

CHAIRPERSON
CAROL KOENIG

VICE-CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM
ROBIN NAEYAERT

COUNTY SERVICES COMMITTEE
DEB NOLAN, CHAIR
RYAN SEBOLT
MARK GREBNER
VICTOR CELENTINO
KARA HOPE
RANDY MAIVILLE
ROBIN NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS
P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MARCH 6, 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 [February 20, 2018 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Prosecuting Attorney's Office – Resolution to Authorize the Expenditure of Funds to Hire an [Assistant Prosecuting Attorney](#)
2. Facilities Department
 - a. Resolution to Provide Professional [Paving Design Services](#) for the Asphalt Parking Lot
 - b. Resolution to Authorize Community Mental Health (CMH) to Utilize [Unused Space](#) at the Human Services Building
3. Road Department
 - a. Resolution to Authorize an Extension of the 2017 Purchase Agreement for the 2018 Seasonal Requirement of [29A Crushed Natural Aggregate](#)
 - b. Resolution to Authorize an Extension of the 2017 Purchase Agreement for the 2018 Seasonal Requirement of [29A Slag](#)
 - c. Resolution to Approve and Certify the Ingham County 2017 [Public Road Mileage Report](#)
 - d. Resolution to Approve the Special and Routine [Permits](#) for the Ingham County Road Department
4. Animal Control – Resolution of Intent to Enter into Contract of Lease with Ingham County Building Authority; to Authorize Publication of [Notice of Intent](#); and to Declare Intent to Reimburse
5. Fair Office
 - a. Resolution to Authorize a Part-Time [Temporary Position](#) at the Ingham County Fairgrounds
 - b. Notice of Emergency Purchase Order for [Plumbing](#) Work at the Ingham County Fairgrounds

6. Controller's Office
 - a. Resolution to Authorize Participation and Funding for [Booking/Holding Facility Feasibility Study](#)
 - b. Resolution to Authorize Participation and Funding for a [Health Insurance Pool Feasibility Study](#)
 - c. Resolution to Authorize a Transition Overlap for the [Financial Services Director Position](#)

7. Human Resources
 - a. Resolution to Restore the [Human Resources Specialist](#) Position
 - b. Collective Bargaining Update (*Closed Session*)

8. Human Services Committee – Resolution to Authorize Release of Attorney/Client [Privileged Communication](#)

Announcements
Public Comment
Adjournment

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OR SET TO MUTE OR VIBRATE TO AVOID
DISRUPTION DURING THE MEETING**

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

COUNTY SERVICES COMMITTEE
February 20, 2018
Draft Minutes

Members Present: Sebolt, Grebner, Celentino, Hope, Maiville, and Naeyaert

Members Absent: Nolan

Others Present: Deb Fett, James Long, Melina Brann, Wanda Bloomquist, Tom Gamez, Travis Parsons, Becky Bennett, Tim Dolehanty, Liz Noel, and others

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

Approval of the February 6, 2018 Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE FEBRUARY 6, 2018 MINUTES OF THE COUNTY SERVICES COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan

Additions to the Agenda

None.

Substitute –

8. Controller’s Office
 - b. Resolution to Approve a Social Media Policy

Limited Public Comment

None.

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

4. Drain Commissioner – Resolution Pledging Full Faith and Credit to Ferley Consolidated Drain Drainage District Bonds
5. Innovation and Technology Department – Resolution to Approve the Contract for E9-1-1 Software

6. Road Department
 - a. Resolution to Authorize Acceptance of the Final Plat of Whitehills Lakes South No. 2 and Acceptance of Public Roads
 - b. Resolution to Authorize an Agreement with Delhi Township for Cedar Street Reconstruction/Complete Street Redevelopment Holt to Aurelius Roads, Delhi Township
 - c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

7. Parks Department – Notice of Emergency Purchase Order for the Snow Cat Joystick Control Unit at Hawk Island

8. Controller's Office
 - a. Resolution of Support for American Airlines Application with the U.S Department of Transportation and Federal Aviation Administration

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan

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

6. Road Department
 - d. Resolution to Acknowledge Award and Authorize Acceptance of Educational Training Vouchers

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

Commissioner Maiville recognized Tom Gamez, Road Department Director of Operations, for receiving the award and thanked him for his hard work.

Commissioner Grebner stated Mr. Gamez had invented “The Emulsion Tail,” and it was not being patented but he could tell other people how to do it, since it was public domain.

Mr. Gamez stated some suppliers were encouraging him to get a patent for the invention. He further stated it was a simple design and it would be shared with other counties to end up with a better product in Michigan.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan

1. Women's Commission – Interviews

Melina Brann interviewed for a position on the Women's Commission.

2. Historical Commission – Interviews

James Long interviewed for a position on the Historical Commission.

3. Farmland and Open Preservation Board – Interviews

Wanda Bloomquist interviewed for the Township Representative position on the Farmland and Open Preservation Board.

MOVED BY COMM. CELENTINO, SUPPORTED BY COMM. MAIVILLE, TO RECOMMEND WANDA BLOOMQUIST TO THE BOARD OF COMMISSIONERS FOR THE TOWNSHIP REPRESENTATIVE POSITION ON THE FARMLAND AND OPEN SPACE PRESERVATION BOARD.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan

8. Controller's Office

b. Resolution to Approve a Social Media Policy

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

Commissioner Maiville stated he noticed the social media policy mentioned departments. He asked if the social media policy would be for all County-wide positions as well as departments.

Tim Dolehanty, Controller, stated if an employee was using County equipment, then this policy would apply. He further stated this policy was an outcrop from the IT malware situation that had happened in 2017, when the IT Director had noticed there were no social media guidelines to follow.

Vice-Chairperson Sebolt asked if some departments were already using a similar policy.

Mr. Dolehanty stated some departments were using a social media policy, like the Health Department, which had been using a policy for some time and had offered suggestions for the County policy, primarily for the IT Department's implementation of the policy. He further stated he thought the Parks Department and the Fair also had social media pages.

Commissioner Hope asked if the social media policy would create additional work for employees and whoever was responsible for social media.

Mr. Dolehanty stated the social media policy would create more work for the IT Department, who would have to collect passwords. He further stated he did not think the new social media action plans would be too overbearing for departments.

Commissioner Maiville stated it appeared to be a comprehensive policy. He asked if the social media policy had come from a model, and if the departments had been able to give feedback on the policy.

Mr. Dolehanty stated the IT Director had pulled the model social media policy from something else she was involved with regarding securing networks. He further stated the department heads had been introduced to the social media policy back in the fall, when the Sheriff's Office and Prosecutor's Office had given feedback about some of their specific department's social media activity that should not be bound by the social media policy.

Mr. Dolehanty stated some corrections in the substitute policy presented to the Committee had come from the ICEA bargaining unit where they had pointed out some redundancies. He further stated there had been two department head meetings since the social media policy had been introduced in September or October, so it had made the rounds.

Commissioner Naeyaert stated she noticed the acknowledgement had been crossed out in the substitute social media policy. She asked if the employees would not be required to sign the acknowledgement.

Mr. Dolehanty stated that was correct, as the County did not require any other policies to be acknowledged, so why would they start now.

Vice-Chairperson Sebolt asked if the social media policy had been vetted through legal counsel.

Mr. Dolehanty stated the policy had been reviewed by two attorneys.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Nolan

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:24 p.m.

MARCH 6, 2018 COUNTY SERVICES AGENDA STAFF REVIEW SUMMARY

AGENDA ITEMS:

The Controller/Administrator recommends approval of the following resolutions:

1. **Prosecuting Attorney's Office** – *Resolution to Authorize the Expenditure of Funds to Hire an Assistant Prosecuting Attorney*

This resolution will authorize a transfer of up to \$76,702 from the 2018 Contingency Fund to the Prosecutor's budget to hire an Assistant Prosecuting Attorney from April 1 through December 31, 2018. The Ingham County Prosecutor's Office has seen an increase in sexual assault warrant requests due to the change of policy of some of the local police agencies requiring that every case of sexual assault be reviewed by the Ingham County Prosecutor's Office. Current staffing is not sufficient to handle the volume of cases that are necessary to be reviewed and prosecuted if authorized. Due to the time sensitive nature of the pending review of these additional criminal cases it is necessary to authorize an additional Assistant Prosecuting Attorney position. Over the remainder of the year, the Prosecutor's Office will determine what the future needs will be in reviewing and prosecuting these types of crimes.

2a. **Facilities Department** – *Resolution to Provide Professional Paving Design Services for the Asphalt Parking Lot*

The Facilities Department continues to work towards the completion of repaving the back parking lot at the Human Services Building. Professional paving design services are required for the proposed repaving of the northeast portion of the lot. The Facilities Department recommends approval of a resolution to award Wolverine Engineers & Surveyors, Inc. a contract to complete this project at a cost not to exceed \$17,700.

2b. **Facilities Department** – *Resolution to Authorize Community Mental Health (CMH) to Utilize Unused Space at the Human Services Building*

Community Mental Health Clinton, Eaton, and Ingham (CMHCEI), a current leaseholder at the Human Services Building, has asked to utilize up to 350 square feet of additional unoccupied space near entrance door #2 as a conference room/multi-purpose room. CMHCEI will fund a removable wall and all associated costs to convert the space, and will also be responsible for the cost of utility improvements to the converted space. The Facilities Department recommends approval of the lease agreement.

3a. **Road Department** – *Resolution to Authorize an Extension of the 2017 Purchase Agreement for the 2018 Seasonal Requirement of 29A Crushed Natural Aggregate*

The Road Department purchases approximately 1,200 tons of 29A crushed natural aggregate annually for use in road chip-sealing and various other road maintenance operations. The material will be delivered to Road Department Western, Eastern, and Metro facilities. The Department recommends approval of a resolution to authorize purchase of 29A crushed natural aggregate on an as-needed, unit price per ton basis from Gerken Materials at a cost of \$21.05 per ton.

3b. Road Department – *Resolution to Authorize an Extension of the 2017 Purchase Agreement for the 2018 Seasonal Requirement of 29A Slag*

The Road Department purchases approximately 19,000 tons of 29A Blast furnace slag annually for use in road chip-sealing and various other road maintenance operations. The material will be delivered to Road Department Western, Eastern, and Metro facilities. The Department recommends approval of a resolution to authorize purchase of 29A Blast furnace slag on an as-needed, unit price per ton basis from Yellow Rose Transport Inc. at a cost of \$25 per ton.

3c. Road Department – *Resolution to Approve and Certify the Ingham County 2017 Public Road Mileage Report*

Public Act 51 of 1951, as amended (being MCL 247.659a (9)), requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. With no additions or subtractions of public road mileage this year, the centerline mileage of Ingham County roads is 1,254.26 miles. This reported road mileage is used to apportion Michigan Transportation Fund revenue to public road agencies in the state. The Road Department recommends approval of a resolution to grant authorization to sign the annual report.

3d. Road Department – *Resolution to Approve the Special and Routine Permits for the Ingham County Road Department*

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 19 projects (see attachment for permit list).

4. Animal Control Department – *Resolution of Intent to Enter into Contract of Lease with Ingham County Building Authority; to Authorize Publication of Notice of Intent; and to Declare Intent to Reimburse*

On September 27, 2016 the Board of Commissioners approved Resolution 16-409 to authorize the Building Authority to proceed with plans to construct, equip, and finance a new Animal Shelter Facility. The Building Authority is authorized to renovate, construct, furnish and equip the project on behalf of the County, to finance the cost of the project by the issuance of bonds, and to lease the Project to the County. To accomplish this, the Building Authority proposes that the County enter into the Lease with the Authority for the construction of the project. The Lease and the Bonds issued to finance the project will contain the terms and conditions as finally approved by the County and the Authority.

5a. Fair Office – *Resolution to Authorize a Part-Time Temporary Position at the Ingham County Fairgrounds*

The Controller's Office seeks approval of a resolution to authorize employment of a part-time temporary position at the Ingham County Fairgrounds. This position will function as the interim Fair Manager until a permanent replacement is hired. This part-time temporary employee will be compensated at a rate of \$25 per hour for no more than 25 hours per week. Funds are available in the Fair budget as a result of attrition savings from the vacant Fair Manager position.

5b. Fair Office – *Notice of Emergency Purchase Order for Plumbing Work at the Ingham County Fairgrounds*

An emergency purchase order was issued to Michigan Plumbing in the amount of \$7,130 to repair a water line leak beneath the asphalt-surfaced parking area near the main arena. The leak made the area unstable and could potentially have compromised other utility lines near that area. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works, and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

6a. Controller's Office – *Resolution to Authorize Participation and Funding for Booking/Holding Facility Feasibility Study*

On June 9, 2015 the Board of Commissioners approved Resolution 15-229 to authorize a contract to Redstone Architects, Inc. to conduct a needs assessment and feasibility study of the Ingham County Sheriff's Office, Lansing Police Department including detention, and 55th and 54A District Courts. The City of Lansing contributed \$41,850 (25%) toward the total approved cost of \$169,835. After much deliberation and study, the City of Lansing modified its building strategy to include just 54A District Court and lock-up facility. Redstone has proposed development of a detailed building plan to develop construction costs projections and allow the Sheriff's Office to create a staffing plan/operational budget for the new lock-up facility. If proven to be a feasible arrangement, this information will form the basis of a future agreement between the City and County to operate the lock-up facility. The Sheriff's Office will also address long-standing Court security concerns in the operational study. Plans for climate-controlled storage of Circuit Court and Probate Court records will be included as part of the overall project. The City of Lansing has asked the County to participate in a professional services agreement with Redstone Architects, Inc. to complete an operational study at a total cost of \$27,080. A resolution is proposed for County participation in the study for half the quoted cost (\$13,540).

6b. Controller's Office – *Resolution to Authorize Participation and Funding for a Health Insurance Pool Feasibility Study*

The Michigan Association of Counties (MAC) is currently evaluating the interest and feasibility of developing a county health plan pool, leveraging the purchasing power of combined county membership, and cost containment strategies to provide counties and other public agencies with a low cost, high value health plan for county employees. The first step to determine overall benefits of the contemplated pool program is completion of a feasibility study. The study will focus on fulfillment of federal and state application filing requirements and other regulatory needs. MAC has already secured interest in the regional model from six counties, the Community Mental Health Authority and Medical Care Facility. The Cities of Lansing and East Lansing have also expressed interest, but have not yet committed to participation. A resolution is offered to commit up to \$95,000 for the feasibility study, with funds committed through the employee benefit fund.

6c. Controller's Office – *Resolution to Authorize a Transition Overlap for the Financial Services Director Position*

By the end of November, 2018 the incumbent Financial Services Director will retire after 10 years of dedicated service to Ingham County. A resolution is offered to allow overlapping employment of the current and new directors for a six-month transition period to assure administrative continuity. The total cost of a six-month overlap is \$79,912. However, an unusual number of position vacancies in the Financial Services office this fiscal year will minimize, if not eliminate, the need for a fund transfer to cover this added expenditure.

7a. Human Resources Department – *Resolution to Restore the Human Resources Specialist Position*

In response to the budget reduction requests for the 2018 fiscal year, the Human Resources Department offered a 0.25 FTE reduction of the Human Resources Specialist position. Unexpected but significant department staffing changes have forced reconsideration of the budgeted reduction. The Human Resources Department has offered a resolution to reinstate the 0.25 FTE position for the remainder of 2018 at an estimated cost of \$26,000. As with item 6c above, the unusual number of position vacancies in the Human Resources office will minimize, if not eliminate, the need for a fund transfer to cover this added expenditure.

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

The Human Resources Director will be in attendance to provide the Committee with an update on collective bargaining efforts.

8. Human Services Committee – *Resolution to Authorize Release of Attorney/Client Privileged Communication*

The Human Services Committee recommends approval of a resolution to publicly release an otherwise confidential attorney/client communication regarding selection of a law firm to represent the County in pending opioid litigation. The County Attorney believes release of this opinion would not have a negative impact on pending litigation or other legal matters

Agenda Item 1

TO: Law & Courts, County Services, and Finance Committees

FROM: Lisa McCormick, Chief Assistant Prosecutor

RE: Resolution Authorizing the Expenditure of Funds to Hire an Additional Assistant Prosecuting Attorney

DATE: February 22, 2018

We are requesting approval to hire an additional Assistant Prosecutor for the period of time of April 1, 2018 – December 31, 2018. This is due to the increased number of criminal sexual assault warrant requests our office is currently receiving. For example, Michigan State University Police Department indicated that they had 103 new disclosures in the past couple of weeks. We are receiving these additional requests due to a change in policy by some of the local police agencies. These agencies are now bringing every sexual assault case for us to review in order to determine if there should be charges issued. We do not have the current staff to handle these complicated and sophisticated requests. Due to the nature of these requests, it is also imperative that these requests are handled in a timely fashion by an experienced prosecutor. Due to the experience necessary for this type of review, we are seeking approval to hire the Assistant Prosecutor at Step 3. The cost including salary and fringe benefits will be \$76,702.00. We believe that we can assume the costs of the computer expenses, supplies and any other necessary expenses out of our current 2018 budget.

We believe hiring an Assistant Prosecutor from April 1, 2018 – December 31, 2018 will allow us to review these cases and also determine what our future needs are in reviewing and prosecuting these types of crimes.

Introduced by the Law & Courts, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE EXPENDITURE OF FUNDS TO HIRE AN ASSISTANT PROSECUTING ATTORNEY

WHEREAS, the Ingham County Prosecutor's Office has seen an increase in Sexual Assault Warrant requests due to the change of policy of some of the local police agencies requiring that every case of sexual assault be reviewed by the Ingham County Prosecutor's Office; and

WHEREAS, the Ingham County Prosecutor's Office does not have sufficient staff to handle the volume of cases that are necessary to be reviewed and prosecuted if authorized; and

WHEREAS, due to the time sensitive nature of the pending review of these additional criminal cases it is necessary to hire an Assistant Prosecuting Attorney from April 1, 2018 to December 31, 2018; and

WHEREAS, due to the complex nature and experience necessary to review these types of cases it is necessary to hire the Assistant Prosecuting Attorney at Step 3.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a transfer of up to \$76,702 from the 2018 Contingency Fund to the Prosecutor's budget to hire an Assistant Prosecuting Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2018 budget and position allocation list.

Agenda Item 2a

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 20, 2018

SUBJECT: A resolution to provide professional paving design services for the asphalt parking lot

For the meeting agendas of: March 6 & March 7

BACKGROUND

The Facilities Department continues to work towards the completion of repaving the back parking lot at the Human Services Building. Professional paving design services are required for the proposed repaving of the Northeast portion.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

It is the recommendation of both the Purchasing and Facilities Departments that a contract be awarded to Wolverine Engineers & Surveyors, Inc. a local vendor who submitted the lowest responsive and responsible bid in the amount of \$17,700.00.

Funds for this project are available in the 2018 approved CIP line item #631-23304-931000-8F06 for Human Services Building parking lot repairs which has a current balance of \$240,000.00.

OTHER CONSIDERATIONS

There are no alternatives for this project.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with Wolverine Engineers & Surveyors, Inc. to provide professional paving design services for the Human Services Building asphalt parking lot project.

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: February 7, 2018

RE: Memorandum of performance for RFP No. 19-18: Architectural and Engineering Services for Asphalt Parking Lot Replacement

Per your request, the Purchasing Department sought proposals from experienced and qualified firms for the purpose of entering into a professional services contract for the replacement of a portion of the parking lot at the Human Services Building.

The Purchasing Department can confirm the following:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	115	26
Vendors responding	2	2

Vendors Not Bidding

Hamilton Anderson, Detroit, MI. Due to our current and planned workload, we will not be able to submit a bid at this time.

KL Design Group, East Lansing, MI. We will not be submitting a proposal for this project.

Clark Trombley Randers, Lansing, MI. We will not be submitting a proposal on this. We do not do civil engineering.

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

Vendor Name	Local Pref	Phase 1 Preliminary Design Service Costs Not to Exceed	Phase 2 Construction Services Costs Not to Exceed	Grand Total
Wolverine Engineers & Surveyors Inc.	Yes, Mason	\$4,425.00	\$13,275.00	\$17,700.00
LSG Engineering & Surveyors	Yes, Lansing	\$7,500.00	\$11,945.00	\$19,445.00

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE PROFESSIONAL PAVING DESIGN SERVICES FOR THE ASPHALT PARKING LOT

WHEREAS, the Facilities Department continues to work towards the completion of repaving the back parking lot at the Human Services Building; and

WHEREAS, professional paving design services are required for the proposed repaving of the Northeast portion; and

WHEREAS, it is the recommendation of both the Purchasing and Facilities Departments that a contract be awarded to Wolverine Engineers & Surveyors, Inc. a local vendor who submitted the lowest responsive and responsible bid in the amount of \$17,700.00; and

WHEREAS, funds for this project are available in the 2018 approved CIP line item #631-23304-931000-8F06 for Human Services Building parking lot repairs which has a current balance of \$240,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract agreement with Wolverine Engineers and Surveyors, Inc., 312 North Street, Mason, Michigan, 48854, to provide professional paving design services for the Human Services Building repaving project for a not to exceed total cost of \$17,700.00.

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

Agenda Item 2b

TO: Board of Commissioners, Human Services, County Services, and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 20, 2018

SUBJECT: Authorizing Community Mental Health (CMH) to utilize unused space at the Human Services Building
For the meeting agendas of: March 6 & March 7

BACKGROUND

CMH currently leases space from Ingham County at the Human Services Building. CMH is requesting to utilize up to 350 sq. feet of unoccupied space at the Human Services Building near entrance door #2, in the foyer, to be used for a conference room/multi-purpose room. Work will be performed in compliance with state and federal rules and regulations.

ALTERNATIVES

There are no alternatives to this request.

FINANCIAL IMPACT

CMH will pay for a removable wall and all associated costs to convert the space. CMH will also be responsible for the cost of utilities to the converted space and any other costs as per the lease agreement.

OTHER CONSIDERATIONS

There are no other considerations for this contract.

RECOMMENDATION

Based on the information presented, the Facilities Department requests approval of an amendment to the lease agreement with CMH to convert up to 350 sq. feet of unoccupied space near door #2, in the foyer of the Human Services Building, for use as a conference room/multi-purpose room.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE COMMUNITY MENTAL HEALTH (CMH) TO UTILIZE
UNUSED SPACE AT THE HUMAN SERVICES BUILDING**

WHEREAS, CMH currently leases space from Ingham County at the Human Services Building; and

WHEREAS, CMH is requesting to utilize up to 350 sq. feet of unoccupied space at the Human Services Building near entrance door #2, in the foyer, to be used for a conference room/multi-purpose room; and

WHEREAS, work will be performed in compliance with state and federal rules and regulations; and

WHEREAS, CMH will pay for a removable wall and all associated costs to convert this space; and

WHEREAS, CMH will be responsible for the cost of utilities in the converted space.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an amendment to the lease agreement with CMH to convert up to 350 sq. feet of unoccupied space near door #2, in the foyer of the Human Services Building for use as a conference room/multi-purpose room.

BE IT FURTHER RESOLVED, CMH will pay for a removable wall and all associated costs to convert this space.

BE IT FURTHER RESOLVED, CMH will pay for the cost of utilities in the converted space and any other costs as per the lease agreement.

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

Agenda Item 3a

TO: County Services and Finance Committees
FROM: Tom Gamez, Director of Operations ICRD
DATE: February 20, 2018
SUBJECT: Extension of RFP 36-17, 29A Crushed Natural Aggregate.

The Road Department annually purchases approximately 1,200 tons of 29A crushed natural aggregate that meet or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in road chip-sealing and various other road maintenance operations.

The purpose of this correspondence is to support the attached resolution to extend the 2017 RFP 36-17(2017 Seasonal supply for 29A crushed natural aggregate), to purchase 29A crushed natural aggregate for the scheduled 2018 Chip seal program and various other road maintenance operations.

The Road Department's adopted 2018 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Gerken Materials was awarded the bid proposal per RFP#36-17 in 2017, based on the lowest bid which meets the 29A crushed natural aggregate specifications, and it is the recommendation of the Purchasing Department, with the concurrence of Road Department staff, to extend this bid and purchase 29A crushed natural aggregate on an as-needed, unit price per ton basis from;

Gerken Materials 9072 County Road 424 Napoleon, Ohio 43545, 29A crushed natural aggregate @ \$21.05 a ton, with an estimated quantity of 1,200 tons delivered to the ICRD Western, Eastern and Metro facilities.

Therefore approval of the attached resolution is recommended; to authorize purchase of the Road Department's 2018 seasonal supply of 29A crushed natural aggregate by extending RFP 36-17.

Dear Ms. Mayes,

Please consider this request from Gerken Materials, Inc., “contractor”, to extend the 2017 contract (Bid Packet #36-17) with Ingham County Road Commission for 29A Coarse Aggregate to calendar year 2018. This request is being made by the contractor pursuant to the bid document for coarse aggregate under which we were awarded the contract for 29A in 2017. The 29A aggregate material would be provided at the same delivered pricing as bid for calendar year 2017.

We appreciate your consideration of this request.

Sincerely,
Amy Wenner

Amy Wenner
Sales Representative
Gerken Materials, Inc
Mobile: (419) 389-2193
Office: (419) 533-7701/ Fax: (419) 533-6393
amy@gerkenpaving.com



Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION OF THE 2017 PURCHASE AGREEMENT FOR THE 2018 SEASONAL REQUIREMENT OF 29A CRUSHED NATURAL AGGREGATE

WHEREAS, the Road Department annually purchases approximately 1,200 tons of 29A crushed natural aggregate that meets or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2018 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for 29A crushed natural aggregate were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #36-17 in 2017, and it is their recommendation, with the concurrence of Road Department, to extend the RFP #36-17 and purchase on an as-needed, unit price per ton basis, for the 2018 Chip seal season; and

WHEREAS, a blanket PO shall be processed with materials delivered to the 3 Road Department facilities based on unit price per ton and a quantity not to exceed \$25,000; and

WHEREAS, it is the recommendation of the Purchasing Department and Road Department to purchase 29A crushed natural aggregate from Gerken Materials, delivered to the ICRD Metro, Eastern and Western facilities and purchase on an as-needed, unit price per ton basis.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid extension for the 2018 season, and authorizes the purchase of 29A crushed natural aggregate on an as-needed, unit price per ton basis to; Gerken Materials 9072 County Road 424 Napoleon, Ohio 43545, 29A crushed natural aggregate at \$21.05 a ton, with an estimated quantity of 1,200 tons delivered to the ICRD Western, Eastern and Metro facilities.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute the purchase orders as needed and budgeted.

Agenda Item 3b

TO: County Services and Finance Committees

FROM: Tom Gamez, Director of Operations ICRD

DATE: February 20, 2018

SUBJECT: Extension of RFP 36-17: 29A Blast Furnace Slag.

The Road Department annually purchases approximately 19,000 tons of 29A Blast furnace slag that meet or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in road chip-sealing and various other road maintenance operations.

The purpose of this correspondence is to support the attached resolution to extend the 2017 RFP # 36-17, to purchase 29A Blast furnace slag for the scheduled 2018 Chip seal program and various other road maintenance operations.

The Road Department's adopted 2018 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Bids for 29A Blast furnace slag were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #36-17 in 2017, and it is their recommendation, with concurrence of Road Department staff, to extend this bid and purchase 29A Slag on an as-needed, unit price per ton basis from;

Yellow Rose Transport Inc., 29A blast furnace slag @ \$25.00 a ton, with an estimated quantity of 19,000 ton delivered to the ICRD Western, Eastern and Metro facilities.

Yellow Rose Transport was awarded the Bid Proposal per RFP#36-17 in 2017, based on the lowest bid which meets the 29A Blast furnace slag specifications. The 29A Blast furnace slag will be delivered to the ICRD Western, Eastern and Metro facilities.

Therefore approval of the attached resolution is recommended, to authorize purchase of the Road Department's 2018 seasonal supply of 29A Blast furnace slag by extending RFP 36-17.

Yellow Rose Transport Inc.

3531 Busch Dr. Grandville, MI 49418

616-534-0077 fax 616-534-7805

February 9, 2018

Doug Meekhof
President
Yellow Rose Transport Inc.

Bobbie Mayes
Purchasing Agent
Ingham County Road Department
301 Bush street
Mason, MI 48854
517-676-9722

RE: Contract Extension

Yellow Rose Transport is please to extend and hold our bid price to Ingham County for the 2018 season.

Yellow Rose Transport will honor last years pricing of \$25.00 per ton for approximately 19,000 ton of 29A Slag delivered to Ingham County locations. Price is for material and delivery, but does not include sales tax.

It is expected that Yellow Rose Transport Inc will begin shipping no later than April 1st and will have until July 31st to deliver the full 19,000 ton.

Thank you for the opportunity to serve Ingham County.

Doug Meekhof


Yellow Rose Transport Inc.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION OF THE 2017 PURCHASE AGREEMENT FOR THE 2018 SEASONAL REQUIREMENT OF 29A SLAG

WHEREAS, the Road Department annually purchases approximately 19,000 tons of 29A Blast furnace slag that meets or exceeds the 2012 MDOT Standard Specifications for Construction, section 902 aggregates, for use in chip-sealing and various other road maintenance operations; and

WHEREAS, the Road Department adopted 2018 budget includes controllable expenditures and funds for this and other maintenance material purchases; and

WHEREAS, bids for 29A Blast furnace slag were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #36-17 in 2017, and it is their recommendation, with the concurrence of Road Department, to extend the RFP #36-17 (2017 Seasonal supply for Slag) and purchase on an as-needed, unit price per ton basis for the 2018 seasonal supply; and

WHEREAS, a blanket PO shall be processed with materials delivered to the 3 Road Department facilities based on unit price per ton and a quantity not to exceed \$475,000; and

WHEREAS, it is the recommendation of the Purchasing Department and Road Department to purchase 29A Blast furnace slag from Yellow Rose Transport Inc., delivered to the ICRD Metro, Eastern and Western facilities and purchase on an as-needed, unit price per ton basis.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid extension for the 2018 seasonal supply, and authorizes the purchase of Blast furnace slag on an as-needed, unit price per ton basis to.

Yellow Rose Transport Inc., 3531 Busch Driver SW, Grandville, MI 49418, 29A Blast furnace slag at \$25.00 a ton, with an estimated quantity of 19,000 tons delivered to the Western, Eastern and Metro facilities.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute the purchase orders as needed and budgeted.

Agenda Item 3c

TO: Board of Commissioners, County Services Committee
FROM: Robert Peterson, Director of Engineering, Road Department
DATE: February 16, 2018
SUBJECT: Ingham County 2017 Public Road Mileage Certification

For the County Services Committee meeting agenda in March 6, 2018
For the Finance Committee meeting agenda in March 7, 2018
For the BOC meeting agenda in March 13, 2018

Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year. The Ingham County road mileage can fluctuate from year to year through the addition of roads through development or jurisdiction transfers and by subtraction of roads by road abandonments or jurisdiction transfers. There was a subtraction of 0.33 miles of public road mileage this year. The subtraction was due to an omission dating back about 10 years ago. Our road centerline mileage is currently 1,254.26 miles.

Ultimately, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state. Per the provisions of Public Act 51 of 1951, the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

The subject of this memo is the Public Road Mileage Report that covers the period from January 1, 2017 through December 31, 2017.

Approval of the attached resolution is recommended.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE AND CERTIFY THE INGHAM COUNTY
2017 PUBLIC ROAD MILEAGE REPORT**

WHEREAS, Public Act 51 of 1951, as amended, requires that each county submit an annual report to the State Transportation Commission that illustrates its public road mileage at the end of each year; and

WHEREAS, The Ingham County road mileage can fluctuate from year to year through the addition of roads through development or jurisdiction transfers and by subtraction of roads by road abandonments, discovered errors, or jurisdiction transfers; and

WHEREAS, the Ingham County road centerline mileage needs to be reduced by 0.33 miles due to an omission dating back about 10 years ago. Our road centerline mileage is currently 1,254.26 miles; and

WHEREAS, the reported road mileage is used to apportion Michigan Transportation Fund (MTF) revenue to each public road agency (MDOT, county road commissions, cities, and villages) within the state; and

WHEREAS, the provisions of Public Act 51 of 1951 require that the report “must be signed and dated by the Chairman of the Board of County Road Commissioners”.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves and authorizes the Board Chairperson to sign three copies of the 2017 Public Road Mileage Report document that is consistent with this resolution.

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

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

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated February 20, 2018 as submitted.

INGHAM COUNTY ROAD DEPARTMENT

DATE February 20, 2018

LIST OF CURRENT PERMITS ISSUED

<u>R/W PERMIT#</u>	<u>R/W APPLICANT /CONTRACTOR</u>	<u>R/W WORK</u>	<u>R/W LOCATION</u>	<u>R/W CITY/TWP.</u>	<u>R/W SECTION</u>
2018-082	MERIDIAN TOWNSHIP	WATERMAIN	LAC DU MONT DR & HASLETT RD	MERIDIAN	9
2018-083	CONSUMERS ENERGY	LANE CLOSURE	EDGAR RD & CEDAR ST	DELHI	26
2018-085	WEST SIDE WATER	WATERMAIN	STONER RD & KALAMAZOO ST	LANSING	18
2018-086	CONSUMERS ENERGY	GAS	BARNES RD & EDGAR RD	AURELIUS	35
2018-087	COMCAST	CABLE / UG	REYNOLDS RD & PERRY RD	MERIDIAN	2
2018-088	MERIDIAN TOWNSHIP	MISCELLANEOUS	CRESTWOOD DR & HAGADORN RD	MERIDIAN	8
2018-089	NAPOLEON FEED MILL INC	AGRICULTURAL MULTI MOVE	IOSCO RD	WHITE OAK	8, 17
2018-090	MERIDIAN TOWNSHIP – WATER	WATERMAIN	HEMMINGWAH DR & DIXON CIR	MERIDIAN	34
2018-091	WEBBERVILLE FEED & GRAIN	AGRICULTURAL MULTIPLE MOVE	VARIOUS	VARIOUS	
2018-092	ACD.NET	CABLE / UG	PINE TREE RD & PATIENT CARE DR	DELHI	2
2018-093	JACK GANTZ TRUCKING	HAUL ROUTE/MILK	VARIOUS	VARIOUS	
2018-094	COMCAST	CABLE / UG	ROXBURY AVE & BELDING CT	MERIDIAN	33
2018-095	COMCAST	CABLE / UG	LAKE LANSING RD & WOOD ST	LANSING	3
2018-096	CONSUMERS ENERGY	GAS	MAIN ST & BRIDGE ST	LANSING	19
2018-097	CONSUMERS ENERGY	GAS	JEANNE ST & LEE ST	DELHI	23
2018-098	VIVIAN PARMALEE TRUST	LAND DIVISION	LOUNSBURY RD & EPLEY RD	WILLIAMSTOWN	3
2018-099	AT & T	CABLE / UG	TIHART RD & VAN ATTA RD	MERIDIAN	24
2018-100	EATON FARM BUREAU CO-OP	AGRICULTURAL MULTIPLE MOVE	VARIOUS	VARIOUS	
2018-101	MAZSON MILK TRANSPORT INC.	HAUL ROUTE / MILK	VARIOUS	VARIOUS	

MANAGING DIRECTOR: _____

Agenda Item 4

TO: County Services and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: February 23, 2018
SUBJECT: For the meeting agendas of March 6 and March 7

BACKGROUND

The Ingham County Board of Commissioners has authorized the Building Authority to proceed with plans to construct, equip and finance a new Animal Shelter Facility (R16-409). In order to finance the project, the Building Authority proposes that the County enter into the Lease with the Authority for the renovation and construction of the project. The Lease and the Bonds issued to finance the project will contain the terms and conditions as finally approved by the County and the Authority.

FINANCIAL IMPACT

The debt cost will be reimbursed by the Animal Control Shelter Replacement and Operational Millage approved by voters in 2016.

RECOMMENDATION

I respectfully recommend approval of the resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION OF INTENT TO ENTER INTO
CONTRACT OF LEASE WITH INGHAM COUNTY BUILDING AUTHORITY;
TO AUTHORIZE PUBLICATION OF NOTICE OF INTENT; AND
TO DECLARE INTENT TO REIMBURSE**

At a regular meeting of the Ingham County Board of Commissioners (the "Board") held on the _____ day of _____, 2018, at _____.m., Michigan time, in the Ingham County Courthouse in Mason, Michigan.

PRESENT: _____

ABSENT: _____

The following preamble and resolution were offered by Commissioner _____ and seconded by Commissioner _____:

WHEREAS, the County of Ingham, Michigan (the "County") has established the Ingham County Building Authority (the "Authority") pursuant to Act 31 of the Public Acts of Michigan of 1948 (First Extra Session), as amended ("Act 31"); and

WHEREAS, the County deems it necessary and advisable to construct, furnish and equip a new 16,000 square foot County animal control shelter facility to be located at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements (collectively, the "Project"); and

WHEREAS, the Authority is authorized by its Articles of Incorporation and Act 31 to construct, furnish and equip the Project on behalf of the County, to finance the cost of the Project by the issuance of bonds ("Bonds") and to lease the Project to the County; and

WHEREAS, a proposed Contract of Lease, in the form attached hereto as Exhibit A (the "Lease"), providing for the lease of the Project by the County from the Authority has been presented to and reviewed by the Board; and

WHEREAS, the Lease shall not become effective until 45 days after Notice of Intent of entering into a Lease has been published in a newspaper of general circulation in the County, pursuant to Section 8b of Act 31; and

WHEREAS, it is contemplated that the County and/or the Authority will advance all or a portion of the costs of the Project prior to the issuance of the Bonds, such advance or advances will be repaid from proceeds of the Bonds upon issuance thereof; and

WHEREAS, Section 1.150-2 of the Treasury Regulations on Income Tax (the "Reimbursement Regulations") specifies conditions under which a reimbursement allocation may be treated as an expenditure of bond proceeds, and the County intends by this resolution to qualify amounts advanced by the County or the Authority to the Project for reimbursement from proceeds of the Bonds in accordance with the requirements of the Reimbursement Regulations.

NOW, THEREFORE, BE IT HEREBY RESOLVED AS FOLLOWS:

1. That the County intends to enter into the Lease with the Authority for the construction of the Project.
2. That the Lease and the Bonds issued to finance the Project shall contain the terms and conditions as finally approved by the County and the Authority and shall be subject to the general limitations set forth in Exhibit B hereto.
3. That the Lease as presented to the Board on this date shall be maintained on file at the office of the County Clerk for public inspection together with a certified copy of this Resolution.
4. That the obligations of the County as set forth in the Lease, shall be the full faith and credit (limited tax) general obligation of the County, it being understood that any tax levied by the County to meet these obligations is a first budget obligation, subject to existing constitutional, statutory and charter tax limitations.

5. That the County Clerk is authorized and directed to publish a Notice of Intent to enter into the Lease in substantially the form attached hereto as Exhibit B, in the *Lansing State Journal*, which is hereby determined to be the newspaper reaching the largest number of persons to whom said Notice is directed.

6. The Project shall consist of the construction, furnishing and equipping of a new 16,000 square foot County animal control shelter facility at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements. The completed facility will provide kennel housing, veterinary care and animal control services.

7. The maximum principal amount of obligations expected to be issued for the Project is \$5,600,000.

8. The County hereby declares its official intent to issue Bonds to finance the costs of the Project, and hereby declares that it reasonably expects to reimburse advances to the Project as anticipated by this resolution.

9. That all resolutions and parts of resolutions in conflict herewith shall be and the same are hereby rescinded.

IN FAVOR: _____

AGAINST: _____

ABSTENTIONS: _____

RESOLUTION ADOPTED.

I, the undersigned, the duly qualified and acting Clerk of the County of Ingham, Michigan, do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Ingham County Board of Commissioners at the meeting indicated, the original of which resolution is on file in my office. I further certify that notice of the meeting was given, the meeting was held and the minutes therefor were filed and will be or have been made available, all in accordance with the provisions of the Open Meetings Act, Act No. 267, Public Acts of Michigan, 1976, as amended.

Dated: _____, 2018

Barb Byrum, Ingham County Clerk

EXHIBIT A

CONTRACT OF LEASE

EXHIBIT B

COUNTY OF INGHAM
STATE OF MICHIGAN

NOTICE OF INTENTION OF THE COUNTY OF INGHAM TO
ENTER INTO A FULL FAITH AND CREDIT (LIMITED TAX)
GENERAL OBLIGATION CONTRACT OF LEASE WITH THE
INGHAM COUNTY BUILDING AUTHORITY AND NOTICE
OF RIGHT TO PETITION FOR REFERENDUM THEREON

TO ALL ELECTORS AND TAXPAYERS OF THE COUNTY OF INGHAM:

NOTICE IS GIVEN, that the Board of Commissioners of the County of Ingham, State of Michigan, intends to authorize the execution of a full faith and credit (limited tax) general obligation contract of lease with the Ingham County Building Authority. The contract of lease will provide, among other things, for the construction, furnishing and equipping of a new 16,000 square foot County animal control shelter facility at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements (collectively, the "Project"), and the lease of the Project by the Ingham County Building Authority to the County of Ingham. The contract of lease will further provide that the Ingham County Building Authority will finance the cost of the Project by the issuance of building authority bonds, in one or more series, pursuant to the provisions of Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended, in anticipation of the receipt of cash rental payments to be made by the County of Ingham to the Ingham County Building Authority pursuant to the contract of lease. The maximum amount of bonds to be issued will be \$5,600,000.

FULL FAITH AND CREDIT AND LIMITED
TAXING POWER OF THE COUNTY OF INGHAM PLEDGED

NOTICE IS FURTHER GIVEN, that in the contract of lease, the County of Ingham will obligate itself to make cash rental payments to the Ingham County Building Authority in amounts sufficient to pay the principal of and interest on the bonds to be issued by the Ingham County Building Authority and that the full faith and credit of the County of Ingham will be pledged for the making of the cash rental payments as a limited tax first budget obligation. Pursuant to the pledge of its full faith and credit, the County of Ingham will be required in each fiscal year to include in its general fund budget and to appropriate such amounts as shall be necessary to make the cash rental payments to the extent other moneys are not available to make the cash rental payments. In no event may the County of Ingham levy ad valorem taxes for the purpose of paying the cash rental payments or for the Project in amounts in excess of the rate permitted by the Constitution and laws of the State of Michigan. In addition to its obligation to make cash rental payments, the County of Ingham will agree, in the contract of lease, to pay all costs and expenses of the Authority incidental to the issuance and payment of the bonds to the extent such expenses are not payable from the proceeds of the bonds and to pay the expenses of operating and maintaining the Project.

RIGHT TO PETITION FOR REFERENDUM

NOTICE IS FURTHER GIVEN, that this notice is given to and for the benefit of the electors and taxpayers of the County of Ingham in order to inform them that the Ingham County Board of Commissioners intends to authorize the execution of the above described contract of lease and also to inform them of their right to petition for a referendum upon the question of entering into the contract of lease. The County of Ingham intends to enter into the contract of lease without a vote of the electors thereon, but the contract of lease shall not become effective until 60 days after publication of this notice. If, within 45 days of the publication of this notice, a petition for referendum requesting an election on the contract of lease, signed by not less than 10% or 15,000 of the registered electors of the County of Ingham, whichever is less, has been filed with the County

Clerk, the contract of lease shall not become effective unless approved by a majority of the electors of the County of Ingham voting thereon at a general or special election.

This notice is given by order of the Ingham County Board of Commissioners pursuant to Act 31, Public Acts of Michigan, 1948 (First Extra Session), as amended. Further information may be secured at the office of the undersigned County Clerk.

Barb Byrum
Ingham County Clerk

Published: _____, 2018

LANSING 9425-8 518188v3

CONTRACT OF LEASE

THIS FULL FAITH AND CREDIT (LIMITED TAX) GENERAL OBLIGATION CONTRACT OF LEASE made as of the 1st day of _____, 2018, by and between the INGHAM COUNTY BUILDING AUTHORITY (sometimes hereinafter referred to as the "Authority"), a building authority organized and existing under and pursuant to the provisions of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended, (sometimes hereinafter referred to as "Act 31"), and the COUNTY OF INGHAM, a county organized and existing under the Constitution and laws of the State of Michigan (sometimes hereinafter referred to as the "County").

W I T N E S S E T H:

WHEREAS, the Authority has been incorporated by the County pursuant to Act 31 for the purposes set forth in Act 31; and

WHEREAS, the County desires to construct, furnish and equip a new 16,000 square foot County animal control shelter facility at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements (hereinafter sometimes referred to as the "Project"); and

WHEREAS, it is proposed that the Authority finance all or part of the cost of the Project by the issuance of building authority bonds payable from cash rental payments by the County to the Authority pursuant to this Contract of Lease; and

WHEREAS, an estimate of [40] years and upwards as the period of usefulness of the Project and an estimate of [\$5,600,000] as the cost of the Project have been prepared and have been filed with the County Clerk and the Secretary of the Authority; and

WHEREAS, in order to provide for constructing, furnishing, equipping, improving and financing the Project and to make possible the issuance of building authority bonds to defray all or part of the cost of the Project it is necessary for the parties to enter into this Contract of Lease.

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

1. The Authority shall, as soon as practicable after the effective date of this Contract of Lease, proceed to issue its building authority bonds in one or more series in the aggregate principal amount of [\$5,600,000] or such lesser amount as shall be determined by the Commission of the Authority to be necessary to defray all or part of the cost of the Project, pursuant to and in accordance with the provisions of Act 31, and shall pledge for the payment of the principal of and interest on said bonds the receipts from the cash rental payments hereinafter agreed to be paid by the County. The bonds shall be serial bonds, term bonds or a combination thereof dated as of such date as shall be determined by the Authority, shall bear interest at a rate or rates not to exceed [7%] per annum and shall mature (subject to such prior redemption, if any, as may be provided in the bond authorizing resolution) on such dates and in such years as shall be determined in the resolution authorizing the issuance of the bonds. Upon receipt of the proceeds of the sale of the building authority bonds the Authority immediately shall deposit such proceeds (other than any premium, capitalized interest and accrued interest received from the purchaser of the bonds, which shall be transferred to the bond and interest redemption fund) into a construction fund, which shall be maintained as a separate depository account and from which shall be paid the cost of the Project.

2. After the building authority bonds have been sold, the Authority shall undertake the construction, furnishing, equipping and improving of the Project.

(a) The Authority shall contract with the architect selected by the County for the Project unless the Authority objects to the contracting with the selected architect. In such event the Authority shall contract with another architect selected by the County with whom the Authority has no objections. All final plans and specifications prepared by the architect and the total project budget shall be reviewed and approved

by the County before commencement of construction. The final plans and specifications and the total project budget shall also require approval of the Authority, which approval shall not be unreasonably withheld.

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

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

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

(except for accrued interest, premium and capitalized interest) shall be deposited into the construction fund for the Project.

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

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

6. The Authority hereby leases the Project and the Site described on Exhibit A to the County for a term commencing on the effective date of this Contract of Lease and ending on _____, 20__, or such earlier date as hereinafter provided. Possession of the Project shall vest in the County upon completion of construction of the Project. When all of the building authority bonds issued by the Authority to finance the Project have been retired, the Authority shall convey to the County all of its right, title and interest in the Project and any lands, air space, easements or rights-of-way appertaining thereto. Upon such conveyance by the Authority to

the County, this Contract of Lease and the leasehold term shall terminate and the Authority shall have no further interest in, or obligations with respect to, the Project.

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

8. The County may pay in advance to the Authority any cash rental payments herein required to be made and in such event shall be credited therefor upon future-due cash rental payments as the County shall

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

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

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

operation and maintenance expenses. The obligation of the County to pay all costs and expenses of the operation and maintenance of the Project shall be a limited tax general obligation of the County.

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

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

13. The County shall hold the Authority and the members of its Commission harmless and to the extent permitted by law keep it fully indemnified at all times against any loss, injury, or liability to any person

or property by reason of the use, misuse, or non-use of the Project by the County or by any other person or from any act or omission in, on or about the Project, including any liability resulting from any and all environmental matters pertaining thereto. The County shall, at its own expense, make any changes or alterations in, on or about the Project which may be required by any applicable statute, charter, ordinance or governmental regulation or order, and shall save the Authority and the members of its Commission harmless and free from all cost or damage in respect thereto.

14. The County, in its sole discretion, may install or construct in or upon, or may remove from the Project, any equipment, fixtures or structures and may make any alterations or structural changes as it may desire, but the County shall not make any permanent alterations to the Project that will affect adversely the security for the building authority bonds to be issued by the Authority or the prompt payment of the principal of or interest on such bonds.

15. The Authority, through its officers, employees or agents, may enter upon the Project at any time during the term of this Contract of Lease for the purpose of inspecting the Project and determining whether the County is complying with the covenants, agreements, terms and conditions hereof.

16. Inasmuch as this Contract of Lease, and particularly the obligations of the County to make cash rental payments to the Authority, provides the security for payment of the principal of and interest on the building authority bonds to be issued by the Authority to finance the Project, it is hereby declared that this Contract of Lease is made for the benefit of the holders of said bonds as well as for the benefit of the parties and that said holders shall have contractual rights herein. In the event of any default on the part of the County, the Authority and the holders of said bonds shall have all rights and remedies provided by law and especially by Act 31. The parties further covenant and agree that they will not do or permit to be done any act, and that this Contract of Lease will not be amended in any manner, which would impair the security of said bonds or the rights of the holders thereof. An amendment of this Contract of Lease to authorize the issuance of additional

building authority bonds and providing for the payment of additional cash rentals for the payment thereof shall not be deemed to impair the security of the bonds or the rights of the holders.

17. This Contract of Lease shall inure to the benefit of, and be binding upon the respective parties hereto and their successors and assigns; provided, however, that no assignment shall be made in violation of the terms hereof nor shall any assignment be made which would impair the security of the bonds or the rights of the holders thereof.

18. Additional building authority bonds of equal standing with the bonds herein authorized may be issued, in addition to those for which provision is made in Section 3, for the purpose of making improvements or additions to the Project; provided, however, that no such bonds of equal standing may be issued unless this Contract of Lease is amended or supplemented to provide for such issuance and for an increase in the cash rental payments required to be made by the County in amounts sufficient to permit payment of the principal of and interest on such additional bonds. Nothing in this Contract of Lease shall prevent the Authority from issuing building authority bonds to finance other Projects for lease to the County.

19. In the event the building authority bonds to finance the Project cannot be or are not issued by the Authority prior to [December 31, 2018], the Project shall be abandoned and the County shall pay all expenses of the Authority incurred to the date of abandonment, and neither party shall have any further obligations under this Contract of Lease. The provisions of this Section 19 may be extended or waived by the parties by resolution of their respective governing bodies.

20. Except as otherwise provided herein, the right to give any consent, agreement or notice herein required or permitted shall be vested, in the case of the County, in its Board of Commissioners, and in the case of the Authority, in its Commission. Any notice required or permitted to be given hereunder shall be given by delivering the same, in the case of the County, to the County Clerk or the Deputy County Clerk, and in the case of the Authority, to any member of its Commission.

21. In the event there shall occur changes in the constitution or statutes of the State of Michigan which shall affect the organization, territory, powers or corporate status of the County, the terms and provisions of this Contract of Lease shall be unaffected thereby insofar as the obligation of the County to make cash rental payments is concerned. The proceeds of any sale or other liquidation of any interest of the County in the Project are hereby impressed with a first and prior lien for payment of any outstanding building authority bonds or other obligations of the Authority incurred by reason of the Project or any additions or improvements thereto.

22. This Contract of Lease shall become effective 60 days after a notice of intention of entering into this Contract of Lease has been published in a newspaper of general circulation in the County as required by Section 8b(3) of Act No. 31; provided, however, that if a petition for a referendum requesting an election on this Contract of Lease is filed with the County Clerk within 45 days after the notice is published, signed by not less than 10% or 15,000 of the registered electors of the County, whichever is less, then this Contract of Lease shall become effective only if and when approved by a majority of the electors of the County voting thereon. This Contract of Lease shall terminate on _____, 20__, unless terminated prior to such date in accordance with the provisions hereof.

[Signature Page Follows]

IN WITNESS WHEREOF, the INGHAM COUNTY BUILDING AUTHORITY, by its Commission, and the COUNTY OF INGHAM, by its Board of Commissioners, each have caused this Contract of Lease to be signed in its name, for and on its behalf, by its duly authorized officers, as of the day and year first above written.

Witnessed:

INGHAM COUNTY BUILDING AUTHORITY

By: _____

Its: Chairperson, Ingham County
Building Authority

Witnessed:

COUNTY OF INGHAM

By: _____

Its: Chairperson, Board of Commissioners

APPROVED AS TO FORM
FOR THE COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: _____

EXHIBIT A

The Project includes the construction, furnishing and equipping of a new 16,000 square foot County animal control shelter facility at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements (collectively, the "Project"). The completed Project will provide kennel housing, veterinary care and animal control services.

The Site for the Project is described as follows:

Part of the Northwest 1/4 of Section 5, T2N, R1W, City of Mason, Ingham County, Michigan, being more particularly described as follows: Commencing at the Center of Section 5, thence South 89°32'24" West, 151.65 feet along the East-West 1/4 Line of Section 5; thence North, 32.30 feet; thence North 19°24' 33" West, 1004.47 feet; thence South 70°36'49" West, 84.43 feet to the Point of Beginning of the following described parcel; thence continuing South 70° 36' 49" West, 103.92 feet; thence South 68°24'09" West, 81.96 feet; thence South 79°58'29" West, 215.84 feet; thence North 10°38'06" West, 209.00 feet; thence North 78°20'21" East, 227.00 feet; thence South 61°45'50" East, 19.20 feet; thence North 86°49'11" East, 39.60 feet; thence South 55°20'46" East, 39.34 feet; thence North 79°29'38" East, 99.55 feet; thence South 06°45'16" East, 138.92 feet to the Point of Beginning.

Containing 1.77 acres, more or less, and subject to any easements or restriction of use or record.

Commonly known as:
600 Buhl Street, Mason, Michigan 48854.

STATE OF MICHIGAN)
)ss
COUNTY OF INGHAM)

On this ____ day of _____, 2018, in Ingham County, Michigan, before me appeared _____, the Chairperson of the Commission of the Ingham County Building Authority, a public corporation in the State of Michigan, and, being duly sworn, did say that the foregoing Contract of Lease was signed and sealed on behalf of said Authority by authority of its Commission, and the said person acknowledged said instrument to be the free act and deed of said Authority.

Notary Public, _____ County, Michigan
Acting in Ingham County, Michigan
My commission expires:

STATE OF MICHIGAN)
)ss
COUNTY OF INGHAM)

On this ____ day of _____, 2018, in Ingham County, Michigan, before me appeared _____, the Chairperson of the Ingham County Board of Commissioners of the County of Ingham, Michigan, and, being duly sworn, did say that the foregoing Contract of Lease was signed and sealed on behalf of said County by authority of its Board of Commissioners, and the said person acknowledged said instrument to be the free act and deed of said County.

Notary Public, _____ County, Michigan
Acting in Ingham County, Michigan
My commission expires:

GROUND LEASE

This GROUND LEASE is made and entered into as of the 1st day of _____, 2018, by and between the COUNTY OF INGHAM, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County") and the INGHAM COUNTY BUILDING AUTHORITY (the "Authority"), a building authority organized and existing under the provisions of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended ("Act 31").

WHEREAS, the Authority has been incorporated by the County pursuant to Act 31, for the purposes set forth in Act 31; and

WHEREAS, the County has requested the Authority to assist in the construction, furnishing and equipping of a new 16,000 square foot County animal control shelter facility at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements (collectively, the "Project"); and

WHEREAS, under the terms of Act 31 the Authority has the power to construct, furnish and equip the Project, to lease the Project to the County for a period not exceeding 50 years and to finance the Project by the issuance of building authority bonds payable from the rentals received from the County for the use of the Project, all in accordance with Act 31; and

WHEREAS, the Authority is willing to construct, furnish and equip the Project on the premises described in Exhibit A (the "Site") hereby leased to the Authority and to lease back the Project to the County; and

WHEREAS, the estimated cost of the Project is approximately [Five Million Six Hundred Thousand] Dollars [(\$5,600,000)]; and

WHEREAS, as a prerequisite to the issuance of building authority bonds to finance part of the cost of the Project, it is necessary for the parties to enter into this Ground Lease, whereby the County will lease the Site to the Authority for a period extending beyond the last maturity date of the bonds, but not to exceed a period of 50 years;

IT IS HEREBY AGREED BY AND BETWEEN THE COUNTY AND THE AUTHORITY in consideration of the mutual agreements and covenants in this Ground Lease, as follows:

1. The County does hereby let and lease the Site to the Authority, and the Authority does hereby lease the Site from the County. The term of this Ground Lease shall commence on the effective date of the Contract of Lease (the "Contract of Lease") between the parties dated as of _____1, 2018, and shall terminate on _____, 20__ unless terminated prior to such date in accordance with the provisions hereof.

2. The Authority shall pay rent to the County for the Site hereby leased at the rate of One Dollar (\$1.00) per year due and payable on the anniversary date of this Ground Lease each and every year during the term hereof.

3. The Authority will lease the Project to the County pursuant to the Contract of Lease.

4. It is mutually agreed that at the request of County, the Authority shall construct, furnish and equip the Project on the Site hereby leased as provided by and in accordance with the Contract of Lease.

5. Each of the Authority and the County shall have, and is hereby granted, access to and use of the Site during the construction, furnishing and equipping of the Project, and upon completion of the Project. The County agrees to provide any and all easements and/or rights of egress and ingress to the Authority on and around the Site to allow and permit the Authority and the general public access to the County animal control shelter facility and to adjacent facilities.

6. The Authority and the County shall not be held liable for a breach of this Ground Lease or for any damages or loss in the event the Site is damaged by an act beyond its control which makes its use untenable. In the event of such a condition, the Ground Lease may be immediately terminated by either party without further liability.

7. The County shall, at its own expense, indemnify, protect, defend and hold harmless the Authority, its elected and appointed officers, employees and agents at all times against any loss, injury, or liability to any person or property by reason of the use, misuse, or non-use of the project by the County or by

any other person or from any act or omission in, on or about the project, including any liability resulting from any and all environmental matters pertaining thereto. The County shall, at its own expense, make any changes or alterations in, on or about the Project which may be required by any applicable statute, charter, ordinance or governmental regulation or order, and shall save the Authority and its elected and appointed officers, employees and agents harmless and free from all cost or damage in respect thereto.

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

9. It is mutually agreed that, upon the termination of this Ground Lease, the premises leased hereby and all improvements thereon and the title to the same shall revert to the County.

10. This Ground Lease shall inure to the benefit of and be binding upon the respective parties hereto and their successors and assigns.

11. This Ground Lease shall remain in full force and effect for the period herein provided but shall terminate prior to _____, 20__ if and when the Authority shall have fully paid and discharged its liability with respect to the building authority bonds and any other obligations of the Authority or the County incurred with respect to the construction, furnishing and equipping of the Project.

12. In the event that the Authority for any reason, cannot issue its building authority bonds to finance the Project prior to [December 31, 2018] this Ground Lease shall terminate. The provisions of this Section may be extended or waived by the parties by resolution of their respective governing bodies.

13. This Ground Lease shall be subject to and construed in accordance with the laws of the State of Michigan. In the event any disputes arise under this Ground Lease the venue for the bringing of any actions in

law or in equity shall be in the State of Michigan established in accordance with the statutes and Court Rules of the State of Michigan. In the event any action is brought in or is moved to a federal court the venue for such action shall be the Federal Judicial District of Michigan, Western District, Southern Division.

14. No failure or delay on the part of any party hereto in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

15. All modifications, amendments or waivers of any provision of this Ground Lease shall be made only by the written mutual consent of the parties hereto.

16. This Ground Lease may be executed in any number of counterparts, each of which, when so executed and delivered, shall be an original; but such counterparts shall together constitute but one and the same Ground Lease.

IN WITNESS WHEREOF, the County, by its County Commission, and the Authority, by its Commission, have each caused this Ground Lease to be executed and delivered as of the day and year first written above.

Witness to Signature
of County Officer

COUNTY OF INGHAM

By: _____
Chairperson, Board of Commissioners

Witness to Signature
of Authority Officer

INGHAM COUNTY BUILDING
AUTHORITY

By: _____
Chairperson, Ingham County Building
Authority

APPROVED AS TO FORM
FOR THE COUNTY OF INGHAM
COHL, STOKER & TOSKEY, P.C.

By: _____

Exhibit A

Legal Description of Site

Part of the Northwest 1/4 of Section 5, T2N, R1W, City of Mason, Ingham County, Michigan, being more particularly described as follows: Commencing at the Center of Section 5, thence South 89°32'24" West, 151.65 feet along the East-West 1/4 Line of Section 5; thence North, 32.30 feet; thence North 19°24' 33" West, 1004.47 feet; thence South 70°36'49" West, 84.43 feet to the Point of Beginning of the following described parcel; thence continuing South 70° 36' 49" West, 103.92 feet; thence South 68°24'09" West, 81.96 feet; thence South 79°58'29" West, 215.84 feet; thence North 10°38'06" West, 209.00 feet; thence North 78°20'21" East, 227.00 feet; thence South 61°45'50" East, 19.20 feet; thence North 86°49'11" East, 39.60 feet; thence South 55°20'46" East, 39.34 feet; thence North 79°29'38" East, 99.55 feet; thence South 06°45'16" East, 138.92 feet to the Point of Beginning.

Containing 1.77 acres, more or less, and subject to any easements or restriction of use or record.

Commonly known as:
600 Buhl Street, Mason, Michigan 48854.

LANSING 9425-8 518198v3

Agenda Item 5a

TO: Human Services, County Services, and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: February 21, 2018

SUBJECT: Part-Time Temporary Position at the Ingham County Fairgrounds
For the meeting agendas of March 5, March 6 and March 7

BACKGROUND

This resolution authorizes a part-time temporary position at the Ingham County Fairgrounds. This position will function as the interim Fair Manager until a permanent replacement is hired by the Board of Commissioners. Carol Carlson has agreed to serve in this role. Ms. Carlson has served as interim Fair Manager once before, in 2011.

ALTERNATIVES

The Deputy Controller and Executive Committee of the Fair Board could fill in on a temporary basis, however that arrangement does not provide the consistency the Fair Office needs to function efficiently.

FINANCIAL IMPACT

This part-time temporary employee will be compensated at a rate of \$25 per hour for no more than 25 hours per week. Funds are available in the Fair budget due to attrition savings from the vacant Fair Manager position.

OTHER CONSIDERATIONS

The Fair Manager position is posted. It is expected to take a minimum of 6-8 weeks until the position is filled.

RECOMMENDATION

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A PART-TIME TEMPORARY POSITION AT THE
INGHAM COUNTY FAIRGROUNDS**

WHEREAS, the Ingham County Fair Manager resigned effective February 9, 2018; and

WHEREAS, the Ingham County Fair Board recommends that the Ingham County Board of Commissioners authorize a part-time temporary employee to fulfill management duties at the Ingham County Fairgrounds during the transition to a permanent solution; and

WHEREAS, this action is necessary to maintain day-to-day operations at the Fair and ensure a smooth and orderly transition.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a part-time temporary employee to fulfill management duties at the Ingham County Fairgrounds.

BE IT FURTHER RESOLVED, this part-time temporary employee will be compensated at a rate of \$25 per hour for no more than 25 hours per week.

BE IT FURTHER RESOLVED, this resolution will take immediate effect upon Board of Commissioners approval and remain in effect until 30 days after the implementation of a permanent staffing solution for the Ingham County Fairgrounds.

Agenda Item 5b

TO: Board of Commissioners County Services Committee
FROM: Jared Cypher, Deputy Controller
DATE: February 21, 2018
SUBJECT: Emergency Purchase Order for Plumbing Work at the Ingham County Fairgrounds
For the meeting agenda of 3/6/18 County Services

This memo is to inform you of an emergency repair that was made prior to receiving approval from the County Services Committee.

Upon performing routine maintenance work at the Ingham County Fairgrounds, staff discovered a leak in a water line near the Fairgrounds Main Arena.

This was an emergency situation as water was leaking underground beneath the surface of the asphalt parking area near the Main Arena, making the area unstable and potentially compromising other utility lines near that area.

An emergency Purchase Order to have the water line repaired under the Emergency Repair Purchasing Policy was necessary to complete the repairs.

Emergency Purchase Orders have been issued to Michigan Plumbing for a total cost of \$7,130.

Funds for this purchase are available through Account #561-76900-931000.

The Controller, Purchasing Director and Deputy Controller approved this purchase.

TO: Board of Commissioners County Services and Finance Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: February 20, 2018
SUBJECT: Resolution to Authorize Participation and Funding for Booking/Holding Facility Feasibility Study

BACKGROUND

On June 9, 2015 the Board of Commissioners approved Resolution 15-229 to authorize a contract to Redstone Architects, Inc. to conduct a needs assessment and feasibility study of the Ingham County Sheriff’s Office, Lansing Police Department including detention, and 55th and 54A District Courts. The City of Lansing contributed \$41,850 (25%) toward the total approved cost of \$169,835. A summary of the final report was presented to the Board of Commissioners at a leadership meeting on May 5, 2016.

In the 2016 study Redstone recommended “that a new 54A Court and Lansing Police Facility could be located on one of two sites identified. The joint facility would include a shared lock-up to service both facilities, which would be run by the Ingham County Sheriff’s Office....” Redstone projected this project would cost about \$51.6 million plus additional costs for land acquisition.

After much deliberation and study, the City of Lansing modified its building strategy to include just 54A District Court and lock-up facility. Final disposition of Lansing Police Facility needs will be addressed separately by the City. For reasons of public convenience and operational efficiency, the ideal location for the new facility is adjacent to the Veteran’s Memorial Courthouse/Grady Porter complex. Preliminary design concepts developed by Redstone for the 2016 study confirmed viability of this option.

Redstone has proposed development of a detailed building plan to develop construction costs projections and allow the Sheriff’s Office to create a staffing plan/operational budget for the new lock-up facility. If proven to be a feasible arrangement, this information will form the basis of a future agreement between the City and County to operate the lock-up facility. The Sheriff’s Office will also address long-standing Court security concerns in the operational study. Plans for climate-controlled storage of Circuit Court and Probate Court records will be included as part of the overall project.

Following is the work plan developed by Redstone for this project:

1. Meeting with ICSD/Court Administrator to discuss operations, daily schedule, etc.
2. Review VMCH floor plans and VMCH holding area
3. Discuss VMCH historic occupant load; historic 54A occupant load
4. Meeting with LPD to look at processing/court detainees history LPD booking stats
5. Review 2015 LPD program requirements for holding (for both LPD and 54A)
6. Develop program statement identifying holding/processing needs
7. Review building drawings to determine if existing holding area can be modified/expanded to incorporate Lansing booking/processing area
8. Meeting with ICSD, LPD, 54A and VMCH staff regarding work flow and prisoner flow

9. Develop consensus
10. Identify option(s) to develop:
 - a. If consensus is that VMCH holding can be modified for processing, develop concept plans showing modifications
 - b. Develop initial project cost projections
 - c. With ICSD, develop staffing plan
 - d. ICSD to develop staffing cost model
11. Prepare and present report

ALTERNATIVES

The County could choose not to participate in this project.

FINANCIAL IMPACT

The City of Lansing has an approved professional services agreement with Redstone and will act as project administrator. The City requests that the County share half the \$27,080 cost of this phase (\$13,540). Costs associated with a second phase to develop concept designs for 54A District Court will be borne solely by the City.

OTHER CONSIDERATIONS

In a November 21, 2017 letter to Lansing Chief Operating Officer Chad Gamble, the County indicated it is “open to discussion about conceptual plans to relocate certain City of Lansing justice services near or adjacent to the Veterans Memorial Courthouse and Grady Porter Building. Although the concept presents a number of complex logistical challenges, we are certainly prepared to explore the many advantages to such an arrangement.”

Approval of this proposal is consistent with the intent and spirit of the Regional Service Coordination Policy adopted on February 13 which states, “Ingham County Government will make routine inventory of the services it performs and determine which of these services it can perform for other municipal and county governments.... Ingham County shall proactively communicate to other units of government the available services with the intent of arranging agreements to provide these services.”

RECOMMENDATION

I respectfully recommend support of the attached Resolution to Authorize Participation and Funding for Booking/Holding Facility Study.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PARTICIPATION AND FUNDING
FOR BOOKING/HOLDING FACILITY FEASIBILITY STUDY**

WHEREAS, it is a goal of the Ingham County Board of Commissioners Strategic Plan to provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County; and

WHEREAS, as stated in the Strategic Plan, the Board strives to make facilities and services user friendly, and seeks to collaborate with local government networks to learn about innovations and cost effective service delivery models; and

WHEREAS, through another goal included in the Strategic Plan, the Board seeks to provide user-friendly, accessible facilities and quality infrastructure; and

WHEREAS, strategies identified to achieve this goal include planning physical space needed for future storage needs and identification of opportunities to collaborate with other government units for facilities, property and infrastructure upgrades; and

WHEREAS, the City of Lansing has proposed a building strategy to construct a building to house 54A District Court and City lock-up facility at the Veteran's Memorial Courthouse/Grady Porter complex; and

WHEREAS, the County will benefit from efforts to explore a shared lock-up facility to service the City and County Courts, and to explore Court storage space needs.

THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes participation in a booking/holding facility feasibility to be administered by the City of Lansing.

BE IT FURTHER RESOLVED that the Board authorizes funding not to exceed half the total cost of the feasibility study, with the County allocation not to exceed \$13,540.

BE IT FURTHER RESOLVED that the Controller/Administrator is authorized to transfer up to \$13,540 from the 2018 Ingham County Contingency Fund to the Controllers Budget for this purpose.

BE IT FURTHER RESOLVED that the Board Chairperson 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 and Finance Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: February 20, 2018
SUBJECT: Resolution to Authorize Participation and Funding for MEWA Feasibility Study

BACKGROUND

A Multiple Employer Welfare Arrangement (MEWA) is defined as a single health insurance plan that covers the employees of two or more unrelated employers. A typical MEWA consists of a group of employers who seek an alternative to standard health insurance options. A self-funded MEWA provides an alternative to the fully insured market or the individual self-insured model. The MEWA option allows a group of employers to share in the overall claims risk by joining together (Wright, 2014).

The Michigan Association of Counties (MAC) is currently evaluating the interest and feasibility of developing a county health plan pool, leveraging the purchasing power of combined county membership and cost containment strategies to provide counties and other public agencies with a low cost, high value health plan for county employees. MAC has partnered with the County’s third party administrator, 44North, to utilize their expertise and resources in experienced pooling initiatives in the evaluation and development of the MAC pool.

The first step to determine overall benefits of the contemplated pool program is completion of a feasibility study. As in most situations, there is general agreement that a MEWA pool is feasible simply based on economies of scale. The feasibility study will therefore focus on fulfillment of federal and state application filing requirements and other regulatory needs. The study becomes, in essence, a business plan, with actuarial support for loss assumptions, a description of any reinsurance protection behind the pool, and an explanation of how the capital requirements will be met.

ALTERNATIVES

The Board of Commissioners may elect to continue the past practice of securing health insurance through the fully insured market. However, the County has already exhausted most savings opportunities under this model.

FINANCIAL IMPACT

The total cost of a feasibility study focused on Ingham County health insurance needs will range from \$65,000 to \$95,000 and include the following:

Outside Legal Services	\$12,000 to \$20,000
Actuarial Services	\$17,000 to \$25,000
Consulting & Application Process	\$20,000 to \$28,000
Market Benchmark & Impact Study	\$15,000 to \$20,000
Regulatory Fees	\$1,000 to \$2,000
Total Budget	<u>\$65,000 to \$95,000</u>

Funding for this proposal will be taken from the Employee Benefit Fund, the source typically used for employee benefit studies.

OTHER CONSIDERATIONS

MAC has already secured interest in the MEWA model from six counties. In addition, the Community Mental Health Authority and Medical Care Facility have agreed to participate in the study phase. The Cities of Lansing and East Lansing have also expressed interest, but have not yet committed to participation.

Lansing Community College (LCC) recently joined a MEWA consisting of primarily education providers based in west Michigan. LCC officials recently expressed overall satisfaction with the decision to join that coalition, noting in particular high employee satisfaction with new options available through the MEWA.

MAC has targeted January 1, 2019 as a start date for the new MEWA.

RECOMMENDATION

I respectfully recommend support of the attached Resolution to Authorize Funding for a MEWA Feasibility Study.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE PARTICIPATION AND FUNDING
FOR A HEALTH INSURANCE POOL FEASIBILITY STUDY**

WHEREAS, it is a goal of the Ingham County Board of Commissioners Strategic Plan to maintain and enhance County fiscal health to ensure delivery of services to residents; and

WHEREAS, one strategy to attain the Board goal is to identify efficiencies through regional collaboration, consolidation and service sharing that promotes accountability, transparency and controlling costs; and

WHEREAS, the Michigan Association of Counties is currently evaluating the interest and feasibility of developing a county health plan pool, leveraging the purchasing power of combined county membership and cost containment strategies to provide counties and other public agencies with a low cost, high value health plan for county employees; and

WHEREAS, the first step to determine overall benefits of the contemplated pool program is completion of a feasibility study.

THEREFORE, BE IT RESOLVED that the Board of Commissioners hereby authorizes participation and funding for a health insurance pool feasibility study through the Michigan Association of Counties at a total cost not to exceed \$95,000.

BE IT FURTHER RESOLVED that funding for the feasibility study shall be taken from the Employee Benefit Fund.

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

BE IT FURTHER RESOLVED that the Board Chairperson is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.



Michigan County Health Plan Pool Proposal

The Michigan Association of Counties (MAC) is currently evaluating the interest and feasibility of developing a county health plan pool, leveraging the purchasing power of combined county membership and cost containment strategies to provide counties with a low cost, high value health plan for county employees.

The MAC has partnered with a health plan advisor, 44North, to utilize their expertise and resources in experienced pooling initiatives in the evaluation and development of the MAC pool.

The evaluation and development estimated costs include:

Outside Legal Services	\$12,000 to \$20,000
Actuarial Services	\$17,000 to \$25,000
Consulting & Application Process	\$20,000 to \$28,000
Market Benchmark & Impact Study	\$15,000 to \$20,000
Regulatory Fees	\$1,000 to \$2,000
Total Budget	\$65,000 to \$95,000

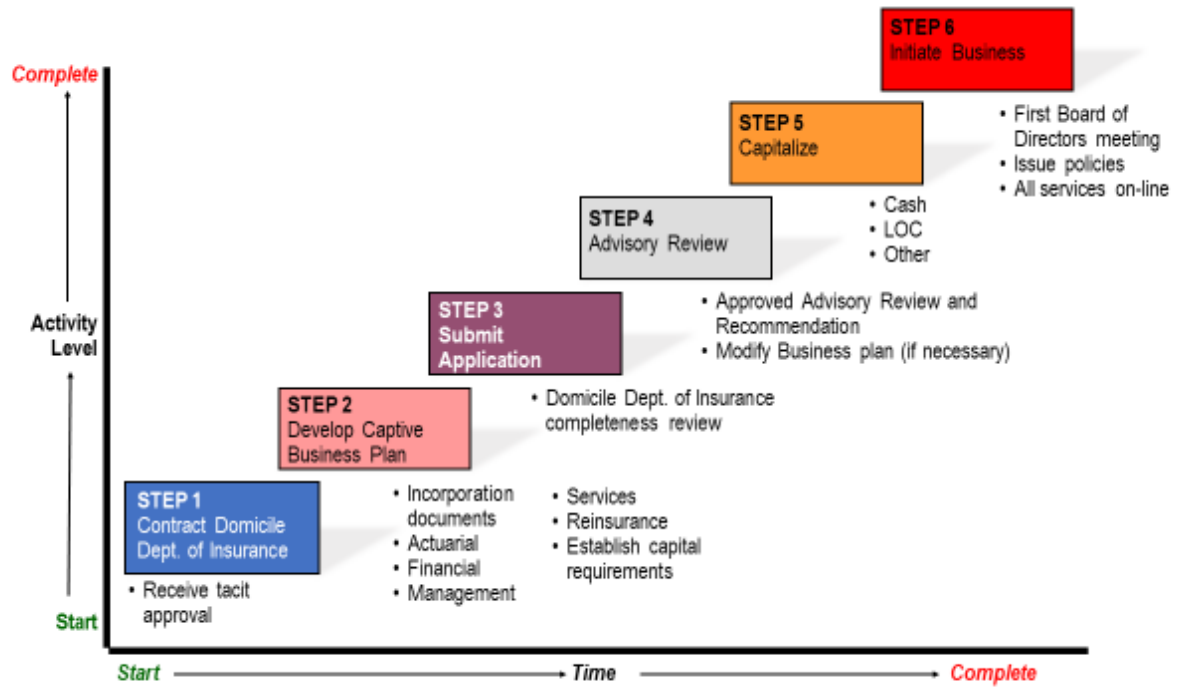
The first step is to perform a feasibility study. A feasibility study is a study undertaken to determine whether the contemplated pool program is financially feasible. In most situations, 44North is in agreement that the pool is feasible, its purpose will be more driven by fulfilling the requirement that a pool submit a feasibility study as part of the application filing.

As such, the study will primarily focus on what regulatory needs. The study becomes, in essence, a business plan, with actuarial support for the loss assumptions, a description of any reinsurance protection behind the pool, and an explanation of how the capital requirements of the selected domicile will be met.

The study will:

1. State the scope and purpose of the pool.
2. Assumptions used in producing financial projection.
3. Expected premiums
4. Loss projections based on historical and industry loss data
5. Estimated Expenses Loads
 - a. Reinsurance (Fronting Fees if applicable)
 - b. Management
 - c. General and administrative Expenses
 - d. Etc.
6. Conclusion

With the completion of the feasibility study the next steps would follow the process below:



Estimated Timeline

Information Gathering	30 to 60 days (Currently in process)
Feasibility Study	60 to 90 days
Reinsurance	30 to 90 days
Application Submission	90 days
Approval	120 day

Thank you for consideration of this proposal and working with the MAC in providing a valuable resource for Michigan's counties.

TO: Board of Commissioners, County Services and Finance Committees
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: February 20, 2018
SUBJECT: Resolution to Authorize a Transition Overlap for the Financial Services Director

BACKGROUND

By the end of November, 2018 the incumbent Financial Services Director will retire after 10 years of dedicated service to Ingham County. Under the general direction of the Controller/Administrator, this key central services position is responsible for oversight of accounting functions, payables, payroll, grant and insurance reporting. The Director recommends related policies and is responsible for preparation of County financial statements and various financial analysis projects.

In order to assure administrative continuity, a six-month transition period would allow ample time to familiarize the new director with Ingham County accounting policies and procedures. Administration of more than 150 funds, management of employee benefits, and actual close-out of September 30 fiscal year-end funds with mentoring assistance from the current director will be extraordinarily valuable.

At least two Financial Services department employees, the Accounts Payable/Travel Coordinator and an accountant, will retire at about the same time as the incumbent director. The Benefits Coordinator position was filled in February, and another accountant was transferred to Financial Services from the Treasurer's office in late 2017. The institutional memory and professional guidance from the incumbent Director will certainly benefit in these transitions as well.

ALTERNATIVES

A more traditional approach to hiring would have the new director start upon departure of the current director.

FINANCIAL IMPACT

The total cost of a six-month overlap is \$79,912. However, an unusual number of position vacancies in the Financial Services office this fiscal year will minimize, if not eliminate, the need for a fund transfer to cover this added expenditure.

OTHER CONSIDERATIONS

Recruitment of a new Financial Services Director has begun. Approval of this proposal would allow the transition period to begin on or about June 18.

RECOMMENDATION

I respectfully recommend support of the attached Resolution to Authorize a Transition Overlap for the Financial Services Director.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A TRANSITION OVERLAP
FOR THE FINANCIAL SERVICES DIRECTOR POSITION**

WHEREAS, the incumbent Financial Services Director will soon retire after 10 years of dedicated service to Ingham County; and

WHEREAS, this key central services position is responsible for oversight of accounting functions, payables, payroll, grant and insurance reporting for the County; and

WHEREAS, the Financial Services Department has experienced an unusual employee turnover rate in the past year; and

WHEREAS, a six-month transition period would allow ample time to familiarize the new director with Ingham County accounting policies and procedures and allow for a mentoring period with the current director.

THEREFORE, BE IT RESOLVED that the Board of Commissioners authorizes the Controller to hire a new Financial Services Director in time to allow for a six-month transition period with the incumbent Director at a cost not to exceed \$80,000.

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

TO: Board of Commissioners - County Services Committee and Finance Committee
FROM: Travis Parsons, Human Resources Director
DATE: 2/20/2018
SUBJECT: Request to restore .25 FTE to existing Human Resources Specialist position
County Services – March 6 and Finance Committee – March 7

BACKGROUND

In response to the budget reduction requests for the 2018 Ingham County Budget, Human Resources offered a .25 FTE reduction of the Human Resources Specialist position (#226011).

Subsequent to that change in FTE, there has been substantial changes to the staff of the Human Resources Department. The incumbent in the Benefits/Leave Analyst position resigned effective February 23, 2018 and Human Resources Director is resigning effective April 20, 2018.

Although the workload of the vacant positions will be shared between several HR staff during the recruitment, selection, on-boarding, and transition process for successors in the positions, the restoration of the .25 FTE Human Resources Specialist position would be instrumental in managing the overall workload of the department.

Human Resources is requesting that the .25 FTE reduction in the position be restored to ensure adequate staffing.

ALTERNATIVES

Although Human Resources could continue to operate, between the .25 FTE reduction and the impending staffing changes, there would be a reduction in customer and the ability to meet project demands in a timely manner.

FINANCIAL IMPACT

Restoring this position would increase the County's budget by approximately \$26,000 annually (current pay and benefits for the position). The financial impact in 2018 would be less based on salary savings from the vacancies and there is only approximately $\frac{3}{4}$ of the budget year remaining.

OTHER CONSIDERATIONS

This position is currently filled with a knowledgeable staff person with over 3 years experience in the current position.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to restore .25 FTE of the Human Resources Specialist position that was eliminated in the 2018 budget.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RESTORE THE HUMAN RESOURCES SPECIALIST POSITION

WHEREAS, the 2018 County budget included the reduction of a Human Resources Specialist position by .25 FTE; and

WHEREAS, impending changes in current department staffing may impact the ability to meet project deadlines and deliver acceptable customer service to departments and the public; and

WHEREAS, salary savings from vacancies in the Human Resources Department will assist with offsetting the cost of the restoration.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the restoration of .25 FTE for the Human Resources Specialist position (#226011) to the 2018 budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the 2018 Ingham County Human Resources budget and the position list.

Agenda Item 8

To: County Services Finance Committee

From: Jared Cypher, Deputy Controller

Date: February 27, 2018

Subject: Resolution Authorizing the Release of Attorney/Client Privileged Communication
For the meeting agenda of March 6

BACKGROUND

The County received two responses to the recent RFP for legal services related to opioid litigation. One from Miller Law Firm and another from Weitz & Luxenberg. The Miller Law Firm proposed a contingency fee of 25% and Weitz & Luxenberg proposed a contingency fee of 30%. An additional concern beyond the contingency fee is how costs are addressed in the event that litigation is unsuccessful. An attorney/client privileged opinion on the topic was issued on February 5, 2018 by the County Attorney.

The Human Services Committee has provided general direction to staff to follow the process for release of an attorney/client privileged opinion from the County Attorney, so that an open discussion can be had on the topic of the opinion.

ALTERNATIVES

The Board of Commissioners could choose not to release the opinion.

FINANCIAL IMPACT

There is no financial impact.

OTHER CONSIDERATIONS

Staff believes the issue/topic of the opinion – how costs are addressed beyond the contingency fee – has been resolved.

RECOMMENDATION

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

Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE RELEASE OF ATTORNEY/CLIENT PRIVILEGED
COMMUNICATION**

WHEREAS, the County Attorney issued an Attorney/Client privileged legal opinion regarding legal services related to opioid litigation on February 5, 2018; and

WHEREAS, the Human Services Committee is requesting the release of the Attorney/Client privileged communication; and

WHEREAS, the County Attorney believes the release of this opinion would not have a negative effect on pending litigation or other legal matters; and

WHEREAS, the Human Services Committee recommends that this opinion be released.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the release of the Attorney/Client privileged legal opinion from Cohl, Stoker & Toskey, P.C., dated February 5, 2018, regarding legal services related to opioid litigation.