THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, APRIL 17, 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 April 3, 2018 Minutes
Additions to the Agenda
Limited Public Comment

1. **Farmland and Open Space Preservation Board** – Presentation

2. **Innovation and Technology Department**
   a. Resolution to Approve the Renewal of the Dell Compellent Support Agreement
   b. Resolution Honoring Vicky Watson

3. **Road Department**
   a. Resolution to Approve Proposed 2018 Ingham County Bridge Funding Applications
   b. Resolution to Authorize the Purchase of 2018-2021 Seasonal Requirements of Processed Road Gravels, Crushed Aggregates, and 2NS Sand
   c. Resolution to Approve Special and Routine Permits for the Ingham County Road Department

4. **Potter Park Zoo**
   a. Resolution to Amend Resolution #17-066 Visitor Incentive Programs at Potter Park Zoo
   b. Resolution to Authorize a Film Policy at Potter Park Zoo

5. **Human Resources**
   a. Resolution to Approve a Collective Bargaining Agreement with the Capital City Labor Program, Inc – 911 Non-Supervisory Unit
   b. Resolution to Approve Reclassification Requests for the ICEA – Professional County Employees (LATE)
   c. Collective Bargaining Update (Closed Session)

6. **Controller’s Office**
   a. Resolution Authorizing Adjustments to the 2018 Ingham County Budget
   b. Resolution to Accept the 2019 – 2023 Strategic Plan
   c. Resolution Honoring Travis Parsons on the Event of his Retirement
   d. Quarterly Settlement of Claims Report (Information Item)
7. Board of Commissioners – Resolution Amending the Board Rules

Announcements
Public Comment
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
COUNTY SERVICES COMMITTEE
April 3, 2018
Draft Minutes

Members Present: Nolan, Sebolt (arrived at 6:01 p.m.), Hope, Grebner, Celentino, and Maiville

Members Absent: Naeyaert

Others Present: Treasurer Eric Schertzing, Doug Stover, Rick Terrill, Travis Parsons, Becky Bennett, Tim Dolehanty, Liz Noel, 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 20, 2018 Meeting Minutes

MOVED BY COMM. MAIVILLE, SUPPORTED BY COMM. GREBNER, TO APPROVE THE OF THE MARCH 20, 2018 HUMAN SERVICES COMMITTEE MEETING.

Commissioner Sebolt arrived at 6:01 p.m.

Commissioner Grebner clarified that he had meant he would like to create a Roads Subcommittee of County Services, not a Road Commission. He requested that the minutes be amended to reflect that distinction.

THE MOTION TO APPROVE THE MINUTES, AS AMENDED, CARRIED UNANIMOUSLY.
Absent: Commissioner Naeyaert

Additions to the Agenda

8. Treasurer’s Office
   a. Leave Extension Request Medical Leave of Absence (Not FMLA)
   b. Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding

9. Board of Commissioners
   c. Resolution Recognizing April 10, 2018, as Equal Pay Day in Ingham County

Removed from the Agenda

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

7. Human Resources
   c. Collective Bargaining Update (Closed Session)
Limited Public Comment

None.

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

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

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

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

9. Board of Commissioners
   c. Resolution Recognizing April 10, 2018, as Equal Pay Day in Ingham County

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

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

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

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. GREBNER, TO APPROVE BOTH RESOLUTIONS.

Chairperson Nolan asked for background on the contracts in question. She further asked how long the monumentation and remonumentation commission had been around.
Doug Stover, Equalization Director, provided background on the formation of the peer review group and bid process for surveyors.

Chairperson Nolan stated the problem she had was that the peer review group was made up of the surveyors who would then be hired by the County.

Mr. Stover stated individuals needed to be surveyors to be a part of the peer review group.

Chairperson Nolan asked if it was required by law to have surveyors on the peer review group.

Mr. Stover stated he would have to look up the statute to determine the requirements for the peer review group. He explained the process regarding monumentation and remonumentation, and stated to his knowledge, the peer review group had always been made up of licensed surveyors.

Chairperson Nolan thanked Mr. Stover for spreading the wealth of the surveying work around.

Mr. Stover stated there were a lot of surveyors that participated in the projects 20 years ago, but many had since passed on or retired. He further stated there were not a lot of new people coming into the profession.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

1. Equalization Department
   c. Resolution to Award Contracts for Remonumentation Project Surveyors

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

Commissioner Grebner explained his issue with the bid process that had been put back in place when he was not on the Board of Commissioners. He stated it was not a criticism of the current Equalization Director, but a previous Equalization Director had worked out a system to award each surveyor projects because they all agreed to bid the same amount.

Commissioner Grebner stated it was only a little bit of money, but it did drive him crazy that each of the surveyors got the same reasonable amount, and all of the projects were not given to one of the firms.

Discussion.

Commissioner Maiville stated Mr. Stover had explained why the system was like that, and he understood they took the lowest bid in the Request for Proposal (RFP) process.

Mr. Stover stated they took the lowest bid of each category, and then asked each surveyor that bid if they wanted projects at that amount.
Discussion.

Mr. Stover stated that the County taxable value this year would be about a 2.5% increase. He further stated he still had a lot of proofreading to do before it would be presented to the Board of Commissioners.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

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

Rick Terrill, Facilities Director, presented the Facilities Condition Report to the Committee.

Commissioner Celentino stated the Annex building had received poor ratings in the Facility Condition Assessment Summary chart. He asked how many files were in the Annex.

Mr. Terrill stated the Circuit Court Clerk’s Office and Friend of the Court had taken their files out of the Annex. He further stated there were still Equalization Department, Register of Deeds’ Office, and Financial Services files in the Annex, but they were getting close to getting the files out of there.

Commissioner Celentino asked when Mr. Terrill expected all files to be moved out of the Annex.

Mr. Terrill stated he expected all of the files to be moved out of the Annex by 2019, because he wanted to include the demolition of the Annex in this 2019 Capital Improvement Plan. He further stated it was costing the County money to keep the building minimally maintained, and his hope was to have the building demolished for about $200,000.

Chairperson Nolan asked if all of the other County Community Health Centers, besides the Forest Community Health Center, were rented.

Mr. Terrill stated all of the spaces the Community Health Centers were in were rented aside from Forest Community Health Centers. He further stated the Health Department location’s lease agreements were being looked into.

Mr. Terrill stated the Facilities Department did not do improvements aside from changing light bulbs or other minimal maintenance in the Community Health Centers, because that was the owners’ responsibility.

Commissioner Hope asked if the Road Department buildings had been assessed.

Mr. Terrill stated he had not assessed the three Road Department buildings yet, but they were mostly handled by Road Department staff. He further stated that he had spoken with Tom Gamez, Road Department Director of Operations, about replacing a roof on one of the buildings.
Commissioner Grebner stated the Road Department’s building repair would not come from the General Fund.

Commissioner Grebner asked how many square feet the County had currently.

Mr. Terrill stated the County had almost a million square feet.

Commissioner Grebner stated that amount did not include rented buildings or Road Department buildings.

Chairperson Nolan asked if there was space in County buildings that other entities, like the Ingham County Land Bank, could rent as the buildings were being renovated and remodeled.

Mr. Terrill stated his goal was for the County to charge a nominal fee to house other entities in County space. He further stated that could mean adjustments needed to be made to existing space, but there were some limited unassigned space where they could make space.

Discussion.

Mr. Terrill stated in the coming weeks, the Board of Commissioners would see significant improvement with floor and wall finishes in the Health Department in the Human Services Building. He further stated he was pleased with the progress on the renovation and there had been minimal disruption to Health Department operations.

8. Treasurer’s Office
   a. Leave Extension Request Medical Leave of Absence (Not FMLA)

Treasurer Eric Schertzing introduced the memo to the Committee. He stated that the Committee needed to note the request in the minutes and accept the request with concurrence.

Discussion.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. GREBNER, TO GRANT THE 90 DAY LEAVE EXTENSION REQUEST BY LAKIESHA ALLEN.

Chairperson Nolan asked if the requested leave cost the County money.

Treasurer Schertzing stated it had been a bit of an operational challenge in the Treasurer’s Office, especially at this time of year. He further stated that he had been lucky that a retired employee had come back part-time to help, and they were making adjustments in the office.

Chairperson Nolan stated the Committee could cut the amount of days of leave granted.

Treasurer Schertzing stated it was the position of legal counsel that the County was best off, under the situation with the employee, to be as generous as possible.
THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

8. Treasurer’s Office
   b. Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding

Treasurer Schertzing provided background on the resolution.

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

Commissioner Celentino asked how the extra funding would work, and if the funding would come out of the General Fund or the Delinquent Tax Fund.

Tim Dolehanty, Controller, stated the funding would come from the Delinquent Tax Fund, and that would mean that there was $300,000 less available if the General Fund needed it. He further stated he thought the funding for 2018 and 2019 would be fine, but he was less confident as the funding went further out over the five year span.

Discussion.

Treasurer Schertzing stated there was a lag of two to three years between the fiscal year and the actual year, which accounted for the years mentioned in the resolution.

Chairperson Nolan stated in her tenure on the Land Bank, they had taken out a loan through PNC Bank. She further stated she wanted this loan to be paid off, and the extra funding of $300,000 over the next ten years, in addition to the amount the Land Bank put in from sales, should dissipate the loan within ten years.

Chairperson Nolan stated the reason the funding would be reassessed in 2022, was because that was the year the County anticipated a back-off in the Municipal Employees’ Retirement System (MERS) payments. She further stated in 2022, it might be possible that the Delinquent Tax Fund could contribute even more to pay off the loan.

Discussion.

Mr. Dolehanty stated he was concerned about the wording of the last “Whereas” clause and suggested they reword it. He further stated that the pension assumptions would not end and the County would continue to have to pay that amount, and he projected that MERS would change the assumptions again to reduce the rate of returns to something lower than the current amount.

Mr. Dolehanty stated he thought there would be more pain in the County’s future, but at least the current pain would have been realized and dealt with.

Discussion.
Commissioner Grebner stated that the Land Bank did not have a loan, it was a line of credit that they wanted to pay down. He further stated that the Delinquent Tax Fund and General Fund were essentially interchangeable, and all this allocation would do would be to change how the funds were handled.

Commissioner Grebner stated there was an implicit understanding that the Land Bank would not use these additional funds to do more programming, it would only be available to pay down the line of credit.

Discussion.

Treasurer Schertzing stated $5 million line of credit with PNC Bank was divided into a $2 million line of credit and $3 million line of credit. He further stated that a renewal would be before the Board of Commissioners next year, and they could decide what amount they wanted because they would likely be below the $3 million threshold by that point.

Chairperson Nolan stated she was also concerned that the interest rate on the line of credit continued to go up. She further stated the Land Bank was paying $85,000 every year in interest, and they were essentially broke anyway.

Chairperson Nolan stated the Land Bank was doing a fabulous service for the City of Lansing and it was a valuable organization, but she would like to see the debt gone.

COMMISSIONER SEBOLT MOVED TO AMEND THE RESOLUTION AS FOLLOWS:

WHEREAS, the level of County support to the Land Bank will be reassessed in 2022 after the impact of the current pension assumptions have expired/been fully realized.

This was considered a friendly amendment.

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

9. Board of Commissioners
   a. Resolution of Support for Net Neutrality Protections

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

Commissioner Maiville stated the word “free” was used in the resolution, but he did not think the resolution meant that the Internet was at no cost. He further stated he thought the resolution meant the Internet was “unrestricted.”

Commissioner Sebolt stated he was amenable to changing the word “free” in the resolution, to “unrestricted.”
THE RESOLUTION WAS AMENDED AS FOLLOWS:

WHEREAS, an **free unrestricted** 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 an **free unrestricted** and open Internet have in our communities; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby supports proposals that support an **free unrestricted** 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.

This was considered a friendly amendment.

Commissioner Sebolt asked if it needed to be clarified to direct staff of the County Clerk to send copies to State and federal legislators.

Discussion.

THE RESOLUTION WAS AMENDED AS FOLLOWS:

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 **and that this resolution be transmitted to such legislators.**

THE MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Naeyaert

9. Board of Commissioners
   b. Part Time Social Media Position (*Discussion*)

Chairperson Nolan asked if Mr. Dolehanty had more information about the social media position.

Mr. Dolehanty stated he did not have more information about the position. He further stated in previous discussions, it had been brought up to have a staff person handle all media relations, and this topic had been requested to be placed on the Committee’s agenda.

Mr. Dolehanty stated he suggested having the position go through as part of the 2019 budget process.

Commissioner Hope asked where the position would be housed.

(8)
Mr. Dolehanty stated he did not think the Board of Commissioners Office had room for another staff member. He further stated there was another workstation in the Controller’s Office that could work for a part-time position.

Commissioner Hope asked who the boss of the position would be.

Mr. Dolehanty stated either Becky Bennett, Board of Commissioners Office Director, or himself would likely be the boss.

Commissioner Grebner stated he assumed the position would be part of the budget proposal, and some department would submit the position as part of the budget.

Discussion.

Chairperson Nolan stated she thought in the past, it had been discussed that the position be put in the Board of Commissioners. She further stated she had meant that she wanted to discuss the position handling all media relations.

Commissioner Sebolt stated he did not think the position needed to be part-time, and that it needed to be full-time to make sure departments were staying on top of media. He further stated that one instance where the Board of Commissioners had been caught off-guard was during the Headlee Amendment override ballot question, because they did not have a dedicated person to draft op-eds or press releases to respond.

Commissioner Celentino stated he wondered about the amount of duties that position would have, as he could imagine in an election year they could be busy with issues facing the County, but he was not sure in off years. He asked if there would be data to support having a full-time media person.

Mr. Dolehanty stated the part of the analysis with Human Resources would include outlining what the duties of the position would be and how much time was required to do them.

Commissioner Maiville stated he thought other departments already had social media accounts and were doing well with them.

Chairperson Nolan stated her idea was to have a Health Department public relations person or the Animal Control public relations person would report their activities through the communications person, but not be supervised by the person.

Commissioner Hope stated as much as she was for transparency and better communication, she saw big trouble with this position.

Chairperson Nolan asked Commissioner Hope why she saw trouble with the position.
Commissioner Hope stated it was because of the County structure, and that the Chairperson was a relatively weak position, so she wondered who the position would answer to.

Chairperson Nolan asked if there was a sense from the Committee to continue the discussion regarding the position and ask staff to bring the Committee a position description.

Commissioner Grebner stated he suggested the Committee ask staff to come up with a budget proposal and work the position into a budget or the Board of Commissioners’ Strategic Initiative Fund.

**Chairperson Nolan stated she would appreciate something concrete about the social media position coming back to this Committee before it was sent out during the budget process, to know what was going to be proposed.**

**Announcements**

None.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 7:08 p.m.
AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Farmland and Open Space Preservation Board** – Presentation

   The Director of the Farmland and Open Space Preservation Program will be present to review program activities.

2a. **Innovation and Technology Department** – Resolution to Approve the Renewal of the Dell Compellent Support Agreement

   On May 28, 2013 the Board of Commissioners approved purchase of an enterprise wide storage area network solution from Dell Computers (Resolutions 13-230 and 13-231). The five-year service and support contract included with the purchase expires on July 1, 2018. It is critical to continue maintenance and support coverage for this system because it houses over 95% of the County’s servers. The Innovation and Technology Department requests approval of a resolution to renew maintenance and support coverage at a cost not to exceed $264,135.35.

2b. **Innovation and Technology Department** – Resolution Honoring Vicky Watson

   The Innovation and Technology Department seeks approval of a resolution in honor of Vicky Watson for her steadfastness in ensuring optimal department operations and to extend sincere appreciation for her contributions during her over seventeen years of dedicated service to Ingham County.

3a. **Road Department** – Resolution to Approve Proposed 2018 Ingham County Bridge Funding Applications

   Major county bridge repair, replacement, and preventative maintenance projects are typically funded through the Local Bridge Program using a combination of federal and state transportation revenue. The Local Bridge Program is a rolling three-year program in which applications approved in the first year of the program receive funding in the third year. Each local road agency is limited to five applications per year, and if awarded a project, the program funds 95% of construction costs while the Road Department funds the remaining 5%. The Ingham County Road Advisory Board recommended approval of the following projects:

   - Dietz Road bridge over Red Cedar River (Locke Township)
   - Nobel Road bridge over Deer Creek (Wheatfield Township)
   - Waverly Road bridge over the Grand River (Delhi Township)
   - Holt Road bridge over Doan Creek (Leroy Township)
   - Bridge deck preventative maintenance on nine primary road bridges

   Road Department personnel concur with the advisory board findings and recommend Board approval of a resolution to submit these projects for funding.
3b. **Road Department – Resolution to Authorize the Purchase of 2018-2021 Seasonal Requirements of Processed Road Gravels, Crushed Aggregates, and 2NS Sand**

The Road Department offered a resolution to purchase processed road gravels, crushed aggregates and 2NS sand for the scheduled 2018-2021 construction and maintenance programs of the Road Department. These agreements have a duration of 3 years with a 2 year renewal option. The different types of aggregates are designed to meet the various needs for winter maintenance, building, and repairing of Ingham County roads, and meet or exceed specifications from the 2012 MDOT Standard Specifications for Aggregates. The decision to purchase for any given operation will be based on Road Department staff judgment as to which of four suppliers is most advantageous for the County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed $300,000.

3c. **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 25 projects (see attachment for permit list).

4a. **Potter Park Zoo – Resolution to Amend Resolution #17-066 Visitor Incentive Programs at Potter Park Zoo**

On March 14, 2017 the Board of Commissioners adopted Resolution #17-066 Visitor Incentives at Potter Park Zoo. Zoo officials request consideration of a resolution to add three visitor incentive days as follows:

<table>
<thead>
<tr>
<th>New Incentives</th>
<th>Fees</th>
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<tbody>
<tr>
<td>Independence Day (July 4)</td>
<td>All Military Free Admission</td>
</tr>
<tr>
<td>Grandparent’s Day (September)</td>
<td>Grandparent’s Free Admission</td>
</tr>
<tr>
<td>Veteran’s Day (November)</td>
<td>Veteran’s and Families Free Admission</td>
</tr>
</tbody>
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The proposed incentives will help achieve Ingham County Strategic Plan – Implementation Plan strategies A1 (Strive to make facilities and services user-friendly) and B1 (Promote key services through the local media). Through these incentives the Zoo is able to improve accessibility for visitors of all ages and abilities.

4b. **Potter Park Zoo – Resolution to Authorize a Film Policy at Potter Park Zoo**

Potter Park Zoo provides a high-quality environment and desirable subject material for personal, amateur, and commercial film and photography. Zoo personnel wish to encourage film and photography activities but also needs to protect the experience, safety, and rights of guests; the safety of its animals and staff; and the integrity of its environment. Zoo officials also believe the County should not bear the costs of for-profit film and photography activities carried out on zoo grounds. The Zoo seeks approval of a resolution to establish a Film Policy intended to meet these objectives by establishing reasonable oversight of, and reimbursement for, film and photography activities. The proposed Film Policy is not intended to restrict individual rights to record images for their personal enjoyment of the zoo or to unreasonably burden those persons engaged in amateur or commercial activities for financial gain. It is, rather, intended as a balance between encouraging photo and film use of the Zoo and the safety, animal welfare, environmental, and financial considerations of management.
5a. **Human Resources Department** – Resolution to Approve a Collective Bargaining Agreement with the Capital City Labor Program, Inc – 9-1-1 Non-Supervisory Unit

A tentative agreement was reached on a collective bargaining agreement between representatives of Ingham County and the Capital City Labor Program, Inc. – 9-1-1 Non-Supervisory Unit. The agreement was ratified by employees of the bargaining unit on March 30. If approved by the Board of Commissioners, the agreement will be effective from April 25, 2018 through December 31, 2020. The Human Resources Department recommends approval of a resolution to approve the three-year agreement.

5b. **Human Resources Department** – Resolution to Approve Reclassification Requests for the ICEA – Professional County Employees

This will be a late item.

5c. **Human Resources Department** – Collective Bargaining Update (Closed Session)

The Human Resources Director will be present to offer his final collective bargaining update before his scheduled retirement.

6a. **Controller’s Office** – Resolution Authorizing Adjustments to the 2018 Ingham County Budget

This resolution authorizes budget adjustments for the first quarter of 2018. The majority of the Human Services related adjustments this quarter re-appropriate funds budgeted but not spent in 2017, including many Parks projects. Also, the 2018 budget reduced MSU Extension by $50,341 in error. That is corrected in this resolution. Finally, a review of the 2017 Fair budget and fund balance lead to a decision to cancel an appropriation of $180,000 in 2018 CIP funds for the purchase of 2 portable shower & restroom, ADA compliant trailers.

6b. **Controller’s Office** – Resolution to Accept the 2019 – 2023 Strategic Plan

Ingham County’s current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County’s progress toward meeting these goals.

6c. **Controller’s Office** – Resolution Honoring Travis Parsons on the Event of his Retirement

The Controller’s Office seeks approval of a resolution to honor Travis Parsons for his dedication and commitment, and to extend sincere appreciation for his many contributions to the County.

6d. **Controller’s Office** – Quarterly Settlement of Claims Report (Information Item)

Section D.3 of the Settlement of Claims, Litigation and Separation Agreements Policy (Policy No. 222) requires that “The Controller shall report to the County Services Committee and provide each member of the Board of Commissioners a written quarterly report of the settlements of claims and litigation, and all separation agreements (e.g. department/type/amount) authorized under this Policy during the fiscal year.” A memorandum is offered to satisfy that requirement for the first quarter of 2018 (January 1 through March 31).
7. **Board of Commissioners** – *Consideration of Amendments to Board Rules*

Referred from the County Board of Commissioners on March 13, it was suggested that the first public comment period on all standing committee meetings and Board of Commissioners meetings be limited to items on the agenda, and that the second public comment period allow for any item(s) the public might wish to present. Current Board Rules place no limits on public comment. A resolution is offered in support of this change.
TO: Board of Commissioners County Services & Finance Committees
FROM: Deb Fett, Chief Information Officer
DATE: March 28, 2018
SUBJECT: Storage Area Network (SAN) Support renewal

BACKGROUND
In 2013, Ingham County purchased an enterprise wide storage area network solution from Dell Computers (Resolutions 13-230 & 13-231). Five years of service and support was included with this purchase. That support contract expires on July 1, 2018. This system houses over 95% of the County’s servers therefore, it is critical that we keep it covered by a maintenance and support agreement.

ALTERNATIVES
There are no alternatives as this is a Dell product that can only be supported by Dell.

FINANCIAL IMPACT
The funding for this support renewal will come from the County’s Innovation and Technology Department’s Network Maintenance fund #636-25810-932030.

OTHER CONSIDERATIONS
Pricing from the recommended vendor is off the competitively bid Midwestern Higher Education Commission (Contract No. MHEC-07012015) contract for Dell Computers, Inc.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval to renew our Dell Compellent support agreement for a term of three years through Avalon Technologies in the amount of $264,135.35
Agenda Item 2a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE DELL COMPELLENT SUPPORT AGREEMENT

WHEREAS, Ingham County currently utilizes a Dell Compellent Storage Area Network for all production based data storage; and

WHEREAS, annual maintenance is required to maintain the system software and hardware in order to assure a high level of redundancy and reliability; and

WHEREAS, the existing maintenance and support contract expires on June 30, 2018; and

WHEREAS, the payment totaling $264,135.35 for three years of support will provide support from July 1st 2018- June 30th 2021; and

WHEREAS, this annual payment has been planned for and budgeted and will provide the needed software updates and hardware support to maintain reliable operation of our existing Storage Area Network investment.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of support from Avalon Technologies in the amount not to exceed $264,135.35.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Network Maintenance Fund (#636-25810-932030).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee
FROM: Deb Fett, CIO
DATE: 4/03/2018
SUBJECT: Resolution Honoring Vicky Watson

BACKGROUND
Vicky Watson has been permanent with the Ingham County Innovation and Technology Department since April, 2001. The entire department wishes to thank Vicky for her many years of service.

ALTERNATIVES
None.

FINANCIAL IMPACT
There is no financial impact.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
INTRODUCED BY THE COUNTY SERVICES COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION HONORING VICKY WATSON

WHEREAS, Vicky Watson began her employment with the County in 2000 as a temporary employee with Financial Services transferring shortly thereafter to the MIS Department where she became a permanent employee in April of 2001; and

WHEREAS, prior to coming to Ingham County, Vicky had already obtained extensive experience through working in the banking industry for twenty years; and

WHEREAS, throughout her career Vicky has gained the respect of County employees, department heads, and outside agency heads with her solid work ethic, no nonsense manner, and dedication to getting the job done; and

WHEREAS, over the years as the Admin Assistant, Vicky has taken greater responsibility for various aspects of the department including payables, invoicing, payroll, budget tracking, and equipment ordering allowing management to better focus on organization and technical issues; and

WHEREAS, Vicky’s unwavering commitment to tracking our computer inventory and ensuring accuracy has been instrumental in ensuring the effective use of County resources; and

WHEREAS, during her career Vicky was an outstanding source of history, knowledge, and determination for her fellow Innovation and Technology Department team as well as other County departments that will be truly missed upon her retirement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby honors Vicky Watson for her steadfastness in ensuring optimal department operations and extends its sincere appreciation for her contributions during her over seventeen years of dedicated service to the Ingham County Innovation and Technology Department.

BE IT FURTHER RESOLVED, that the Board of Commissioners extends to Vicky its best wishes for continued success in all her future endeavors.
TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: April 3, 2018

SUBJECT: Proposed 2018 Local Bridge Program Funding Applications

For the County Services Committee meeting agenda in April 17, 2018
For the Finance Committee meeting agenda in April 18, 2018
For the BOC meeting agenda in April 24, 2018

Major county bridge repair, replacement, and preventative maintenance projects are typically funded by the Local Bridge Program (LBP), which is funded by a combination of federal and state transportation revenue. The Local Bridge Program is a rolling three-year program, in which applications approved in the first year of the program receive funding in the third year of the program. Local Bridge Program applications for this year are due on, or before, May 1st for fiscal year 2021 funding. Each agency is limited to five applications per year, and if awarded a project, the program funds 95% of construction costs and the Road Department would need to fund the remaining 5%.

The Road Department contracts to have all county bridges inspected, biennially or more frequently, by a state certified bridge inspection consultant as required by federal requirements. Our inspection consultant is required to recommend bridge project candidates for replacement, rehabilitation, or preventative maintenance as part of their contract deliverable.

Ingham County Road Department staff thoroughly evaluated our inspection consultant’s recommendations and presented a list of bridge projects, for which funding applications are to be submitted, to the Ingham County Road Advisory Board on April 4, 2018. The Ingham County Road Advisory Board approved 2018 bridge funding applications are as follows:

<table>
<thead>
<tr>
<th>Bridge</th>
<th>Comments</th>
<th>Priority</th>
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<tbody>
<tr>
<td>Dietz Road bridge over Red Cedar River, Locke Twp.</td>
<td>Primary road bridge replacement, 700 ADT, closed to traffic (03-07-17) due to beam and deck deterioration.</td>
<td>Repl-1</td>
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<tr>
<td>Nobel Road bridge over Deer Creek, Wheatfield Twp.</td>
<td>Local road bridge replacement, 772 ADT, posted for 30 tons, 49 tons, and 64 tons.</td>
<td>Repl-2</td>
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<td>Bridge Description</td>
<td>Rehabilitation Type</td>
<td>ADT</td>
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<tr>
<td>Waverly Road bridge over the Grand River, Delhi Twp.</td>
<td>Primary road bridge rehabilitation, consisting of a</td>
<td>2,695</td>
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<tr>
<td>Holt Road bridge over Doan Creek, Leroy Twp.</td>
<td>Primary road bridge rehabilitation, consisting of a</td>
<td>900</td>
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<td>Bridge deck preventative maintenance on the following Primary Road Bridges:</td>
<td>1. College Road Bridge over Sycamore Creek, Alaiedon</td>
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<td>Township</td>
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<td>2. Dobie Rod Bridge over the Red Cedar River, Meridian</td>
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<td>3. Gramer Road Bridge over the Red Cedar River, Leroy</td>
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<td>4. Hagadorn Road Bridge over the Red Cedar River,</td>
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<td>5. Howell Road Bridge over Sycamore Creek, Vevay</td>
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<td>6. Old Plank Road Bridge over the Grand River, Onondaga</td>
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<td>7. Onondaga Road Bridge over the Grand River,</td>
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<td>Onondaga Township</td>
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<td>8. Waverly Road Bridge over the Grand River, north of</td>
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<td>Willow, Lansing Township</td>
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<td>9. Webberville Road Bridge over the Red Cedar River,</td>
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<td>Leroy Township</td>
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Based on the Ingham County Road Advisory Board’s approval, we are soliciting similar support from the Board of Commissioners because the Local Bridge Program requires the road agency’s governing body to pass a resolution in support of the bridge funding applications.

Approval of the attached resolution is recommended.
Agenda Item 3a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PROPOSED 2018 INGHAM COUNTY
BRIDGE FUNDING APPLICATIONS

WHEREAS, federal and state funding is made available for major bridge reconstruction, rehabilitation, and preventative maintenance projects through the Local Bridge Program; and

WHEREAS, the Local Bridge Program requires an application process where “… a current resolution, signed and dated, from the governing board supporting the project” must be submitted for bridge projects to be considered for funding under this program; and

WHEREAS, the Ingham County Road Department has all Ingham County road bridges inspected by a state certified bridge inspection consultant biennially, or more often, as federally required; and

WHEREAS, the state certified bridge inspection consultant recommends bridge projects for replacement, rehabilitation, and preventative maintenance, which is provided to and evaluated by Road Department staff; and

WHEREAS, Road Department staff concurs with the bridge inspection consultant’s bridge project recommendations and priorities; and

WHEREAS, the Ingham County Road Advisory Board was convened for a meeting on April 4, 2018, among other issues, to consider and advise the Board of Commissioners on projects to be submitted for federal and state Local Bridge Program funding; and

WHEREAS, upon reviewing the county bridge needs and input from Road Department staff, the County Road Advisory Board passed a motion recommending approval for submitting funding applications to address replacement, rehabilitation, and preventative maintenance needs for the following bridges:

1. Replacement of the Dietz Road Bridge over the Red Cedar River, Locke Township
2. Replacement of the Nobel Road Bridge over Deer Creek, Wheatfield Township
3. Rehabilitation of the Waverly Road Bridge over the Grand River, Delhi Township
4. Rehabilitation of the Holt Road Bridge over Doan Creek, Leroy Township
5. Bridge deck preventative maintenance on the following nine Primary Road Bridges:
   a. College Road Bridge over Sycamore Creek, Alaiedon Township
   b. Dobie Road Bridge over the Red Cedar River, Meridian Township
   c. Gramer Road Bridge over the Red Cedar River, Leroy Township
   d. Hagadorn Road Bridge over the Red Cedar River, Meridian Township
   e. Howell Road Bridge over Sycamore Creek, Vevay Township
   f. Old Plank Road Bridge over the Grand River, Onondaga Township
g. Onondaga Road Bridge over the Grand River, Onondaga Township  

h. Waverly Road Bridge over the Grand River (north of Willow St.) Lansing Township  

i. Webberville Road Bridge over the Red Cedar River, Leroy Township  

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Road Department staff to submit five applications for the bridges listed above to solicit fiscal year 2021 Local Bridge Program funding.
The purpose of this correspondence is to support the attached resolution to purchase processed Road Gravels, Crushed Aggregates and 2NS sand for the scheduled 2018-2021 construction and maintenance programs of the Ingham County Road Department (ICRD). These agreements will be for 3 years with a 2 year renewal option, if approved by both parties.

The ICRD annually purchases 21AA, 22A, 23A processed road gravels, 6A crushed limestone, 6A natural aggregates and 2NS sand. These different types of aggregates are designed to meet the various needs for winter maintenance, building and repairing of Ingham County roads. The aggregates shall be delivered to the required site by the supplier or picked up by ICRD staff, at the bid price per ITB 58-18 for various road maintenance operations.

These Aggregates shall meet or exceeds the specifications from the 2012 MDOT Standard Specifications for Aggregates, Section 902.

The Road Department’s adopted 2018-2021 budgets shall include controllable expenditures and funds for this and other maintenance material purchases.

Bids for processed road gravels, crushed aggregates and sand were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #58-18, and it is their recommendation, with the concurrence of ICRD, to award all four bids and purchase of 21AA, 22A, 23A processed road gravels, 6A crushed limestone, 6A natural aggregates, and 2NS sand on an as-needed, unit price per ton basis from the following vendors:

1. Sunrise Aggregate 2100 Swan Road Dansville, Mi. 48819
2. Searles Construction Inc.1213 N. US-27 St. Johns, Mi. 48879
3. Stoneco of Michigan 3700 Patterson Road Middleville, Mi. 49333
4. Carl Schelgel Inc. 16527 Wood Road Lansing, Mi. 48906

The decision to where the gravel, aggregates and sand will be purchased on any given operation will be based on Road Department staff’s judgment as to which supplier is most advantageous for the County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed $300,000.
Therefore approval of the attached resolution is recommended to authorize purchase 21AA, 22A and 23A processed road gravels, 6A crushed limestone and 6A natural aggregates, and 2NS sand for the Road Department’s 2018 - 2021 seasonal supplies.
The Ingham County Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing processed road gravel, various crushed aggregates, and 2NS sand for the Ingham County Road Department, for a period of three (3) years with an option for a two-year renewal. Prices will remain constant with no yearly price increases for the initial three-year term of the contract.

The Purchasing Department can confirm the following:

<table>
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<tr>
<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>20</td>
<td>4</td>
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<tr>
<td>Vendors responding</td>
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A summary of the vendors’ costs is on the following pages:

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

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

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

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<th>Vendor</th>
<th>21AA Gravel Delivered to Western</th>
<th>22A Gravel Delivered to Western</th>
<th>23A Gravel Delivered to Western</th>
<th>2NS Sand Delivered to Western</th>
<th>6A Crushed Limestone Delivered to Western</th>
<th>6A Crushed Nat. Ag. Delivered to Western</th>
<th>21AA Gravel Delivered to Eastern</th>
<th>22A Gravel Delivered to Eastern</th>
<th>23A Gravel Delivered to Eastern</th>
<th>2NS Sand Delivered to Eastern</th>
<th>6A Crushed Limestone Delivered to Eastern</th>
<th>6A Crushed Nat. Ag. Delivered to Eastern</th>
<th>21AA Gravel Delivered to Metro</th>
<th>22A Gravel Delivered to Metro</th>
<th>23A Gravel Delivered to Metro</th>
<th>2NS Sand Delivered to Metro</th>
<th>6A Crushed Limestone Delivered to Metro</th>
<th>6A Crushed Nat. Ag. Delivered to Metro</th>
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</tr>
</tbody>
</table>

| Vendor   | 21AA Gravel Delivered to Western | 22A Gravel Delivered to Western | 23A Gravel Delivered to Western | 2NS Sand Delivered to Western | 6A Crushed Limestone Delivered to Western | 6A Crushed Nat. Ag. Delivered to Western | 21AA Gravel Delivered to Eastern | 22A Gravel Delivered to Eastern | 23A Gravel Delivered to Eastern | 2NS Sand Delivered to Eastern | 6A Crushed Limestone Delivered to Eastern | 6A Natural Ag. Delivered to Eastern | 21AA Gravel Delivered to Metro | 22A Gravel Delivered to Metro | 23A Gravel Delivered to Metro | 2NS Sand Delivered to Metro | 6A Crushed Limestone Delivered to Metro | 6A Crushed Nat. Ag. Delivered to Metro |
| Searles | No Bid | $12.55 | $12.55 | $8.16 | No Bid | No Bid | $13.21 | $13.21 | $8.65 | No Bid | $9.89 | $9.89 | $8.06 | No Bid | $18.06 |
| Schelgel | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid | No Bid |

Vendor: Schelgel, Searles, Stoneco, Sunrise Aggregates

Year 3
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF 2018-2021 SEASONAL REQUIREMENTS OF PROCESSED ROAD GRAVELS, CRUSHED AGGREGATES AND 2NS SAND

WHEREAS, the Road Department annually purchases 21AA, 22A and 23A processed road gravels, 6A crushed limestone, 6A natural aggregates, and 2NS sand. The different types of aggregates are designed to meet the various needs for winter maintenance, building and repairing of county roads; and

WHEREAS, the Road Department’s adopted 2018-2021 budgets shall include controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, a blanket PO shall be processed for 21AA, 22A and 23A processed road gravels, 6A crushed limestone, 6A natural aggregates and 2NS sand from 4 vendors, based on bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed $300,000 per a year; and

WHEREAS, bids for 21AA, 22A, 23A processed road gravels, 6A crushed limestone, 6A natural aggregates, and 2NS sand mixtures were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #58-18, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase on an as-needed, unit price per ton basis from 4 responding bidders; Sunrise Aggregate, Searles Construction, Stoneco of Michigan and Carl Schelgel Inc. (pricing included on the bid tab portion of the attached Memo of Performance) and purchase on an as-needed, unit price per ton basis; and

WHEREAS, the decision to where the aggregates will be purchased on any given operation will be based on Road Department staff’s judgment as to which supplier is most advantageous for the County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids for a 3 year agreement with a 2 year renewal option and authorizes the purchase of 21AA, 22A, 23A processed road gravels, 6A crushed limestone, 6A natural aggregates, and 2NS sand on an as-needed, unit price per ton from all four respondents to ITB 58-18.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all four listed suppliers and purchase aggregate materials as needed and budgeted.
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 April 3, 2018 as submitted.
<table>
<thead>
<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT /CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
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<tr>
<td>2018-136</td>
<td>CONSUMERS ENERGY</td>
<td>TREE REMOVAL</td>
<td>MERIDIAN RD &amp; JOLLY RD</td>
<td>MERIDIAN</td>
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<td>2018-141</td>
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<td>2018-142</td>
<td>CONSUMERS ENERGY</td>
<td>GAS / ELECTRIC</td>
<td>SLEEPY HOLLOW LN</td>
<td>MERIDIAN</td>
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<tr>
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<td>GROVENBURG RD &amp; KRANTZ RD</td>
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<td>CONSUMERS ENERGY</td>
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<td>FRONTIER</td>
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<td>GAS</td>
<td>BONNY VIEW DR &amp; MEMORY LN</td>
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<tr>
<td>2018-149</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>LAKE LANSING RD &amp; WOOD ST</td>
<td>LANSING</td>
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<tr>
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<td>FRONTIER</td>
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<td>BUNKER HILL</td>
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<td>2018-153</td>
<td>WILLIAMSTOWN TOWNSHIP</td>
<td>SPECIAL EVENT</td>
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<td>2018-156</td>
<td>MERIDIAN TOWNSHIP – WATER</td>
<td>WATERMAIN</td>
<td>WAUSAU RD</td>
<td>MERIDIAN</td>
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<td>2018-157</td>
<td>CONSUMERS ENERGY</td>
<td>ELECTRIC / OH</td>
<td>CLARK RD &amp; DAKIN RD</td>
<td>INGHAM</td>
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<td>2018-164</td>
<td>DELHI TOWNSHIP</td>
<td>SANITARY</td>
<td>GROVE ST &amp; BURTON AVE</td>
<td>DELHI</td>
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<td>2018-165</td>
<td>MERIDIAN TOWNSHIP</td>
<td>SANITARY</td>
<td>DOBIE RD &amp; JOLLY RD</td>
<td>MERIDIAN</td>
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<tr>
<td>2018-166</td>
<td>RIETH-RILEY CONSTRUCTION</td>
<td>DETOUR</td>
<td>VARIOUS</td>
<td>VEVAY</td>
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<tr>
<td>2018-167</td>
<td>AT &amp; T</td>
<td>CABLE / UG</td>
<td>HOLT RD &amp; WIGMAN RD</td>
<td>DELHI</td>
<td>13</td>
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<td>2018-168</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>WAUSAU RD &amp; LAGOON DR</td>
<td>MERIDIAN</td>
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<td>2018-169</td>
<td>CONSUMERS ENERGY</td>
<td>ELECTRIC / GAS</td>
<td>QUAIL ST &amp; MILENZ ST</td>
<td>MERIDIAN</td>
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<tr>
<td>2018-170</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>BOYNTON DR &amp; SNOWGLEN LN</td>
<td>LANSING</td>
<td>7</td>
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<tr>
<td>2018-171</td>
<td>INGHAM TOWNSHIP</td>
<td>SPECIAL EVENT</td>
<td>VARIOUS</td>
<td>INGHAM</td>
<td></td>
</tr>
</tbody>
</table>

MANAGING DIRECTOR: ______________________________
Agenda Item 4a

TO: Ingham County Board of Commissioners
FROM: Cynthia Wagner
DATE: April 3, 2018
SUBJECT: Potter Park Zoo Incentives

For the meeting agenda of April 17th, 2018

BACKGROUND
Potter Park Zoo is a community organization and has been millage funded by Ingham County residents since 2007. Potter Park Zoo feels honoring members of the community on special holidays with free admission is one way to give back to the community. Special community event days have been part of Potter Park Zoo’s history since 1992. Each of the proposed incentives allows Potter Park Zoo the opportunity to reach a larger audience and engage visitors who otherwise may not be able to visit the Zoo.

The Board of Commissioners adopted Resolution #17-066 Visitor Incentives at Potter Park Zoo in April 2017. We are requesting to amend this resolution and include three additional incentives.

ALTERNATIVES
The alternative is to discontinue free or discounted admission for some or all of the proposed incentives.

FINANCIAL IMPACT
Incentives have the potential to create additional parking, admission, gift shop, and restaurant revenue through increased attendance as well as increased awareness of services at the zoo.

OTHER CONSIDERATIONS
The proposed incentives will help achieve Ingham County Strategic Plan – Implementation Plan strategies A1 (Strive to make facilities and services user-friendly) and B1 (Promote key services through the local media). Through these incentives the zoo is able to improve accessibility for visitors of all ages and abilities and promote key services through the local media. Each event or incentive day at the zoo provides an opportunity to promote and increase awareness of activities and opportunities at the zoo as well as create monetary accessibility for members of the community.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to amend resolution #17-066 and approve three additional visitor incentives at Potter Park Zoo.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #17-066 VISITOR INCENTIVE PROGRAMS
AT POTTER PARK ZOO

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #17-066 authorizing visitor incentive programs at Potter Park Zoo; and

WHEREAS, Potter Park Zoo wishes to include three additional incentives, Fourth of July, Grandparent’s Day, and veteran families included on Veteran’s Day, and

WHEREAS, citizens of Ingham County have invested in the operation of Potter Park Zoo through the passing of a .41mil levy; and

WHEREAS, positive visitor experience and incentive for increased attendance are valuable to Potter Park Zoo and beneficial to the community.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approve amending Resolution #17-066 to include the following visitor incentive programs at the Potter Park Zoo.

<table>
<thead>
<tr>
<th>New Incentives</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fourth of July (July)</td>
<td>All Military Free Admission</td>
</tr>
<tr>
<td>Grandparent’s Day (September)</td>
<td>Grandparent’s Free Admission</td>
</tr>
<tr>
<td>Veteran’s Day (November)</td>
<td>Veteran’s and Families Free Admission</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, all other fees set by Resolution #17-066 will remain the same as adopted by the Board of Commissioners.

<table>
<thead>
<tr>
<th>Current Incentives</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ingham County Residents</td>
<td>Ingham County Residents Free Admission 9am-noon on all non-holiday Mondays</td>
</tr>
<tr>
<td>Mother’s Day (May)</td>
<td>Mothers Free Admission</td>
</tr>
<tr>
<td>Father’s Day (June)</td>
<td>Fathers Free Admission</td>
</tr>
<tr>
<td>Be A Tourist In Your Own Town (June)</td>
<td>Free Admission and Parking with Tourist Passport</td>
</tr>
<tr>
<td>Greater Lansing Convention and Visitor’s Bureau</td>
<td></td>
</tr>
<tr>
<td>Zoo Days (July)</td>
<td>Admission $1.00 Per Person with Voucher</td>
</tr>
<tr>
<td>College Day (October)</td>
<td>Free Admission with Valid Student I.D.</td>
</tr>
<tr>
<td>Ingham County Residents Free Day (October)</td>
<td>Free Admission</td>
</tr>
<tr>
<td>Veteran’s Day (November)</td>
<td>Veteran’s Free Admission</td>
</tr>
<tr>
<td>Registered groups 20+ (April-October)</td>
<td>Admission $1.00 off Per Person</td>
</tr>
<tr>
<td>Ingham County School Groups</td>
<td>Admission $1.00 Per Child</td>
</tr>
</tbody>
</table>
TO: Potter Park Zoo Advisory Board

FROM: Cynthia Wagner

DATE: 3-29-18

SUBJECT: Potter Park Zoo Film and Photography Policy

For the meeting agenda of 4-17-2018

BACKGROUND

Potter Park Zoo (Zoo) is a community-supported institution that is home to nearly 600 animals. The Zoo provides opportunities for family entertainment, educational programs, special events, and supports global conservation and species survival programs. The zoo grounds also provide a high-quality environment and desirable subject material for personal, amateur, and commercial film and photography.

The Zoo wants to encourage film and photography activities but also needs to protect the experience, safety, and rights of guests; the safety of its animals and staff; and the integrity of its environment. The Zoo also believes that the County should not bear the costs of for-profit film and photography activities carried out on zoo grounds. The proposed Film Policy (Policy) is intended to meet these objectives by establishing reasonable oversight of, and reimbursement for, film and photography activities.

The Policy is not intended to restrict individual’s rights to record their personal enjoyment of the zoo or to unreasonably burden those persons engaged in amateur or commercial activities for financial gain. It is, rather, intended as a balance between encouraging photo and film use of the Zoo and the safety, animal welfare, environmental, and financial considerations of management.

ALTERNATIVES

Alternatives include no policy (the existing condition), and other policy constructions that are more or less restrictive.

FINANCIAL IMPACT

None of the alternatives will likely have a substantial effect on Zoo revenues unless there is a request for long-term, extensive use such as for a movie. Implementation of a policy with cost reimbursement elements will, however, marginally help defray management costs.

OTHER CONSIDERATIONS

The health and safety of animals and visitors is the Zoo’s primary concern. Not having a Film and Photography policy makes it more difficult to reach this objective because the Zoo has no means for employing reasonable oversight of potentially unsafe or otherwise disruptive uses. Film and photography policies are broadly applied at zoos, aquariums, gardens, and museums for this specific purpose. The Zoo’s proposed policy is consistent with similar ones in effect at such public institutions and tailored to conditions specific to Potter Park.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to implement a film policy at Potter Park Zoo.
WHEREAS, Potter Park Zoo (Zoo) is a community-supported institution that is home to nearly 600 animals; and

WHEREAS, the Zoo provides opportunities for family entertainment, educational programs, special events, and supports global conservation and species survival programs; and

WHEREAS, the zoo grounds also provide a high-quality environment and desirable subject material for personal, amateur, and commercial film and photography; and

WHEREAS, the Zoo wants to encourage film and photography activities but also needs to protect the experience, safety, and rights of guests; the safety of its animals and staff; and the integrity of its environment.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby adopts the attached Potter Park Zoo Film and Photography Policy in its entirety.
Potter Park Zoo
Film and Photography Policy

Mission: Inspiring Conservation of Animals and the Natural World

Requests and Approvals:

Potter Park Zoo is pleased to consider requests to film educational, informational, commercial or entertainment-based programming on premises. All requests must be made in writing to the zoo Communications Manager a minimum of two weeks in advance of the requested shoot. The film/photography waiver must be signed and submitted as well as the appropriate fee as agreed upon prior to beginning the project on zoo grounds.

Written Requests Must Include:

- Company name, contact information and general project description
- Publishing and/or broadcast intentions of zoo-obtained content
- Size of the crew, volume of equipment, vehicles for parking
- Estimated amount of time required, including set-up and take-down
- Proposed animals, areas or activities desired to film
- Proposed zoo staff desired to film/interview along with outline of interview questions
- Necessary assistance from zoo staff (i.e. electrician, curators, keepers, golf carts, security)
- Preferred date and time, as well as an alternative date in case of rain or poor weather conditions
- Proof of valid liability insurance workers compensation coverage for all persons participating

Non-Commercial Photo/Film:

Film and still photography are welcomed for personal non-commercial use. If photos and/or film are for non-commercial purposes, you may come to the Potter Park Zoo as a regular visitor (admission and parking fees will apply; please see our website for current hours and prices, www.potterparkzoo.org) and take your photos and/or film provided all the following apply:

1. Photos and/or film cannot be sold or professionally published.
2. Tripods and Monopods are permitted as long as they do not block visitor pathways.
3. The regular flow of zoo traffic is not disrupted while filming or taking photos.
4. Zoo visitors, staff or the animals are not disrupted in any way.
5. Photos and/or film are taken during regular zoo hours.
6. All people involved will stay behind exhibit barriers utilizing public areas only.
7. No special consideration is provided by Potter Park Zoo (e.g., electrical outlets, golf carts, public safety, etc.).
**Commercial Photo/Film:**

The following guidelines apply to production companies interested in filming programs about the zoo or its animal collection, documentary filming for educational/informational purposes, or commercial shoots. No photos, audio or video recordings taken at the zoo may be used for commercial purposes without the advance consent of the Zoo Director or designee.

1. Waiver and payment must be submitted prior to arriving on zoo grounds for the shoot.

2. A member of the zoo’s staff must accompany film crews/photographers on premises.

3. If animal care staff is required for filming (animal handling, interaction, feeding, oversight, interviews, background info, etc.), an hourly fee may be charged in order to ensure the care and well-being of the animals without interruption.

4. Film crews are encouraged to make a site visit prior to filming to review and agree upon all shooting locations, property access and other needs.

5. Film crews and equipment (to be approved) are permitted in visitor approved areas only, unless prior approval is obtained from the Zoo Director or designee.

6. No drones or Go Pros are allowed in the zoo without prior consent of the Zoo Director or designee.

7. No harm, physical intrusion or disturbances to animals, exhibits or public will be permitted.

8. No outside animal(s) may be brought onto zoo grounds.

9. Visitors must not be denied access to viewing of any exhibit.

10. Tripods and Monopods are permitted as long as they do not block visitor pathways.

11. If sound is to be recorded, the Zoo will attempt to minimize noise but we cannot guarantee a quiet environment.

12. Potter Park Zoo must be credited in the film and/or photo when requested by the Zoo Director or designee.

13. Final copies of film or photos will be provided to the zoo for archival purposes.

14. All photography, filming and recordings must be consistent with the Zoo’s mission and must promote the education and conservation goals of the Potter Park Zoo.

15. Normal zoo rules and regulations apply. No balloons or other items that pose a threat to the animals will be permitted.

16. For commercial shoots, a valid certificate of insurance covering all persons participating is required.

The health and safety of animals and visitors is our primary concern. Zookeepers, curators, veterinarians and other Zoo staff may set limitations on a case-by-case basis. As a general rule, most restrictions apply to those areas off public view, and in some cases, in which the health and safety of animals, guests, or staff would be at risk.

**Note:** The Potter Park Zoo Director or designee reserves the right to grant, deny, or terminate filming on Potter Park Zoo grounds.
Fees, If Applicable:

Site fees apply to shoots deemed commercial by the zoo and are based on length of time needed for the shoot in public areas of the zoo during regular business hours. Because photo sessions and filming require extra staff time and disrupt routine zoo operations, fees are charged to offset these costs and challenges.

Baseline Facility Fee Schedule

Commercial filming/photography $500.00 location fee for the first hour - $250 per hour after

Additional fees may apply if an extension of time or zoo staff is required (animal care staff, security, etc.). Facility fees serve as a benchmark. Actual fees may be higher or lower depending upon space and resource requirements to accommodate the shoot and PR value for the zoo.

- Animal Care Staff (i.e., keepers) $45.00 per hour
- Maintenance Staff $45.00 per hour
- Public Safety Staff $35.00 per hour
- Curator/Veterinarian $80.00 per hour

Note regarding student films: Students with a media assignment are required to have a letter from a school official verifying the applicant’s enrollment status and that the shoot is related to course work.

All payments shall be made prior to the beginning of the shoot.
Payment types accepted: Certified or Cashier’s Check, Money Order (No Personal Checks), and Credit Card
Make payable to:
Potter Park Zoo
1301 S. Pennsylvania Ave.
Lansing, MI 48917
ATTN: Public Relations Department
POTTER PARK ZOO
FILM AND PHOTOGRAPHY
ADULT WAIVER AND RELEASE FORM

IN CONSIDERATION of being permitted to participate in filming or photography at the Potter Park Zoo located at 1301 S. Pennsylvania Ave., Lansing, MI 48912, I (the undersigned participant), INTENDING TO BE LEGALLY BOUNDED, do hereby, for my heirs, executors, administrators and representatives, ASSUME ALL RISK INHERENT IN MY PARTICIPATION IN FILMING AND PHOTOGRAPHY AT THE POTTER PARK ZOO, and further agree to, and do hereby release, waive, discharge, covenant not to sue, and agree to indemnify the Potter Park Zoo and Zoological Society and Ingham County, its officers, employers, sponsors, volunteers, representatives and agents, of and from any claim in law or equity for injury or damages of any type whatsoever which I may make or incur arising out of my participation in the aforementioned activity, including payment of legal fees or costs incurred by Ingham County in defending any such claim.

In addition, I authorize and grant permission to Ingham County Personnel to secure emergency medical and/or hospital treatment which I may require as a result of my participation of filming or photography.

I HEREBY AGREE THAT I AM FULLY AWARE OF ALL THE INHERENT RISKS AND DANGERS ASSOCIATED WITH FILMING AND PHOTOGRAPHY AND THAT ZOO ANIMALS ARE LIVE ANIMALS WHOSE BEHAVIOR CANNOT BE PREDICTED WITH 100% CERTAINTY REGARDLESS OF THE AMOUNT OF TRAINING PROVIDED BY POTTER PARK ZOO, AND DO HEREBY ASSUME AND ACCEPT ALL SUCH RISKS. I AM NOT AWARE OF ANY CONDITION, PHYSICAL OR OTHERWISE, WHICH COULD BE AGGRAVATED, WORSENED OR OTHERWISE ADVERSELY AFFECTED BY MY PARTICIPATION IN FILMING AND PHOTOGRAPHY AT THE POTTER PARK ZOO IDENTIFIED ABOVE.

I am signing this Waiver and Release form of my own free will and volition and I acknowledge that I have read this Waiver and Release form and fully understand it and that I am of legal age to execute this Agreement.

__________________________________________  ________________________________
Print Participant Name                  DOB

__________________________________________  ________________________________
Signature of Participant                  Date

__________________________________________  ________________________________
Print Name of Emergency Contact           Day Phone #          Evening Phone #

__________________________________________  ________________________________
Participant’s Address, County, and Zip Code
POTTER PARK ZOO
FILM AND PHOTOGRAPHY
MINOR WAIVER AND RELEASE FORM

IN CONSIDERATION of allowing the below named MINOR to participate in filming or photography at the Potter Park Zoo located at 1301 S. Pennsylvania Ave., Lansing, MI 48912, the MINOR AND PARENT OR GUARDIAN, INTENDING TO BE LEGALLY BOUND, do hereby, for the MINOR, the MINOR’s, heirs, executors, administrators and representatives, ASSUME ALL RISK INHERENT IN THE MINOR’S PARTICIPATION OF FILMING AND PHOTOGRAPHY AT THE POTTER PARK ZOO, and further agree to, and do hereby release, waive, discharge, covenant not to sue, and agree to indemnify the Potter Park Zoo and Zoological Society and Ingham County, its officers, employers, sponsors, volunteers, representatives and agents, of and from any claim in law or equity for injury or damages of any type whatsoever which the MINOR AND PARENT OR GUARDIAN may make or incur arising out of the MINOR’s participation in the aforementioned activity, including payment of legal fees or costs incurred by Ingham County in defending any such claim.

In addition, the MINOR AND PARENT OR GUARDIAN authorize and grant permission to Ingham County Personnel to secure emergency medical and/or hospital treatment which the MINOR may require as a result of the MINOR’s participation in filming or photography. The Parent/Guardian further recognizes and agrees he/she is executing this WAIVER AND RELEASE FORM on behalf of himself/herself and on behalf of the MINOR.

THIS MINOR AND PARENT OR GUARDIAN HEREBY AGREE THAT HE/SHE IS FULLY AWARE OF ALL THE INHERENT RISKS AND DANGERS ASSOCIATED WITH FILMING AND PHOTOGRAPHY IN THAT ZOO ANIMALS ARE LIVE ANIMALS WHOSE BEHAVIOR CANNOT BE PREDICTED WITH 100% CERTAINTY REGARDLESS OF THE AMOUNT OF TRAINING PROVIDED BY THE ZOO, AND DO HEREBY ASSUME AND ACCEPT ALL SUCH RISKS. HE/SHE IS NOT AWARE OF ANY CONDITION, PHYSICAL OR OTHERWISE, WHICH COULD BE AGGRAVATED, WORSENED OR OTHERWISE ADVERSELY AFFECTED BY THE MINOR’S PARTICIPATION IN FILMING AND PHOTOGRAPHY AT THE POTTER PARK ZOO IDENTIFIED ABOVE.

I am signing this Waiver and Release form of my own free will and volition and I acknowledge that I have read this Waiver and Release form and fully understand it and that I am of legal age to execute this Agreement and am the Parent or Guardian of the MINOR.

_____________________________________                      ____________________________________
Print Participant Name (Minor)            DOB

___________________________________    FATHER/MOTHER/GUARDIAN (Circle One)
Print Name of Parent or Guardian

________________________________                    ____________________________________
Signature of Parent or Guardian            Date

__________________________________                        _______________________________________
Print Name of Emergency Contact  Day Phone #                    Evening Phone #
____________________________________________________________________________
Participant’s Address, County, and Zip Code
Economic highlights of the tentative agreement include the following:

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

- **Hours and Rates of Pay (Article 20):**
  20.31 Employees who are on-call shall be compensated as follows:
  - 0600 Monday through 0559 Friday compensated at the rate of $25/day
  - 0600 Friday through 0559 Monday compensated at the rate of $30/day
  - For the calendar day of all CBA recognized Holidays compensated at the rate of $35/day

- **Salary Schedule (Article 22):**
  - Effective the first full pay period following approval by the BOC – 5% wage increase applied to the current 2017 Salary Table
  - 2019 0% wage increase, Reopener – each party may choose one issue for reopener, to take effect on or after January 1, 2019
  - 2020 0% wage increase, Reopener – each party may choose one issue for reopener, to take effect on or after January 1, 2020

- **Sick Leave (Article 31):**
  - Annual Cash-Out Option 31.11. 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 to June 15th.

- **Hospitalization – Medical Coverage (Article 35):**
  Incorporate changes as provided by the Health Cost Containment Committee and approved by the Board of Commissioners
  Dental Insurance: Incorporate updated language as provided by the Health Cost Containment Committee and approved by the Ingham County Board of Commissioners
Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH THE CAPITAL CITY LABOR PROGRAM, INC – 911 NON-SUPERVISORY UNIT

WHEREAS, an agreement has been reached between representatives of Ingham County and the CCLP – 911 Non-Supervisory 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 Capital City Labor Program, Inc. 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.
Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2018. The total increase to the General Fund is $389,160.

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

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2017. Some of the larger projects carried over from the 2016 and 2017 budgets include $151,200 for the McNamara accessible boat launch, $147,926 for the Overlook Shelter Roof Restrooms, and $130,900 for new boilers for HSB with ongoing major imaging/scanning projects, $293,068 for Circuit Court, $124,845 Probate Court, and $236,432 for the Clerk. 911 Emergency Dispatch requested $300,000 of 2017 funds for the VESTA 911 phone system upgrade. The IT department had a number of unfinished projects including $180,000 for wireless system upgrade, $118,000 web site revamp, $110,000 network security, $86,000 SAN components, $75,000 UPS replacement and others that total $860,530. Also re-appropriated are the majority of the Trails and Parks millage projects approved by Resolutions 16-257, 16-328 and 17-109. The balance of these projects totals $6,435,127. A total of $66,346 in computer replacement budgeted in 2017 are also appropriated to 2018.

The State of Michigan suggested a budget of $750,000 for Personal Property Tax replacement for 2018, an increase of $550,000 over budget. Based on the anticipated 2018 budget employee concessions was originally budgeted in the amount of $300,000, due to additional revenue this is eliminated. Reduction of Jury requested budget $8,750 for software text messaging not needed until 2019 budget. After the retirement of the Economic Development Coordinator the 2018 budget called for economic development functions to be performed by LEAP which lead to additional expense of $41,499. Also, the 2018 budget reduced Cooperative Extension by $50,341 in error. Tri-County Metro Narcotics Squad was awarded Byrne/Jag funding at a reduced amount which leaves a need of additional funding of $6,070. R18-048 authorized a contract for the annual audit which was in need of an additional $30,400 more than the budgeted amount. The use of fund balance uncommitted will be reduced to balance these changes.
After reopening of Cross Country Skiing during January and February 2018, the Parks Director recommended some budget adjustments to the Park’s operating budget, which will increase revenues by $5,000 and increase expenses by $5,000.

A review of the 2017 Fair budget and fund balance lead to a decision to cancel an appropriation of $180,000 in 2018 CIP funds for the purchase of 2 portable shower & restroom, ADA compliant trailers.

Also included is an update of contingency fund spending so far this year. The current contingency amount is $202,921. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of $350,000.

Should you require any additional information or have questions regarding this process, please don’t hesitate to contact me.
## 2018 Contingency

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adopted Contingency Amount</td>
<td>$350,000</td>
</tr>
<tr>
<td>R17-436: Additional Community Agency Funding</td>
<td>(15,650)</td>
</tr>
<tr>
<td>R18-035: Additional Funding for CATS</td>
<td>(10,180)</td>
</tr>
<tr>
<td>R18-084: Additional Funding for Sheriff Portable Radios</td>
<td>(23,747)</td>
</tr>
<tr>
<td>R18-088: Additional Funding for Jail Based Break Out from Wellness</td>
<td>(20,800)</td>
</tr>
<tr>
<td>R18-114: Additional Funding to Hire Assistant Prosecuting Attorney</td>
<td>(76,702)</td>
</tr>
<tr>
<td>Current Contingency Amount</td>
<td>$202,921</td>
</tr>
</tbody>
</table>
Agenda Item 6a

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2018 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2018 Budget on November 14, 2017 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2018 BUDGET 03/13/18</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$83,290,335</td>
<td>419,560</td>
<td>$83,709,895</td>
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<tr>
<td>208</td>
<td>Parks</td>
<td>2,295,107</td>
<td>5,000</td>
<td>2,300,107</td>
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<tr>
<td>228</td>
<td>Trails &amp; Parks Millage</td>
<td>282,149</td>
<td>6,676,360</td>
<td>6,958,509</td>
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<tr>
<td>230</td>
<td>Hotel Motel</td>
<td>3,000,000</td>
<td>(180,000)</td>
<td>2,820,000</td>
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<td>245</td>
<td>Public Improvements</td>
<td>829,320</td>
<td>470,441</td>
<td>1,299,761</td>
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<tr>
<td>256</td>
<td>Register of Deeds Automation</td>
<td>223,944</td>
<td>1,330</td>
<td>225,274</td>
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<tr>
<td>261</td>
<td>911 Emergency Phone</td>
<td>8,349,157</td>
<td>320,449</td>
<td>8,669,606</td>
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<tr>
<td>561</td>
<td>Fair</td>
<td>1,318,291</td>
<td>(180,000)</td>
<td>1,138,291</td>
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<tr>
<td>631</td>
<td>Building Authority Operating</td>
<td>3,809,265</td>
<td>160,820</td>
<td>3,970,085</td>
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<tr>
<td>636</td>
<td>Innovation &amp; Technology</td>
<td>5,112,643</td>
<td>1,221,807</td>
<td>6,334,450</td>
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<tr>
<td>664</td>
<td>Mach. &amp; Equip. Revolving</td>
<td>905,568</td>
<td>527,434</td>
<td>1,433,002</td>
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### GENERAL FUND REVENUES

#### Tax Revenues

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<thead>
<tr>
<th>Description</th>
<th>2018 Budget – 03/13/18</th>
<th>Proposed Changes</th>
<th>2018 Proposed Budget</th>
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</thead>
<tbody>
<tr>
<td>County Property Tax</td>
<td>49,994,805</td>
<td>0</td>
<td>49,994,805</td>
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<tr>
<td>Property Tax Adjustments</td>
<td>(50,000)</td>
<td>0</td>
<td>(50,000)</td>
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<tr>
<td>Delinquent Real Property Tax</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Unpaid Personally Property Tax</td>
<td>15,000</td>
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<td>15,000</td>
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<tr>
<td>IFT/CFT</td>
<td>275,000</td>
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<td>275,000</td>
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<tr>
<td>Trailer Fee Tax</td>
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#### Intergovernmental Transfers

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<tr>
<th>Description</th>
<th>2018 Budget – 03/13/18</th>
<th>Proposed Changes</th>
<th>2018 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>State Revenue Sharing</td>
<td>6,209,651</td>
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<td>6,209,651</td>
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<td>Convention/Tourism Tax - Liquor</td>
<td>1,407,051</td>
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<td>1,407,051</td>
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<td>Court Equity Funding</td>
<td>1,486,000</td>
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<td>1,486,000</td>
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<td>Personal Property Tax Replacement</td>
<td>200,000</td>
<td>550,000</td>
<td>750,000</td>
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<td>Use of Fund Balance - Committed</td>
<td>1,400,000</td>
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<td>1,400,000</td>
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<tr>
<td>Use of Fund Balance - Uncommitted</td>
<td>244,272</td>
<td>(130,440)</td>
<td>113,832</td>
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</table>

#### Department Generated Revenue

<table>
<thead>
<tr>
<th>Description</th>
<th>2018 Budget – 03/13/18</th>
<th>Proposed Changes</th>
<th>2018 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Control</td>
<td>1,091,930</td>
<td>0</td>
<td>1,094,930</td>
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<tr>
<td>Circuit Court - Family Division</td>
<td>1,359,749</td>
<td>0</td>
<td>1,359,749</td>
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<tr>
<td>Circuit Court - Friend of the Court</td>
<td>597,000</td>
<td>0</td>
<td>597,000</td>
</tr>
<tr>
<td>Circuit Court - General Trial</td>
<td>2,180,032</td>
<td>0</td>
<td>2,180,032</td>
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<tr>
<td>Controller</td>
<td>3,170</td>
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<td>3,170</td>
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<td>Cooperative Extension</td>
<td>2,500</td>
<td>0</td>
<td>2,500</td>
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<td>County Clerk</td>
<td>622,210</td>
<td>0</td>
<td>622,210</td>
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<tr>
<td>District Court</td>
<td>2,495,065</td>
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<td>2,495,065</td>
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<td>Drain Commissioner/Drain Tax</td>
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<td>445,500</td>
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<td>Economic Development</td>
<td>63,037</td>
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<td>63,037</td>
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<td>Elections</td>
<td>75,550</td>
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<td>75,550</td>
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<td>Homeland Security/Emergency Ops</td>
<td>60,135</td>
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<td>60,135</td>
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<tr>
<td>Equalization /Tax Mapping</td>
<td>10,100</td>
<td>0</td>
<td>10,100</td>
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<tr>
<td>Facilities</td>
<td>0</td>
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<tr>
<td>Financial Services</td>
<td>39,673</td>
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<td>39,673</td>
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<td>Health Department</td>
<td>120,000</td>
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<td>120,000</td>
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<tr>
<td>Human Resources</td>
<td>52,649</td>
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<td>52,649</td>
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<tr>
<td>Probate Court</td>
<td>277,178</td>
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<td>277,178</td>
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<tr>
<td>Prosecuting Attorney</td>
<td>650,277</td>
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<td>650,277</td>
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<tr>
<td>Purchasing</td>
<td>179,106</td>
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<td>179,106</td>
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<tr>
<td>Register of Deeds</td>
<td>2,134,877</td>
<td>0</td>
<td>2,134,877</td>
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<tr>
<td>Remonumentation Grant</td>
<td>85,000</td>
<td>0</td>
<td>85,000</td>
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<tr>
<td>Sheriff</td>
<td>4,753,836</td>
<td>0</td>
<td>4,753,836</td>
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<tr>
<td>Department</td>
<td>2018 Budget</td>
<td>Proposed Changes</td>
<td>2018 Proposed Budget</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>-------------</td>
<td>------------------</td>
<td>----------------------</td>
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<tr>
<td>Treasurer</td>
<td>4,337,133</td>
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<td>4,337,133</td>
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<td>Tri-County Regional Planning</td>
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<td>63,921</td>
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<tr>
<td>Veteran Affairs</td>
<td>393,928</td>
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<tr>
<td><strong>Total General Fund Revenues</strong></td>
<td><strong>83,290,335</strong></td>
<td><strong>419,560</strong></td>
<td><strong>83,709,895</strong></td>
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<tr>
<td><strong>GENERAL FUND EXPENDITURES</strong></td>
<td></td>
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<tr>
<td>Board of Commissioners</td>
<td>609,930</td>
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<td>609,930</td>
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<tr>
<td>Employee Concessions</td>
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<td>300,000</td>
<td>0</td>
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<tr>
<td>Circuit Court - General Trial</td>
<td>8,552,970</td>
<td>0</td>
<td>8,552,970</td>
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<tr>
<td>District Court</td>
<td>3,312,452</td>
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<td>3,312,452</td>
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<tr>
<td>Circuit Court - Friend of the Court</td>
<td>1,775,438</td>
<td>0</td>
<td>1,775,438</td>
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<tr>
<td>Jury Board</td>
<td>1,192</td>
<td>0</td>
<td>1,192</td>
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<tr>
<td>Probate Court</td>
<td>1,599,196</td>
<td>0</td>
<td>1,599,196</td>
</tr>
<tr>
<td>Circuit Court - Family Division</td>
<td>5,599,121</td>
<td>0</td>
<td>5,599,121</td>
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<td>Jury Selection</td>
<td>152,459</td>
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<td>143,709</td>
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<td>Elections</td>
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<td>30,400</td>
<td>769,802</td>
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<td>Financial Services</td>
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<td>770,400</td>
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<tr>
<td>County Attorney</td>
<td>467,299</td>
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<td>County Clerk</td>
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<td>Controller</td>
<td>917,802</td>
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<tr>
<td>Equalization/Tax Services</td>
<td>749,902</td>
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<td>749,902</td>
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<td>Human Resources</td>
<td>770,400</td>
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<td>770,400</td>
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<tr>
<td>Prosecuting Attorney</td>
<td>6,893,262</td>
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<td>6,893,262</td>
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<tr>
<td>Purchasing</td>
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<td>Facilities</td>
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<td>Register of Deeds</td>
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<td>Remonumentation Grant</td>
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<td>85,000</td>
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<tr>
<td>Treasurer</td>
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<td>Economic Development</td>
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<td>41,499</td>
<td>149,487</td>
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<td>Community Agencies</td>
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<td>Ingham Conservation District Court</td>
<td>7,954</td>
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<tr>
<td>Equal Opportunity Committee</td>
<td>500</td>
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</tr>
<tr>
<td>Women’s Commission</td>
<td>500</td>
<td>0</td>
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<tr>
<td>Historical Commission</td>
<td>500</td>
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<tr>
<td>Tri-County Regional Planning</td>
<td>113,053</td>
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<td>113,053</td>
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<td>212,600</td>
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<td>Sheriff</td>
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<td>Metro Squad</td>
<td>37,500</td>
<td>6,070</td>
<td>43,570</td>
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<tr>
<td>Service/Department</td>
<td>Budgeted Amount</td>
<td>Adjusted Amount</td>
<td>Final Amount</td>
</tr>
<tr>
<td>------------------------------------</td>
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<tr>
<td>Community Corrections</td>
<td>161,036</td>
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<tr>
<td>Board of Public Works</td>
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<td>300</td>
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<tr>
<td>Drain Tax at Large</td>
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<tr>
<td>Substance Abuse</td>
<td>706,777</td>
<td>0</td>
<td>706,777</td>
</tr>
<tr>
<td>Community Mental Health</td>
<td>2,024,693</td>
<td>0</td>
<td>2,024,693</td>
</tr>
<tr>
<td>Department of Human Services</td>
<td>2,002,229</td>
<td>0</td>
<td>2,002,229</td>
</tr>
<tr>
<td>Tri-County Aging</td>
<td>83,295</td>
<td>0</td>
<td>83,295</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>574,096</td>
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</tr>
<tr>
<td>Cooperative Extension</td>
<td>387,676</td>
<td>50,341</td>
<td>438,017</td>
</tr>
<tr>
<td>Library Legacy Costs</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Parks and Recreation</td>
<td>1,586,857</td>
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<td>Contingency Reserves</td>
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<td>202,921</td>
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<tr>
<td>Legal Aid</td>
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<td>20,000</td>
</tr>
<tr>
<td>2-1-1 Project</td>
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<td>45,750</td>
</tr>
<tr>
<td>Community Coalition for Youth</td>
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<td>25,000</td>
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<tr>
<td>Capital Improvements</td>
<td>1,707,601</td>
<td>0</td>
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<tr>
<td><strong>Total General Fund Expenditures</strong></td>
<td><strong>83,290,335</strong></td>
<td><strong>419,560</strong></td>
<td><strong>83,709,895</strong></td>
</tr>
</tbody>
</table>

**General Fund Revenues**

**Personal Property Tax Replace**
State of Michigan projected increase $550,000 over budget 2018 amount.

**Use of Fund Balance-Uncommitted**
Reduction of use of fund balance $130,440 due to above additional revenue.

**General Fund Expenditures**

**Employee Concessions**
Reduction of employee concessions $300,000 due to additional revenue.

**Jury Administration**
Reduction of requested budget $8,750 for software text messaging not needed until 2019 budget.

**Economic Development**
Additional funds requested for new LEAP contract $41,499 to perform function.
Financial Services  Additional funds requested for annual audit per resolution #18-048, $30,400, new contract negotiated to a higher rate than budgeted.

Metro Squad  Additional funds requested $6,070 due to reduction in Byrne/Jag funding.

Cooperative Extension  Additional funds requested $50,341 due to miscalculations in preparation of 2018 budget.

**Non-General Fund Adjustments**

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parks</td>
<td>Increase budget to recognize $5,000 income from opening Cross Country Skiing Jan and Feb 2018 and appropriate expense.</td>
</tr>
<tr>
<td>(F208)</td>
<td></td>
</tr>
<tr>
<td>Trails &amp; Parks Millage</td>
<td>Re-appropriate remaining funds for Trails &amp; Parks projects approved by Resolutions 16-257, 16-328 and 17-109 ($6,435,127). Re-appropriate remaining funds for magic carpet at Hawk Island ($4,393) per Resolution 16-198. Re-appropriate funds for McNamara accessible boat launch ($151,200) from CIP 2016, Pump House Building ($18,267), Stone Chip Road ($5,581), Restrooms Refurbishment ($6,707), Gravel/Millings Burchfield &amp; Lake Lansing ($30,000) from CIP 2017, Burchfield Trails &amp; Wayfinding ($17,200) from CIP 2017 and R17-286. Millage Coordinator’s funds for laptop, GPS, Bike ($7,885) from R17-312.</td>
</tr>
<tr>
<td>Hotel/Motel</td>
<td>To cancel transfer to Fund 561 for 2018 CIP project (180,000).</td>
</tr>
<tr>
<td>(F230)</td>
<td></td>
</tr>
<tr>
<td>Public Improvement</td>
<td>Re-appropriate funds for Overlook Shelter roof/restrooms ($147,926), gravel road maintenance Lake Lansing South ($7,000) and Burchfield ($7,000) from CIP 2016. Re-appropriate funds for the following capital improvement projects: District Court Public Bath Flooring ($17,293), and Replace Insulation Rooftop ($15,000) from CIP 2015, Rooftop Duct Insulation ($23,160), and Steam Repairs VMC ($20,000) from CIP 2017, Indoor Firearms Range ($5,000), Lock Replacement Jail ($8,156), and Jail Plumbing Repairs ($8,714) from CIP 2016, Jail Plumbing Study ($25,000), Jail Roof Repairs ($33,847), Training Center Roof ($21,096), Lock Repair Parts ($14,689) all from CIP 2017, Jail Heat Pumps/Piping ($45,000), and Replace Jail Water Softener ($25,000) from CIP 2016, RTU Duct Insulation ($23,160) from CIP 2017, Floor Women’s Health ($9,900), and Floor Waiting Area Child Health ($7,000) from CIP 2015, Restore Tile Floors Mason ($6,500) from CIP 2017.</td>
</tr>
<tr>
<td>Register of Deeds Automation</td>
<td>Re-appropriate $1,330 for the computer replacements not purchased in 2017.</td>
</tr>
</tbody>
</table>
911 Emergency Phone
(F261) Re-appropriate funds for the following projects;
Radio system battery replacement ($20,000) per 2016 capital budget and Phone System Upgrade to VESTA 911 ($300,000) from the CIP 2017. Re-appropriate $449 for 911 computer replacements not purchased in 2017.

Fair
(F561) To cancel 2018 CIP funds for project 2 Portable Shower & Restroom, ADA Compliant Trailers ($180,000) due to lack of fund balance.

Bldg. Authority Operating
(F631) Re-appropriate funds for the following projects at HSB;
Replace Entrance Door ($13,215) from CIP 2016, New Boilers ($130,900), Drop Ceiling Public Health ($10,000) from CIP 2015, and Replace Air Separator ($6,705) from CIP 2017.

Innovation & Technology
(F636) Re-appropriate remaining funds for the following projects:
Probate Court scanning project ($124,845) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project ($236,432) approved by the 2014 – 2017 CIP and Resolution 13-199. Re-appropriate unspent network funds for the following projects budgeted but not completed in 2017; UPS replacement ($75,000), server replacement hosts ($50,000), wireless system upgrade ($180,000), WAN encryption ($40,000), SAN Components ($86,000), Network Security ($110,000) multi-factor authentication ($53,000), network access control ($70,000), and web services ($25,000), Web Site Revamp ($118,000), Network Security Assessment ($20,000) and Phone System Upgrade ($33,530).

Mach./Equip. Revolving
(F664) Re-appropriate Circuit Court’s imaging/scanning project ($293,068), and E-filing software ($10,000) from CIP 2014, video equipment ($80,000), courtroom tech replacements ($10,923), courtview training ($5,000), and key card holder ($2,600) from CIP 2014 and 2015, computer, keyboard, monitor ($2,432) and phonic ear ($750) from 2017. Re-appropriate Parks’ Dump Truck ($40,000) from CIP 2017. Animal Control’s bullet proof vest ($3,300), toughbooks ($10,455) from 2016 and 2017 CIP. District Court’s Lobby Furniture CIP 2016 ($2,592) and Two Way Radios CIP 2017 ($1,750). Re-appropriate funds for computer replacements budgeted but not purchased in 2017 for the following departments; BOC ($1,697), Circuit Court ($3,148), Co-op Ext ($900), District Court ($6,742), Equalization ($2,700), Financial Services ($2,076), FOC ($900), Health Dept ($29,276), and Prosecuting Attorney ($17,126).
TO: Law & Courts, Human Services, County Services, & Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: April 4, 2018
SUBJECT: Ingham County Strategic Plan
For the meeting agendas of 4/12, 4/16, 4/17 and 4/18

BACKGROUND
Ingham County’s current Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County’s progress toward meeting these goals.

The 2018 – 2022 plan was adopted by the Board of Commissioners in March 2017. The version included here is not changed from the original. It is being presented to all liaison committees for review and update, if necessary.

ALTERNATIVES
The Board of Commissioners could opt not to make any changes to the 2018 – 2022 plan.

FINANCIAL IMPACT
There is no direct financial impact. However, the goals and strategies included in the Strategic Plan are considered when allocating resources during the annual budget process.

OTHER CONSIDERATIONS
Review of the 5-year strategic plan is necessary to ensure that the strategies and goals remain current.

RECOMMENDATION
I recommend approval of the attached resolution after review by the Board of Commissioners to incorporate any necessary changes.
INTRODUCED BY THE LAW & COURTS, HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE 2019 – 2023 STRATEGIC PLAN

WHEREAS, the Ingham County Board of Commissioners has developed and desires to adopt a strategic plan that presents the goals and aspirations of County government and all its affiliated departments and agencies; and

WHEREAS, in 2017, the Board of Commissioners, working with elected officials, department heads and budgetary units completed a comprehensive year-long project with the assistance of Management Partners, Inc., a professional strategic planning firm; and

WHEREAS, the Board of Commissioners reviewed the plan in detail, provided feedback and made certain editorial modifications through its standing committees; and

WHEREAS, the Board deemed the plan to be comprehensive, appropriate, aspirational and strategically sound; and

WHEREAS, the Ingham County Board of Commissioners adopted the 2018 - 2022 Ingham County Strategic Plan; and

WHEREAS, the Ingham County Strategic Plan should be reviewed and updated, if necessary, on an annual basis.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby accepts the 2019 – 2023 Ingham County Strategic Plan as presented and modified by the Board membership.
Ingham County Strategic Plan

Vision
Mission
Values
Overarching Priorities
Goals
Strategies
Success Indicators

February 2017
# Table of Contents

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Background

Ingham County is governed by a 14-member Board of Commissioners elected on a partisan basis for terms of two years from single-member districts that are approximately equal in population.

Introduction
Ingham County’s Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the years 2018 through 2022. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County’s progress toward meeting these goals.

Strategic Planning Process and Workshops
The process for creating Ingham County’s Strategic Plan began with individual interviews with Commissioners, department heads, and elected officials. Interviewees shared their perspectives on strengths, weaknesses, opportunities and challenges (SWOC) facing the County. A summary of themes, along with data on current socio-economic trends, was provided as background information for a workshop with elected officials and department heads in January 2016. During the workshop the participants identified draft goals and strategies, which were then shared with Commissioners.

A Strategic Planning Workshop for Commissioners was held in March of 2016. The workshop began with a discussion about the County’s vision and mission, followed by discussion and prioritization of the values that provide the foundation for how the County does its work. In addition to discussing the Ingham County vision and values, the Commissioners developed goals and strategies. Together these elements comprise the Ingham County Strategic Plan. A subcommittee of Commissioners met in 2016 and early 2017 to refine this document which was subsequently approved by the Board of Commissioners on March 14, 2017.
Vision and Mission

OUR VISION

Ingham County is a welcoming, inclusive, peaceful, engaged, healthy, and just community for all residents.

OUR MISSION

Ingham County will identify and provide high quality, easily accessible services that its residents value. These services will be delivered by an ethical, well-trained workforce comprised of public servants in the most effective, collaborative way possible.
Values

OUR VALUES

While providing County services and doing our work we value:

- Quality resident services;
- Accountability and fiscal responsibility;
- Diversity, equity and inclusion;
- Honesty, integrity and ethics; and
- Creativity and innovation.
Goals and Strategies (2018 – 2022)

A goal is a statement of a specific direction and the desired outcome(s).

A strategy is an action to be taken to achieve a goal.

A success indicator is a quantifiable metric or measurement that is used over time to track progress and outcomes of programs. Success indicators are presented in a companion Implementation Action Plan document that is updated yearly as part of the annual budget process.

The Commissioners developed goals and strategies that address six strategic issue areas:

- Service to Residents
- Communication
- Facilities and Infrastructure
- Information Technology
- Management, Finance and Governance
- Human Resources and Staffing

Each of these six goals encompass many aspects and are interrelated. For example, information technology has an impact on service to residents, as does finance, facilities, infrastructure, communication and staffing. These interrelationships will be addressed as implementation proceeds and spelled out in the implementation action plan.
Overarching County Priorities

The Ingham County Board of Commissioners has adopted several long-term priorities that were instrumental in the development of the strategic plan goals and priorities. The long-term objectives are focused on County services that promote and emphasize a healthy and active population, a safe community, a thriving economy and high quality of life, a clean and protected environment, and an innovative approach to government services focused on fairness, equity and social justice.

The overarching long-term objectives for the plan include:

<table>
<thead>
<tr>
<th>Overarching Long-term Objective</th>
<th>Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fostering economic wellbeing</td>
<td>●</td>
</tr>
<tr>
<td>Preventing and controlling disease</td>
<td>●</td>
</tr>
<tr>
<td>Promoting accessible healthcare</td>
<td>●</td>
</tr>
<tr>
<td>Assisting in meeting basic needs</td>
<td>●</td>
</tr>
<tr>
<td>Fostering youth development</td>
<td>●</td>
</tr>
<tr>
<td>Enhancing access to County records</td>
<td>●</td>
</tr>
<tr>
<td>Supporting public safety</td>
<td>●</td>
</tr>
<tr>
<td>Assuring fair and efficient judicial processing</td>
<td>●</td>
</tr>
<tr>
<td>Providing appropriate evidence based sanctions for adult offenders</td>
<td>●</td>
</tr>
<tr>
<td>Providing appropriate evidence based treatment and sanctions for at-risk youth and juveniles</td>
<td>●</td>
</tr>
<tr>
<td>Providing a quality transportation system, including roads</td>
<td>●</td>
</tr>
<tr>
<td>Providing a suitable and ecologically sensitive drainage system</td>
<td>●</td>
</tr>
<tr>
<td>Providing recreational opportunities</td>
<td>●</td>
</tr>
<tr>
<td>Promoting environmental protection, smart growth and conservation</td>
<td>●</td>
</tr>
</tbody>
</table>
Service to Residents

Goal: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategies

1. Strive to make facilities and services user-friendly.

2. Connect and collaborate with local government networks to learn about innovations and new cost effective service delivery models.

3. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.

4. Ensure employees provide complete and courteous responses to resident questions and inquiries.

5. Provide opportunities to gather feedback on County services from the public.
Communication

Goal: Improve service by enhancing the quality of external and internal communication.

Strategies

1. Promote key services through the local media.

2. Provide opportunities for residents and service recipients to share their experiences about County services.

3. Consider ways to brand and unify County messaging.

4. Assure ease of access to information on and maintenance of the County Web site.
Management, Finance and Governance

Goal: Maintain and enhance County fiscal health to ensure delivery of services to residents.

Strategies

1. Maintain the County’s financial reserves at adequate levels.

2. Continue to monitor adherence to the County’s financial reserve policy.

3. Develop options for service levels depending on the County’s fiscal health.

4. Periodically review and revise policies and contracting procedures to reflect current best practices.

5. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.

6. Identify long and short-term funding priorities and financing options for capital projects.

7. Identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs.

8. Monitor and address unfunded liabilities.
Information Technology

Goal: Enhance and provide the necessary support and equipment to meet the IT needs of each department to make service delivery to the public more efficient and transparent.

Strategies

1. Support well-trained IT managers and staff current with emerging trends and best practices.

2. Annually budget for countywide IT projects including updates to existing software applications.

3. Establish consistent standards for department website design, information postings and monitoring.
Facilities and Infrastructure

Goal: Provide user friendly, accessible facilities and quality infrastructure.

Strategies

1. Review recommendations of the Space Utilization Study for Ingham County.

2. Plan physical space needed for future storage needs.

3. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.

Human Resources and Staffing

Goal: Attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

Strategies

1. Attract and retain employees who value public service.

2. Regularly solicit employee feedback and suggestions for workflow improvements.

3. Encourage employee creativity and innovation.

4. Support employee and professional development.
Conclusion

This strategic plan includes goals and strategies to accomplish six areas of importance:

- Service to Residents,
- Communication,
- Management and Finance,
- Information Technology,
- Facilities and Infrastructure, and
- Human Resources and Staffing.

The goal areas encompass the overarching priorities articulated by the County Commissioners and guide how services to Ingham County residents and visitors are delivered. For example, information technology has an impact on service to residents, as does finance, facilities and infrastructure and will be further clarified and addressed as implementation proceeds.

An Implementation Action Plan has been developed and provided to the County under separate cover. It describes and sequences the actions required to carry out each of the strategies to accomplish the goals of the Strategic Plan.

Board of Commissioners

Kara Hope
Chairperson

Sarah Anthony
Vice-Chairperson

Randy Maiville
Vice Chairperson Pro Tem

Victor Celentino, District 1

Rebecca Bahar-Cook, District 2 (2016)
Ryan Sebolt, District 2 (2017)
Bryan Crenshaw, District 4
Todd Tennis, District 5
Penelope Tsernoglou, District 8 (2016)
Mark Grebner, District 8 (2017)
Carol Koenig, District 9
Brian McGain, District 10
Teri Banas, District 11
Deb Nolan, District 12
Randy Schafer, District 13
Robin Case Naeyaert, District 14

Ingham County Strategic Plan February 2017
WHEREAS, Travis Parsons began his career with Ingham County on October 31, 2011 as Human Resources Director; and

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

WHEREAS, as the lead member of the County bargaining team he has helped guide the County through several very challenging negotiation cycles, he focused his attention on insuring that County employees were treated fairly in the face of serious budget challenges; and

WHEREAS, throughout his career Travis worked diligently on numerous human resources projects such as job reclassification requests, department reorganization requests, numerous grievance resolutions, maintenance of more than 35 MERS retirement divisions, preparation and participation in Act 312 binding arbitration hearings, oversight of 19 collective bargaining agreements, maintenance of a job classification and compensation system impacting more than 1,000 employees; and

WHEREAS, Travis consistently applied ethical standards and the techniques in fulfillment of his assigned responsibilities which serve as an example for all Ingham County employees; and

WHEREAS, with 6½ years of dedicated service to the County of Ingham Travis is retiring from his position as Human Resources Director.

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

BE IT FURTHER RESOLVED that the Board of Commissioners extends its best wishes to Travis and hopes for continued success in all of his future endeavors.
TO: County Services Committee  
FROM: Timothy J. Dolehanty, Controller Administrator  
DATE: April 10, 2018  
SUBJECT: Quarterly Settlement of Claims Report

On June 13, 2017 the Board of Commissioners approved the Settlement of Claims, Litigation and Separation Agreements Policy (Policy No. 222). Section D.3 of the policy requires that “The Controller shall report to the County Services Committee and provide each member of the Board of Commissioners a written quarterly report of the settlements of claims and litigation, and all separation agreements (e.g. department/type/amount) authorized under this Policy during the fiscal year.” This report is intended to satisfy that requirement for the first quarter of 2018 (January 1 through March 31).

### 2018 First Quarter Settlements of Claims, Litigation and Separation Agreements

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount</th>
<th>Department</th>
<th>Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>01/01/18</td>
<td>$31,314.00</td>
<td>Parks Department</td>
<td>Resignation Agreement</td>
</tr>
<tr>
<td>01/15/18</td>
<td>$0.00</td>
<td>Sheriff’s Office</td>
<td>Resignation Agreement</td>
</tr>
<tr>
<td>02/07/18</td>
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<td>Property damage</td>
</tr>
<tr>
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<td>03/05/18</td>
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<td>03/05/18</td>
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<tr>
<td>03/06/18</td>
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</tr>
<tr>
<td>03/28/18</td>
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<td>Facilities Department</td>
<td>Resignation Agreement</td>
</tr>
<tr>
<td>04/01/18</td>
<td>$196.20</td>
<td>Road Department</td>
<td>Property damage</td>
</tr>
</tbody>
</table>

Please do not hesitate to contact me if you have any questions.

C: Board of Commissioners
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE BOARD RULES

WHEREAS, at each Board of Commissioners and Liaison Committee meeting the public is given an opportunity to speak at the beginning of the meeting during Limited Public Comment and the end of the meeting during Public Comment; and

WHEREAS, the Board of Commissioners wish to limit remarks during Limited Public Comment to items on the agenda only; and

WHEREAS, it is necessary to amend the Board Rules to reflect this change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the following amendments to the Board Rules under Section V. Conduct of Board Meetings, J. Comments from the Floor:

4. Under General Public Comment in the agenda, each person shall be permitted to speak once during each meeting for three (3) minutes, except that if it appears a large number of people wish to speak at a meeting the Chairperson may ask those wishing to speak to identify themselves and if there are more than 20 may announce that the allotted time per person will be two (2) minutes, except where extended privileges are granted by the Chairperson.

5. Under Limited Public Comment in the agenda, comments shall be restricted to items on the meeting’s agenda. Any other comments and remarks shall be directed to General Public Comment. Each person shall be permitted to speak once during each meeting for three (3) minutes, except that if it appears a large number of people wish to speak at a meeting the Chairperson may ask those wishing to speak to identify themselves and if there are more than 20 may announce that the allotted time per person will be two (2) minutes, except where extended privileges are granted by the Chairperson.