michigan established in accordance with the statutes and Court Rules of the State of Michigan. In the event any action is brought in or is moved to a federal court the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

14. No failure or delay on the part of any party hereto 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.

15. All modifications, amendments or waivers of any provision of this Ground Lease shall be made only by the written mutual consent of the parties hereto.

16. This Ground Lease may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original; but such counterparts shall together constitute but one and the same Ground Lease.

IN WITNESS WHEREOF, the County, by its County Commission, the Authority, by its Commission, and CMH, by its Board, have each caused this Ground Lease to be executed and delivered as of the day and year first written above.
Witness to Signature of County Officer

___________________________

By:_________________________

Chairperson, Board of Commissioners

Witness to Signature of Authority Officer

___________________________

By:_________________________

Chairperson, Ingham County Building Authority

Witness to Signature of CMH

___________________________

By:_________________________

Chief Executive Officer

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

By:_________________________
THAT PART OF THE FRACTIONAL NORTHWEST 1/4 OF SECTION 3, TOWN 3 NORTH, RANGE 2 WEST, CITY OF LANSING, INGHAM COUNTY, MICHIGAN, DESCRIBED AS: BEGINNING AT A POINT ON THE NORTH LINE OF SAID SECTION 3 LYING S88°45' 28" E 366.81 FEET FROM THE NORTHWEST CORNER OF SAID SECTION 3; THENCE CONTINUING 588'45' 28" E ON SAID NORTH LINE 355.00 FEET; THENCE S00°35' 42" W 329.70 FEET; THENCE S88°44'12" E 65.95 FEET TO THE NORTHWEST CORNER OF THE PLAT OF BATTENFIELD SUBDIVISION NO. 1, AS RECORDED IN LIBER 16 OF PLOTS, PAGES 3 AND 4, INGHAM COUNTY RECORDS; THENCE S00°37' 55" W 518.27 FEET ALONG THE WEST LINE OF THE PLAT OF BATTENFIELD SUBDIVISION NO. 1 AND THE WEST LINE OF THE PLAT OF PENNSYLVANIA HEIGHTS, AS RECORDED IN LIBER 17 OF PLATS, PAGE 38, INGHAM COUNTY RECORDS, TO THE NORTH LINE OF THE PLAT OF ROSELAWN, AS RECORDED IN LIBER 29 OF PLATS, PAGE 6, INGHAM COUNTY RECORDS; THENCE N89°04' 25" W ALONG SAID NORTH LINE 344.00 FEET; THENCE N01°14' 32" E 404.83 FEET; THENCE N88°45' 25" W 86.20 FEET; THENCE N01°14' 32" E 445.01 FEET TO THE POINT OF BEGINNING; SAID PARCEL CONTAINING 6.99 ACRES, MORE OR LESS, INCLUDING 0.26 ACRE, MORE OR LESS, PRESENTLY IN USE AS PUBLIC RIGHT OF WAY; SAID PARCEL SUBJECT TO ALL EASEMENTS AND RESTRICTIONS IF ANY. ALSO COM 463.9 FT W OF N 1/8 POST OF NW 1/4 SEC 3, TH W 66 FT, S 330 FT, E 66 FT, N 330 FT TO BEG; SEC 3 T3N R2W; ALSO COM 721.9 FT E OF NW COR SEC 3, TH E 66 FT, S 330 FT, W 66 FT, N TO BEG; SEC 3 T3N R2W.

Commonly known as:

812 East Jolly Road, Lansing, MI; 830 East Jolly Road, Lansing, MI; and 836 East Jolly Road, Lansing, MI.
TO: County Services and Finance Committees  
FROM: Teri Morton, Deputy Controller  
DATE: March 7, 2017  
SUBJECT: Resolution to Implement a Hiring Freeze for Ingham County General Fund Positions  
For the meeting agendas of March 21 and March 22

BACKGROUND
Ingham County is currently projecting a $3.6 million shortfall for its 2018 budget process, primarily due to current economic conditions and a large increase in pension payment obligations. Over the last several years, the county has been strategically spending down fund balances in order to avoid service reductions. Depending on fund balance to support operating budgets is not sustainable, and now Ingham County is faced with the challenge of implementing long-term strategies to maintain current year expenditures within current year revenues. In order to accomplish this, position eliminations are expected to be part of the 2018 Controller Recommended Budget. It is generally preferable to avoid employee layoffs by eliminating vacant positions.

ALTERNATIVES
Filling positions as they are vacated could continue as normal. This will, however, make it more difficult to identify vacant positions for elimination when balancing the 2018 budget.

FINANCIAL IMPACT
This would be an important strategy for balancing the 2018 budget. There will also be some salary and fringe savings in 2017, depending on how many vacancies are authorized to be filled.

OTHER CONSIDERATIONS
This strategy was has been employed in prior years when long-term reductions were necessary. It is also referred to in the county’s annual appropriations resolution. Resolution 16-444 states “BE IT FURTHER RESOLVED, that the Board of Commissioners may, from time to time during the year, change the approved Position Allocation List and/or impose a hiring freeze, as circumstances warrant, and that the same limitation as to the number of permanent employees who can be employed with a revised Position Allocation List.”

The resolution proposes that positions funded 100% from non-General Fund sources, as verified by the Controller on a case by case basis, would be exempt from the hiring freeze. Department Heads believing it is necessary to fill a position can make a formal request to the County Services Committee for an exemption.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
WHEREAS, due to current economic conditions and a large increase in pension payment obligations, Ingham County is projecting a $3.6 million shortfall for its 2018 budget process; and

WHEREAS, Ingham County has strategically been spending down fund balances in order to avoid service reductions, which is no longer sustainable; and

WHEREAS, it is expected that long-term strategies to maintain current year expenses within current year revenues will be identified during the 2018 budget process; and

WHEREAS, position eliminations are expected to be part of the 2018 Controller Recommended Budget; and

WHEREAS, the Board of Commissioners would like to avoid employee layoffs to the furthest extent possible and thereby is encouraging departments to carefully evaluate any vacant positions before filling them.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners is implementing a hiring freeze on all permanent positions for Ingham County effective upon passage of this resolution.

BE IT FURTHER RESOLVED, that the hiring freeze will be effective for all departments, with the only exceptions being for positions that are funded 100% from non-General Fund sources to be reviewed by the Controller/Administrator on a case by case basis.

BE IT FURTHER RESOLVED, that Department Heads who believe it is necessary to fill a position to maintain vital county services can make a formal request to the County Services Committee.

BE IT FURTHER RESOLVED, that the hiring freeze will continue through the end of the 2017 budget year (December 31, 2017 for most funds, September 30, 2017 for the following funds – Health, Community Corrections, Child Care, Friend of the Court, PA Cooperative Reimbursement, and Community Health Center Network) and will be reviewed for continuation into 2018 as part of the 2018 budget process.
TO: County Services and Finance Committees
FROM: Barb Byrum, Ingham County Clerk
RE: Fee Increase for Expedited Service Resolution
DATE: March 15, 2017

For a $25.00 fee, my office will expedite the mailing of certified copies of records. The cost of the specific postage has increased by $3.76 over the past two years, and my office budget has been absorbing this cost. On average, my office processes 20 expedited requests per month.

I recommend that a $5 fee increase be authorized. Please see the attached resolution.

By increasing the fee from $25 to $30, the increased postage would no longer be absorbed by my budget and there would be some recovery of the cost already absorbed.

Please feel free to contact me if you have any questions or concerns.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT A FEE INCREASE FOR EXPEDITED SERVICE FOR CERTIFIED COPIES OF VITAL RECORDS ISSUED BY THE COUNTY CLERK’S OFFICE

WHEREAS, the County Clerk’s Office currently collects $25.00 for expedited mail service when issuing certified copies of vital records through the mail; and

WHEREAS, the United States Postal Service (USPS) increased the postage rate used for expedited mail service from $19.99 per stamp to $22.95 as of January 17, 2016 and from $22.95 per stamp to $23.75 as of January 22, 2017; and

WHEREAS, the cost of providing the expedited mail service should be recovered by such fees; and

WHEREAS, it has been determined that the fee for expedited mail service for mailing certified copies of vital records issued by the County Clerk’s Office should be increased in order to not lose General Fund revenue.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorize the fee increase from $25.00 to $30.00 for expedited mail service when issuing certified copies of vital records by the County Clerk’s Office, effective upon the adoption of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments required as a result of this resolution.
TO: County Services and Finance Committees  
FROM: Barb Byrum, Ingham County Clerk  
RE: Granicus, Inc. Contract Termination Resolution  
DATE: March 15, 2017  

The Granicus web-based audio/video recording software used by the County Clerk’s Office, Board of Commissioners’ Office, Parks Department, and the Land Bank has been showing signs of failure over the past few years.

I have reached out to the departments affected and have received no push back on the elimination of this recording software. If needed, we will utilize cheap audio recording devices and maintain recordings until the draft minutes of each meeting are approved.

Eliminating the utilization of the Granicus software immediately will save the County well over $10,000 annually for the monthly maintenance fee.

For the greatest cost-savings, I recommend that the service agreement contract with Granicus, Inc. be terminated immediately. Please see the attached resolution.

Please feel free to contact me if you have any questions or concerns.
Agenda Item 14b

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO TERMINATE THE SERVICE AGREEMENT CONTRACT WITH GRANICUS, INC.

WHEREAS, Ingham County entered into a contract with Granicus, Inc. in 2009 for a web-based audio/video recording application to provide minute-taking software which has been utilized by staff in the County Clerk’s Office, Board of Commissioners’ Office, Parks Department, and the Land Bank; and

WHEREAS, the monthly maintenance fee of $877.30 ($10,527.60 annually) has been divided by the following percentages: County Clerk’s Office 35%, Board of Commissioners’ Office 35%, Parks Department 20% and Land Bank 10%; and

WHEREAS, the system has been showing signs of failure over the past few years; and

WHEREAS, it has been determined after a Request For Proposal (RFP) process was conducted by the Purchasing Department in 2015 for a new system, that the cost was too expensive to replace a system to record video of approximately 25 meetings per year; and

WHEREAS, the Open Meetings Act does not require the Board of Commissioners to audio or video record its meetings.

THEREFORE BE IT RESOLVED, the Board of Commissioners directs the County Attorney to work with the County Clerk to terminate the service agreement contract with Granicus, Inc. at the earliest date allowed through the termination clause of the contract.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments required as a result of this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary documents consistent with this resolution after review as to form by the County Attorney.
WHEREAS, the County Services Committee has been charged with the responsibility of establishing a special committee to explore the feasibility of a complete streets plan and policy for Ingham County; and

WHEREAS, the County Services Committee has recommended the establishment of a Special Complete Streets Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes a Special Complete Streets Committee and appoints the following:

Commissioner Ryan Sebolt (Chairperson)
Commissioner Carol Koenig
Commissioner Randy Maiville
Commissioner Deb Nolan
Commissioner Teri Banas
Commissioner Brian McGrain

BE IT FURTHER RESOLVED, the Special Complete Streets Committee will assess the feasibility of a complete streets plan and policy to be utilized for county roads within the County of Ingham.

BE IT FURTHER RESOLVED, that the Special Complete Streets Committee will expire June 30, 2017.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING A SPECIAL TRAILS AND PARKS COMMITTEE

WHEREAS, in November 2014, the electorate approved a countywide trails and parks millage levy of 50/100 (.50) of one mill to be used for the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing’s River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, a Trails and Parks Task Force was created to recommend a process to be utilized for the expenditure of trails and parks millage funds; and

WHEREAS, the Trails and Parks Task Force expired December 31, 2016 and it is the desire of the Board of Commissioners to create a Special Trails and Parks Committee to examine the procedures currently in place.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes a Special Trails and Parks Committee consisting of the following:

Commissioner Teri Banas (Chairperson)
Commissioner Robin Case Naeyaert
Commissioner Randy Maiville
Commissioner Ryan Sebolt
Commissioner Mark Grebner
Commissioner Carol Koenig
Commissioner Deb Nolan

BE IT FURTHER RESOLVED, that the Special Trails and Parks Committee will review the funding process currently in place to ensure the best use of millage dollars and will recommend procedural changes, if any, to the County Services Committee.

BE IT FURTHER RESOLVED, that the Special Trails and Parks Committee will expire effective September 30, 2017.
Agenda Item 15c

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION DECLARING MARCH 31, 2017 AS “CESAR E. CHAVEZ DAY” IN INGHAM COUNTY

WHEREAS, the late Cesar E. Chavez developed and lived by a unique blend of values, philosophy and styles; and

WHEREAS, throughout his youth and into his adulthood, Cesar migrated across the southwest laboring in the fields and vineyards where he was exposed to the hardships and injustices of farm worker life; and

WHEREAS, his life as a community organizer began in 1952 when he joined the Community Service Organization (CSO), a prominent Latino civil rights group, in the late 1950s and early 1960s, he served as the national director; and

WHEREAS, his dream was to create an organization to protect and serve farm workers, whose poverty and disenfranchisement he had shared, in 1962, Cesar resigned from the CSO, and founded what is now known as the United Farm Workers of America; and

WHEREAS, for more than three decades Cesar led the first successful farm workers union in American history serving hundreds of thousands of farm workers; and

WHEREAS, he led successful strikes and boycotts that resulted in the first industry-wide labor contracts and the efforts of his union brought about the passage of the groundbreaking 1975 California Agricultural Labor Relations Act to protect farm workers; and

WHEREAS, on April 23, 1993, Cesar Chavez, a true American hero, died of natural causes in San Luis, Arizona shortly before he was scheduled to appear in Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby honors the memory of Cesar E. Chavez, an extraordinary Mexican-American, Labor Leader and role model, and declares March 31, 2017 as “Cesar E. Chavez Day” in Ingham County.