THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, MAY 15, 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 May 1, 2018 Minutes
Additions to the Agenda
Limited Public Comment

1. Facilities Department
   a. Resolution to Authorize a Service Warranty Renewal for the Maintenance of the
      X-Ray Screening Machine at the Ingham County Family Center
   b. Resolution to Authorize a Renewal for Fire Prevention Services at Several County
      Facilities
   c. Resolution to Authorize the Replacement of the Rolling File Storage System in the
      Hilliard Building and the Veterans Memorial Courthouse

2. Road Department
   a. Resolution to Authorize an Agreement with Delhi Township for Cedar Street
      Resurfacing Aurelius to Willoughby Roads, Delhi Township
   b. Resolution to Approve a Second Party Agreement between the Michigan
      Department of Transportation and Ingham County and a Third Party Agreement
      between the Village of Dansville and the Road Department in Relation to Road
      Reconstruction Projects of Haslett Road from M-52 Easterly to Morrice Road,
      Fitchburg Road from Nims Road Easterly to Freiermuth Road, and Williamston
      Road from North Street Northerly to Howell Road
   c. Resolution to Award a Construction Contract for Waterborne Pavement Markings
      and Cold Plastic Common Text & Symbols to M&M Pavement Markings, Inc.,
      Grand Blanc, Michigan
   d. Resolution to Approve Special and Routine Permits for the Road Department

3. Fair Office – Resolution to Authorize Construction of a Cement Floor for the South End
   Horse Complex Pavilion at the Ingham County Fairgrounds

4. Animal Control
   a. Resolution Approving Contract of Lease
   b. Resolution Approving Ground Lease
5. **Health Department**
   a. Resolution to Convert the Vacant Lead Social Worker Position to Medical Social Worker
   b. Resolution to Establish 340B Pharmacy Coordinator Position
   c. Resolution to Install a Mural at Forest Community Health Center

6. **Controller’s Office**
   a. Resolution Updating Various Fees for County Services
   b. Authorization to Start a Managerial Employee above Step 2

7. **Board of Commissioners**
   a. Resolution Recognizing Emily West as the Third Place Winner of the 2018 Ingham County Women’s Commission Dorice Carlice Essay Contest
   b. Resolution Recognizing Makela Rodgers as the Second Place Winner of the 2018 Ingham County Women’s Commission Dorice Carlice Essay Contest
   c. Resolution Recognizing Morgan Witham as the First Place Winner of the 2018 Ingham County Women’s Commission Dorice Carlice Essay Contest

Announcements
Public Comment
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available online at [www.ingham.org](http://www.ingham.org).
COUNTY SERVICES COMMITTEE  
May 1, 2018  
Draft Minutes  

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

Members Absent: None.  

Others Present: Clerk Barb Byrum, Bill Conklin, Bradley Prehn, Ryan Buck, Lisa McCormick, Alan Fox, Deb Fett, Becky Bennett, Tim Dolehanthy, Lindsey LaForte, and others  

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

Approval of the April 17, 2018 Open Session and Closed Session Meeting Minutes  

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. MAIVILLE, TO APPROVE THE MINUTES OF THE APRIL 17, 2018 COUNTY SERVICES COMMITTEE OPEN AND CLOSED SESSION MEETINGS.  

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY.  

Additions to the Agenda  

None.  

Substitutes  

2. Clerk’s Office – Resolution to Revise the Ingham County Contracts Procedure  

4. Treasurer’s Office – Resolution Calling Public Hearing to Amend Property Assessed Clean Energy (PACE) Program  

5. Innovation and Technology Department  
   b. Resolution To Reclassify And Retitle Update Job Description Of The MIS Administrative Clerk Position.  

10. Health Department  
   c. Resolution to Change WIC Program Positions  

Removed from the Agenda  

1. Department of Health and Human Services – Resolution to Authorize a Contract with Therapy Dogs International and Amending the Ingham County Pet in the Workplace Policy  

(1)
Limited Public Comment

Bradley Prehn, UAW Chairperson, stated that he was before the Committee in support of the Innovation and Technology Department’s Resolution To Update Job Description Of The MIS Administrative Clerk Position.

Debbie Miller, Vice President Ingham County Fair Board, stated she was before the Committee to recommend Mark McCorkle be hired as Fair Board Director.

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

3. Prosecuting Attorney – Resolution to Authorize the Acceptance of Grant Funds for a Detective Currently Employed by Ingham County for the Sexual Assault Kit Initiative and to Authorize Expenditure of Funds to Hire an Ingham County Deputy

4. Treasurer’s Office – Resolution Calling Public Hearing to Amend Property Assessed Clean Energy (PACE) Program

5. Innovation and Technology Department
   a. Resolution to Approve the Support Renewal for Barracuda Anti-Spam Filter

6. Facilities Department – Resolution to Authorize Placement of a Fire Hydrant and Water Main

7. Road Department
   a. Resolution to Authorize the Purchase of Seasonal Requirements of Smooth-Lined Corrugated Polyethylene Pipe and Helically Corrugated Steel Pipe with Aluminized Coating
   c. Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

8. Potter Park Zoo
   a. Resolution to Authorize Acceptance of a Donation from and to Enter into a Contract with Christman Constructors, Inc.
   b. Resolution to Authorize the Purchase of Parakeets for Potter Park Zoo

9. Fair Office – Resolution Approving the Appointment of Mark McCorkle as the Manager of the Ingham County Fair

10. Health Department
    a. Resolution to Authorize a Letter of Understanding to Extend Probation to Allow Coding Specialist to Obtain Certification
    b. Resolution to Change WIC Program Positions
11. **Human Resources** – Resolution to Approve United Automobile Aerospace & Agricultural Implement Workers of America (UAW) Ingham County Local 2256 for the Zoo Unit Reclassification Request

THE MOTION CARRIED UNANIMOUSLY.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

2. **Clerk’s Office** – Resolution to Revise the Ingham County Contracts Procedure

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

Clerk Barb Byrum thanked the Committee for considering this resolution. She further stated that she believed there was consensus agreed to that morning which resulted in the substitute.

Clerk Byrum stated that she had submitted the resolution two weeks ago but had not heard of any issues with it until 3:30 p.m. the Friday before the Committee met. She further stated that in order to address those concerns, she participated in a 45 minute conference call that morning.

Clerk Byrum stated that she was asking for this resolution in order to address ongoing problems with contracts not being properly filed by departments. She further stated that the reason she would sign the contracts was to be held accountable because if it had her signature, it was properly filed with her Office.

Clerk Byrum stated that there was an agreement that she would sign, file, and return the original copy of the contract to the department in five business days. She further stated that she welcomed any question or concerns the Committee might have.

Commissioner Sebolt asked if there were instances where copies of contracts were requested but the contracts could not be found on file and, if so, if it was the Clerk’s assumption that it was because the contract was never properly filed with the Clerk’s Office as required by State law.

Clerk Byrum stated that it had happened and there was not a doubt in her mind that department heads are not filing contracts with the Clerk’s Office as required of them by the Board of Commissioners. She further stated that this had been an ongoing issue since she had taken office.

Clerk Byrum stated that she had had a meeting years ago to address this issue with Tim Dolehanty, Controller; Peter Cohl, Ingham County Attorney; and Jared Cypher, Deputy Controller. She further stated that the problem had not been resolved and contracts continued to not be filed with her Office.

Ryan Buck, Chief Deputy Clerk, stated that this was a challenging issue because the Clerk’s Office relied on the department to forward the Contracts to the Office and cannot account for contracts when the Clerk’s Office had no knowledge of them existing. He further stated that
when the public requested copies of the contracts that were not filed it reflected poorly on the Clerk’s Office and the County when they could not be found and produced.

Mr. Buck stated that there needed to be a consistent policy that ensured the contracts were given to the Clerk’s Office and held the departments accountable.

Commissioner Hope asked about the new MUNIS module, which was a system for tracking contracts and if that had helped this problem at all.

Clerk Byrum stated that it was not being utilized. She further stated that she had heard from a Department Head that they were unclear as to how to use the system and it was not up and running properly.

Mr. Buck stated that the statutory requirements were that contracts should be filed with the Clerk and at that time it meant paper copies, not electronic, which was how MUNIS filed them. He further stated that the Clerk’s Office did not have a robust way to digitally image files for record-keeping purposes, because budget cuts had caused upgrades such as that to be put off.

Clerk Byrum stated that paper remained the safest way to manage records, which was why vital records continue to be kept on paper.

Mr. Dolehanty stated that it was news to him that MUNIS was not up and running, because there should be no payments made unless the contract was on the system. He further stated that training departments on using this system would be something they could offer again.

Clerk Byrum stated that she thought that the Department Heads would appreciate the training. She further stated that they needed training on how to process a contract, because clearly there were a lot of issues with having them properly filed and that was either a lack of training or accountability.

Commissioner Sebolt stated that he was concerned that the County was required by State law to have all contracts on file with the Clerk’s Office and it was not happening. which may put the County into legal trouble. He further stated that he was concerned with how many contracts were not properly filed.

Commissioner Sebolt stated that he requested that the Controller’s Office perform a search of the contracts approved by the Board of Commissioners from the last 10 years by searching resolutions. He further stated that the Controller’s Office should then work with the Clerk’s Office to use their key search terms, such as resolution number, name of contract, termination or end date, or first three parties to the contract, to find out what contracts were and were not filed with the Clerk.

Commissioner Sebolt stated that Controller’s Office should bring forward a list of Department Heads for disciplinary measures based on the finding of their search. He further stated that if State law and Board of Commissioners policy could not ensure that
contracts are properly filed, this required serious action and it was time to clean up the departments.

Chairperson Nolan asked if Commissioner Sebolt’s statement was a motion.

Commissioner Sebolt stated that it was an action item for staff rather than a motion.

Commissioner Grebner stated that there was nuance to the contract procedure. He further stated that he did not disagree with Commissioner Sebolt, but the County entered into many contracts, both large and small, and it would be impossible to file every single one.

Commissioner Sebolt stated that he was only talking about contracts approved by the Board of Commissioners.

Commissioner Grebner stated that by using resolutions to find the contracts that needed to be filed it was an easier process because it narrowed the scope of the search.

Commissioner Hope stated that she was disappointed for the need for this change since the Board of Commissioners had a policy in place to avoid these issues. She further stated that when she was Board Chairperson, they had worked to make a policy so that there was accountability.

Commissioner Celentino asked how long it would take to submit a contract to the Clerk’s Office.

Clerk Byrum stated that it depended on many factors but it may take a day or two depending on the workload of her Office. She further stated that it took longer when searching for a contract that was never filed, because in order to ensure that nothing was missed, multiple staff members needed to perform the search.

Commissioner Celentino asked Mr. Dolehanty why this was still an issue.

Mr. Dolehanty stated that he was unsure and was confident that at least the director of board was doing this. He further stated that he could not speak to the Health Department, because there were a large number of contracts, he was unsure what was happening in the courts, plus the contracts with the resolutions were only a fraction of contracts as there were numerous contracts under $5,000.

Mr. Dolehanty stated that he thought the bulk of the missing contracts were probably in the group of contracts under $5,000.

Commissioner Celentino asked about the how long it took for the Clerk to hear about concerns with this resolution since she had submitted the resolution on April 17, 2018 but had not received notice of any concerns until April 27, 2018.

Clerk Byrum stated that she had heard nothing until Friday, April 27, 2018 at 3:30 p.m. when Mr. Cohl had sent and email which expressed that there were concerns but did not state what they were.
Commissioner Celentino stated that he understood how difficult it was to have concerns brought forward at the last minute. He asked if there was ever a deadline to bring up concerns about resolutions.

Mr. Dolehanty stated that sometimes there were galleries full of people waiting to comment just before an issue was taken up and that easily could have happened at this meeting too. He further stated that normally these resolutions were vetted at a Department Head meeting, but that did not happen.

Commissioner Celentino stated that he agreed with Commissioner Sebolt that this was an issue that had previously been addressed by the Board of Commissioners. He further stated that he commended the Clerk for bringing this resolution forward and hoped this brought an end to this issue.

Clerk Byrum stated that for the record she had been available to meet prior to this morning; however, others could not meet until today even though she was willing to meet Monday or even talk about it Friday evening.

Commissioner Sebolt stated that the Board packet included a staff summary which stated that there were department concerns and he wondered why that was not communicated to Clerk Byrum until days later. He further stated that the Board Packets are printed on Tuesday, so he found it odd that it would take until Friday to express those concerns to the Clerk.

Commissioner Sebolt further stated that he wanted to know why the editorial comments stating the concerns were in bold-type, as he had looked at several past staff summary reports and that none of them had bolded information.

Mr. Dolehanty stated that bold comments were rare but it was common when they wanted the Committee to notice something needed more discussion. He further stated that some departments were concerned about the timeline and how long it would take to receive the contract if the Clerk’s signature was also required.

Mr. Dolehanty stated that the issue of the timeline had been addressed that morning.

Commissioner Sebolt asked if the Controller was aware of the concerns by Tuesday, why these concerns were not brought to Clerk Byrum at that time.

Mr. Dolehanty stated he was busy with other things and that he did not have concerns about this resolution as it was good, simple policy.

Commissioner Maiville asked if there could be a way to link the MUNIS system with the Clerk’s system, perhaps linking file numbers.

Clerk Byrum stated she welcomed bringing together the two silos and working with the departments and exploring ways to make this process more efficient. She further stated that her
office used an Excel file to track the contracts and it was easy to add a MUNIS file number if that would help.

Mr. Buck stated that if a contract was filed, it was given back to the department head with a file number assigned by the Clerk’s Office on the front page.

Commissioner Grebner stated that it seemed that perhaps this policy should be widened and they could consider requiring anything that the Board Chairperson was required to sign to be filed with the Clerk’s Office. He further stated that there would still be an issue because there was not a clear definition of “contract.”

Commissioner Naeyaert stated that a contract was a contract was a contract. She further stated that there appeared to be an undertow that needed to be addressed, although she did not know who it was with, or why.

Commissioner Naeyaert stated that she had seen the Clerk’s Office bend over backward and complete all the work that was required of them per State law and Board of Commissioner requirements. She further stated that the Board of Commissioners often made comments about the Clerk’s Office and the turnover of staff and so on.

Commissioner Naeyaert stated that she had not seen the Register of Deeds, who had a larger budget than the Clerk’s Office, come before the Committee to ask for help to do their job. She further stated that Clerk’s Office had not received the respect they deserve and it was time to change that.

Commissioner Naeyaert stated that the Clerk’s Office handled a lot of different stuff required by State law and local ordinance and deserved to receive respect for doing that well. She further stated that she did not care how much the contract was worth, it if was required to be filed it should be done and the process should be followed.

Commissioner Naeyaert stated that one thing she knew about Clerk Byrum was that she followed the letter of the law. She further stated that despite disagreements she occasionally had with Clerk Byrum, she respected that the Clerk could be counted on to follow the law.

Commissioner Hope suggested that the departments be required to place the Clerk’s file number into MUNIS and it would be an obligation of the department to do so. She further stated that historically there was a lot of underlying tension as Commissioner Naeyaert had observed.

Commissioner Hope stated that when she was Board Chairperson, she had worked to get Clerk Byrum and the administrative staff to meet to work out their differences and she believed that Commissioner Anthony had done the same as Board Chairperson. She further stated that Clerk Byrum always made it an effort to work together but she had not always seen the same thing happen from the administrative side.

Commissioner Hope stated that the relationship would only be good if both parties wanted it to be and that the Board of Commissioners could not order it.
Commissioner Naeyaert stated that they had seen the ways that relationships did or did not work concerning the Treasurer’s Office and some other issues. She stated that the two offices that she had seen the most overwhelmed and busy were the Clerk’s Office and the Board of Commissioners Office.

Commissioner Naeyaert stated that she was unsure how to solve this, but perhaps more training needed to be done on the department level.

Becky Bennett, Board of Commissioners Office Director, stated that for the record her office worked just fine with the Clerk’s office.

MOVED BY COMM. HOPE TO AMEND THE POLICY AS FOLLOWS:

Once the contract documents are completely executed, the County Clerk’s Office shall make sure any blank dates in the contract are filled in. (The effective date should be the date the last signature was obtained, unless an alternate date has been agreed upon by all parties and such alternate date has been communicated to the County Clerk’s Office.) The County Clerk’s Office shall file one original agreement and submit any additional originals or copies to the appropriate department. Upon receipt of copies from the Clerk’s Office, each department shall enter the file number into MUNIS.

THIS WAS CONSIDERED A FRIENDLY AMENDMENT.

Commissioner Maiville asked if MUNIS had the capability to add the file number.

Clerk Byrum stated that she was unsure of the capability of the system.

Mr. Dolehanty stated that they already were entering resolution numbers into the system, so this could easily be substituted for a resolution number and may make it easier to locate the contract.

Mr. Buck stated that perhaps both numbers could be included in MUNIS because the resolution number was helpful as well.

Clerk Byrum asked for clarification if both the file number and resolution number would be entered into MUNIS.

Commissioner Hope stated that that would happen because they were already entering the resolution number.

Clerk Byrum stated that the change to the policy would be only concerning the file number. She asked if the department would be required to add the file number or if that would be her responsibility.

Commissioner Hope stated that it would be the department’s responsibility.
Commissioner Maiville stated that it may be the resolution number if applicable, because not all contracts rose to the level of requiring a resolution.

**Chairperson Nolan asked for an update on this issue in a couple of months in order to see if this change truly solved the problem. She stated it could come before the Committee in July.**

**THE MOTION CARRIED UNANIMOUSLY.**

5. **Innovation and Technology Department**
   b. **Resolution To Update Job Description Of The MIS Administrative Clerk Position.**

**MOVED BY COMM. GREBNER, SUPPORTED BY COMM. HOPE, TO APPROVE THE RESOLUTION.**

Commissioner Celentino stated that he had some questions on these changes. He further stated that this Committee had worked hard in the past to establish a policy for dealing with reorganizations.

Mr. Dolehanty stated that was an issue with a reclassification within the contract. He further stated that it had been noted in the staff review, stating that it was not a reorganization.

Commissioner Sebolt stated that there were key words missing in the staff memo which was a defining point of the policy. He further stated that since there was a vacancy, it would not apply as an update.

Commissioner Sebolt stated that the substitute looked like it was just removing key words in order to make a reorganization look like a reclassification.

Mr. Dolehanty stated that he had been working closely with the Human Resources Department (HR) and they were sure that this was not a reorganization.

Commissioner Sebolt stated that this fit the Board Policy for a reorganization because job title, job description, and salary were all changing.

Mr. Dolehanty stated that there were a few similar changes approved recently by the Board of Commissioners.

Commissioner Sebolt stated that this policy had been put into place due to a run around by the Innovation and Technology Department (IT).

Mr. Dolehanty stated that that situation was different as there had been several positions changing then.
Chairperson Nolan stated that she brought up these exact concerns last night in the Human Services Committee meeting. She further stated that there was a lack of consistency and clarity in this policy.

**Chairperson Nolan stated that this policy needed to come back to this Committee to address these issues.**

Commissioner Naeyaert stated that it had been talked about at Human Services Committee and perhaps this policy was outdated and needed to be updated to make it easier for HR and the departments to make necessary changes easier.

Chairperson Nolan stated that there had been four similar resolutions on this. She further stated that she would like to know what the Committee would like to see done.

Commissioner Sebolt stated that the resolution concerning the Potter Park Zoo position was done within the contract so that it was a true reclassification and done properly. She further stated that the reorganization policy was in place in order to keep the Board of Commissioners in the loop and protect workers.

Commissioner Sebolt stated that he would like to table this resolution.

Commissioner Celentino stated that this was important to protect the workers. He further stated that prior to this, there had been cases when workers were blindsided by these changes.

Commissioner Celentino stated that this was a lot of work and moving parts, but that was important because Department Heads needed to look into the future and knew it would take time. He further stated that policy should not allow for loopholes to skip the process, and it was necessary in order to allow the employees to know what was happening to their jobs.

Commissioner Celentino stated that he was not in favor of throwing out the entire policy, but would consider some updates to the policy.

Commissioner Hope stated that she wanted to second everything Commissioner Celentino stated. She further stated that she was comfortable tabling this.

Deb Fett, Innovation and Technology Department Director, stated that her administrative assistant retired with two weeks’ notice and she did not have the help she needed to do important work such as paying the bills. She further stated that the job description was obsolete and the union agreed, as it included things that had not been done in that position in over eight years.

Commissioner Sebolt stated that he was concerned that there were job descriptions out-of-date by eight years. He further stated that he was sympathetic, but there had been time to change this properly.

Commissioner Grebner stated that in the real world, the Department Heads had a lot of particular policies to balance with their needs and the needs of their department. He further stated that it
seemed to him that reclassification seemed to be changing one job at a time, whereas doing more than one at a time would be reorganization.

Commissioner Grebner stated that he felt that the Board of Commissioners needed to allow the Department Heads to do what they needed to be done to operate their departments. He further stated that the Board of Commissioners should not be running each department.

Commissioner Grebner stated that there were other ways to get this done and should pass this resolution in order to allow this problem to be fixed, and then they could work on changing policy.

Commissioner Maiville stated that in the time Commissioner Grebner was not on the Board of Commissioners, there was an instance when a Department Head tried to take advantage of this situation, which is why the policy was needed and developed. He further stated that there needed to be a clear line between a reorganization and a reclassification.

Commissioner Maiville stated that he would be willing to support this resolution at this point.

Commissioner Naeyaert stated that she did not support penalizing Ms. Fett for this need, but this policy really needed to be changed as evidenced by the amount of discussion at the Committee meeting.

Ms. Fett stated that as a Department Head, she would appreciate the clarification of the policy.

Commissioner Sebolt stated that there was clarity in the policy and this was not Ms. Fett’s fault. He further stated that this was the Controller’s fault for using this policy to try to get a vacancy filled quickly.

Commissioner Sebolt stated that the differences between the original draft and the substitute of the resolution clearly showed that this was a run around Board Policy and such actions bordered on insubordination.

MOVED BY COMM. SEBOLT TO TABLE THE RESOLUTION.

THE MOTION DIED DUE TO LACK OF SUPPORT.

Commissioner Celentino asked who was doing the work that the vacancy had left undone.

Ms. Fett stated that at this point, there was no one performing this job. She further stated that she had worked with the Financial Services Department and the Controller’s Office today and Controller’s Executive Secretary was beginning to assist her.

Commissioner Celentino asked if no one was paying bills for the IT Department.

Mr. Dolehanty stated that nothing was being submitted.
Commissioner Celentino asked Ms. Fett if she was not paying the bills.

Ms. Fett stated no.

Commissioner Celentino asked Chairperson Nolan if the reorganization policy should come back to this Committee.

Chairperson Nolan asked that the reorganization policy come back to the Committee.

MOVED BY COMM. SEBOLT, SUPPORTED BY COMM. HOPE, TO TABLE THE RESOLUTION.

FAILED ON A ROLL CALL VOTE. **Yeas:** Sebolt, Celentino, and Hope. **Nays:** Nolan, Grebner, Maiville, and Naeyaert. **Absent:** None.

Commissioner Maiville stated that since the bargaining unit was on board he wanted to support this.

Commissioner Hope stated that it was extremely important that the bills get paid. She further stated that she somewhat agreed with Commissioner Grebner that the Board of Commissioners should not be trying to write policy telling the departments what to do without offering some autonomy for day-to-day operations.

Commissioner Hope stated the role of the Controller’s Office and administration was to bridge the gap and be the intermediary for what the Board of Commissioners wanted to happen and what needed to happen at the Department Head level. She further stated she would not take the blame for an unclear policy.

THE MOTION TO APPROVE THE RESOLUTION CARRIED. **Yeas:** Nolan, Grebner, Maiville, and Naeyaert. **Nays:** Sebolt and Hope. **Absent:** None.

7. **Road Department**
   b. Resolution to Authorize Modification of Prior Road Department Re-Organization

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

Chairperson Nolan stated that she had asked for a discussion on this agenda item for the same reason as the above item.

Commission Celentino asked if this was a modification of the prior reorganization.

Bill Conklin, Road Department Director, stated that after a prior reorganization, it had become clear that the Road Department needed to make this change.
Commissioner Grebner stated that this was a great illustration that specific people were needed to be found for specific jobs. He further stated that this happened to Department Heads often because they were doing the best with what they had.

Commissioner Celentino thanked Mr. Conklin for going through the reorganization policy the first time and he understood that this was a modification.

Mr. Conklin stated that the narrow job descriptions and salary grades at times made the positions difficult to fill. He further stated that the County competed with State Government and the State compensated a bit better.

Chairperson Nolan stated that she did not believe that Mr. Conklin was trying to circumvent this policy.

Commissioner Sebolt stated that this was a great example of a reorganization that needed a minor changed. He further stated that he was happy to support this because the reorganization had been properly done.

THE MOTION CARRIED UNANIMOUSLY.
12. **Controller’s Office – Resolution Updating Various Fees for County Services** *(Discussion)*

Commissioner Hope stated that the Capital Improvement Plan (CIP) had been the guiding star for raising fees, but it might make sense to look at another indicator to make these changes. She further stated that even though the CIP increased, salaries of the residents had not necessarily increased.

**Announcements**

Commissioner Maiville asked if there was an update on the HR Director vacancy.

Mr. Dolehanty stated that there was a candidate who was offered the HR Director job; however, they would be bringing this back to the Board of Commissioners because the candidate was asking for additional compensation.

**Public Comment**

Mr. Dolehanty stated that at the next meeting, there would be a sizable request for looking at updating filing systems. He further stated that there was an employee injured in the file storage at the Veteran’s Memorial Courthouse, and the Hilliard Building file storage was very dangerous.

Mr. Dolehanty stated that it looked like about a $250,000 cost, but it was less costly than if injury happened. He further stated that they had hoped to work through the budget process, but it could not wait.

**Adjournment**

The meeting was adjourned at 7:13 p.m.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1a. **Facilities Department** – Resolution to Authorize a Service Warranty Renewal for the Maintenance of the X-Ray Screening Machine at the Ingham County Family Center

   The Facilities Department requests approval of a resolution to authorize a three-year service warranty to perform inspections, maintenance, and repair services on the x-ray screening machine at the Ingham County Family Center. The current service warranty with Astrophysics will expire on July 31. The proposed three-year service warranty would run through July 31, 2021 at a total annual cost of $4,963 ($14,889 over three years).

1b. **Facilities Department** – Resolution to Authorize a Renewal for Fire Prevention Services at Several County Facilities

   The Facilities Department requests approval of a resolution to approve a two-year renewal agreement to provide fire prevention services at several county facilities. Fire alarm testing, fire extinguisher, and fire suppression services are required and necessary in the daily operation of county facilities. The current service warranty with Boynton Fire Service expired on April 30. The proposed two-year service warranty would run through April 30, 2021 at a total cost of $17,505.

1c. **Facilities Department** – Resolution to Authorize the Replacement of the Rolling File Storage System in the Hilliard Building and the Veterans Memorial Courthouse

   The Facilities Department seeks approval of a resolution to authorize up to $260,000.00 from the general fund fund balance to cover the costs associated with replacement of rolling file storage systems at the Hilliard Building and Veterans Memorial Courthouse. Funds would be used to cover all expenses associated with installing the new systems, re-packaging the files/materials, the cost of temporary labor to package, transport, and temporarily re-locate the materials. The rolling file storage systems in both locations have outlived their life expectancy and deteriorated to the point of causing safety concerns.

2a. **Road Department** – Resolution to Authorize an Agreement with Delhi Township for Cedar Street Resurfacing Aurelius to Willoughby Roads, Delhi Township

   The Road Department recommends approval of a resolution to authorize an agreement with Delhi Township to effect construction and engineering oversight of the Cedar Street resurfacing between Aurelius and Willoughby Roads as part of the Realize Cedar Project. Funding for this project was made available through Michigan Public Act 82 of 2018 which appropriated funds to local units for construction or preservation of county roads and city/village streets and other purposes. Approval of this project will provide a complete update to Cedar Street throughout the Holt business district. The total cost of the project is estimated to be $677,902.52.
2b. **Road Department** – Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and Ingham County and a Third Party Agreement between the Village of Dansville and the Road Department in Relation to Road Reconstruction Projects of Haslett Road from M-52 Easterly to Morrice Road, Fitchburg Road from Nims Road Easterly to Freiermuth Road, and Williamston Road from North Street Northerly to Howell Road

The Road Department requests approval of a resolution to authorize a contract with the State of Michigan/MDOT to resurface portions of Haslett Road, Fitchburg Road, and Williamston Road at a total estimated cost of $2,517,600. The projects were packaged together as a single construction contract because they have similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements. The projects generally involve roadway resurfacing, installation of gravel shoulders, guardrail, and drainage improvements.

2c. **Road Department** – Resolution to Award a Construction Contract for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols to M&M Pavement Markings, Inc., Grand Blanc, Michigan

The Road Department recommends approval of a resolution to accept the unit price bid results for annual countywide waterborne pavement marking and cold plastic common text and symbol pavement marking program, and to award a contract to M&M Pavement Markings, Inc. at a total cost not to exceed $401,274.60.

2d. **Road Department** – Resolution to Approve Special and Routine Permits for the Road Department

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 20 projects (see attachment for permit list).

3. **Fair Office** – Resolution to Authorize Construction of a Cement Floor for the South End Horse Complex Pavilion at the Ingham County Fairgrounds

This resolution authorizes the construction of a cement floor for the south end horse complex pavilion at the Ingham County Fairgrounds by Shenandoah Construction. The project will be completely funded by the Ingham County Fair Foundation, and funds for the construction for the cement floor will be paid to Shenandoah Construction directly by the Ingham County Fair Foundation. There is no direct financial impact on the County. The cost of the project (estimated at $3,000) is being paid directly by the Fair Foundation to the contractor.

4a. **Animal Control Department** – Resolution Approving Contract of Lease

The Animal Control Department by way of the Ingham County Building Authority seeks to construct, furnish and equip a new 16,000 square foot County animal control shelter facility. It was contemplated that the County and/or the Authority will enter into a lease, amended lease, or sublease of the project with the County, who will be the major tenant, and occupy and maintain the project, and pay rental with respect to the project. It is necessary and desirable for the County to enter into a Contract of Lease with the Authority.

4b. **Animal Control Department** – Resolution Approving Ground Lease

This proposed resolution is a companion document to agenda item 4a. Item 4a addresses the physical building structure; item 4b addresses the actual “ground.”
5a. **Health Department** – **Resolution to Convert the Vacant Lead Social Worker Position to Medical Social Worker**

This resolution converts a vacant Lead Social Worker position (ICEA County Pro 08) Position #601258 to a Medical Social Worker position (ICEA County Pro 07) to better meet the Ingham Community Health Center’s operational needs. This move results in a long term savings of approximately $5,700 annually, and the union is supportive of this conversion.

5b. **Health Department** – **Resolution to Establish 340B Pharmacy Coordinator Position**

This resolution establishes a 340B Pharmacy Coordinator position. There is an operational need to add a 340B Pharmacy Coordinator position in order to manage this growing self-auditing component and optimization aspects of the 340B program, and to preserve the cost saving benefit and protect the County from penalty costs of non-compliance audit findings. The 340B Pharmacy Coordinator position would be classified as an ICEA County Professional Grade 08 ($56,844.47-$68,240.39), and the cost of the position will be covered through 340B program savings.

5c. **Health Department** – **Resolution to Install a Mural at Forest Community Health Center**

This resolution authorizes the City Rescue Mission to install a mural on the north exterior wall of the Forest Community Health Center. The Rescue Mission will be responsible for all costs, and has partnered with REACH Art Studio to complete the mural.

6a. **Controller’s Office** – **Resolution Updating Various Fees for County Services**

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2018, and for all other departments on January 1, 2019. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2019 cost was calculated by multiplying the 2018 cost by the 2019 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings. If the fee adjustments are passed as proposed, additional annual revenue would total approximately $83,970. Any additional revenue will be recognized in the 2019 Controller Recommended Budget.

6b. **Controller’s Office** – **Authorization to Start a Managerial Employee above Step 2**

Section B.7 of the Managerial and Confidential Employee Personnel Manual allows that a new Manager or Confidential Employee may be started above Step 2 of the appropriate grade at the discretion of the County Services Committee. Based on knowledge, skills, and expertise of a recommended candidate, the Controller recommends that the Committee allow a new Human Resources Director to start at Grade 13, Step 5 of the MCF salary schedule.
7a. **Board of Commissioners Office** – Resolution Recognizing Emily West as the Third Place Winner of the 2018 Ingham County Women’s Commission Dorice Carlice Essay Contest

A Resolution is offered to formally recognize Emily West as the Third Place Winner of the 2018 Ingham County Women’s Commission Dorice Carlice Essay Contest.

7b. **Board of Commissioners Office** – Resolution Recognizing Makela Rodgers as the Second Place Winner of the 2018 Ingham County Women’s Commission Dorice Carlice Essay Contest

A Resolution is offered to formally recognize Makela Rodgers as the Second Place Winner of the 2018 Ingham County Women’s Commission Dorice Carlice Essay Contest.

7c. **Board of Commissioners Office** – Resolution Recognizing Morgan Witham as the First Place Winner of the 2018 Ingham County Women’s Commission Dorice Carlice Essay Contest

A Resolution is offered to formally recognize Morgan Witham as the First Place Winner of the 2018 Ingham County Women’s Commission Dorice Carlice Essay Contest.
TO:     Board of Commissioners, County Services and Finance Committees
FROM:  Rick Terrill, Facilities Director
DATE:  May 1, 2018
SUBJECT:  A three year service warranty renewal with Astrophysics for the maintenance of the x-ray screening machine at the Ingham County Family Center
For the meeting agendas of:  May 15 & May 16

BACKGROUND
Astrophysics currently performs all inspections, maintenance and repair services on the x-ray machine. The current service warranty will expire on July 31, 2018. The new three year service warranty renewal will begin August 1, 2018 and expire on July 31, 2021 for a total annual cost of $4,963.00, a not to exceed total three year cost of $14,889.00.

ALTERNATIVES
There are no alternatives to this request, Astrophysics is proprietary.

FINANCIAL IMPACT
Funds for this service are available within the Ingham County Family Center maintenance contractual line item #101-14006-931100.

STRATEGIC PLANNING IMPACT
This resolution supports the goals and strategies which address our service to the community, and employees alike, providing for their safety and security while present in our buildings.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, the Facilities Department requests approval of a three year service warranty renewal with Astrophysics to perform all inspections, maintenance and repair services on the x-ray screening machine at the Ingham County Family Center for a not to exceed total three year cost of $14,889.00.
RESOLUTION TO AUTHORIZE A SERVICE WARRANTY RENEWAL FOR THE MAINTENANCE OF THE X-RAY SCREENING MACHINE AT THE INGHAM COUNTY FAMILY CENTER

WHEREAS, Astrophysics currently performs all inspections, maintenance and repair services on the x-ray machine; and

WHEREAS, the current service warranty will expire on July 31, 2018; and

WHEREAS, the new three year service warranty renewal will begin August 1, 2018 and expire on July 31, 2021 for a total annual cost of $4,963.00, a not to exceed total three year cost of $14,889.00; and

WHEREAS, Astrophysics is proprietary; and

WHEREAS, funds for this service are available within the Ingham County Family Center maintenance contractual line item #101-14006-931100.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a three year service warranty renewal with Astrophysics, Inc. 21481 Ferrero Parkway, City of Industry, CA, 91789, to perform all inspections, maintenance, and repair services of the x-ray screening machine at the Ingham County Family Center, for a not to exceed total three year cost of $14,889.00.

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 1b

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: May 1, 2018

SUBJECT: Authorizing a two year renewal for fire prevention services at several county facilities

For the meeting agendas of: May 15 and May 16

BACKGROUND
Fire alarm testing, fire extinguisher and fire suppression services are required and necessary in the daily operation of our county facilities. The current agreement expired on April 30, 2018 and the Facilities Department would like to exercise the (2) two year renewal option extending the agreement until April 30, 2021.

ALTERNATIVES
There are no alternatives to this request.

FINANCIAL IMPACT
The total annual cost for the (2) two year renewal option is $17,505.00. This is $269.45 lower than the previous 3 year agreement due to fire extinguisher discrepancies found during price sheet comparisons with the vendor. Funds for this service are available within the appropriate 931100 maintenance contractual line items.

STRATEGIC PLANNING IMPACT
This resolution supports the goals and strategies which address our service to the community, and employees alike, providing for their safety and security while present in our buildings.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, the Facilities Department requests approval of a two year renewal agreement with Boynton Fire Service, 1031 Northcrest, Lansing, Michigan 48906, to provide fire prevention services at several county facilities, for an annual not to exceed cost of $17,505.00 which reflects the payment of living wage.
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A RENEWAL FOR FIRE PREVENTION SERVICES
AT SEVERAL COUNTY FACILITIES

WHEREAS, fire alarm testing, fire extinguisher and fire suppression services are required and necessary in the
daily operation of our county facilities; and

WHEREAS, the current agreement expired on April 30, 2018; and

WHEREAS, the Facilities Department would like to exercise the (2) two year renewal option extending the
agreement until April 30, 2021; and

WHEREAS, the total annual cost for the (2) two year renewal option is $17,505.00; and

WHEREAS, this is $269.45 lower than the previous 3 year agreement due to fire extinguisher discrepancies
found during price sheet comparisons with the vendor; and

WHEREAS, the funds for said services are available within the appropriate 931100 maintenance contractual
line items.

THEREFORE BE IT RESOLVED, the Ingham County Board Commissioners authorizes a two year renewal
with Boynton Fire Service, 1031 Northcrest, Lansing, Michigan 48906, to provide fire prevention services at
several county facilities, for an annual not to exceed cost of $17,505.00 which reflects the payment of living
wage.

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

FROM: Rick Terrill, Facilities Director

DATE: May 1, 2018

SUBJECT: Resolution authorizing the replacement of the rolling file storage systems at the Hilliard Building and Veterans Memorial Courthouse

For the meeting agendas of: May 15 and May 16

BACKGROUND
The rolling file storage systems in both locations have outlived their life expectancy and deteriorated to the point of causing safety concerns. The rolling file system in the Hilliard Building is over 26 years old, the Veterans Memorial Courthouse, over 18 years old. Over the years, multiple repairs have been made to both systems but due to the age and weight of the systems they are beyond repair and lack the appropriate safety features.

ALTERNATIVES
There are no alternatives for this project, repairs are no longer cost effective or realistic from a safety point of view.

FINANCIAL IMPACT
The Facilities Department is asking for approval to utilize up to $260,000.00 from the general fund balance to cover the costs associated with replacing both systems. Funds will be used for all expenses associated with installing the new systems, re-packaging the files/materials, the cost of temporary labor to package, transport and temporarily re-locate the materials. This estimated cost is based on a quote from a local vendor.

STRATEGIC PLANNING IMPACT
This resolution supports the goals and strategies which address our service to the community, and employees alike, providing for their safety and security while present in our buildings.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented and subject to the Controller’s approval, the Facilities Department respectfully recommends approval of the attached resolution to move forward, following all Purchasing Department policies and procedures for the replacement of the rolling file storage systems in both the Hilliard Building and the Veterans Memorial Courthouse, for an estimated cost not to exceed $260,000.00.
Intended by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE REPLACEMENT OF THE ROLLING FILE STORAGE SYSTEM IN THE HILLIARD BUILDING AND THE VETERANS MEMORIAL COURTHOUSE

WHEREAS, the rolling file storage systems in both locations have outlived their life expectancy and deteriorated to the point of causing safety concerns; and

WHEREAS, the rolling file system in the Hilliard Building is over 26 years old, the Veterans Memorial Courthouse, over 18 years old; and

WHEREAS, over the years, multiple repairs have been made to both systems; and

WHEREAS, due to the age and weight of the systems they are beyond repair and lack the appropriate safety features; and

WHEREAS, repairs are no longer cost effective or realistic from a safety point of view; and

WHEREAS, the Facilities Department is asking for approval to utilize up to $260,000.00 from the general fund balance to cover the costs associated with replacing both systems; and

WHEREAS, funds will be used for all expenses associated with installing the new systems, re-packaging the files/materials, the cost of temporary labor to package, transport and temporarily re-locate the materials; and

WHEREAS, the estimated cost is based on a quote from a local vendor.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the Facilities Department to move forward, following all Purchasing Department policies and procedures, for the replacement of the rolling file storage systems in both the Hilliard Building and the Veterans Memorial Courthouse, for an estimated cost not to exceed $260,000.00.

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

FROM: William Conklin, Managing Director
        Road Department

DATE: May 1, 2018

RE: Proposed Agreement with Delhi Township for
    Cedar Street Resurfacing, Aurelius to Willoughby Roads, Delhi Township

BACKGROUND
Delhi Township and their Downtown Development Authority (DDA) are planning a project, known as the “Realize Cedar Street Project”, for the reconstruction of Cedar Street, Holt to Aurelius Roads, in 2018 to include on-street parallel parking, bicycle lanes, and other amenities. An agreement between Delhi Township and Ingham County for this project to be funded by the DDA was authorized by the Board of Commissioners per Resolution 18-074 adopted February 27, 2018. The Township has taken bids on the Realize Cedar project and plans to start work soon.

On March 20, 2018, Michigan Public Act 82 of 2018, became effective. Section 105 of the act appropriates $175 million in state General funds to local units for the purpose of construction or preservation of county roads and city/village streets and other purposes as stipulated in the act for distribution on April 4, 2018. Per information received from MDOT, Ingham County is expected to receive an estimated $1,356,941 from PA 82.

The Road Department recommends using PA 82 additional funding for additional improvements on several of the more heavily travelled county primary roads in need including resurfacing of Cedar Street between Aurelius and Willoughby Roads—the next section of Cedar Street north of the Realize Cedar project described above. This will provide a complete update to Cedar Street throughout the Holt business district. Complete recognition of the additional revenue will be included in an upcoming budget adjustment request.

REQUEST
As it would be most cost advantageous and least disruptive to the traveling public to combine resurfacing of the Cedar Street, Aurelius to Willoughby Roads, segment with the Realize Cedar reconstruction of the Holt to Aurelius Roads segment, Delhi Township and the Road Department now desire and request authorization from the Board of Commissioners to enter into an agreement to effect construction and engineering oversight of the Cedar Street resurfacing between Aurelius and Willoughby Roads as part of the Realize Cedar Project.

Delhi Township has received sealed, competitive bids which included the resurfacing of Cedar Street between Aurelius and Willoughby Roads which again would be funded by the Road Department with the above mentioned PA 82 additional funding. Again the Realize Cedar reconstruction of the Holt to Aurelius Roads segment is being funded entirely by the DDA. Three bids were received for the resurfacing of Cedar Street, between Aurelius and Willoughby Roads, from qualified contractors as follows:

Leavitt & Starck Excavating, Inc., Lansing, MI: $616,902.52 (Lowest qualified bid)
Hoffman Bros., Inc., Battle Creek, MI: $650,898.00
C & D Hughes, Inc., Lansing MI: $772,905.20
The Road Department approves of the above indicated lowest qualified bid received and the same has been accepted by Delhi Township subject to approval of the attached resolution. As with all road construction contracts, the subject contract will be unit-price based and thus final cost will vary with final constructed quantities of all pay items, which are estimated by the engineer for bidding.

It is also desired to have the same engineering firm approved by the Road department that is handling the design and construction engineering on the Realize Cedar project, Holt to Aurelius Roads, Hubbell, Roth & Clark, Inc., Holt, MI office (HRC) provide construction oversight services on the Cedar Street resurfacing, Aurelius to Willoughby Roads, as Road department staff will already be at capacity with other projects this summer. Construction engineering oversight cost is based on unit costs of consultant staff time applied to the project and varies with time necessary for the construction to be completed. HRC estimates an engineering oversight budget of $61,000.00 for the Cedar Street resurfacing, Aurelius to Willoughby Roads.

**FINANCIAL IMPACT**
Thus the total estimated cost to the Road department for both construction and engineering oversight of the Cedar Street resurfacing project, Aurelius to Willoughby Roads, as described above is estimated to be $677,902.52, which again will be covered by the recently announced PA 82 additional funding also discussed above, and to be recognized in an upcoming budget adjustment.

**RECOMMENDATION**
Approval of the attached, proposed resolution is recommended to approve a local agreement with Delhi Township to effect the above described road improvements as provided above.

**ATTACHMENTS**
Proposed Approval Resolution.
Agenda Item 2a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH DELHI TOWNSHIP FOR CEDAR STREET RESURFACING AURELIUS TO WILLOUGHBY ROADS, DELHI TOWNSHIP

WHEREAS, Delhi Township and their Downtown Development Authority (DDA) are planning a project, known as the “Realize Cedar Street Project”, funded entirely by the DDA, for the reconstruction of Cedar Street, Holt to Aurelius Roads, in 2018 to include on-street parallel parking, bicycle lanes, and other amenities; and

WHEREAS, an agreement between Delhi Township and Ingham County for the above-described Realize Cedar project was authorized by the Board of Commissioners per Resolution 18-074, adopted February 27, 2018; and

WHEREAS, the Township has taken bids on the Realize Cedar project and plans to start work soon which is to be completed in the 2018 construction season; and

WHEREAS, on March 20, 2018, Michigan Public Act 82 of 2018, (PA 82) became effective, and section 105 of the act appropriates $175 million in state General funds to local units for the purpose of construction or preservation of county roads and city/village streets and other purposes as stipulated in the act for distribution on April 4, 2018; and

WHEREAS, per information received from the Michigan Department of Transportation (MDOT), Ingham County is expected to receive an estimated $1,356,941 from PA 82; and

WHEREAS, the Road Department recommends using PA 82 additional funding for additional improvements on several of the more heavily travelled county primary roads in need including resurfacing of Cedar Street between Aurelius and Willoughby Roads—the next section of Cedar Street north of the Realize Cedar project described above, which will provide a complete update to Cedar Street throughout the Holt business district; and

WHEREAS, it would be most cost advantageous and least disruptive to the traveling public to combine resurfacing of the Cedar Street, Aurelius to Willoughby Roads, segment with the Realize Cedar reconstruction of the Holt to Aurelius Roads segment, and thus Delhi Township requests and the Road Department recommends entering into an agreement to effect construction and engineering oversight of the Cedar Street resurfacing between Aurelius and Willoughby Roads funded by the Road Department with PA 82 funding, as part of the Realize Cedar Project which is funded by the DDA; and

WHEREAS, Delhi Township has received sealed, competitive bids from qualified bidders for the resurfacing of Cedar Street between Aurelius and Willoughby Roads, and has accepted the lowest qualified bid as follows:

Leavitt & Starck Excavating, Inc., Lansing, MI: $616,902.52  (Lowest qualified bid)
Hoffman Bros., Inc., Battle Creek, MI:  $650,898.00
C & D Hughes, Inc., Lansing MI:  $772,905.20
; and
WHEREAS, the Road Department approves of the above indicated lowest qualified bid received and the same has been accepted by Delhi Township subject to approval of this resolution; and

WHEREAS, as with all road construction contracts, the subject contract will be unit-price based and thus the final cost will vary with final constructed quantities of all pay items, which are estimated by the engineer for bidding; and

WHEREAS, the Road Department, due to lack of sufficient internal staff capacity, recommends engineering oversight for the Cedar Street resurfacing, Aurelius to Willoughby Roads, be provided by the same consulting engineering firm approved by the Road department that is handling the design and construction engineering on the Realize Cedar project, Holt to Aurelius Roads, Hubbell, Roth & Clark, Inc., Holt, MI, office (HRC); and

WHEREAS, construction engineering oversight cost is based on unit costs of consultant staff time applied to the project and varies with time necessary for the construction to be completed; and

WHEREAS, HRC estimates an engineering oversight budget of $61,000.00 for the Cedar Street resurfacing, Aurelius to Willoughby Roads, based on the expected construction time; and

WHEREAS, The total estimated cost to the Road Department for both construction per the low bid indicted above and engineering oversight of the Cedar Street resurfacing project, Aurelius to Willoughby Roads, as described above is estimated to be $677,902.52, to be covered by the recently announced PA 82 additional funding also discussed above, and will be recognized in an upcoming budget adjustment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Delhi Township for both construction and engineering oversight of the Cedar Street resurfacing project, Aurelius to Willoughby Roads, as provided above, and per the above indicated low bid and a unit price based construction contract between Delhi Township and the above indicted low bidder, Leavitt & Starck Excavating, Inc., Lansing, MI, and per a unit cost based engineering oversight contract between Delhi Township and Hubbell, Roth & Clark, Inc., Holt, MI.

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

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: April 20, 2018

SUBJECT: Resurfacing of Haslett Road from M-52 easterly to Morrice Road, Fitchburg Road from Nims Road easterly to Freiermuth Road, and Williamston Road from North Street northerly to Howell Road

For the County Services Committee meeting agenda of May 15, 2018
For the Finance Committee meeting agenda of May 16, 2018
For the BOC meeting agenda of May 22, 2018

The Ingham County Road Department (ICRD) received federal and state funding to resurface Haslett Road from M-52 easterly to Morrice Road, Fitchburg Road from Nims Road easterly to Freiermuth Road, and Williamston Road from West Road northerly to Howell Road. Included in the bidding documents is work to resurface Williamston Road from North Street to West Road, which is within the Village of Dansville. The Village of Dansville will be responsible for the North Street to West Road resurfacing costs.

The projects were packaged together as a single construction contract because they have similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements. The projects generally involve roadway resurfacing, installation of gravel shoulders, guardrail and drainage improvements. The estimated costs for the project are as follows:

State of Michigan TED funding $ 279,300
2018 federal Rural STP funding $ 1,266,272
2019 federal Rural STP funding $ 124,736
Village of Dansville funding $ 28,100
Road Department match: $ 819,192

$ 2,517,600

We are to the point where the available funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and to administer the construction contract on MDOT’s behalf and a third party agreement is required to secure funding for the Village of Dansville desire work.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement and the Village of Dansville and Road Department third party agreement.

Approval of the attached resolution is recommended.
Ref: Agenda Item 2b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND INGHAM COUNTY AND A THIRD PARTY AGREEMENT BETWEEN THE VILLAGE OF DANSVILLE AND THE ROAD DEPARTMENT IN RELATION TO ROAD RECONSTRUCTION PROJECTS OF HASLETT ROAD FROM M-52 EASTERLY TO MORRICE ROAD, FITCHBURG ROAD FROM NIMS ROAD EASTERLY TO FREIERMUTH ROAD, AND WILLIAMSTON ROAD FROM NORTH STREET NORTHERLY TO HOWELL ROAD

WHEREAS, the Ingham County Road Department received federal and state funding to resurface Haslett Road from M-52 easterly to Morrice Road, Fitchburg Road from Nims Road easterly to Freiermuth Road, and Williamston Road from West Road northerly to Howell Road; and

WHEREAS, the bidding documents includes work to resurface Williamston Road from North Street to West Road, which is within the Village of Dansville; and

WHEREAS, the Village of Dansville will be responsible for the North Street to West Road resurfacing costs; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated third party agreement with the Village of Dansville to pay for village requested work; and

WHEREAS, the estimated costs for the project is as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>State of Michigan TED funding</td>
<td>$279,300</td>
</tr>
<tr>
<td>2018 federal Rural STP funding</td>
<td>$1,266,272</td>
</tr>
<tr>
<td>2019 federal Rural STP funding</td>
<td>$124,736</td>
</tr>
<tr>
<td>Village of Dansville funding</td>
<td>$28,100</td>
</tr>
<tr>
<td>Road Department match:</td>
<td>$819,192</td>
</tr>
<tr>
<td></td>
<td>$2,517,600</td>
</tr>
</tbody>
</table>

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into Contract No. 18-5195 with the State of Michigan/MDOT to effect resurfacing of Haslett Road from M-52 easterly to Morrice Road, Fitchburg Road from Nims Road easterly to Freiermuth Road, and Williamston Road from North Street northerly to Howell Road. All for a total estimated cost of $2,517,600 consisting of $279,300 of State of Michigan TED funding, $1,266,272 of 2018 federal Rural STP funding, $124,736 of 2019 federal Rural STP funding, $28,100 of Village of Dansville funding, and $819,192 of Ingham County Road Department matching funds.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into third party agreement with the Village of Dansville to secure the estimated $28,100 of funds for the Village of Dansville requested work.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.
This memo contains a recommendation for the Board of Commissioners to accept the unit price bid results for the Road Department’s annual Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program and award a contract for the work.

The Ingham County Purchasing Department solicits unit prices annually for a vast array of contractor applied pavement markings. We use the bid unit prices and an estimated quantity of pavement markings to determine and recommend a contractor. Once under contract, the contractor applies waterborne pavement marking paint to refresh the yellow and white longitudinal lines that define road laneage and white rolled plastic material, such as arrows, stop bars and school symbols to further direct motorists. When finished, the contractor is paid for the quantity of work actually performed using the unit prices contained in their bid.

The Purchasing Department advertised and received five bids for each of the pavement marking work items: Item No. 1 – Waterborne Pavement Markings and Item No. 2 - Cold Plastic Common Text & Symbols. The bid results for both items of work are as follows:

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Total Bid</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. V. Contracting, Inc.</td>
<td>$455,666.00</td>
</tr>
<tr>
<td>P. K. Contracting, Inc.</td>
<td>$445,463.30</td>
</tr>
<tr>
<td>Michigan Pavement Markings, LLC</td>
<td>$439,825.00</td>
</tr>
<tr>
<td>R. S. Contracting, Inc.</td>
<td>$428,229.00</td>
</tr>
<tr>
<td>M&amp;M Pavement Markings, Inc.</td>
<td>$401,274.60</td>
</tr>
</tbody>
</table>

This year’s recommended contractor for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols is M&M Pavement Markings, Inc., Grand Blanc, Michigan. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled $401,274.60.

Approval of the attached resolution is recommended.
TO: Robert Peterson, Director of Engineering

FROM: James Hudgins, Director of Purchasing

DATE: April 25, 2018


Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of entering into a contract to provide pavement markings for the 2018 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program for the Ingham County Road Department, for a period of one (1) possibly two (2) years depending on unit pricing.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>ITEM NO. 1 TOTAL BID PRICE YEAR 1</th>
<th>ITEM NO. 2 TOTAL BID PRICE YEAR 1</th>
<th>GRAND TOTAL BID PRICE ITEM 1 &amp; 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&amp;M PAVEMENT MARKING</td>
<td>No, Grand Blanc, MI</td>
<td>$354,650.00</td>
<td>$46,624.60</td>
<td>$401,274.60</td>
</tr>
<tr>
<td>RS CONTRACTING, INC.</td>
<td>No, Casco, MI</td>
<td>$397,200.00</td>
<td>$31,029.00</td>
<td>$428,229.00</td>
</tr>
<tr>
<td>MICHIGAN PAVEMENT MARKINGS LLC</td>
<td>No, Wyoming, MI</td>
<td>$407,800.00</td>
<td>$32,025.00</td>
<td>$439,825.00</td>
</tr>
<tr>
<td>PK CONTRACTING, INC.</td>
<td>No, Troy, MI</td>
<td>$410,425.25</td>
<td>$35,011.05</td>
<td>$445,436.30</td>
</tr>
<tr>
<td>J.V. CONTRACT, INC.</td>
<td>No, Goodrich, MI</td>
<td>$424,425.00</td>
<td>$31,241.00</td>
<td>$455,666.00</td>
</tr>
</tbody>
</table>

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

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Agenda Item 2c

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONSTRUCTION CONTRACT FOR
WATERBORNE PAVEMENT MARKINGS AND COLD PLASTIC COMMON TEXT & SYMBOLS
TO M&M PAVEMENT MARKINGS, INC., GRAND BLANC, MICHIGAN

WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for a vast array of contractor applied pavement markings, on behalf of the Road Department; and

WHEREAS, the Road Department uses the bid unit prices and estimated quantities to determine and recommend a contractor to perform the work; and

WHEREAS, a request for proposals was issued and the following five responsive bids were received to provide the contractor applied pavement markings:

<table>
<thead>
<tr>
<th>Contractor Name</th>
<th>Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>J. V. Contracting, Inc.</td>
<td>$455,666.00</td>
</tr>
<tr>
<td>P. K. Contracting, Inc.</td>
<td>$445,463.30</td>
</tr>
<tr>
<td>Michigan Pavement Markings, LLC</td>
<td>$439,825.00</td>
</tr>
<tr>
<td>R. S. Contracting, Inc.</td>
<td>$428,229.00</td>
</tr>
<tr>
<td>M&amp;M Pavement Markings, Inc.</td>
<td>$401,274.60</td>
</tr>
</tbody>
</table>

WHEREAS, the Road Department recommends that the Board of Commissioners accept the unit price bid results for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols and authorizes a contract with the most responsive low bidder, which is M&M Pavement Markings, Inc., Grand Blanc, Michigan. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled $401,274.60.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with M&M Pavement Markings, Inc., Grand Blanc, Michigan, to provide Countywide Waterborne Pavement Markings and Cold Plastic Common Text & Symbols for a total estimated cost of $401,274.60.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.
WHEREAS, as of July 23, 2013, the Ingham County Department of Transportation and Roads became the Ingham County Road Department per Resolution #13-289; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached list of Special and Routine Permits dated May 1, 2018 as submitted.
## INGHAM COUNTY ROAD DEPARTMENT

**LIST OF CURRENT PERMITS ISSUED**

<table>
<thead>
<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT / CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-211</td>
<td>JOSHUA FOSTER</td>
<td>TREE REMOVAL</td>
<td>COLUMBIA RD &amp; M-52</td>
<td>WHITE OAK</td>
<td>2, 3</td>
</tr>
<tr>
<td>2018-212</td>
<td>RONALD ZANGER</td>
<td>TREE REMOVAL</td>
<td>TRAILWOOD DR &amp; JONQUIL LN</td>
<td>MERIDIAN</td>
<td>34</td>
</tr>
<tr>
<td>2018-216</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>WATSON AVE &amp; SUMMIT ST</td>
<td>DELHI</td>
<td>23</td>
</tr>
<tr>
<td>2018-217</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>HOLT RD &amp; SUMMIT ST</td>
<td>DELHI</td>
<td>23</td>
</tr>
<tr>
<td>2018-219</td>
<td>LAKESHORE ENVIRONMENTAL</td>
<td>MISCELLANEOUS</td>
<td>OKEMOS RD &amp; HASLETT RD</td>
<td>MERIDIAN</td>
<td>9</td>
</tr>
<tr>
<td>2018-224</td>
<td>COMCAST</td>
<td>CABLE / UG</td>
<td>CEDAR ST &amp; DALLAS AVE</td>
<td>DELHI</td>
<td>23</td>
</tr>
<tr>
<td>2018-225</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>GROVENBURG RD &amp; KRANTZ RD</td>
<td>DELHI</td>
<td>19</td>
</tr>
<tr>
<td>2018-226</td>
<td>CONSUMERS ENERGY</td>
<td>ELECTRIC / OH</td>
<td>LAMB RD &amp; WALLINE RD</td>
<td>ALAIEDON</td>
<td>23</td>
</tr>
<tr>
<td>2018-227</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>KIPP RD &amp; CEDAR ST</td>
<td>VEVAY</td>
<td>5, 8</td>
</tr>
<tr>
<td>2018-228</td>
<td>CENTURYLINK</td>
<td>CABLE / OH</td>
<td>WAVERLY RD &amp; OLD LANSING</td>
<td>LANSING</td>
<td>19</td>
</tr>
<tr>
<td>2018-229</td>
<td>CONSUMERS ENERGY</td>
<td>ELECTRIC / OH</td>
<td>MARSH RD &amp; TIHART RD</td>
<td>MERIDIAN</td>
<td>15</td>
</tr>
<tr>
<td>2018-230</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>DEXTER TR &amp; CAROL LN</td>
<td>INGHAM</td>
<td>26</td>
</tr>
<tr>
<td>2018-231</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>BARRY RD &amp; ZIMMER RD</td>
<td>WILLIAMSTOWN</td>
<td>15</td>
</tr>
<tr>
<td>2018-232</td>
<td>LAUX CONSTRUCTION</td>
<td>WATERMAIN</td>
<td>LEGACY PKWY &amp; DUNCKEL RD</td>
<td>DELHI</td>
<td>2</td>
</tr>
<tr>
<td>2018-234</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>JOLLOY RD &amp; VAN ATTA RD</td>
<td>ALAIEDON</td>
<td>2</td>
</tr>
<tr>
<td>2018-235</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>DIETZ RD &amp; NOBLE RD</td>
<td>LEROY</td>
<td>9</td>
</tr>
<tr>
<td>2018-244</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>MAPLE ST &amp; HOLT RD</td>
<td>DELHI</td>
<td>23</td>
</tr>
<tr>
<td>2018-245</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>WAVERLY RD &amp; MCCUE RD</td>
<td>DELHI</td>
<td>30</td>
</tr>
<tr>
<td>2018-246</td>
<td>CONSUMERS ENERGY</td>
<td>GAS</td>
<td>HAGADORN RD &amp; SERVICE RD</td>
<td>MERIDIAN</td>
<td>19</td>
</tr>
<tr>
<td>2018-247</td>
<td>AT &amp; T</td>
<td>CABLE / UG</td>
<td>GUNN RD &amp; AUBEN LN</td>
<td>DELHI</td>
<td>21</td>
</tr>
</tbody>
</table>

**MANAGING DIRECTOR:** ______________________________
TO: Board of Commissioners Human Services and County Services Committees

FROM: Carol Carlson, Interim Fair Manager

DATE: May 2, 2018

SUBJECT: Resolution Authorizing Construction of a Cement Floor for the South End Horse Complex Pavilion at the Ingham County Fairgrounds For the meeting agendas of May 14 and May 15

BACKGROUND
This resolution authorizes the construction of a cement floor for the south end horse complex pavilion at the Ingham County Fairgrounds by Shenandoah Construction. The project will be completely funded by the Ingham County Fair Foundation, and funds for the construction for the cement floor will be paid to Shenandoah Construction directly by the Ingham County Fair Foundation.

ALTERNATIVES
There are two alternatives: 1) don’t do the project and 2) the County could pay for the project. However, neither are ideal as the project enhances the Fairgrounds and because the Fair Foundation is paying for the cost of the project, County funds can be used for other enhancements to the Fairgrounds.

FINANCIAL IMPACT
There is no direct financial impact on the County. The cost of the project (estimated at $3,000) is being paid directly by the Fair Foundation to the contractor.

STRATEGIC PLANNING IMPACT
This resolution supports strategy A1 of the Strategic Plan Action Plan – “Strive to make facilities and services user-friendly”.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Agenda Item 3

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONSTRUCTION OF A CEMENT FLOOR FOR THE SOUTH END HORSE COMPLEX PAVILION AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the Ingham County Fair Foundation was organized as a support and fundraising organization to the Ingham County Fair in its mission; and

WHEREAS, the foundation has raised funds to provide for cementing the floor of the south end horse complex pavilion and is offering this gift to the Ingham County Fair; and

WHEREAS, Shenandoah Construction provided the Ingham County Fair Foundation with a proposal to do the cement pad for $3,000; and

WHEREAS, there is no cost to the County because the Ingham County Fair Foundation will pay all costs for the project directly to Shenandoah Construction; and

WHEREAS, the Fair Board has voted to recommend that the Board of Commissioners accept this gift.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the construction of a cement floor for the south end horse complex pavilion at the Ingham County Fairgrounds by Shenandoah Construction.

BE IT FURTHER RESOLVED, that the project will be completely funded by the Ingham County Fair Foundation, and funds for the construction for the cement floor will be paid to Shenandoah Construction directly by the Ingham County Fair Foundation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners expresses its appreciation to the Ingham County Fair Foundation for this generous donation.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution after review and approval as to form by the County Attorney.
INHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING CONTRACT OF LEASE

At a regular meeting of the Ingham County Board of Commissioners held on 22nd day of May, 2018, at 6:30 p.m., Michigan time, in the Ingham County Courthouse in Mason, Michigan.

PRESENT: ____________________________________________

________________________________________

ABSENT: ____________________________________________

The County Clerk presented a proposed Contract of Lease between the Ingham County Building Authority (the "Authority") and the County of Ingham (the "County") dated as of June 1, 2018 relative to the construction, furnishing and equipping of a new 16,000 square foot county animal control shelter facility located at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements (the "Project").

After discussion of the Contract of Lease the following resolution was offered by Commissioner ____________________ and seconded by Commissioner ____________________:

WHEREAS, pursuant to the provisions of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended (hereinafter referred to as "Act 31"), the County, has heretofore authorized and directed the incorporation of the Authority; and

WHEREAS, the Ingham County Board of Commissioners previously adopted a resolution on March 13, 2018 (the "Resolution of Intent") stating the intent of the County to enter into a contract of lease and authorizing publication of a notice of intent (the "Notice of Intent"); and


WHEREAS, the Notice of Intent was published on or about March 16, 2018, which notice included the right of referendum; and

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

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

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

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

1. The Contract of Lease is hereby approved and the Chairperson is directed to execute the Contract of Lease on behalf of the County and to deliver the same to the Authority no earlier than 60 days after the Notice of Intent was published and only if the applicable referendum period has expired without the filing of sufficient petitions requesting a referendum, with such changes which are not materially adverse to the County. Changes to the not to exceed amount of bonds and the length of the term of the Contract of Lease are deemed not materially adverse, provided that the overall not to exceed principal amount of $4,850,000 is not exceeded and the term of the Contract of Lease does not extend beyond November 1, 2023.

2. The Chairperson shall execute and deliver as many copies of the Contract of Lease as she in her discretion shall deem necessary or desirable.

3. A copy of the Contract of Lease this day presented to the Commissioners shall be attached to the minutes of this meeting and placed on file in the office of the County Clerk.

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

YEAS: 

NAYS: 

ABSTENTIONS: 

RESOLUTION ADOPTED.
I, the undersigned County Clerk of the County of Ingham, State of Michigan, 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
CONTRACT OF LEASE

THIS FULL FAITH AND CREDIT (LIMITED TAX) GENERAL OBLIGATION CONTRACT OF LEASE made as of the 1st day of June, 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 located 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 $4,850,000 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 $4,850,000 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 5% per annum and shall mature (subject to such prior redemption, if any, as may be provided in the bond authorizing resolution) on such dates and in such years as shall be determined in the resolution authorizing the issuance of the bonds. Upon receipt of the proceeds of the sale of the building authority bonds the Authority immediately shall deposit such proceeds (other than any premium, capitalized interest and accrued interest received from the purchaser of the bonds, which shall be transferred to the bond and interest redemption fund) into a
construction fund, which shall be maintained as a separate depositary account and from which shall be paid the cost of the Project.

2. After the building authority bonds have been sold, the Authority shall 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 November 1, 2023, 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 untenantable.

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

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

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

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

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

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

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

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

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

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 November 1, 2023, 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 )
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:
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:
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING GROUND LEASE

At a regular meeting of the Ingham County Board of Commissioners (the "Board") held on the 22nd day of May, 2018, at 6:30 p.m., Michigan time, in the Ingham County Courthouse in Mason, Michigan.

PRESENT: ____________________________________________________________

ABSENT: ____________________________________________________________

The following Resolution was offered by Commissioner ________________________ and seconded by Commissioner _____________________________:

WHEREAS, pursuant to the provisions of Act No. 31, Public Acts of Michigan, 1948 (First Extra Session), as amended ("Act 31"), the County of Ingham, Michigan (the "County") has authorized and directed the incorporation of the Ingham County Building Authority (the "Authority"); and

WHEREAS, a design, cost estimate and period of estimated useful life for the construction, furnishing and equipping of a new 16,000 square foot county animal control shelter facility located at 600 Buhl Street, Mason, Michigan 48854, together with associated site improvements (the "Project"), to be acquired by the Authority pursuant to the Contract of Lease approved by the Board in a resolution adopted on May 22, 2018 (the "Contract of Lease") have been prepared and presented to this Board; and

WHEREAS, under the terms of Act 31 the Authority has the power to 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, a proposed Ground Lease (the "Ground Lease") between the County and the Authority has been prepared and presented to this Board for the purpose of having the County lease the lands on which the Project is located to the Authority; and

WHEREAS, it is necessary and desirable for the County to enter into the proposed Ground Lease so that the Authority may in turn lease the lands and the Project to the County pursuant to the Contract of Lease for the use of the Project, all in accordance with the Act;

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

1. The Ground Lease is hereby approved, and the Chairperson is hereby directed to execute the Ground Lease on behalf of the County with such changes which are not materially adverse to the County and to deliver the same to the Authority.

2. The Chairperson shall execute and deliver as many copies of the Ground Lease as she shall, in her discretion, deem necessary or desirable.

3. A copy of the approved Ground Lease this day presented to the Board shall be attached to the minutes of this meeting and placed on file in the office of the County Clerk.

4. All resolutions and parts of resolutions insofar as they may be in conflict with this Resolution are rescinded.

5. This Resolution shall be effective immediately upon its adoption.
IN FAVOR: ________________________________________________________________

AGAINST: ______________________________________________________________

ABSTENTIONS: ____________________________________________________________

RESOLUTION ADOPTED.
I, the undersigned County Clerk of the County of Ingham, Michigan, 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
GROUND LEASE

This GROUND LEASE is made and entered into as of the 1st day of June, 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 located 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 Four Million Eight Hundred Fifty Thousand Dollars ($4,850,000); 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 June 1, 2018, and shall terminate on November 1, 2023 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 November 1, 2023 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 518198v4
TO: Board of Commissioners Human Services, County Services, and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: April 30, 2018
SUBJECT: Resolution to Convert Lead Social Worker Position
For the meeting agendas of May 14, May 15 and May 16, 2018

BACKGROUND
The Lead Social Worker Position #601258 (ICEA County Pro 08) in the Ingham Community Health Centers (ICHC) of Ingham County Health Department (ICHD) is currently vacant. ICHCs would like to convert the Lead Social Worker Position #601258 to a Medical Social Worker Position to better meet its operational needs. A Medical Social Worker Position is compensated at ICEA County Pro 07 range $52,116.49-$62,564.08. The ICEA County Professionals Union supports this proposed conversion and the Human Resources Department has also participated in and analyzed this conversion.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The conversion of the vacant position #601258 would save $5,676.31 annually.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend the conversion of the vacant Lead Social Worker position (ICEA County Pro 08) Position #601258 to a Medical Social Worker position (ICEA County Pro 07).
Introducing by the Human Services, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONVERT THE VACANT LEAD SOCIAL WORKER POSITION TO MEDICAL SOCIAL WORKER

WHEREAS, the County of Ingham authorized agreements to transfer Sparrow Medical Group-Volunteers of America Clinic (SMG-VOA) to Ingham County Health Department (ICHD) to be operated as a Federally Qualified Health Center (FQHC) as part of the Ingham Community Health Centers through resolution #17-328; and

WHEREAS, since the transfer of operations on October 1, 2017, Sparrow Health Systems (Sparrow) and the ICHD mutually desire to amend the terms of the transfer agreement in order to assure continued efficiency and long-term success of the transition; and

WHEREAS, the amendments specifics are: 1) Change the timeline for leased non-provider staff transition to County Staff positions, and 2) Remove language obligating the use of Sparrow’s electronic medical record (EMR) program from the terms of the transfer agreements, thereby enabling the SMG-VOA to effectively operate on the same EMR system as the rest of the ICHC’s network - NextGen; and

WHEREAS, the Ingham CHC Board supports the Amendment to the Sparrow VOA Transfer Agreement; and

WHEREAS, the Health Officer recommends amending the Sparrow VOA Transfer Agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the Sparrow VOA Transfer Agreement to change the timeline for the leased non-provider staff transition to County Staff positions from within two years to within one year.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes amending the agreement to remove language obligating the use of Sparrow’s EMR program which will enable the SMG-VOA to effectively operate on the same EMR system as the rest of the ICHC’s network - NextGen.

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: April 26, 2018

SUBJECT: Resolution to Establish 340B Pharmacy Coordinator Position
For the meeting agendas of May 14, May 15 and May 16, 2018

BACKGROUND
Ingham County Health Department’s (ICHD) network of Federally Qualified Health Centers (FQHCs), the Ingham Community Health Centers (ICHCs), are a covered entity eligible to capture savings though the 340B Drug Discount program. ICHD continues to expand its use of contract pharmacies as part of its 340B Drug Program, significantly increasing the contribution of savings to the ICHC budget as revenue. The 340B Drug Discount program contributed $166,420.00 in savings in FY 2017, and has contributed over $440,000.00 through March of FY 2018. The 340B program is also scrutinized in audits, requires rigorous oversight and requires self-auditing to maintain compliance in order to avoid costly pay-backs to drug manufacturers if non-compliance is found. There is an operational need to add a 340B Pharmacy Coordinator position in order to manage this growing self-auditing component and optimization aspects of the 340B program, and to preserve the cost saving benefit and protect the County from penalty costs of non-compliance audit findings.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The 340B Pharmacy Coordinator position would be classified as an ICEA County Professional Grade 08 ($56,844.47-$68,240.39), and the cost of the position will be covered through 340B program savings.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend the establishment of the 340B Pharmacy Coordinator position as part of ICHD as an ICEA County Professional Grade 08 ($56,844.47-$68,240.39).
Introduced by the Human Services, County Services, and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ESTABLISH 340B PHARMACY COORDINATOR POSITION

WHEREAS, Ingham County Health Department’s (ICHD) network of Federally Qualified Health Centers, the Ingham Community Health Centers, (ICHC) is a covered entity eligible to capture savings though the 340B Drug Discount program; and

WHEREAS, ICHD continues to expanded its use of contract pharmacies as part of its 340B Drug Program, significantly increasing the contribution of savings to the ICHD budget as revenue; and

WHEREAS, the 340B Drug Discount program contributed $166,420.00 in savings in FY 2017, and has contributed over $440,000.00 through March of FY 2018; and

WHEREAS, the 340B Program is scrutinized in audits, and requires rigorous oversight and self-auditing to maintain compliance and to avoid costly pay-backs to drug manufacturers if non-compliance is found; and

WHEREAS, there is an operational need to add a 340B Pharmacy Coordinator position to manage the growing self-auditing and program optimization aspects of the 340B program, in order to preserve the cost saving benefit and protect the County from penalty costs of non-compliance audit findings; and

WHEREAS, the 340B Pharmacy Coordinator position would be classified as an ICEA County Professional Grade 08 ($56,844.47-$68,240.39), and the cost of the position shall be covered through 340B program savings; and

WHEREAS, the Community Health Center Board of Directors supports the establishment of the 340B Pharmacy Coordinator Position; and

WHEREAS, the Health Officer supports the establishment of the 340B Pharmacy Coordinator Position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner authorizes the establishment of the 340B Pharmacy Coordinator position as part of ICHD as a ICEA County Professional Grade 08 ($56,844.47-$68,240.39).

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments consistent with this resolution and the Board Chairperson is authorized to sign the appropriate documents on behalf of Ingham County after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services and County Services Committees  
FROM: Linda S. Vail, MPA, Health Officer  
DATE: May 1, 2018  
SUBJECT: Resolution Authorizing Installation of Mural at Forest Community Health Center  
For the meeting agendas of May 14 and May 16, 2018  

BACKGROUND  
The north-facing exterior back wall of Forest Community Health Center (Forest CHC) borders the property of the City Rescue Mission (CRM) located at 2216 S. Cedar Street, Lansing, Michigan. The CRM has partnered with REACH Art Studio to design a mural to cover the north-facing exterior back wall which lines their property. The current wall is covered up in paint-covered graffiti tags and is unsightly. The CRM is requesting permission to cover the wall with a mural or at least appealing paint colors. The CRM’s reason for the request is that the brick wall faces a play area for hundreds of homeless children assisted annually by the CRM’s Women and Children’s Shelter. The wall has been in its current state since before the CRM purchased the property in 2006. Since then, the CRM has fully-fenced the yard and therefore the wall, which now functions as part of the enclosure, is protected from further defacement. The proposed mural would cover the entire stretch of the brick wall and features imagery of a magical forest scene, spanning sunrise to nighttime, and includes references to City of Lansing landmarks. REACH Art Studio will complete the mural installation using paint products that meet approval from County Facilities. The CRM presented the proposed mural project to the Ingham Community Health Center Board of Directors on April 26, 2018, and the CHC Board unanimously supported the proposed project.

ALTERNATIVES  
There are no alternatives.

FINANCIAL IMPACT  
There are no costs to the County for this project. The City Rescue Mission raised funds to cover all costs, and will be responsible for any future maintenance costs of the mural.

OTHER CONSIDERATIONS  
There are no other considerations.

RECOMMENDATION  
Based on the information presented, I respectfully recommend approval of the installation of a mural on the north-facing exterior back wall of the Forest Community Health Center as proposed by the City Rescue Mission.
Introduced by the Human Services and County Services Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO INSTALL A MURAL AT FOREST COMMUNITY HEALTH CENTER

WHEREAS, the north facing exterior back wall of Forest Community Health Center borders the property of the City Rescue Mission located at 2216 S. Cedar Street, Lansing; and

WHEREAS, the City Rescue Mission has partnered with REACH Art Studio to design a mural to cover the full wall which lines their property, and

WHEREAS, the City Rescue Mission is requesting permission to cover the wall which is currently covered up in paint-covered graffiti tags and is unsightly; and

WHEREAS, the City Rescue Mission’s reason for the request is that the brick wall faces a play area for hundreds of homeless children assisted annually by the Mission’s women and children’s shelter; and

WHEREAS, the wall has been in its current state since before the Mission purchased the property in 2006; and

WHEREAS, the CRM has fully-fenced the yard and therefore the wall, which now functions as part of the enclosure, is protected from further defacement; and

WHEREAS, the proposed mural would cover the entire stretch of the brick wall and features imagery of a magical forest scene, spanning sunrise to nighttime, and includes references to the City of Lansing landmarks; and

WHEREAS, REACH Art Studio will complete the installation using paint products that meet approval from County Facilities; and

WHEREAS, there are no costs to the County for this project; the City Rescue Mission raised funds to cover all costs, and will be responsible for any future maintenance costs of the mural; and

WHEREAS, the City Rescue Mission presented the proposed mural project to the Ingham Community Health Center Board of Directors on April 26, 2018, and the CHC Board unanimously supported the proposed project; and

WHEREAS, the Health Officer supports the proposed mural project on the north-facing exterior back wall of Forest Community Health Center.

THEREFORE BE IT RESOLVED, that Ingham County Board of Commissioners authorizes the installation of a mural on the north-facing exterior back wall of the Forest Community Health Center as proposed by the City Rescue Mission.
This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2018, for the Park and Zoo winter seasonal fees on November 1, 2018, and for all other departments with the exception of the Zoo, on January 1, 2019. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2019 cost was calculated by multiplying the 2018 cost by the 2019 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately $83,970. Any additional revenue will be recognized in the 2019 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller’s Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments
WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the Maximus Cost of Services Analysis completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2019 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2018, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2018.
BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.
<table>
<thead>
<tr>
<th>Location of Service</th>
<th>Fee Description</th>
<th>Target Percent</th>
<th>2018 Fee</th>
<th>2019 Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drain Comm.</td>
<td>Photography</td>
<td>100.0%</td>
<td>$285.00</td>
<td>$290.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Topography</td>
<td>100.0%</td>
<td>$570.00</td>
<td>$575.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Floodplain/wetland</td>
<td>100.0%</td>
<td>$110.00</td>
<td>$115.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Preliminary Comm. Site Plan Review (2)</td>
<td>75.0%</td>
<td>$700.00</td>
<td>$705.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Preliminary Plat Review (2)</td>
<td>75.0%</td>
<td>$700.00</td>
<td>$705.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Plat and Commercial Drainage Review - First acre</td>
<td>100.0%</td>
<td>$700.00</td>
<td>$705.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Additional acre</td>
<td>100.0%</td>
<td>$79.00</td>
<td>$80.00</td>
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<tr>
<td>Drain Comm.</td>
<td>Re-submission Admin fee</td>
<td>100.0%</td>
<td>$225.00</td>
<td>$230.00</td>
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<tr>
<td>Drain Comm.</td>
<td>Plat Drain Administration Fee</td>
<td>75.0%</td>
<td>$2,510.00</td>
<td>$2,520.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Drain Crossing Permits, Review (Commercial)</td>
<td>100.0%</td>
<td>$500.00</td>
<td>$505.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Drain Crossing Permit- (Residential)</td>
<td>100.0%</td>
<td>$130.00</td>
<td>$135.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Tap-in Permit - Commercial</td>
<td>75.0%</td>
<td>$415.00</td>
<td>$420.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less</td>
<td>100.0%</td>
<td>$610.00</td>
<td>$620.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion (12 mo.) - Commercial- each additional acre (3)</td>
<td>100.0%</td>
<td>$61.00</td>
<td>$62.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion Permit - Commercial - 9 mo. Duration - 1/2 acre or less (3)</td>
<td>100.0%</td>
<td>$535.00</td>
<td>$540.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion (9 mo.) - Commercial- each add'l acre (3)</td>
<td>100.0%</td>
<td>$53.00</td>
<td>$54.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less (3)</td>
<td>100.0%</td>
<td>$455.00</td>
<td>$460.00</td>
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<tr>
<td>Drain Comm.</td>
<td>Soil Erosion Permit Transfer</td>
<td>100.0%</td>
<td>$99.00</td>
<td>$98.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Escrow account-1/2 acre or less</td>
<td>100.0%</td>
<td>$570.00</td>
<td>$575.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Escrow account - 1/2 to 1 acre</td>
<td>100.0%</td>
<td>$1,710.00</td>
<td>$1,720.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Escrow account - 1 to 5 acres</td>
<td>100.0%</td>
<td>$3,410.00</td>
<td>$3,420.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Escrow account - 5 to 10 acres</td>
<td>100.0%</td>
<td>$5,635.00</td>
<td>$5,645.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Escrow account - each add'l 10 acres</td>
<td>100.0%</td>
<td>$2,835.00</td>
<td>$2,845.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion Permit-Residential-12 mo.</td>
<td>100.0%</td>
<td>$260.00</td>
<td>$265.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion Permit - 6 month duration</td>
<td>75.0%</td>
<td>$255.00</td>
<td>$260.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion Permit - 9 month duration</td>
<td>75.0%</td>
<td>$200.00</td>
<td>$210.00</td>
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<tr>
<td>Drain Comm.</td>
<td>Commercial Minor Disturbance Soil Erosion Permit/Review/Inspection</td>
<td>75.0%</td>
<td>$330.00</td>
<td>$335.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Residential Minor Disturbance Soil Erosion Permit/Review/Inspection</td>
<td>75.0%</td>
<td>$49.00</td>
<td>$49.00</td>
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<tr>
<td>Drain Comm.</td>
<td>Violation and Cease&amp;Desist Order</td>
<td>100.0%</td>
<td>$300.00</td>
<td>$305.00</td>
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<tr>
<td>Econ. Devel.</td>
<td>Application Fee - Brownfield</td>
<td>100.0%</td>
<td>$1,510.00</td>
<td>$1,520.00</td>
</tr>
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<td>Equalization</td>
<td>11&quot; x 17&quot;</td>
<td>100.0%</td>
<td>$12.00</td>
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</tr>
<tr>
<td>Equalization</td>
<td>22&quot; x 34&quot;</td>
<td>100.0%</td>
<td>$25.00</td>
<td>$26.00</td>
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<tr>
<td>Equalization</td>
<td>34&quot; x 44&quot;</td>
<td>100.0%</td>
<td>$38.00</td>
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<td>100.0%</td>
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<td>$13.00</td>
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<td>11&quot; x 17&quot;</td>
<td>100.0%</td>
<td>$25.00</td>
<td>$26.00</td>
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<td>Equalization</td>
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<td>$51.00</td>
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<td>$77.00</td>
<td>$78.00</td>
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<tr>
<td>Equalization</td>
<td>Custom Maps</td>
<td>100.0%</td>
<td>$72.00</td>
<td>$73.00</td>
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<tr>
<td>Zoo</td>
<td>Children (age 3-12) (April - October)*</td>
<td>35.0%</td>
<td>$4.00</td>
<td>$5.00</td>
</tr>
<tr>
<td>Zoo</td>
<td>Potter Park Penguin Cove</td>
<td>100.0%</td>
<td>$110.00</td>
<td>$115.00</td>
</tr>
<tr>
<td>Zoo</td>
<td>Potter Park Eagle Landing</td>
<td>100.0%</td>
<td>$135.00</td>
<td>$140.00</td>
</tr>
<tr>
<td>Zoo</td>
<td>Potter Park - Tiger Den</td>
<td>100.0%</td>
<td>$205.00</td>
<td>$210.00</td>
</tr>
<tr>
<td>Treasurer</td>
<td>NSF Checks</td>
<td>100.0%</td>
<td>$32.00</td>
<td>$33.00</td>
</tr>
</tbody>
</table>
TO: County Services Committee
FROM: Timothy J. Dolehanty, Controller/ Administrator
DATE: May 2, 2018
SUBJECT: Authorization to Start a Managerial Employee above Step 2
For the work session agenda of May 15, 2018

BACKGROUND
Recruitment of a new Human Resources Director recently concluded with selection of a candidate to fill the position. The chosen candidate previously earned a salary slightly greater than Step-5 of the Managerial and Confidential (MCF) grade 13 salary schedule (see table below).

MCF SALARY SCHEDULE (Excerpt)

<table>
<thead>
<tr>
<th>GRADE</th>
<th>STEP 1</th>
<th>STEP 2</th>
<th>STEP 3</th>
<th>STEP 4</th>
<th>STEP 5</th>
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</thead>
<tbody>
<tr>
<td>13</td>
<td>77,196.83</td>
<td>80,801.15</td>
<td>84,576.56</td>
<td>88,524.12</td>
<td>92,657.52</td>
</tr>
</tbody>
</table>

Section B.6 of the Managerial and Confidential Employee Personnel Manual allows that a new Manager or Confidential Employee may be started above Step 2 of the appropriate grade at the discretion of the County Services Committee.

ALTERNATIVES
The chosen candidate has indicated a willingness to accept an offer to fill the Human Resources Director position contingent upon a competitive salary offer. If we are not able to agree on a salary, a new search may be initiated.

FINANCIAL IMPACT
Annual salary differences among the five steps of Grade 13 are provided above. Because the previous director was also compensated at Step 5, there will be no impact on the Human Resources Department budget.

OTHER CONSIDERATIONS
Ten candidates met minimum qualifications for the Human Resources Director position. Four finalists were interviewed by a 16-member selection committee appointed by the Controller. The chosen candidate was the consensus recommendation of the committee.

STRATEGIC PLANNING IMPACT
This proposal supports the Strategic Plan human resources and staffing goal to attract and retain exceptional employees who reflect the community they serve and who prioritize public service.

RECOMMENDATION
Based on knowledge, skills and expertise of a recommended candidate, and in recognition of local market demands, the Controller recommends that the County Services Committee allow the selected Human Resources Director candidate to begin at Grade 13, Step 5 of the MCF salary schedule.
February 23, 2018

Ingham County
Attention: Hiring Manager

RE: Human Resources Director Job Opening

I am seeking an opportunity to utilize my talent as a human resources generalist and labor relations professional to take a progressive organization to even greater heights. In addition to technical skills and knowledge of best practices in the various competencies involved in human resources management, I bring expertise in collective bargaining, contract administration, organizational development, employee relations and compliance with federal and state labor and employment laws.

Employee development and dispute resolution are keys to continuous progress development for any organization. Employee success is enhanced and turnover is minimized when a positive working environment is created that fosters growth, diversity and innovation.

I have extensive experience in public sector municipal labor relations which is unique in nature and directly correlates to the skills required to succeed as the Human Resources Director at Ingham County. I am very interested in speaking with you in greater detail about this position and look forward to exploring this opportunity for a mutually beneficial employment relationship.

Sincerely,

Sue Graham
EXPERIENCE:

CITY OF LANSING, MICHIGAN
Lansing, Michigan
*Labor Relations Manager*
*Labor Relations Specialist*  
1/2002 to 1/2018

Responsible for labor and employee relations issues, pre-negotiation planning & strategy on behalf of management. As chief spokesperson, successfully facilitated traditional and interest based collective bargaining to new collective bargaining agreements with 9 public sector units subject to Act 312 (compulsory arbitration) and fact-finding processes. Negotiated significant changes to pension and health insurance plans resulting in substantial reduction in short and long-term liabilities. Responsible for pre-disciplinary hearings, disciplinary action, grievance processing and arbitration, civil rights complaint responses and mediation. Management of unemployment compensation program from claim filing through hearing and appellate processes. Provided analysis of issues related to federal, state & public sector labor and employment laws to Mayor and executive management. Effectively recommended strategy and coordinated personnel activities with safety, payroll, benefits and workers’ compensation administrators. Responsible for City compliance with Americans with Disabilities Act reasonable accommodation requests, EEO-4 filing and conducting workplace investigations. Created City personnel policies and conducted training of all employees on City personnel issues including labor relations, unlawful harassment, workplace violence, performance management, state and federal employment laws, disciplinary techniques. Collaborated with recruiters to ensure effective applicant recruitment and selection, encompassing principles of diversity and inclusion.

CITY OF LANSING, MICHIGAN
Lansing, Michigan
*Deputy Personnel Director (Acting)*  

Responsible for management and coordination of the day-to-day operations of the Personnel Department, including supervision of staff. Acted on behalf of the Personnel Director in the Director’s absence. Coordinated administration of the City’s safety and worker’s compensation programs, the City’s compensation plan, employee benefits programs, labor relations and contract negotiations, hiring and retention programs, including performance evaluation and training, created and interpreted personnel and labor relations policies and procedures and handled issues regarding these programs, policies and issues related to City of Lansing employment as they arose from the Mayor’s Office, Department Directors, Managers, Supervisors, City Council, other elected officials, City employees, union representatives, outside agencies and members of the general public. Acted as the City contact for the City employee assistance program, participated in the preparation and administration of the Department budget and acted as the Department representative by serving on committees, attending and conducting meetings, membership in human resources and labor relations organizations, and networking with other municipalities and state agencies.

GRAHAM & ASSOCIATES: INDUSTRIAL RELATIONS SPECIALISTS, INC.
Okemos, Michigan
*Vice President*  
1995 to 1/2002

Full-service Employment & Labor Law and Worker’s Compensation representation of both unionized & non-union employer-clients involving all facets of labor relations & human resources management from pre-hire through post-termination issues. Focus on preventative legal strategies & defense-targeted positioning. Contract negotiation, grievance administration, arbitration, civil litigation, workers’ compensation, Michigan Civil Rights Commission, EEOC, UIA & NLRB representation. Legal advisor to the Human Resources InfoLine & Human Resources Service Center providing advice & services to members of employer associations, including the 3,000+ members of the Michigan Manufacturers Association.
WORKER’S COMPENSATION BOARD OF MAGISTRATES
Detroit & Mt. Pleasant, Michigan
Magistrate 1991-1995

Adjudication of worker’s compensation litigation from pre-trial hearings through settlement or opinion & order. Statutory & case law interpretation, creation of legal precedent & assistance of parties in dispute resolution where appropriate. Successful management of 400+ case trial docket plus remanded cases.

WORKER’S COMPENSATION APPEAL BOARD
Lansing, Michigan
Member 1990-1991

De novo review of worker’s compensation cases on appeal from the Bureau of Workers’ Disability Compensation. Issued written opinions and decisions on appeals making factual findings and rulings on evidence and law. Cleared backlog of cases facilitating smooth transition to Worker’s Compensation Appellate Commission.

MICHIGAN ASSOCIATION OF SCHOOL BOARDS
Lansing, Michigan
Labor Relations Consultant 1987-1990


GALLON, KALNIZ & IORIO CO., LPA
Toledo, Ohio
Labor Law Clerk 1985-1987

Research & drafting of legal briefs & other court, arbitration & NLRB documents. Conducted investigations & prepared cases for litigation on behalf of labor organizations.

BOLOTIN LAW OFFICES
Toledo, Ohio
General Practice Law Clerk 1984-1985

Research & drafting of court documents, evaluation of personal injury & property damage claims & analysis of medical records.

EDUCATION:

UNIVERSITY OF MICHIGAN, Ann Arbor, Michigan
UNIVERSITY OF TOLEDO COLLEGE OF LAW, Toledo, Ohio
UNIVERSITY OF TOLEDO COLLEGE OF BUSINESS, Toledo, Ohio
Graduate coursework in Management, Accounting
Awarded Graduate Assistantship

PUBLISHED WORKS:

- Workers’ Compensation Appeal Board Opinions
- Bureau of Workers’ Disability Compensation Opinions
- Bi-weekly worker’s compensation case summaries in Michigan Lawyers Weekly
- Articles in the Workers’ Compensation Section Journal, the Michigan Manufacturers Association Enterprise & Insight magazines and HR E-Journal & the Michigan Restaurant Association Journal
PROFESSIONAL MEMBERSHIPS:

Secretary, Mid-Michigan Labor & Employment Relations Association (2016 to present)
Michigan Public Employment Relations Association (2012 to present)
Labor & Employment Law Section, State Bar of Michigan (1988 to present)
Workers' Compensation Law Section, State Bar of Michigan (1988 to present)
Board of Directors, Michigan Labor Management Association (2005 to present)
Labor-Management Partnership of Mid-Michigan (Management Co-Chair, 2004)
Michigan Manufacturers Association (1990 to 2004)

PUBLIC SPEAKING:

Seminars for private employers & various organizations on Employment & Labor Law and Workers' Compensation topics. Organizations include:

- Michigan Manufacturers Association
- Jackson Area Manufacturers Association
- Michigan Restaurant Association
- Telecommunications Association of Michigan
- South Central Human Resources Management Association
- Michigan Small Business Association
- Michigan Association of School Boards
- Women Business Owners of Michigan
- Michigan Parking Association
Introduced by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING EMILY WEST AS THE THIRD PLACE WINNER OF THE 2018 INGHAM COUNTY WOMEN’S COMMISSION DORIS CARLICE ESSAY CONTEST

WHEREAS, the Ingham County Women’s Commission sponsored the 2018 Doris Carlice Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “WHAT IMPACT DO YOU THINK SOCIAL MEDIA HAS ON SELF-PERCEPTION AMONG YOUNG WOMEN?”; and

WHEREAS, it is important for young people to identify issues in our community and for them to empower themselves and others to fully participate within our communities and to make a change in regard to the issues; and

WHEREAS, Emily West has elaborated on this topic in her essay regarding the ways in which the internet provides opportunity for a broader world view and to provide support for people and causes while also fostering an imperfect view and stereotype which causes unhappiness and isolation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Emily for her essay and for her inspiration.

BE IT FURTHER RESOLVED, that the Board wishes Emily continued success in all of her future endeavors.
RESOLUTION RECOGNIZING MAKELA RODGERS AS THE SECOND PLACE WINNER OF THE 2018 INGHAM COUNTY WOMEN’S COMMISSION DORIS CARLICE ESSAY CONTEST

WHEREAS, the Ingham County Women’s Commission sponsored the 2018 Doris Carlice Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “WHAT IMPACT DO YOU THINK SOCIAL MEDIA HAS ON SELF-PERCEPTION AMONG YOUNG WOMEN?”; and

WHEREAS, it is important for young people to identify issues in our community and for them to empower themselves and others to fully participate within our communities and to make a change in regard to the issues; and

WHEREAS, Makela Rodgers has elaborated on this topic in her essay regarding the struggles of young women for whom social media creates an unrealistic belief of an average woman’s appearance ultimately hindering the development of self-satisfaction and self-esteem.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Makela for her essay and for her inspiration.

BE IT FURTHER RESOLVED, that the Board wishes Makela continued success in all of her future endeavors.
Introducing by the County Services Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOGNIZING MORGAN WITHAM AS THE FIRST PLACE WINNER OF THE 2018 INGHAM COUNTY WOMEN’S COMMISSION DORIS CARLICE ESSAY CONTEST

WHEREAS, the Ingham County Women’s Commission sponsored the 2018 Doris Carlice Essay Contest open to students in grades 9 through 12; and

WHEREAS, the official topic for the contest was “WHAT IMPACT DO YOU THINK SOCIAL MEDIA HAS ON SELF-PERCEPTION AMONG YOUNG WOMEN?”; and

WHEREAS, it is important for young people to identify issues in our community and for them to empower themselves and others to fully participate within our communities and to make a change in regard to the issues; and

WHEREAS, Morgan Witham has elaborated on this topic in her essay regarding the struggles of young women against the messages from social media that stress a physical standard for success and love and the need for more efforts to elevate a sense of self-worth and happiness.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners joins the Ingham County Women’s Commission in honoring Morgan for her essay and for her inspiration.

BE IT FURTHER RESOLVED, that the Board wishes Morgan continued success in all of her future endeavors.