THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, APRIL 3, 2018
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 20, 2018 Minutes
Additions to the Agenda
Limited Public Comment

1. **Equalization Department**
   a. Resolution to Award a Contract for Monumentation and Remonumentation Project Representative
   b. Resolution to Award Contracts for Peer Review Group Members
   c. Resolution to Award Contracts for Remonumentation Project Surveyors

2. **District Court** – Resolution to Authorize an Agreement for a Policy for the Operation of Computer Network, Internet Access, and Email with the District Court

3. **Facilities Department**
   a. Resolution to Authorize Purchase of a Liebert Cooling Unit
   b. Facilities Condition Report (Discussion)

4. **Road Department**
   a. Resolution to Approve Whitehills Lakes South Subdivision Traffic Control Orders
   b. Resolution Resolution to Approve Jolly Oak Road/Water Lily Way Traffic Control Order
   c. Resolution to Approve the Special and Routine Permits for the Road Department

5. **Potter Park Zoo** – Resolution to Purchase Flavor Burst Color Touch Panel

6. **Health Department** – Resolution to Authorize Conversion of Nutrition Educator Positions

7. **Human Resources**
   a. Resolution to Approve a Collective Bargaining Agreement with Michigan Nurses Association – Nurse Practitioners/Clinic Nurses Unit
   b. Resolution to Approve a Letter of Understanding with Capitol City Labor Program, Inc. – 911 Non-Supervisory Unit Regarding Vacation Leave Pay-Out
   c. Collective Bargaining Update (Closed Session)
9. **Board of Commissioners**
   a. Resolution of Support for **Net Neutrality Protections**
   b. Part Time Social Media Position (*Discussion*)

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](http://www.ingham.org).
COUNTY SERVICES COMMITTEE
March 20, 2018
Draft Minutes

Members Present: Nolan, Sebolt (arrived at 6:02 p.m.), Grebner, Celentino, Naeyaert, and Maiville

Members Absent: Hope

Others Present: Stacy Byers, Tom Gamez, Travis Parsons, Becky Bennett, Tim Dolehantry, Lindsey LaForte and others

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

Approval of the March 6, 2018 Closed Session and Open Session Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE CLOSED SESSION AND THE OPEN SESSION MINUTES OF THE MARCH 6, 2018 HUMAN SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Hope and Sebolt.

Additions to the Agenda

3. Road Department
   f. Commissioner Grebner’s Proposal for the Creation of a Road Commission

7. Board of Commissioners
   d. Resolution Designating April 3, 2018 as “National Service Recognition Day in Ingham County.”
   e. Resolution Declaring March 31, 2018 as “Cesar E. Chavez Day” in Ingham County.

Commissioner Sebolt arrived at 6:02 p.m.

Removed from the Agenda

None.

Limited Public Comment

None.

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:
1. **Farmland and Open Preservation Board** – Resolution to Approve Farmland and Open Space Preservation Board’s Recommended Selection Criteria and Application Cycle for 2018

2. **Facilities Department** – Resolution to Authorize a Contract for the Installation of New Software for the Galaxy System Upgrade at the Veterans Memorial Courthouse and Grady Porter Building

3. **Road Department**
   a. Resolution to Authorize an Amended 2018 Capital Improvement Project Request Form
   b. Resolution to Authorize the Purchase of 2018 Seasonal Requirement of Emulsified Asphalt
   c. Resolution to Authorize the Purchase of 2018 Seasonal Requirement of Hot Mix Asphalt Mixtures
   d. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department
   e. Notice of Emergency Purchase Order for Winter Supply of Asphalt and Tac

5. **Human Resources**
   a. Resolution to Approve a Collective Bargaining Agreement with the Capital City Labor Program Corrections Unit
   b. Resolution to Approve a Collective Bargaining Agreement with the Capital City Labor Program Law Enforcement Unit

7. **Board of Commissioners**
   a. Resolution in Honor of the 2018 State Arbor Day Celebration
   b. Resolution Honoring Pamela Kreiner Moore as the Recipient of the 2018 Lucile E. Belen Award
   d. Resolution Designating April 3, 2018 as “National Service Recognition Day in Ingham County.”
   e. Resolution Declaring March 31, 2018 as “Cesar E. Chavez Day” in Ingham County.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope

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

Commissioner Grebner stated that he was very pleased with answers the Farmland and Open Preservation Board gave to him via email in response to the questions he had previously asked. He further stated his appreciation for their process in choosing projects versus the way the Park Commission approved projects.
Chairperson Nolan asked Stacy Byers, Farmland and Open Space Preservation Board, to send the information sent to Commissioner Grebner to the whole Board of Commissioners.

Chairperson Nolan asked how long Ms. Byers had been working with the Farmland and Open Space Preservation Board.

Ms. Byers stated that she had been working with the County for about 16 years.

Chairperson Nolan thanked Ms. Byers for her hard work which made this program a success.

Ms. Byers thanked Chairperson Nolan and stated that she was happy to serve this great program.

Chairperson Nolan asked when the Farmland and Open Preservation Millage would be up for renewal.

Ms. Byers stated that the Farmland and Open Preservation Millage will be up for renewal this November.

Discussion

3. Road Department
   a. Resolution to Authorize an Amended 2018 Capital Improvement Project Request Form

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

Chairperson Nolan asked how the Road Department decided which roads need attention for repairs.

Tom Gamez, Director of Operations at the Ingham County Road Department, stated that the Road Department used a PACER Program study to determine which roads were in the most need of repair. He further stated that with this increase in funding, the Road Department was starting to catch up a bit to the actual need after being far behind for a while.

Commissioner Sebolt stated that the additional funding for this project, which came from the State of Michigan, was appreciated, but it was still not adequate. He further stated that the State of Michigan needed to invest heavily in infrastructure before the roads would truly be repaired as needed.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope

   f. Commissioner Grebner’s Proposal for the Creation of a Road Commission

Commissioner Grebner stated that the Road Department needed to be connected to the political process to ensure it was receiving the attention it needed. He further stated that a Road Commission could be the solution to this problem.
Commissioner Grebner stated that there was a large Road Department budget and many projects to be completed. He further stated that having a small, permanent Subcommittee of the County Services Committee could keep better track of the state of the County Roads and the work of the Road Department.

Commissioner Grebner stated that the Road Department operated at their own discretion with a budget of about $24 million, and the majority of the projects that came before the Committee were swept onto a consent agenda without giving projects the potential attention they may need.

Commissioner Maiville stated that he was unsure if it was completely necessary because the decisions for funding remained with the County Services Committee. He further stated that when he had issues with the Road Department or County roads, he had felt that his concerns had been adequately addressed.

Commissioner Maiville asked if there had been a separate Purchasing Department and Human Resources Department for the former Road Commission.

Commissioner Grebner stated that the Road Commission had operated as a separate entity and had their own Purchasing Department and Human Resources Department.

Commissioner Celentino stated that he had reached out to Road Department Director Bill Conklin when he had issues with County Roads and had received assistance as requested. He further asked Commissioner Grebner if the potential Subcommittee was something Director Conklin had requested.

Commissioner Grebner stated that no one had approached him about a Road Commission, it was an idea he came up with. He further stated that it could be essentially a Subcommittee of the County Services Committee and function somewhat like the Parks Commission, by doing a preliminary review of the issues and then sending a recommendation to the full Committee.

Commissioner Celentino stated that he thought that the current process was working well.

Commissioner Naeyaert stated her support for a Road Commission.

Commissioner Sebolt stated that he was interested in helping if the Subcommittee was formed, as infrastructure and roads were an interest of his. He further stated that his only concern was possibly slowing down the process by adding in an extra step.

Commissioner Grebner stated that as he had suggested in his email, the Road Commission could meet either immediately prior to or the day before the County Services Committee met in order to avoid delays. He further stated that in the past, the Ingham County Road Commission was a full-time Commission similar to the Board of Commissioners today and Road Commissioners had a vast knowledge of each County Road and projects that were being done and roads needing repair.
Commissioner Maiville stated that the excellent staff at the Road Department was sometimes taken for granted. He further stated that one of the negative things with the current process was that it was slow compared to what the needs might be for the Road Department.

Mr. Gamez stated that he anticipated paperwork would remain the same with or without the Road Commission idea proposed by Commissioner Grebner. He further stated that the emergency purchase requests were done more quickly under the former Road Commission.

Commissioner Grebner stated that if there was a Road Commission, it could save the Road Department time because they would not have to come to the County Service meetings so often.

Chairperson Nolan stated that she was pleased that the Road Department was under the Board of Commissioners because roads were very important to her constituents. She further stated that Director Conklin responded very quickly to concerns compared to the Road Commission.

Chairperson Nolan stated that Meridian Charter Township had additional funding for road repair and the Road Department is a member of the Meridian Charter Township Committee to help plan where repairs were needed. She further stated that the system had been working well in her district.

Commissioner Grebner stated that there were often topics that the Road Department dealt with that were larger than just the County Roads in a district.

Commissioner Sebolt stated that last Fall, there had been a few County Services Committee meetings to address larger Road Department issues and adequate time was given to each issue.

Chairperson Nolan stated that she appreciated having the Road Department’s Human Resources and Finance done in-house.

Commissioner Grebner stated that the question was what the Board of Commission Rules said about having a permanent Subcommittee. He further stated that other areas have more oversight such as the Veteran’s Board, the Health Commission, Animal Control Advisory Board, and more.

Commissioner Grebner stated that more attention could be given to the Road Department because such a large amount of funding was needed.

Discussion

4. **Animal Control** – Fundraising for new ICAC Shelter (Information Item)
   
   No action was taken on this item.

6. **Controller’s Office** – Resolution to Approve a Social Media Policy
MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE RESOLUTION.

Commissioner Maiville asked what changes had been made after the Board of Commissioners meeting when the Register of Deeds’ Office had brought up concerns.

Mr. Tim Dolehanty stated that no changes had been made, because the concerns brought forth had already been dealt with in the resolution.

Mr. Sebolt asked what concerns had been presented.

Mr. Dolehanty stated that one concern was Facebook and the link to personal accounts and that the policy was too bureaucratic. He further stated the Department Heads and Information Technology (IT) were satisfied with this policy.

Commissioner Celentino asked how the concerns had been addressed.

Mr. Dolehanty stated that the County Attorney met with the concerned party in the hallway after the Board of Commissioners meeting and was able to get additional information about their concerns. He further stated that a review of the resolution made it clear that each concern had already been addressed.

Mr. Sebolt asked about password security on social media platforms.

Mr. Dolehanty stated that the passwords should belong to the IT Department and they could be able to immediately make changes, especially when there was a change in staffing.

Chairperson Nolan asked if more thought had been given to having a part-time staff person dedicated to social media.

Mr. Dolehanty stated that since many departments were already doing this, it was not seen as necessary.

Chairperson Nolan stated that perhaps a part-time person could address County-wide concerns brought up on social media.

Mr. Dolehanty stated that idea had not come up in discussion.

Chairperson Nolan stated that she believed that it could be helpful to have a person on staff for the Board of Commissioners to do this.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope
Announcements

Commissioner Sebolt asked about the resolution concerning net neutrality that staff had been working on since the issue was brought up in a February Committee Meeting. He further requested that it could be put onto the agenda again soon.

Discussion

Chairperson Nolan stated that the net neutrality resolution could be placed on the next agenda. She further stated that a discussion concerning a social media staff person for the Board of Commissioners be scheduled for the next meeting too.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:46 p.m.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1a. **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 2018 Grant Application by the State.

1b. **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 eight qualified individuals to fill this role, with terms expiring on December 31, 2018.

1c. **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 .......................................................$ 14,800
Bumstead Land Surveys ........................................................$ 14,800
Enger Surveying and Engineering .........................................$ 14,800
Geodetic Design, Inc.............................................................$ 14,800
Wolverine Engineering and Surveyors, Inc.........................$ 7,440
All Purpose Surveying Consultants .................................$ 7,440

Funding for these survey and remonumentation contracts was authorized in the 2018 budget.

2. **District Court** – Resolution to Authorize an Agreement for a Policy for the Operation of Computer Network, Internet Access, and Email with the District Court

This resolution will authorize the Board Chairperson to sign an agreement with the 55th District Court to establish policies and procedures for the control and monitoring of the court’s information to assure that the information is maintained in a protected and confidential manner. Such action is recommended by the State Court Administrative Office (SCAO) when a court is provided any of its communications systems through its funding unit.
3a. **Facilities Department** – *Resolution to Authorize Purchase of a Liebert Cooling Unit*

The Facilities Department recommends approval of a resolution to replace a 21-year old cooling unit at the Human Services Building. The current unit has lived beyond its means, any repairs needed at this point are very costly. An efficient cooling unit is essential due to the sensitive nature of the equipment stored in the data room. If approved, Myers Plumbing and Heating, Inc. will provide a new Liebert cooling unit, which includes humidification, for a total cost not to exceed $24,492.

3b. **Facilities Department** – *Facilities Condition Report (Discussion)*

The Facilities Director will be present to discuss the condition of various County facilities.

4a. **Road Department** – *Resolution to Approve Whitehills Lakes South Subdivision Traffic Control Orders*

The Road Department seeks approval of a traffic control order for placement of a stop sign to stop eastbound traffic on Winterfield Court, northbound Southridge Drive, and southbound traffic on Southridge Drive where these roads intersect. Upon Board approval, Traffic Control Orders will be prepared for execution by the Board Chair, and then filed with the County Clerk so the new signs will be lawful.

4b. **Road Department** – *Resolution to Approve Jolly Oak Road / Water Lily Way Intersection Traffic Control Order*

The Road Department seeks approval of a traffic control order for placement of a stop sign to stop eastbound and westbound traffic on Jolly Oak Road and northbound and southbound traffic on Water Lily Way where these roads intersect. Upon Board approval, Traffic Control Orders will be prepared for execution by the Board Chair, and then filed with the County Clerk so the new signs will be lawful.

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

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

5. **Potter Park Zoo** – *Resolution to Purchase Flavor Burst Color Touch Panel*

Potter Park Zoo operates and manages the zoo restaurant and snack shop which provide soft serve ice cream for purchase by Zoo patrons. Zoo managers seek authorization to purchase a Flavor Burst Color Panel CTP 80SS model in order to offer a larger variety of soft serve flavors. The total cost of this purchase from Taylor Freezer of Michigan would not exceed $7,800.

6. **Health Department** – *Resolution to Authorize Conversion of Nutrition Educator Positions*

This resolution authorizes conversion of two existing WIC Nutrition Educator positions (#601330 and #601401) to Registered Dietitian positions. The proposed conversion of these positions would cost an additional $43,966 annually based on the Step 5 personnel cost comparison for the previous positions. This cost would be offset by the elimination of a vacant Medical Assistant II position (#601105) allocated at $75,000.
7a. **Human Resources Department** – *Resolution to Approve a Collective Bargaining Agreement with Michigan Nurses Association – Nurse Practitioners/Clinic Nurses Unit*

A tentative agreement was reached on a collective bargaining agreement between representatives of Ingham County and the Michigan Nurses Association – Nurse Practitioners/Clinic Nurses Unit. The agreement was subsequently ratified by employees of the bargaining unit. If approved by the Board of Commissioners, the agreement will be effective from April 11, 2018 through December 31, 2020. The Human Resources Department recommends approval of a resolution to approve the three-year agreement.

7b. **Human Resources Department** – *Resolution to Approve a Letter of Understanding with Capitol City Labor Program, Inc. – 911 Non-Supervisory Unit Regarding Vacation Leave Pay-Out*

The 9-1-1 Dispatch Center continues to experience significant staffing shortages that require current employees to work a tremendous amount of overtime. Following a recent discussion with the Union about the impact of scheduled time off and maximized vacation leave accruals, it was determined that several employees should be allowed to receive payout of a portion of the vacation leave balances (40 hour maximum). The Human Resources Department recommends approval of a Letter of Understanding to capture this unique scenario and provide a one-time vacation leave payout.

7c. **Human Resources Department** – *Collective Bargaining Update (Closed Session)*

The Human Resources Director will lead a closed session discussion.

8a. **Board of Commissioners’ Office** – *Resolution of Support for Net Neutrality Protections*

A resolution is offered to advocate for proposals that support a free and open Internet accessible to all local communities that do not preempt state and local government ability to respond to the unique challenges faced in our communities.

8b. **Board of Commissioners’ Office** – *Part Time Social Media Position (Discussion)*

The merits and cost of a part time social media position will be discussed.
To: County Services and Finance Committees

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

Date: March 20, 2018

Re: 2018 Remonumentation

The attached resolutions authorize an agreement with the county representative for the county’s 2018 remonumentation program, agreements with the 2018 remonumentation surveyors, and agreements with the 2018 peer review surveyors. All monies are from the 2018 remonumentation grant from the State of Michigan. The grant amount for 2018 is $94,371.
TO: Doug Stover, Director of Equalization
FROM: James Hudgins, Director of Purchasing
DATE: January 30, 2018
RE: Memorandum of Performance for RFP No. 10-18: Remonumentation Surveying Services

Per your request, the Purchasing Department sought proposals for the services of multiple monumentation surveyors for 2018. All work shall be performed under the guidelines and conditions set forth in P.A. 345 of 1990.

The Purchasing Department can confirm the following:

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<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
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<tr>
<td>Vendors invited to propose</td>
<td>37</td>
<td>17</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

**VENDORS NOT BIDDING**
Boss Engineering, Howell, Michigan - Please keep us on the list for future projects other than remonumentation.

ZFE, Grand Ledge, Michigan - Will not be submitting on this RFP but would appreciate being notified of future requests for similar work.

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

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

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
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<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Professional Licensed Surveyor Hourly Rate</th>
<th>2 Man Field Crew/ Equipment &amp; Vehicle Hourly Rate</th>
<th>Additional Crew Member Hourly Rate</th>
<th>Office Technician Hourly Rate</th>
<th>Draftsperson/ CAD Hourly Rate</th>
<th>Clerical/ General Office Hourly Rate</th>
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INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD 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 2018 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, 2018 through December 31, 2018, at a cost not to exceed $14,420.

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 PEER REVIEW GROUP MEMBERS

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 2018 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
- Donald Bendzinski, 312 North Street, Mason, MI 48854
- Brett Dodge, 11553 Sara Ann Drive, Dewitt, MI 48820

...to terms expiring December 31, 2018.

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 2018 at a cost not to exceed $525 per Peer Review Group Member at a cost of $175 per meeting.

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.
Agenda Item 1c

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 2018; 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., Wolverine Engineering and Surveyors, Inc., and All Purpose Surveying Consultants, for services as monumentation surveyors for 2018.

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 2018:

- Autenrieth Land Surveys: $14,800
- Bumstead Land Surveys: $14,800
- Enger Surveying and Engineering: $14,800
- Geodetic Design, Inc.: $14,800
- Wolverine Engineering and Surveyors, Inc.: $7,440
- All Purpose Surveying Consultants: $7,440

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 Law& Courts and County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT FOR A POLICY FOR THE OPERATION OF COMPUTER NETWORK, INTERNET ACCESS, AND EMAIL WITH THE DISTRICT COURT

WHEREAS, Ingham County provides certain information technology services and equipment to the 55th District Court; and

WHEREAS, the State Court Administrative Office (SCAO) has recommended to the courts of Michigan, that when a court is provided any of its communications systems through its funding unit, the court should establish policies and procedures, written in collaboration with the funding unit, for the control and monitoring of the court’s information to assure that the information is maintained in a protected and confidential manner; and

WHEREAS, pursuant to MCL 15.232(d) (v), the judiciary is not a “public body” for the purposes of the Michigan Freedom of Information Act and its judicial documents are exempt from FOIA.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign the attached agreement with the District Court upon approval as to form by the County Attorney.
ADMINISTRATIVE ORDER 2018-03

OWNERSHIP AND CONTROL OF COURT DATA

The State Court Administrative Office (SCAO) has recommended to the courts of Michigan, that when a court is provided any of its communications systems through its funding unit, the court should establish policies and procedures, written in collaboration with the funding unit, for the control and monitoring of the court’s information to assure that the information is maintained in a protected and confidential manner.

Ingham County provides certain information technology services and equipment to the Court. The Court has a specific interest in confirming its sole ownership and control of its data and communications where such data and communications are handled or transmitted using the services and equipment provided to the Court by the County.

The purpose of this order is to identify that any data and/or communications created by or on the behalf of the Court using the services and equipment provided to the Court by the County is the sole property of the Court and will be maintained in a confidential manner by the County.

IT IS ORDERED:

The Court and Ingham County, acting through its Information Technology Department, agree and state as follows:

Ownership and Control of Data:

a. All data generated in all forms, by or resulting from the actions of the Court, its judges, employees, contractors, or volunteers is the property of the Court and the County has no property interests therein.

b. All data, information, or records generated in or by any communications systems utilized by the judges and employees of the Court are the property of the Court and shall not be disseminated without approval of the Chief Judge or his/her designee.
c. The Court will cooperate with operational policies promulgated by the County as the provider of computer network services and Internet access, to the degree they are not in conflict with this agreement or any other policy(s) that the Court may adopt for their efficient and effective operations. Notwithstanding the foregoing, only the Court will have the authority to monitor and review all data, information, or records generated by the judges and employees of the Court. The Court acknowledges that as part of the services provided, the County scans or otherwise checks email communications, including attachments, for computer viruses, bugs, spy-ware and other damaging or potentially damaging programming. This scanning or checking may necessitate the review of communications and attachments but all such review shall be done in a confidential manner and the County shall not make any copies of Court communications outside the normal back-up procedures.

d. The Chief Judge or his/her designee has the sole authority to authorize appropriate action should any Court employee abuse the use of any County information technology system or violate any standard of operation. However, the Chief Judge or his/her designee will work with the County to minimize any threat to or damage of the County’s information technology system. In the event of an emergency or an imminent threat to the County’s information technology system, the County may take immediate emergency measures to address the threat or emergency. As soon as practical, the County will inform the Court of the situation and the County and the Court will jointly agree on a long term solution to the threat or emergency.

Handling of Requests for Court Data/Information

a. Upon receipt of a Freedom of Information Request (FOIA) for court data/information, the County will respond to a FOIA request by stating that the Court is not subject to FOIA and the request will be forwarded to the Court.

b. If the request received by the County is in the form of a subpoena or court order, the County will inform the Court of the request as soon as possible. If the Court elects to contest the subpoena or court order, in whole or in part, the County will cooperate with the Court in responding to the subpoena or court order.

Effective Date: March 7, 2018

Date: ______________

Honorable Thomas P. Boyd
Chief Judge
Agenda Item 3a

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 16, 2018

SUBJECT: Resolution authorizing a new cooling unit in the Human Services Building IT data room
For the meeting agendas of: April 3 & 4

BACKGROUND
The current cooling unit will be 21 years old this year. It is outdated and has lived beyond its means, any repairs needed at this point are very costly. An efficient cooling unit is essential due to the sensitive nature of the equipment stored in the data room.

ALTERNATIVES
There are no alternatives to this replacement request.

FINANCIAL IMPACT
Myers Plumbing and Heating, Inc. will provide a new Liebert cooling unit, which includes humidification, for a total cost of $22,992.00.
The Facilities Department is requesting a $1,500.00 contingency for any unforeseen circumstances that may arise, bringing the total to a not to exceed cost of $24,492.00.
Funds for the cooling unit are available in the 2018 approved CIP line item #63123304-931000-8F09

OTHER CONSIDERATIONS
There are no other considerations for this contract.

RECOMMENDATION
Based on the information presented, the Facilities Department requests approval of a contract with Myers Plumbing and Heating, Inc. to provide and install a new Liebert cooling unit in the Human Services Building IT data room.
TO: Rick Terrill, Facilities Director  
   Mike Pathfinder, Facilities Manager  

FROM: James Hudgins, Director of Purchasing  

DATE: March 13, 2018  

RE: Memorandum of performance for Packet 74-18: Cooling System.  

Quotes were solicited for installing a new cooling unit for the state phone room at the Human Services Building. 

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

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Preference</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Myers Plumbing &amp; Heating Inc.</td>
<td>No, Clinton County</td>
<td>$22,992.00</td>
</tr>
<tr>
<td>T.H. Eifert</td>
<td>Yes, Lansing</td>
<td>$27,035.00</td>
</tr>
<tr>
<td>John E. Green Co.</td>
<td>Yes, Lansing</td>
<td>$34,900.00</td>
</tr>
</tbody>
</table>

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds $10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding. 

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

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Introduction by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE OF A LIEBERT COOLING UNIT

WHEREAS, the current cooling unit will be 21 years old this year, it is outdated and has lived beyond its means; and

WHEREAS, any repairs needed at this point are very costly; and

WHEREAS, an efficient cooling unit is essential due to the sensitive nature of the equipment stored in the data room; and

WHEREAS, Myers Plumbing and Heating, Inc will provide and install a new Liebert cooling unit for a total cost of $22,992.00; and

WHEREAS, the Facilities Department is requesting a $1,500.00 contingency for any unforeseen circumstances that may arise, bringing the total to a not to exceed cost of $24,492.00; and

WHEREAS, funds for the unit are available in the 2018 approved CIP line item #63123304-931000-8F09.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with Myers Plumbing and Heating, Inc., 16825 Industrial Parkway, Lansing, Michigan 48906, to provide and install a new Liebert cooling unit in the Human Services Building IT data room for a not to exceed total cost of $24,492.00 which includes the requested $1,500.00 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.
Ingham County
Facilities Condition Assessment Report
Facilities Condition Assessment

Introduction
Facilities condition assessment is the process of developing a comprehensive picture of physical conditions and the functional performance of buildings and infrastructure; analyzing the results of information collected and observations; report and present findings.

The Facilities Condition Assessment

Objective
The main objective of the facilities condition assessment is to determine the condition of the facilities and to provide estimated costs associated for the repair or replacement of the deficiencies that are identified.

Purpose
- Provide an inspection of all facilities to identify deficiencies
- Identify conditions that are either potentially damaging to property or present safety hazards
- Develop cost estimates to correct deficiencies
- Utilize and plan for capital improvements, renovations, or needed repairs

Scope
The method that was used in assessing the existing buildings and infrastructure was limited to physical deficiencies in the buildings and infrastructure systems. The physical condition assessment is based on building inspections and the collection of information from sources such as interviews with maintenance staff, maintenance records, and the space utilization study.

Applying the Assessment
Though the condition assessment provides documentation for capital project justification and project planning, projects and estimated project costs will need to be verified by going through the Counties competitive bidding and purchasing procedures. The information from these inspections and evaluations is summarized, priorities are set, and results are presented.
**Facilities Condition Assessment Phases**

**Phase One** - Designing the Assessment
- * Determine assessment scope

**Phase Two** – Collecting the information
- * Prepare inspection forms
- * Conduct inspections
  - * Prepare findings

**Phase Three** – Summarize the Results
- * Evaluate inspections
- * Compile the information
  - * Prepare the report

**Phase Four** – Present the Report
- * Design presentation
  - * Communicate findings

**Facilities Condition Assessment Rating System**
The assessment provides a functionality rating system that helps to determine building condition and seriousness of the deficiencies needing corrective action.

The four-level rating system (4= Good, 3=Fair, 2=Poor, and 1=Critical) is being used along with evaluation comments, life cycle, and notes to calculate a projected cost based on a judgment made of the required scope of work. Below you will find a copy of a Facilities Condition Assessment Checklist that was used for each site to ensure an accurate and consistent analyst.

**Assessment Summary**
This section of the report provides a summary of the findings for the report. First you have an Excel spread sheet that summarizes the estimated cost by location and then a more detailed summary describing the physical condition and deficiencies by building location.

**Please note:** these are only estimated costs.
## Facility Condition Assessment Summary

<table>
<thead>
<tr>
<th>Facility</th>
<th>Site</th>
<th>Utilities</th>
<th>Exterior</th>
<th>Interior</th>
<th>HVAC</th>
<th>Electrical</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annex</td>
<td>1</td>
<td>2</td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>$500,000 - $800,000</td>
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<tr>
<td>Drain Office</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>$10,000 - $25,000</td>
</tr>
<tr>
<td>FCHC</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>4</td>
<td>2</td>
<td>3</td>
<td>$850,000 - $970,000</td>
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<tr>
<td>Grady Porter</td>
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<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>$361,600 - $400,000</td>
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<tr>
<td>Human Services</td>
<td>3</td>
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<td>2</td>
<td>3</td>
<td>3</td>
<td>$900,000 - $1,045,000</td>
</tr>
<tr>
<td>Hilliard</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>$350,000 - $425,000</td>
</tr>
<tr>
<td>ICFC</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>$600,000 - $885,000</td>
</tr>
<tr>
<td>Mason Courthouse</td>
<td>4</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>$225,000 - $282,000</td>
</tr>
<tr>
<td>55th District Court</td>
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<td>3</td>
<td>3</td>
<td>3</td>
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<td>3</td>
<td>$50,000 - $85,000</td>
</tr>
<tr>
<td>Youth Center</td>
<td>3</td>
<td>3</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>$400,000 - $555,000</td>
</tr>
<tr>
<td>9-1-1 Center</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>4</td>
<td>$75,000 - $100,000</td>
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<tr>
<td>Vet. Mem. Courthouse</td>
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<td>3</td>
<td>3</td>
<td>3</td>
<td>3</td>
<td>$200,000 - $260,000</td>
</tr>
</tbody>
</table>

**Estimated 5 Year Total**: $4,511,600 - $5,832,000

### Condition Rank and Replacement Years

<table>
<thead>
<tr>
<th>Condition Rank</th>
<th>4 Good</th>
<th>3 Fair</th>
<th>2 Poor</th>
<th>1 Critical</th>
</tr>
</thead>
<tbody>
<tr>
<td>Replacement Years</td>
<td>N/A</td>
<td>3 to 5</td>
<td>2 to 3</td>
<td>1 to 2</td>
</tr>
</tbody>
</table>
ANNEX BUILDING
The Annex building is about 23,729 gross square feet and the original portion was built in 1926 and parts of was remodeled in 1998. The building primarily is now used to store seasonal equipment and some files from various departments. The building sits on 1.27 acres and has a large parking lot in front of the building.

Site
Overall, the site is not visually appealing. The landscaping is adequate and appropriate for the existing building conditions. The asphalt parking lot is at its useful life and is need of substantial repair or replacement.

Exterior Structure
The existing membrane roofing system is beyond repair and is in need of immediate replacement. The exterior brick masonry shows signs of deterioration and significant failure. Major repairs and tuck-pointing is required.

Interior Finishes/Systems
The interior finishes within this facility are extremely worn and/or damaged. This would include ceiling, wall, and floor finishes. The building has been primarily used for storage.

Fire/Life Safety
The structural fire separations are not code compliant and some paths of egress in the building and life safety systems are not adequate for occupancy. The building is protected with smoke and fire alarms.

HVAC
The facility has a boiler that is over 25 years old and is past its average useful life.

Electrical
The overall electrical distribution system is old and in need of upgrades. It currently only serves the lighting, life safety, and heating systems in the building. The interior lighting are fixtures lamped with T-12 fluorescent bulbs. These bulbs and fixtures are no longer made and are beyond their intended life cycle and need to be replaced.

Plumbing
The domestic water lines consist of copper piping. The supply and drain piping networks appear to be original, with the exception of a few areas. Overall, the plumbing systems have experienced failures and are in need of upgrades throughout the building.

Note
The building is in need of structural and building systems upgrades that are significant. Due to the age of the building and what it is used for, it is recommended that the building be demolished. The projected cost for the building demolition is estimated at about $500,000 to $800,000.
**DRAIN OFFICE**
The Drain Office building is about 10,835 square feet. The building was built in 1984 with an addition (the vault) added in 1997. It’s a single story structure with an attached garage and a storage building that sits behind the office building.

**Site**
Overall, the site is well maintained and visually appealing. The landscaping is adequate and appropriate for existing building conditions. The parking lot is in fair condition with minor repairs needed.

**Exterior Structure**
The existing roofing system over the office portion of the building is asphalt shingles and are in good condition. The roof membrane over the garage was replaced about 5 to 6 years ago and is in good condition. Windows and doors are approaching the end of their life cycles but are in fair condition.

**Interior Finishes/Systems**
The interior finishes within this facility are in generally good condition. There are a few areas in the office area that are need of painting and some carpet replacement. Generally the ceiling, wall, and floor finishes are in good condition for the age of the building.

**Fire/Life Safety**
The fire alarm panel was recently replaced and the building is protected with smoke and fire alarms.

**HVAC**
The heating and cooling systems for the building are 2 years old. The systems are forced air residential type split systems.

**Electrical**
The overall electrical distribution system is adequate for the age of the building. The interior lighting is old and in need of upgrades and/or re-lamping.

**Plumbing**
The domestic water lines consists of copper piping. Overall, there are no known issues with plumbing system in the building.

**Note**
The building overall is in good shape for its age. It is recommended that the interior lighting be upgraded or re-lamped as we as the storage building is in need of a new roof. The projected costs for these improvements are estimated to be about $10,000 to $25,000.
**FCHC**
The Forest Community Health Center is about 38,045 square foot, is a single story structure that was built in 1980 and renovated in 2015. This building contains office space, examination rooms, dental area, and general seating area. The building has brick masonry and a new flat membrane roof.

**Site**
Overall, the site is visually appealing and is well maintained. The landscaping is new which includes sidewalks, asphalt parking lot, and are in good condition. However, there is a side lot on the north east side of the building that will need to be replaced.

**Exterior Structure**
The brick masonry exterior is in fair condition but will need some repairs and tuck-pointing within the next 3 to 5 years. The exterior doors are glass and metal frames. They are approaching the end of their life cycle and are in need of repairs or replacement.

**Interior Finishes/Systems**
Due to the remodel in 2015 the interior finishes within this facility are in generally very good condition. There are a few areas such as exam rooms and dental area where the VCT (floor finishes) need of repair or replacement. Generally the ceiling, wall, and floor finishes throughout the building are in good condition.

**Fire/Life Safety**
The building is served by an automatic fire alarm system. The fire alarm panel and devices were replaced in 2015 at the time of the remodel. The fire suppression system is an automatic sprinkler system and is in good operating condition.

**HVAC**
Though the building was remodeled in 2015 only some of the mechanical systems were upgraded such as the boilers and pumps. There are 5 roof top units (RTU) that will need to be replaced due to their age and condition.

**Electrical**
The overall electrical distribution system is in good condition based on improvements that were made in 2015 during the remodel. The only thing I would recommend is a lighting re-lamp throughout the building. Generator and security cameras are were installed in 2015.

**Plumbing**
The domestic water lines consists of copper piping. Overall, there are no known issues with plumbing system in the building.

**Note**
Though the building was remodeled in 2015 not all deficiencies were included in the scope of work. There are still some structural and mechanical improvements that will need to be made within the next 2 to 5 years and are estimated to be about **$850,000 to $970,000**.
Grady Porter Building
The Grady Porter building is about 99,140 square feet. The building was built in 1956 and renovated in 2003. It’s a 4-story building with a lower level and an underground parking garage.

Site
Overall, the site is well maintained and visually appealing. The landscaping in the lower garden is in need of some repairs to the pavers since space is used for special functions. The parking lot is gated and shared with the VMC building and is close to end of its useful life.

Exterior Structure
The existing exterior is in good condition with the exception of the windows which are at the end of their useful life. Some repairs and tuck-pointing to the exterior is required. The entrances are metal door and glass and are approaching the end of their useful life.

Interior Finishes/Systems
The interior finishes within this facility are in generally good condition. There are a few areas in the building that need painting and some carpet replacement. Signage is old and in need of replacement. Generally the ceiling and wall finishes are in good condition for the age of the building.

Fire/Life Safety
This building is served by an automatic fire alarm system with smoke detectors, pull stations, and horns & strobe devices. The fire suppression system is provided by an automatic sprinkler system. The fire alarm panel is approaching its useful life and replacement is recommended within the next 2 to 3 years. This building is served by the emergency generator located at the VMC and was installed in 2000.

HVAC
This building is provided with Steam for heating and chilled water for cooling from the Board of Water & Light. The humidification systems at each of the 4-air handling units (AHU’s) are in need of repair or replacement.

Electrical
The overall electrical distribution system is in good condition based on the age of the building. The only thing I would recommend is a lighting re-lamp throughout the building.

Plumbing
Overall the system appears to be in good condition other than some of the water heaters in the building are approaching the end of their useful life.

Note
The building overall is in good shape for its age. The structural, mechanical, and interior improvements make up most of the improvement costs. The projected costs for these improvements are estimated to be about $361,600 to $400,000.
Human Service Building
The Human Service building is about 195,000 square feet. The building was built in 1984 with an addition added 1997. It’s a 2 story building with an out building used for storage and recycle center.

Site
Overall, the site is visually appealing and is well maintained. The landscaping is in need of some minor upgrades as well as exterior signage. The portion of the parking lot that has not been replaced is in poor condition and in need of replacing as well as the fencing on the south side of the property.

Exterior Structure
The brick masonry exterior is in fair condition, but will need some repairs and tuck-pointing within the next 3 to 5 years. The major repair are the all 8-entrances which are rusted and in need of repair or replacement.

Interior Finishes/Systems
The interior finishes within this facility (primarily in the Health Department area) are worn and/or damaged. This would include ceiling, wall, and floor finishes.

Fire/Life Safety
This building is served by an automatic fire alarm system with smoke detectors, pull stations, and horns & strobe devices. The fire suppression system is provided by an automatic sprinkler system. The fire alarm panel was replaced in 2016. This building is served by 2-emergency generator’s one of which 32 years old and is in need of replacement.

HVAC
The mechanical systems for this building are in fair condition. We have a couple of boilers scheduled to be replaced in 2017. The roof top units that provide air conditioning for the building are in fair condition and are in no need for immediate replacement.

Electrical
Overall, the electrical system appears to be in good condition with no obvious issues to report. The interior lighting is a lay-in type fixture mostly with T-8 fluorescent bulbs. It has been 10 years since the lighting was updated and the building is in need of a re-lamping. The exterior lighting specifically the parking lot lights are currently being updated.

Plumbing
The domestic water lines consists of copper piping. Overall, there are no known issues with plumbing system in the building.

Note
The building was built in 1984 and remodeled 1997. The majority of improvement costs are related to carpet replacement and parking lot improvements. The total projected costs for all the improvements are estimated to be about $900,000 to $1,045,000.
**Hilliard Building**
The Hilliard building is about 45,000 square feet. The building is 4 story building and was built in 1992.

**Site**
Overall, the site is well maintained and visually appealing. The landscaping is adequate and appropriate for existing building conditions. The parking lot’s which consist of 2-small and one medium size lot are close to the end of their useful life. The concrete outside of the receiving area is deteriorated to the point of needing replacement.

**Exterior Structure**
The existing roof was replaced in 2015 and is in good condition. The brick masonry exterior is in good condition with the exception of areas at the front of the building. Some repairs and tuck-pointing needed at the front of building.

**Interior Finishes/Systems**
The interior finishes within this building are in generally fair condition. The carpeting throughout the building is worn and in need of replacement. The restrooms are in good condition and require no upgrades other than some painting.

**Fire/Life Safety**
There are no life safety issues that were observed other than the fire alarm panel is approaching its useful life and replacement is recommended within the next 3 to 4 years. This building has an emergency generator that was installed in 2004 and is in good condition.

**HVAC**
This building houses the boilers and chiller that provide the heating and cooling for both this building and the Mason Courthouse. The boilers are about 5 years old and the chiller was replaced in 2012. There is for each floor but are in need up repair. The piping (chilled water, hot water, fire suppression) that is in the tunnel between the Hilliard and Mason Courthouse show signs of deterioration and is in need of replacement.

**Electrical**
Overall, the electrical system appears to be in good condition with no obvious issues to report. The interior lighting is a lay-in type fixture mostly with T-8 fluorescent bulbs and are in need of re-lamping. The exterior lighting specifically the parking lot lights have reached the end of their useful life and should be replaced.

**Plumbing**
The building domestic water supply piping system is original to the building. Overall the system appears to be in good condition other than the drinking fountains are approaching the end of their useful life.

**Note**
The building was built in 1992 and is in good shape for its age. The majority of improvement costs are related to carpet replacement and parking lot improvements. The total projected costs for all the improvements are estimated to be about $350,000 to $425,000.
**ICFC**
The Ingham County Family Center was about 47,773 square feet. The building was built in 1957 and most of the building was remodeled in 2008. At that time it was decided not to include the sanctuary in the remodel. It’s a single story building except for the sanctuary which has a basement.

**Site**
Overall, the site is visually appealing and is well maintained. The landscaping is in need of some minor upgrades. The portion of the parking lot that has not been replaced is in fair condition and in need of repairs.

**Exterior Structure**
The existing exterior is in good condition with the exception of the windows on the sanctuary side of building. They are boarded up and in need of windows.

**Interior Finishes/Systems**
The interior finishes within this facility are in generally good condition. There are a few areas in the building that need painting and some carpet replacement. The sanctuary portion of the building is unoccupied and in need of renovation before it can be used.

**Fire/Life Safety**
This building is served by an automatic fire alarm system with smoke detectors, pull stations, and horns & strobe devices. The fire suppression system is provided by an automatic sprinkler system. The fire alarm panel was replaced in 2008.

**HVAC**
The mechanical systems for this building are in fair condition. There is an abandoned boiler in the mechanical room that needs to be removed.

**Electrical**
The overall electrical distribution system is in good condition based on the age of the building.

**Plumbing**
The domestic water lines consist of copper piping. Overall, there are no known issues with plumbing system in the building.

**Note**
The remodel of the sanctuary makes up most of the costs. The projected costs for these improvements are estimated to be about $600,000 to $885,000.
**Mason Courthouse**
The Mason Courthouse is about 39,713 square feet. The building was built in 1904 with a restoration taking place in 1995. It’s a 3 story building with a basement.

**Site**
Overall, the site is visually appealing and is well maintained. Other than some outdated site signage and outdoor furniture, the site and landscaping is in good condition.

**Exterior Structure**
The exterior is in fair condition for the building age. There will need to be some repairs and/or replacement of the exterior doors and some environmental remediation in the crawl space below a portion of the building within the next 3 to 5 years. The major costs are with the window replacements if pursued.

**Interior Finishes/Systems**
The interior finishes within this building are in generally fair condition. The carpeting throughout the building for the most part has been replaced in the last couple of years with the exception of a couple of departments. Some painting throughout the building is needed.

**Fire/Life Safety**
This building is served by an automatic fire alarm system with smoke detectors, pull stations, and horns & strobe devices. The fire suppression system is provided by an automatic sprinkler system.

**HVAC**
The heating & cooling for this building is primarily provided by boilers and chiller water from the Hilliard building. Both systems are only about 5 years old. The piping (chilled water, hot water, fire suppression) that is in the tunnel between the Hilliard and Mason Courthouse show signs of deterioration and is in need of repair/replacement.

**Electrical**
Overall, the electrical system appears to be in good condition with no obvious issues to report. Based on a 2016 approved CIP the interior lighting is scheduled to be upgraded to LED type fixtures in 2017.

**Plumbing**
The building domestic water supply piping system is original to the building. Overall the system appears to be in good condition other than the drinking fountains are approaching the end of their useful life and the storm drains (inside the attic) from the roof are in need of replacement.

**Note**
The building overall is in good shape for its age. The majority of improvement costs come from the window replacements and environmental abatement in the crawl space. The projected costs for these improvements are estimated to be about $225,000 to $282,000.
55th District Court
The 55th District Court is about 14,480 square foot, is a single story structure that was built in 1978 with a small addition to the building added in 1989. The building has brick masonry with a newer main roof that is about 4 years old.

Site
Overall, the site is well maintained and visually appealing. The landscaping is adequate and appropriate for existing building conditions. The irrigation system is in need of upgrading because it has approached the end of its useful life.

Exterior Structure
The brick masonry exterior is in fair condition for its age. No immediate repairs were identified at this time.

Interior Finishes/Systems
The interior finishes within this facility are in generally good condition. There are a few areas in the building that need painting and some floor tile replacement in the bathrooms. Generally the ceiling and wall finishes are in good condition for the age of the building.

Fire/Life Safety
This building is served by an automatic fire alarm system with smoke detectors, pull stations, and horns & strobe devices. The fire suppression system is provided by an automatic sprinkler system. The fire alarm panel was replaced in 2012.

HVAC
The mechanical systems for this building are in fair condition and are in no need for immediate replacement.

Electrical
The overall electrical distribution system is in good condition based on the age of the building. The only thing I would recommend is a lighting re-lamp throughout the building and upgrading the parking lot lights for energy conservation purposes.

Plumbing
The domestic water lines consists of copper piping. Overall, there are no known issues with plumbing system in the building.

Note
The building overall is in good shape for its age. The projected costs for the recommended improvements are estimated to be about $50,000 to $85,000.
**Youth Center**
The Youth Center is about 16,500 square foot, is a single story structure that was built in 1986. This is a 24/7 operation and is a youth detention center. The building contains office space, kitchen, gym, class rooms, and laundry equipment.

**Site**
Overall, the site is well maintained and visually appealing. The only significant improvements are with the gate to parking lot, outdoor basketball area, and replacement of the parking lot all of which are in disrepair and have approached the end their useful life.

**Exterior Structure**
The brick masonry exterior is in need of some repair (primarily tuck-pointing) as well as exterior entrance replacements.

**Interior Finishes/Systems**
The interior finishes within this facility are in generally good condition. There are a few areas in the building that need carpet replaced and showers updated. Generally the ceiling and wall finishes are in good condition for the age of the building.

**Fire/Life Safety**
This building is served by an automatic fire alarm system with smoke detectors, pull stations, and horns & strobe devices. The fire suppression system is provided by an automatic sprinkler system. The fire alarm panel (which was updated about 5 years ago) which is for internal purposes only. This building is served by 1-emergency generator which is 30 years old and is in need of replacement.

**HVAC**
This building has 2-boilers which are scheduled to be replaced in 2017. There are 5-AHU’s which are original to the building and are in need of replacement.

**Electrical**
The overall electrical distribution system is in good condition based on the age of the building. The only thing I would recommend is a lighting re-lamp throughout the building.

**Plumbing**
The domestic water lines consists of copper piping. Overall, there are no known issues with plumbing system in the building.

**Note**
The majority of the estimated improvement costs are associated with exterior building improvements, generator replacement, and AHU upgrades. The projected cost for the building demolition is estimated at about $400,000 to $555,000.
9-1-1 Dispatch Center
The 9-1-1 Ingham County Dispatch Center is about 13,000 square foot, is a single story harden facility that was built in 2012. The building has brick masonry exterior and a new flat membrane roof.

Site
Overall, the site is visually appealing and is well maintained. The landscaping, sidewalks, and asphalt parking lot are in good condition.

Exterior Structure
The brick masonry exterior and entrances are in good condition.

Interior Finishes/Systems
Due to the building being built in 2012 the interior finishes within this facility are in generally very good condition.

Fire/Life Safety
This building is served by an automatic fire alarm system with smoke detectors, pull stations, and horns & strobe devices. The fire suppression system is provided by an automatic sprinkler system. This building is served by an emergency backup generator.

HVAC
The mechanical systems for this building are in good condition. The A/C units in the server room that provide cooling for the dispatch area create a constant vibration noise. This is a design flaw which needs to be corrected.

Electrical
The overall electrical distribution system is in good condition based on the age of the building.

Plumbing
The domestic water lines consists of copper piping. Overall, there are no known issues with plumbing system in the building.

Note
The building overall is in good shape. The projected costs for the recommended improvements are estimated to be about $75,000 to $100,000.
The Veterans Memorial Courthouse is about 110,000 square feet. The building was built in 2000. It’s a 4-story building with a lower level lock up and underground parking garage.

**Site**
Overall, the site is well maintained and visually appealing. The landscaping is adequate and appropriate for existing building conditions. The gated parking lot in the back of the building is close to the end of its useful life.

**Exterior Structure**
The masonry exterior is in good condition for its age. No immediate repairs were identified at this time.

**Interior Finishes/Systems**
The interior finishes within this building are in generally good condition. The carpeting throughout the building for the most part is in good condition the exception of some judicial areas. Interior signage is in need of updating.

**Fire/Life Safety**
This building is served by an automatic fire alarm system with smoke detectors, pull stations, and horns & strobe devices. The fire suppression system is provided by an automatic sprinkler system. The fire alarm panel which is shared with GPB is approaching its useful life and replacement is recommended within the next 2 to 3 years. This building is served by an emergency generator and was installed in 2000.

**HVAC**
This building is provided with Steam for heating and chilled water for cooling from the Board of Water & Light. The humidification systems at each of the 4-air handling units (AHU’s) are in need of repair or replacement.

**Electrical**
The overall electrical distribution system is in good condition based on the age of the building. The only thing I would recommend is a lighting re-lamp throughout the building.

**Plumbing**
Overall the system appears to be in good condition other than some various pumps that need replacing.

**Note**
The building overall is in good shape for its age. The replacement of the parking lot makes up most of the estimated improvement costs. The projected costs for these improvements are estimated to be about $200,000 to $260,000.
The table below lists the anticipated service life in years for buildings and building systems and
is only one of tools used in determining equipment replacement or system improvements. There
are many factors that can affect the average useful life of any system or component. A good
preventative maintenance programs can often times lengthen the life of a system.

<table>
<thead>
<tr>
<th>Systems</th>
<th>Average Useful Life Years</th>
</tr>
</thead>
<tbody>
<tr>
<td>HVAC</td>
<td></td>
</tr>
<tr>
<td>1. Air Conditioners</td>
<td></td>
</tr>
<tr>
<td>a. Window Unit</td>
<td>10</td>
</tr>
<tr>
<td>b. Residential Single or Split Package</td>
<td>15</td>
</tr>
<tr>
<td>c. Commercial</td>
<td>10</td>
</tr>
<tr>
<td>d. Water-Cooled Package</td>
<td>20</td>
</tr>
<tr>
<td>e. Computer Room Unit</td>
<td>15</td>
</tr>
<tr>
<td>2. Air Handling Units</td>
<td></td>
</tr>
<tr>
<td>a. Built-Up Heavy Duty</td>
<td>30</td>
</tr>
<tr>
<td>b. Packaged Medium-Duty</td>
<td>25</td>
</tr>
<tr>
<td>c. Severe Duty or 100% Outside Air</td>
<td>20</td>
</tr>
<tr>
<td>3. Heat Pumps</td>
<td></td>
</tr>
<tr>
<td>a. Residential Air-to-Air</td>
<td>12</td>
</tr>
<tr>
<td>b. Commercial Air-to-Air</td>
<td>15</td>
</tr>
<tr>
<td>c. Commercial Water-to-Air</td>
<td>18</td>
</tr>
<tr>
<td>4. Roof-Top Air Conditioners</td>
<td></td>
</tr>
<tr>
<td>a. Single Zone</td>
<td>18</td>
</tr>
<tr>
<td>b. Multizone</td>
<td>18</td>
</tr>
<tr>
<td>c. VAV</td>
<td>20</td>
</tr>
<tr>
<td>5. Boilers, Hot Water</td>
<td></td>
</tr>
<tr>
<td>a. Steel Water-Tube</td>
<td>30</td>
</tr>
<tr>
<td>b. Steel Fire-Tube</td>
<td>30</td>
</tr>
<tr>
<td>c. Cast Iron</td>
<td>30</td>
</tr>
<tr>
<td>d. Electric</td>
<td>25</td>
</tr>
<tr>
<td>e. Condensing</td>
<td>15</td>
</tr>
<tr>
<td>6. Boilers, Steam</td>
<td></td>
</tr>
<tr>
<td>a. Steel Water-Tube</td>
<td>28</td>
</tr>
<tr>
<td>b. Steel Fire-Tube</td>
<td>25</td>
</tr>
<tr>
<td>c. Cast Iron</td>
<td>30</td>
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<tr>
<td>7. Burners</td>
<td>18</td>
</tr>
<tr>
<td>8. Furnaces</td>
<td></td>
</tr>
<tr>
<td>a. Gas Fired</td>
<td>18</td>
</tr>
<tr>
<td>b. Oil Fired</td>
<td>18</td>
</tr>
<tr>
<td>c. Condensing</td>
<td>15</td>
</tr>
<tr>
<td>9. Unit Heaters</td>
<td></td>
</tr>
<tr>
<td>a. Gas</td>
<td>13</td>
</tr>
<tr>
<td>b. Electric</td>
<td>15</td>
</tr>
<tr>
<td>c. Hot Water</td>
<td>20</td>
</tr>
<tr>
<td>d. Steam</td>
<td>20</td>
</tr>
<tr>
<td>10. Heaters</td>
<td></td>
</tr>
<tr>
<td>a. Electric Radiant or Convector</td>
<td>10</td>
</tr>
<tr>
<td>b. Radiant Hot Water</td>
<td>25</td>
</tr>
<tr>
<td>c. Radiant Gas</td>
<td>18</td>
</tr>
<tr>
<td>d. Steam or Hot Water Convector, Cast Iron</td>
<td>50</td>
</tr>
<tr>
<td>e. Steam or Hot Water Fin Tube</td>
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</tbody>
</table>
TO: Board of Commissioners, County Services Committee
FROM: Robert Peterson, Director of Engineering, Road Department
DATE: March 9, 2018
SUBJECT: Various Intersection Traffic Control Orders

For the County Services Committee meeting agenda in April 3, 2018
For the BOC meeting agenda in April 10, 2018

This memo and the accompanying resolutions are offered to recommend intersection control signage to be placed at public road intersections within a newly dedicated residential subdivision and at an older intersection that is adjacent to a new housing development. Upon Board approval of the referenced resolutions, Traffic Control Orders (TCO) will be prepared for execution by the Board Chair, and then filed with the County Clerk so the new signs will be lawful. The Road Department will then install the signs.

For newer subdivisions, the cost of the signs and installation is covered from funds the subdivision developers have paid the Road Department for this purpose. In older subdivisions, intersections are revisited as yard improvements and/or landscape growth affect sight distances. In many instances the old intersection controls need to be upgraded, typically from yield signs to stop signs, or from unsigned to stop controlled. Lastly, urban fill-in and redevelopment can greatly change the traffic patterns at an existing intersection. Staff evaluates the new traffic patterns and may recommend changes to the intersection control. Costs to upgrade signs in an older subdivision or modify existing intersection signage, warranted by redevelopment, is typically absorbed by the Road Department budget.

Road Department engineering staff reviews intersections to determine and recommend traffic control signs appropriate for the conditions of each intersection. Reviewed conditions including, but are not limited to, available sight distance, individual approach traffic volumes, directional approach volumes, and crash history. Typically traffic control signs are placed on the approach(es) which motorists would more naturally feel the need to stop, such as on the base leg of a T-intersection, or on any side-street approach to the main, or more heavily traveled (collector) street. Control signs should never be placed where not warranted, or for speed control, as this fosters disrespect and lack of compliance for all traffic control signs, thus violating directives provided by the traffic control manual Michigan statute requires (MCL 257.610).

The reason for this memo is to recommend approval of the attached resolutions for Traffic Control Order actions listed in the resolutions and to request authorization for the Board Chairperson to execute the prepared Traffic Control Orders. After the executed Traffic Control Orders are filed with the County Clerk, the new traffic control signs will be installed and will have the force of law.

Approval of the attached resolutions is recommended.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE
WHITEHILLS LAKES SOUTH SUBDIVISION
TRAFFIC CONTROL ORDERS

WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrant, upgrading road intersection control signs and devices based on current traffic volumes, sight distance, topography, and other conditions present at Ingham County public road intersections; and

WHEREAS, Road Department engineering staff have reviewed the various intersections in the Whitehills Lakes South residential subdivision in Sections 4 and 5 of Meridian Township and find that certain intersections therein should be signed or upgraded as indicated below.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of a stop sign to stop northbound traffic on Southridge Drive for eastbound and westbound traffic on Whitehills Lakes Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of a stop sign to stop eastbound traffic on Winterfeld Court for northbound and southbound traffic on Southridge Drive.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.
WHEREAS, The Ingham County Road Department is responsible for placing, maintaining, and when conditions warrant, upgrading road intersection control signs and devices based on current traffic volumes, sight distance, topography, and other conditions present at Ingham County public road intersections; and

WHEREAS, Road Department engineering staff have reviewed the existing Jolly Oak Road and Water Lily Way intersection in Section 33 of Meridian Township and find that the intersection should be signed or upgraded as indicated below.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a Traffic Control Order and placement of stop signs to stop eastbound and westbound traffic on Jolly Oak Road for northbound and southbound traffic on Water Lily Way (previously known as the north - south portion of Jolly Oak Road).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes the Board Chairperson to sign and date the above mentioned Traffic Control Orders and filing of same with the County Clerk.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated March 20, 2018 as submitted.
### INGHAM COUNTY ROAD DEPARTMENT

**LIST OF CURRENT PERMITS ISSUED**

**DATE** March 20, 2018

<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>2018-122</td>
<td>WILLOW CREEK FARMS TRUCKING</td>
<td>AGRICULTURAL MULTIPLE MOVE</td>
<td>VARIOUS</td>
<td>MERIDIAN</td>
<td>17</td>
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<tr>
<td>2018-123</td>
<td>MERIDIAN TOWNSHIP WATERMAIN</td>
<td>BLUE HAVEN CT</td>
<td>MERIDIAN</td>
<td>3</td>
<td></td>
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<tr>
<td>2018-124</td>
<td>SCARLETT EXCAVATING WATERMAIN / SANITARY SEWER</td>
<td>MARSH RD &amp; PIKE ST</td>
<td>MERIDIAN</td>
<td>1</td>
<td></td>
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<tr>
<td>2018-132</td>
<td>CONSUMERS ENERGY GAS</td>
<td>JOLLY RD &amp; EVERY RD</td>
<td>ALAIEDON</td>
<td>1</td>
<td></td>
</tr>
</tbody>
</table>

**MANAGING DIRECTOR:** ______________________________
TO: Board of Commissioners County Services and Finance Committees
FROM: Cynthia Wagner
DATE: 3-21-2018
SUBJECT: Purchase of Flavor Burst Color Touch Panel for Potter Park Zoo
For the meeting agenda of 4-03-2018

BACKGROUND
Potter Park Zoo operates and manages the zoo restaurant and snack shop. In 2017, 22,176 soft serve ice cream cones were sold making it one of the most popular food items on the menu. The zoo is working to expand revenue sources and would like to offer a larger variety of soft serve flavors at a higher cost than the current chocolate, vanilla, and chocolate/vanilla twist flavors.

Taylor Freezer of Michigan Inc. is the sole vendor of the Flavor Burst equipment and syrup in Michigan. Potter Park Zoo is seeking permission to purchase from Taylor Freezer of Michigan Inc. the Flavor Burst Color Panel CTP 80SS model.

ALTERNATIVES
Continue to offer chocolate, vanilla and chocolate/vanilla twist flavored soft serve ice cream.

FINANCIAL IMPACT
The CTP 80SS model is $7800.00 and includes a 3 year warranty, 25 bags of syrup, installation, and training. The funds are available in zoo account 258-69200-726010-31500 for the full amount of the purchase.

OTHER CONSIDERATIONS

RECOMMENDATION
Based on the information presented, I respectfully recommend approval to purchase the Flavor Burst Color Panel CTP 80SS from Taylor Freezer of Michigan Inc. in an amount not to exceed $7,800.00.
MEMO

TO: Ingham County Purchasing Department
FROM: Jon Lawrence, Customer Services Manager
DATE: March 15th, 2018

We are requesting sole source classification for the purchase of a Flavorburst TS-80SS Color Touch Panel Soft Serve Flavorburst machine from Taylor Freezer of Michigan. Through an internet search, an inquiry with frozen dessert retailers group, and telephone inquiries with other restaurant equipment dealers no similar equipment was available to attach to our existing Soft Serve Ice Cream machinery.

A letter outlining Taylor Freezer as the sole authorized retailer of this equipment is attached.

The addition of this equipment will be added to our concessions operation and allow for increased ice cream menu options for guests of the zoo and increased revenue.
**TAYLOR FREEZER OF MICHIGAN, INC.**

13841 STARK ROAD  
LIVONIA, MI 48150  
PHONE: (734) 525-2535  
FAX: (734) 525-1360

2111 WALKER COURT  
GRAND RAPIDS, MI 49544  
PHONE: (616) 453-6004  
FAX: (616) 453-1633

1302 INDUSTRY DR, STE A  
TRaverse CITY, MI 49686  
PHONE: (231) 922-0088  
FAX: (231) 922-2532

**STATE DISTRIBUTOR**

**BUSINESS NAME:** Potter Park Zoo  
**CUSTOMER #:** 852799

**OWNER:** Jon Lawrence

**BUSINESS ADDRESS:** 1301 S Pennsylvania Ave, Lansing, MI 48812

**SHIP TO ADDRESS:** 1301 S Pennsylvania Ave, Lansing, MI 48812  
**CUSTOMER #:**

**BILLING ADDRESS:**

**BUSINESS PHONE:** 517-244-8021  
**FAX:**

**REQUESTED DELIVERY DATE:**

**CUSTOMER PO #:**

<table>
<thead>
<tr>
<th>QTY</th>
<th>PRODUCT CODE</th>
<th>DESCRIPTION</th>
<th>SERIAL #</th>
<th>UNIT PRICE</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>CTP-80SS</td>
<td>Flavorburst Color Touch Panel for Soft Serve</td>
<td></td>
<td>$7,800</td>
<td></td>
</tr>
<tr>
<td></td>
<td>115/60/1</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>25 free bags of syrup</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>P.O.P. Kit</td>
<td></td>
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</tr>
</tbody>
</table>

**TERMS:** 3 year warranty. Includes delivery, installation, and training.

Acceptance of this agreement by TAYLOR FREEZER OF MICHIGAN, INC., is contingent upon (1) a satisfactory credit report on the Buyer or Lessee and (2) with regard to the dollar amounts stated hereinafter, the absence of any material error or deviation from TAYLOR FREEZER OF MICHIGAN, INC.'s standard prices. Unless added to the company within 13 days after the signing of this Agreement, Buyer or Lessee may consider this agreement to have been adopted by TAYLOR FREEZER OF MICHIGAN, INC. as written. Please do not include plumbing, wiring unless specified above. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS RESPECTING THE GOODS ORDERED, EXCEPT AS SPECIFIED IN THIS AGREEMENT. OTHER THAN THOSE LIMITED WARRANTIES SET FORTH IN THIS AGREEMENT OR WRITTEN ATTACHMENT THERETO, ALL WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PURPOSE, EXPRESS OR IMPLIED, ARE SPECIFICALLY DISCLAIMED. It is understood and agreed that in the event the credit is not approved by TAYLOR FREEZER OF MICHIGAN, INC., that any monies paid by us as a deposit will be returned in the full amount and that the order becomes null and void immediately. Unless this equipment is sold on open account, this order is subject to the terms and conditions of a conditional sale contract or chattel mortgage to be evidenced by and in NO EVENT DOES TITLE TO SAID MERCHANDISE PASS TO ME UNTIL ALL AMOUNT TO BE PAID BY ME FOR SAID MERCHANDISE ARE FULLY PAID IN CASH OR TITLE IS TRANSFERRED IN CONSIDERATION OF MY EXECUTION OF A PURCHASE MONEY CHARGED MORTGAGE.

"Purchaser" hereby waives that the second hand or used future or failure, or any other thing of value, accepted by "Sellers" in any part payment of the purchase price of the failure or future covered by this order, the free and clear of any and all liens and encumbrances whatsoever, and that "Purchaser" has good and marketable title to said equipment furnishing from any claims or counter claims thereby. All orders accepted by "Sellers" are subject to delay caused by fires, floods, strikes, labor troubles, transportation difficulties, accidents, material labor, or any other cause beyond "Sellers" control, and "Sellers" shall not be liable for any delay or failure of delivery or any costs or damages to any goods shipped by "Sellers" occurring after delivery of said goods to the common carrier, or contractor carrier. THIS ORDER IS TAKEN SUBJECT TO APPROVAL OF TAYLOR FREEZER OF MICHIGAN, INC. This order is subject to cancellation. This above constitutes every agreement to be recognized in this transaction.

**BUSINESS OWNER:**

**Dated:**

**TAYLOR FREEZER OF MICHIGAN, INC.**

**BY:**

**Dated:** 3.15.18
Taylor Freezer of Michigan
2111 Walker Court, Grand Rapids, MI 49544
616-453-6004 asenica@taylorfreezermi.com

3/9/18

John Lawrence
Potter Park Zoo
1301 S. Pennsylvania Ave, Lansing, MI 48912

Dear John Lawrence,

Taylor Freezer of Michigan is the only authorized dealer of Flavor Burst equipment and syrups in the state of Michigan. If you have any additional questions regarding Flavor Burst distribution please contact Flavor Burst Company at 800-264-3528.

Sincerely,

Adam Senica
Vice President
Flavor Burst Soft Serve

The Product

Ice Cream Sundae... In A Cone!
- Offer up to 8 different flavors with one unit.
- Flavored is striped on the outside as well as injected through the center of the soft serve for maximum flavor coverage.
- Specially formulated syrups gel on contact with the soft-serve without dripping.

One-Step Process
Simply select the flavor from the touchscreen menu, and you're ready to draw the serving! The soft serve is striped with flavor as it dispenses.

38 Delicious Flavors
From classics like chocolate and strawberry, to bold new flavors like butter pecan, bubblegum, and peach, Flavor Burst syrups provide variety to keep your menu selection fresh, colorful and exciting.

Multi-Flavored Product
- Combine flavors for new or favorite combinations, such as caramel-apple, chocolate-cherry, or a rainbow twist!
- With an 8-flavor unit, there are literally hundreds of combination possibilities.
- Simply select as few or as many flavors as you like and the system will automatically change the flavors as product is drawn.

Flavor Burst Syrups
- The syrups are specially formulated for Flavor Burst systems and are concentrated to give each serving that perfect burst of flavor.
- Each syrup is packaged into easy-to-install 1-gallon bags with a 2-year shelf life.
- No refrigeration is needed.
- Each gallon bag yields up to 800 3.5oz servings—that's 20,000 servings from your first 8 flavors!

For pricing, availability, and ordering, please contact your local Taylor distributor. To find one near you, visit www.taylorcompany.com. For other general questions or to learn about even more Flavor Burst flavoring systems, call 800-264-3528 or visit www.flavorburst.com.
# Flavor Burst "CTP" SOFT SERVE MODELS

## THE EQUIPMENT

### CABINET FEATURES
- Five models with different stainless steel cabinet styles
- Lightweight trays to hold the bags of syrup
- Easy to connect and disconnect syrup lines
- Sanitizer tank that provides clean-in-place sanitation for syrup lines

### CTP 805S
- Standard 8-flavor stand-alone cabinet
- Large 3-gallon external sanitizer tank

### CTP 405S-JR
- 4-flavor mini cabinet
- 2-gallon external sanitizer tank
- Designed to fit in small cabinets and spaces
- Fits inside the Taylor C201 mobile cart (Taylor C201 cart sold separately)

### CTP 805S-INT
- Integrated 8-flavor cabinet designed to fit within the Taylor C201 mobile cart (Taylor C201 cart sold separately)

### CTP 805S-INT-2S
- Integrated 8-flavor cabinet designed to fit within the Taylor C201 mobile carts (Taylor C201 carts sold separately)
- 2-gallon external sanitizer tank

### CTP 805S-DLX
- Shorter, wider 8-flavor stand-alone cabinet with lift front door
- 2-gallon external sanitizer tank
- External power supply mounted on the back panel
- Electronic box size: 9.5 x 5.5 x 19 in (241 x 89 x 483 mm)

### Models and Specifications

<table>
<thead>
<tr>
<th>MODEL</th>
<th>CABINET WIDTH</th>
<th>SANITIZER TANK</th>
<th>BOXED DIMENSIONS</th>
<th>BOXED WEIGHT</th>
<th>ELECTRICAL REQUIREMENTS</th>
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</thead>
<tbody>
<tr>
<td>CTP 805S</td>
<td>249 x 797 x 692 mm</td>
<td>N/A</td>
<td>8.25 x 24 x 83.5 in</td>
<td>33.9 cu. ft.</td>
<td>110 lbs</td>
</tr>
<tr>
<td>CTP 805S-DLX</td>
<td>17 x 22.75 x 28.125 in</td>
<td>N/A</td>
<td>26.5 x 29.25 x 18.75 in</td>
<td>8.41 cu. ft.</td>
<td>49.9 kg</td>
</tr>
<tr>
<td>CTP 805S-INT</td>
<td>636 x 664 x 699 mm</td>
<td>inside cabinet</td>
<td>674 x 743 x 477 mm</td>
<td>24 cu. ft.</td>
<td>133 lbs</td>
</tr>
<tr>
<td>CTP 805S-INT-2S</td>
<td>19.5 x 13.25 x 24.5 in</td>
<td>inside cabinet</td>
<td>21.5 x 31.22 x 26.75 in</td>
<td>7.02 cu. ft.</td>
<td>60.3 kg</td>
</tr>
<tr>
<td>CTP 405S-JR</td>
<td>299 x 441 x 683 mm</td>
<td>N/A</td>
<td>12 x 34.5 x 35 in</td>
<td>3.39 cu. ft.</td>
<td>85 lbs</td>
</tr>
<tr>
<td>(Taylor cart not included)</td>
<td>346 x 340 x 680 mm</td>
<td></td>
<td>20 cu. ft.</td>
<td>43.4 kg</td>
<td></td>
</tr>
<tr>
<td>(Taylor cart not included)</td>
<td>152 x 191 x 483 mm</td>
<td></td>
<td>10 cu. ft.</td>
<td>89 lbs</td>
<td>230V 50/60Hz</td>
</tr>
</tbody>
</table>
Introduceed by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE FLAVOR BURST COLOR TOUCH PANEL

WHEREAS, Potter Park Zoo operates and manages the zoo restaurant; and

WHEREAS, ice cream was one of the most profitable food items sold at the restaurant in 2017 and the zoo wishes to continue to increase revenue by offering flavor burst ice cream; and

WHEREAS, Taylor Freezer of Michigan, Inc. is the only authorized dealer of Flavor Burst equipment and syrups in Michigan; and

WHEREAS, the cost of the Flavor Burst Color Touch Panel CTP-80SS model is $7,800.00 and funds are available in zoo account, 258-69200-726010-31500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the purchase of one Flavor Burst Color Touch Panel CTP-80SS from Taylor Freezer of Michigan, Inc. at a cost not to exceed $7,800.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.
TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: March 19, 2018
SUBJECT: Conversion of Nutrition Educator Positions to Registered Dietitian Positions
For the meeting agendas of April 2, April 3, and April 4, 2018

BACKGROUND
Two Management Evaluations (State audits) of the Ingham County Health Department (ICHD) Women, Infants, and Children (WIC) program have resulted in nutrition-related citations based on an insufficient number of Registered Dietitians, leading to an inability to meet WIC policy requirements. Registered Dietitians are the only employees who can provide care plans and counseling for high risk clients (including those with elevated blood lead levels, diabetes, obesity, etc.). Converting the two existing WIC Nutrition Educator positions (#601330 and #601401) would allow staff to increase the number of high risk clients they see daily, as well as decrease the wait time for clients who make appointments. The staff currently filling the Nutrition Educator positions meet the criteria to be classified as Registered Dietitians. Human Resources and the Ingham County Employees’ Association (ICEA) Professional Employee union are both in agreement.

ALTERNATIVES
Continuing to operate the ICHD WIC office without implementing the above conversions could lead to a deficiency rating from the State, decreased flow in the clinic, complaints from WIC clients, and a potential for loss of funding from the State due to the inability to meet client demand.

FINANCIAL IMPACT
The proposed conversion of these positions would cost an additional $43,966 annually based on the Step 5 personnel cost comparison for the previous positions. This cost would be offset by the elimination of a vacant Medical Assistant II position (#601105) allocated at $75,000.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize conversion of two existing WIC Nutrition Educator positions (#601330 and #601401) to Registered Dietitian positions.
Introduced by the Human Services, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONVERSION OF NUTRITION EDUCATOR POSITIONS

WHEREAS, two Management Evaluations (State audits) of the Ingham County Health Department (ICHD) Women, Infants, and Children (WIC) program have resulted in nutrition-related citations based on an insufficient number of Registered Dietitians, leading to an inability to meet WIC policy requirements; and

WHEREAS, Registered Dietitians are the only employees who can provide care plans and counseling for high risk clients (including those with elevated blood lead levels, diabetes, obesity, etc.); and

WHEREAS, converting the two existing WIC Nutrition Educator positions (#601330 and #601401) would allow staff to increase the number of high risk clients they see daily, as well as decrease the wait time for clients who make appointments; and

WHEREAS, staff currently filling the Nutrition Educator positions meet the criteria to be classified as Registered Dietitians; and

WHEREAS, the proposed conversion of these positions would cost an additional $43,966 annually based on the Step 5 personnel cost comparison for the previous positions with the additional cost offset by the elimination of a vacant Medical Assistant II position (#601105) allocated at $75,000; and

WHEREAS, Human Resources and the Ingham County Employees’ Association (ICEA) Professional Employee union are both in agreement; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize conversion of two existing WIC Nutrition Educator positions (#601330 and #601401) to Registered Dietitian positions.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize conversion of two existing WIC Nutrition Educator positions (#601330 and #601401) to Registered Dietitian positions.

BE IT FURTHER RESOLVED, a vacant Medical Assistant II position (#601105) is eliminated.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget and position allocation list adjustments consistent with this resolution.
Economic highlights of the tentative agreement include the following:

- **Contract Duration**: Date of BOC approval thru December 31, 2020

- **Salary Schedules (Article 35):**
  - Effective upon approval by the Board of Commissioners – 1% wage increase applied to the current 2017 Salary Table. Nurse Practitioners placed on pay parity with Physicians Assistants.
  - Eliminate current meaningful use Letter Agreement #4 for Nurse Practitioners
  - 2019 0% wage increase, Reopener - Either party may choose one (1) issue for a re-opener to take effect on or after January 1, 2019
  - 2020 1% wage increase, Reopener – Either party may choose one (1) issue for a re-opener to take effect on or after January 1, 2020

- **Hospitalization – Medical Coverage (Article 16):**
  Incorporate changes as provided by the Health Cost Containment Committee and approved by the Board of Commissioners

- **Dental Insurance (Article 37):**
  Incorporate updated language as provided by the Health Cost Containment Committee and approved by the Ingham County Board of Commissioners

- **Vision (Article 41):**
  Incorporate updated language as provided by the Health Cost Containment Committee and approved by the Ingham County Board of Commissioners

- **Sick Leave (Article 20):**
  - Section 11. Annual Cash-Out Option. Each year the employee may request to be paid for one-half (1/2) of the sick leave credit earned during the prior 12 month period. Effective in 2018, the payment period is changed from January 15th to June 15th.

- **Holidays (Article 15):**
  Nurses required to work on designated holidays shall be paid at 1.5 times their regular straight time hourly rate for hours worked.
Resolved by the Board of Commissioners of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH MICHIGAN NURSES ASSOCIATION – NURSE PRACTITIONERS/CLINIC NURSES UNIT

WHEREAS, an agreement has been reached between representatives of Ingham County and the Michigan Nurses Association – Nurse Practitioners/Clinic Nurses Unit through December 31, 2020; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and Michigan Nurses Association through December 31, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.
TO: Board of Commissioners - County Services and Finance Committee
FROM: Travis Parsons, Human Resources Director
DATE: March 20, 2018
SUBJECT: LOU – Capitol City Labor Program, Inc. – 911 Non-Supervisory Unit
County Services – April 3rd and Finance Committee – April 4th

BACKGROUND
The 911 Center continues to experience significant staffing shortages that require current employees to work a tremendous amount of overtime. During contract negotiations, 911 Administration, Human Resources, Controller’s Office and Capitol City Labor Program, Inc. had the opportunity to discuss the impact of scheduled time off and the vacation leave balances reaching the maximum allowed under the collective bargaining agreement. Several employees are approaching or have reached the max accrual of vacation hours.

The immediate solution is to pay-out a portion of the vacation leave balances (40 hours) in a special pay in May 2018. The Letter of Understanding captures this unique scenario and provides the solution of the one-time pay-out of vacation leave.

ALTERNATIVES
To make no change to the current language and allow employees to lose accrued vacation time.

FINANCIAL IMPACT
The number of employees that meet the criteria for payout is limited. Employee choosing to exercise this option would receive 40 hours vacation time paid at their normal straight time hourly rate.

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

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and the CCLP – 911 Non-Supervisory Unit regarding the one-time pay-out of vacation time.
WHEREAS, representatives of Ingham County and the Capitol City labor Program, Inc. – 911 Non-Supervisory unit (CCLP) are engaged in negotiations for a successor collective bargaining agreement for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the Human Resources Department, 911 Center and Capitol City Labor Program, Inc. discussed the extenuating circumstances regarding the staffing level in the 911 Center and the need to address employees that may exceed the maximum accrual of 320 hours per Article 29, section 29.12; and

WHEREAS, the parties desire to amended the Vacation language through the attached Letter of Understanding and provide the opportunity for a one-time vacation pay-out in 2018; and

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

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

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

PAY-OUT OF VACATION LEAVE

WHEREAS, the current collective bargaining agreement between the parties provides in Article 29, VACATION, section 29.12 that vacation leave time not used may only be accumulated to a maximum of three hundred twenty (320); and

WHEREAS, due to the minimum staffing currently existing in the 911 Center, the parties identified a need to offer employees the ability to reduce their vacation accrual; and

WHEREAS, the parties determined the need to have a one-time pay-out of unused Vacation Leave hours.

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

1. The employees with a vacation leave balance of 240 hours or more, as of the pay-period ending March 30, 2018, are eligible for the vacation pay-out.

2. The employees interested in receiving the one-time payment and have a Vacation Leave balance of 240 hours or more shall notify the Employer of their participation in the pay-out plan by April 13, 2018.

3. Employees must have exercised their four (4) week vacation picks to be eligible for the 40 hour vacation pay-out plan.

4. The eligible employees shall receive a payment of forty (40) hours vacation leave from their existing accrual balance as a special pay on May 4, 2018 check date.

5. This Letter of Understanding is intended to be temporary in duration through December 31, 2018, unless extended in writing by mutual agreement of the parties.

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

Carol Koenig, Chairperson    Date
Ingham County Board of Commissioners

CAPITOL CITY LABOR PROGRAM, INC

Tom Krug, Executive Director    Date

Sherry Larner    Date

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

By

Mattis Nordfjord    Date
WHEREAS, the United States has progressed in developing highly-connected communities, an effort which will accelerate even further as the technological landscape surrounding the internet of things and autonomous vehicles develops; and

WHEREAS, a free and open Internet forms the backbone of the 21st Century economy; and

WHEREAS, the Ingham County Board of Commissioners recognizes the direct and substantial benefits that broadband connectivity and access to a free and open Internet have in our communities; and

WHEREAS, local economies, educational institutions, government agencies, and communities, in general, increasingly rely on broadband connectivity and the transformative power of the Internet to drive economic growth, individual and community development, and improve government service and accountability for all our citizens; and

WHEREAS, critical to our communities’ reliance on the Internet is the confidence that our use of the Internet is not subject to the whims, discretion, or economic incentives of gatekeeper service providers to control or manipulate the experience of Internet users; and

WHEREAS, paid prioritization schemes developed by broadband providers have a particularly negative impact on middle and working-class families, stifle innovation and threatens businesses and consumers by restricting access to certain types of online content and services to those who cannot afford to pay more.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby supports proposals that support a free and open Internet accessible to all local communities that do not preempt state and local government ability to respond to the unique challenges faced in our communities.

BE IT FURTHER RESOLVED that the Board of Commissioners urges legislators at the state and federal level to protect, preserve, and enforce strong Net Neutrality protections in any regulatory framework because anything less will undermine the investment, innovation, and freedom Americans enjoy and expect online.