THE COUNTY SERVICES COMMITTEE WILL MEET ON TUESDAY, NOVEMBER 20, 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 November 8, 2018 Minutes
Additions to the Agenda
Limited Public Comment

1. Clerk’s Office – Resolution to Create Executive Assistant – County Clerk Position

2. Treasurer’s Office – Resolution to Provide Funding for Low Income Tax Preparation

3. Register of Deeds Office – Resolution to Authorize an Agreement to Film and Digitize Large Format Plat/Condominium Plans

4. Potter Park Zoo
   a. Resolution to Amend Potter Park Zoo Membership Benefits
   b. Resolution to Award a Contract to FD Hayes

5. Health Department – Resolution to Authorize Renewal of a Collaborative, Services and Referral Agreement with Community Mental Health of Clinton, Eaton and Ingham Counties

6. Facilities Department
   a. Resolution to Authorize Purchase Orders with DBI, FD Hayes and Vidcom for the Pretrial Office Expansion and Reconfiguration at the Grady Porter Building
   b. Notice of Emergency Purchase Order of New X-Ray Scanner at 55th District Court

7. Road Department – Resolution to Approve the Special and Routine Permits for the Ingham County Road Department

8. Controller’s Office
   a. Resolution to Authorize Positions, Contracts and Other Expenses to Increase Treatment Programming as Authorized by the Justice Millage
   b. Resolution to Negotiate a Tax Sharing Agreement with Meridian Charter Township Downtown Development Authority
   c. Resolution Approving Various Contracts for the 2019 Budget Year
PLEASE TURN OFF CELL PHONES OR OTHER ELECTRONIC DEVICES OR SET TO MUTE OR VIBRATE TO AVOID DISRUPTION DURING THE MEETING

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
COUNTY SERVICES COMMITTEE
November 8, 2018
Draft Minutes

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

Members Absent: Hope

Others Present: Clerk Barb Byrum, Judge Thomas Boyd, Derrell Slaughter, Ryan Buck, Bill Conklin, Sue Graham, Becky Bennett, Tim Dolehanty, 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 October 16, 2018 Open and Closed Session Meeting Minutes

MOVED BY COMM. GREBNER, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE OPEN AND CLOSED SESSION MINUTES OF THE OCTOBER 16, 2018 COUNTY SERVICES COMMITTEE MEETING.

THE MOTION TO APPROVE THE MINUTES CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

Additions to the Agenda

Chairperson Nolan announced that Agenda Item 6 would be renumbered Item Number 6a.

6. Controller’s Office
   b. Resolution to Authorize Agreements to Participate in a Self-Funded Prescription Drug Plan

7. Courts – Resolution to Eliminate One Special Part-Time Deputy Court Officer Position Assigned to the 55th District Court and to Increase One Part-Time Court Officer Position in the 55th District to Full-Time

Limited Public Comment

None.

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

2. Equalization Department – Resolution Appointing Robert L. Francis as County Grant Administrator for the Ingham County Remonumentation Project
3. **Innovation and Technology Department**
   a. Resolution to Approve Renewal of Support from Core Technology
   b. Resolution to Approve the Purchase of Cyberark Endpoint Privilege Manager from CDW-G
   c. Resolution to Renew the Contract for Cell Phone Services from Verizon

4. **Facilities Department**
   a. Resolution to Authorize an Agreement with Lansing Tile & Mosaic, Inc. to Replace the Flooring in the Women’s Health Two Lobby Areas and Hallway
   b. Resolution to Authorize a Purchase Order to Vidcom Solutions for the Installation of Card Swipes on the Second Floor Judicial Hallway Stairwell at the Veterans Memorial Courthouse (VMC)

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

6. **Controller’s Office**
   a. Resolution Honoring Jill Rhode on the Event of Her Retirement

7. **Courts** – Resolution to Eliminate One Special Part-Time Deputy Court Officer Position Assigned to the 55th District Court and to Increase One Part-Time Court Officer Position in the 55th District to Full-Time

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

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

1. **Clerk’s Office** – Resolution to Create Executive Assistant – County Clerk Position

   *(Discussion)*

Barb Byrum, Ingham County Clerk, stated that this was Election week and it had been very busy, resulting in only a couple hours of sleep on Tuesday. She asked that the Committee be kind.

Clerk Byrum stated that this position was discussed a bit during the budget discussion. She further stated that in that discussion she had originally requested an additional two Deputy Clerk positions.

Clerk Byrum stated that she had amended her request and asked for only one Deputy Clerk position with the caveat that she would be back to ask for an Executive Assistant position. She further stated that this was a Managerial Confidential position and the salary would be paid for out of the Concealed Pistol License (CPL) fund.

Clerk Byrum stated that in addition to other work, this position would take over the review of the CPL applications. She further stated that it was something that Chief Deputy Clerk Ryan Buck and she did now, which took them away from other duties.
Commissioner Grebner asked about the salary numbers.

Clerk Byrum stated that she apologized if he did not have them as they had been included in the memo sent prior to the Committee meeting.

Mr. Buck stated that they were included as Attachment C in the memo.

Commissioner Grebner asked what portion would be funded from the CPL fund.

Clerk Byrum stated that all of the salary costs would be from the CPL fund.

Commissioner Grebner stated that he was not sure how that all worked. He asked if there were restrictions for how that money could be spent.

Clerk Byrum stated that those funds needed to be used for primarily CPL costs and but there was wiggle room.

Commissioner Grebner asked if there was legislation in the State Legislature which would change this funding.

Clerk Byrum stated that there was legislation concerning CPLs introduced every year, but it was not likely to change particularly with a new Governor and State Legislature.

Commissioner Grebner asked if this would show in budget as CPL funds.

Tim Dolehanty, Controller, stated that it would show in the budget that way.

Commissioner Grebner stated that if those funds were to go away, then so would the position.

Mr. Dolehanty stated that could happen.

Clerk Byrum stated that there was currently a balance of about $160,000 in the CPL fund and they annually brought in about $60,000.

Chairperson Nolan asked the numbers for CPLs. She further stated that she wanted to know the cost for a CPL and how many the Office processed.

Clerk Byrum stated that it was $115 for a CPL renewal and $100 for a CPL. She further stated that eventually people will be able to apply online for CPLs and that will bring in even more money than the County received with in-person applicants.

Mr. Buck stated that the County kept about $25 for new applicants and $35 for renewal applicants. He further stated that the rest of the money was sent to the State.

Chairperson Nolan stated that the Office had a high number of CPL applicants.
Mr. Buck stated that the Office had 1,400 applications the last 4 quarters.

Commissioner Grebner asked what other expenses were paid for issuing CPL funds.

Mr. Buck stated that those funds were used for the printing of cards, and the State mandated a certain, more-expensive card be used. He further stated that there was a special printer, which occasionally had to be repaired.

Commissioner Grebner asked what the annualized cost per CPL was.

Mr. Buck stated that about $41 per CPL was the cost to the County, including salaries and supplies.

Commissioner Grebner stated that this position would peel off a fixed amount from the CPL fund and he wondered how much the County would then have to pay for the other items to be covered.

Mr. Buck stated that it was usually a couple thousand dollars per year.

Clerk Byrum stated that sometimes when she attended state-wide CPL training, those costs were charged back to the CPL fund.

Commissioner Grebner asked if there were no other substantial cost to the CPL fund other than salaries.

Clerk Byrum stated that there were no other substantial costs.

Commissioner Celentino stated that there was a draft resolution in the Committee packet.

Mr. Buck stated that there was and they would bring it back before the Committee in two weeks.

Clerk Byrum stated that she was trying to follow the County reorganization policy.

Commissioner Grebner stated that one of the County’s general policies was that they did not discuss step one, just look at the top price of positions.

Commissioner Naeyaert stated that she preferred to see step one through five.

Commissioner Grebner stated that the reason why it was adopted was that it was misleading to see step one because when employees moved up steps, that information was never presented to the Committee. He further stated that the year introduced was an artificially low price, unless the Committee was extremely careful and not ever the case for any Board of Commissioners Committee he had served on.

Commissioner Grebner stated that they needed to look only at the top step.
Mr. Buck stated that step 5 was in the memo.

Clerk Byrum stated that they were trying to be transparent.

Commissioner Grebner stated that the policy of the Board of Commissioners was to price at the top, especially when removing one position. He further stated that if they did not look at the top price, then there were fictitious savings.

Commissioner Grebner stated that it was similar to an accounting decision to use “first-in, first-out,” or “last-in, first-out” accounting, and they could not go back and forth or there would be inconsistent budgeting. He further stated that the only comparisons looked at were top of range to top of range.

Commissioner Grebner stated that they asked the Department Heads to comply with that, and sometimes staff caught it, sometimes he catches it. He further stated that it was nice to have a chance to explain it.

Discussion.

6. Controller’s Office
   b. Resolution to Authorize Agreements to Participate in a Self-Funded Prescription Drug Plan.

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

Tim Dolehanty, Controller, stated that this was a part of the process to enter into the Regional Health Insurance Pool.

Commissioner Celentino left the room at 6:15 p.m.

Mr. Dolehanty stated that under the current system, the County were not allowed to break out the prescription drug cost and self-fund, but when put together with the Regional Health Insurance Pool. He further stated that PHP would now allow them to self-fund in order to save more money.

Commissioner Celentino returned to the room at 6:16 p.m.

Mr. Dolehanty stated that all members of the pool are together, including Community Mental Health, Capital Area District Library, and more. He further stated that they had over 7,000 lives involved.

Mr. Dolehanty stated that PHP said they can self-fund the prescription program. He further stated that this was a bit late in the game, but they needed to get this done in time for open enrollment.
Mr. Dolehanty stated that this self-funded program allowed two groups of coverage. He further stated that specialty drug users accounted for one percent of the total users but 51 percent of the total drug cost each year.

Mr. Dolehanty stated that PHP’s goal for generic use of prescription drugs was 85 percent, and the County employees hit 88 percent, which was excellent. He further stated that without going this route, specialty drugs will still cost a lot.

Mr. Dolehanty stated that this was a three-pronged approach and would lead to free or reduced cost for specialty drugs for the employees. He further stated that it would save the County about $1 million.

Mr. Dolehanty stated that the average employee specialty drug user employee would save $600-700 dollars per year. He further stated that the larger group will lower cost for the County, but if it did not have a savings, stop-loss insurance would step in to cover that.

Mr. Dolehanty stated that after a couple years of experience, they may be able to drop stop-loss insurance.

Commissioner Grebner asked what the annual cost for stop loss was.

Mr. Dolehanty stated that it would be about $140K. He further stated that the likelihood of needing this was low because it would not be needed outside of an epidemic.

Chairperson Nolan asked who was included in the number of employees covered.

Mr. Dolehanty stated that the number was for employees and dependents.

Discussion.

Chairperson Nolan asked if the Medical Care Facility was joining the Pool.

Mr. Dolehanty stated that they were too busy with the building project to consider it this year, but would reconsider later.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Hope.

Announcements

Chairperson Nolan stated that she wished to congratulate all the newly-elected Commissioners in the room, including Derrell Slaughter.

Commissioner Celentino wanted to compliment Clerk Byrum and her staff on the Election. He further stated that it was a well-run, smooth Election.
Commissioner Celentino stated that the website results went well and he had no problems with it. He further stated that all the Clerks in Ingham County had worked hard on the local level as well.

Commissioner Grebner stated that there were some real problems with absent voter ballot counting at the local level. He further stated that results showed all the precinct counted but the Absent Voter Counting Boards (AVCB) were not included in those numbers.

Commissioner Grebner stated that not having the AVCB results from the City of East Lansing, City of Lansing, and Meridian Township showed Elissa Slotkin as having less votes and he told everyone that the numbers were higher for her.

Commissioner Grebner stated that all votes were eventually counted. He further stated that was the problem with new systems.

Commissioner Celentino stated that a lot of people worked hard.

Discussion.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:24 p.m.
AGENDA ITEMS:
The Controller/Administrator recommends approval of the following resolutions:

1. **Clerk’s Office – Resolution to Create Executive Assistant – County Clerk Position**
   
The County Clerk seeks to create a new Executive Assistant position. Under the supervision of the County Clerk, persons employed in this position would serve as a confidential, personal assistant to the County Clerk and other staff as assigned; provide a variety of administrative support services; coordinate the processing of Concealed Pistol Licenses (CPLs); and perform backup duties for the Recording Secretary and Deputy County Clerks.

   The Reorganization Procedure Policy allows Department Heads to propose new positions through the annual budget process or by way of a budget amendment. Budget amendments are processed through standing liaison committees and the Finance Committee. Department Heads are required to propose a funding source for each new position proposed. No department may create a position, grant funded or otherwise, unless the Board of Commissioners has approved the position and appropriated the necessary funds. Each of these requirements are fully addressed in an attached memorandum presented by the Chief Deputy County Clerk.

2. **Treasurer’s Office – Resolution to Provide Funding for Low Income Tax Preparation**

   The Capital Area United Way coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate-income citizens. A request for funding a coordinator position, to be hosted and administered by the United Way, is being made to the Counties of Clinton, Eaton and Ingham and the City of Lansing. The County Treasurer seeks approval of a resolution to offer Board concurrence with the use of $12,500 from the Delinquent Tax Administration fund for this purpose.

3. **Register of Deeds’ Office – Resolution to Authorize an Agreement to Film and Digitize Large Format Plat/Condominium Plans**

   The Register of Deeds Office is required to have all recorded documents preserved on film. The office does not have the capability to scan large plats and must instead work with a vendor that can scan and film large documents to meet preservation requirements. The Register of Deeds seeks approval of a resolution to authorize an agreement to film and digitize large-format plat/condominium plans at a cost not to exceed $8,592.01.

4a. **Potter Park Zoo – Resolution to Amend Potter Park Zoo Membership Benefits**

   The Potter Park Zoological Society (PPZS) is a support organization that actively raises funds for Potter Park Zoo. On March 14, 2017 the Board of Commissioners approved an agreement with PPZS to allow for a revenue sharing formula for memberships, education programs and events (Resolution #17-067). The Potter Park Zoo Director recommends approval of a resolution to include an additional benefit of reciprocity with Impression 5 Science Center members during the month of September. Reciprocity with Impression 5 Science Center would create an opportunity for increased Zoo membership sales as well as increased revenue in the gift shop and restaurant.
4b. **Potter Park Zoo** – *Resolution to Award a Contract to FD Hayes*

In the event of a power outage portable generators must be available for immediate use to assure the welfare of animals at Potter Park Zoo. Zoo personnel recently identified need of a transfer switch at the rhino holding barn to assure safe, efficient transition to/from generator power as needed. Potter Park Zoo recommends approval of a resolution to award a contract to FD Hayes for installation of a generator switch at a cost not to exceed $5,350.

5. **Health Department** – *Resolution to Authorize Renewal of a Collaborative, Services and Referral Agreement with Community Mental Health of Clinton, Eaton and Ingham Counties*

This resolution renews the collaborative, services, and referral agreement with CMH-CEI effective October 1, 2018 through September 30, 2019, with an automatic renewal annually. The total cost of the agreement shall include seven full time (7.0 FTE) mental health therapists, psychiatric evaluations, and a 0.75 FTE mental health therapist supervisor, for a total agreement cost not to exceed $720,000 annually. Cost of this agreement will be covered through patient revenue for behavioral health services, and the Substance Abuse Disorder and Mental Health funding, as authorized through Resolution #18-446.

6a. **Facilities Department** – *Resolution to Authorize Purchase Orders With DBI, FD Hayes, and Vidcom for the Pretrial Office Expansion and Reconfiguration at the Grady Porter Building*

The addition of a Pretrial Services Clerk and a Pretrial Investigator requires an expansion and reconfiguration of office space for the Pretrial Services Division. DBI, an authorized vendor, will provide the furniture and moveable walls; FD Hayes will provide data cable installation; and VidCom Solutions will provide and install security cameras. The Facilities Department recommends approval of a resolution to authorize purchase orders to complete this project at a cost not to exceed $64,144.64.

6b. **Facilities Department** – *Notice of Emergency Purchase Order of New X-Ray Scanner at 55th District Court*

An emergency purchase order was issued to AutoClear in the amount of $18,792 to replace X-ray scanner used for screening packages, purses, and bags as they enter into the 55th District Court. The existing X-ray scanner failed and needed to be replaced. Without an operating X-ray scanner, visitors could only be screened with a wand and packages subjected only to a visual inspection. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy.

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

The Board of Commissioners periodically approves special and routine permits submitted by the Road Department as necessary. The current list of permits includes 20 projects (see attachment for permit list).
8a. **Controller’s Office** – *Resolution to Authorize Positions, Contracts and Other Expenses to Increase Treatment Programming as Authorized by the Justice Millage*

This resolution would authorize programs totaling $911,242, to be funded from proceeds of the Justice Millage “for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons,” as approved in the millage ballot language. These recommendations for funding are the culmination of discussions at the Law and Courts Committee in 2017 and 2018, as well as a workgroup comprised of representatives from 30th Circuit Court, 55th District Court, Community Corrections, Community Mental Health, Ingham County Health Department, Ingham County Sheriff’s Office, the Board of Commissioners Office, and the Controller’s Office.

Programs recommended for funding include Community Mental Health Correctional Assessment and Treatment Services (CATS) - $452,650 to provide mental health therapy and case management services and to coordinate care and increase collaboration at the Ingham County Jail and Ingham County Health Department/Jail Medical; Community Based Programs - $120,600 to fund electronic monitoring, substance abuse assessment and psychological evaluation, day reporting, and MRT – Cognitive Behavioral Change; Ingham County Health Department Pathways to Care Program - $95,000 to continue previously grant funded services in a client-centered approach to inmates who have a current or past history of opioid use; Ingham County Sheriff’s Office/Jail - $99,000 to fund Break Out/MRT, trauma centered yoga, restorative justice, inmate garden initiative, educational DVDs, and seeking safety; and $175,377 to expand services provided by the Circuit Court/Pretrial Services division.

8b. **Controller’s Office** – *Resolution to Negotiate a Tax Sharing Agreement with Meridian Charter Township Downtown Development Authority*

The Meridian Charter Township Downtown Development Authority (DDA) seeks approval of a Tax Increment Finance (TIF) plan for a period of 20 years. The DDA is permitted by statute to capture certain tax revenue from various taxing authorities such as Ingham County to offset DDA expenditures. Unlike traditional tax capture programs, the Meridian Township DDA proposes a plan to annually release an additional 2.14% above the baseline taxable value. Before holding a required public hearing on the TIF plan, the DDA is required to fully inform impacted taxing jurisdictions (such as Ingham County) of the fiscal and economic implications of the proposed development area. State statute allows the DDA to enter into agreements with the taxing jurisdictions to share a portion of the captured assessed value of the district (MCL 125.1664(4)). By policy, Ingham County does not permit the capture of county property tax revenues in any new or amended development district unless the Board of Commissioners has approved a tax sharing agreement with the affected development district and the affected municipality. On November 9, 2018 the County Economic Development Corporation recommend approval Tax Sharing Agreement for the DDA. A resolution is offered that would direct the Controller and Corporation Counsel to negotiate the terms of a Tax Sharing Agreement with Meridian Charter Township and Meridian Charter Township DDA.

8c. **Controller’s Office** – *Resolution Approving Various Contracts for the 2019 Budget Year*

Consistent with the contract approval policy, this proposed resolution offers blanket approval of various routine contract renewals exceeding $5,000 for the 2019 fiscal year. Approval of this proposal will reduce the number of separate contract approval resolutions. Liaison committees may decide to remove some contracts from this list for individual consideration. Contracts included in this resolution are included in the 2019 Adopted Budget.
TO: Ingham County Board of Commissioners
FROM: Chief Deputy County Clerk Ryan Buck
DATE: November 2, 2018
SUBJECT: Resolution to Create Executive Assistant – County Clerk Position

BACKGROUND
During the 2019 budget development process, Clerk Byrum requested the addition of two FTE Deputy County Clerk positions. At the September 12, 2018 Finance Committee Budget Hearing, Clerk Byrum reduced her request to one FTE Deputy County Clerk position and stated her intent to create an Executive Assistant position.

In accordance with the Reorganization Policy, the Human Resources Department and Budget Office were engaged for assistance.

A position description for an Executive Assistant – County Clerk was created and scored as MCF 5 (2018 Salary Range: $40,880 – $49,072). Please see Attachment 1 Human Resources Memo of Analysis.

The proposed reorganization was a discussion item at the November 8, 2018 County Services Committee meeting.

Attachment 1 --------- Human Resources Memo of Analysis
Attachment 2 --------- Budget Office 2018 and 2019 Personnel Cost Projections

FINANCIAL IMPACT
This position would be funded by the Concealed Pistol Licensing (CPL) Fund, not the General Fund.

According to the Budget Office, as of October 8, 2018, the CPL Fund balance sits at $167,415 with revenues averaging around $80,000 annually.

Please note that Deputy Controller Teri Morton advised at the September 12, 2018 Finance Committee budget meeting that there was about $69,000 revenue over expenses when it came to CPLs.

The Budget Office provided the following personnel cost projections:

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Please see Attachment 2, below, for the full cost projection.

OTHER CONSIDERATIONS
None

RECOMMENDATIONS
I respectfully request approval.
TO: Barb Byrum, Ingham County Clerk
FROM: Joan Clous, Human Resources Specialist
DATE: October 5, 2018
RE: Memo of Analysis to create new position with the County Clerk’s Office

Regarding the creation of a new position within the County Clerk’s Office, Human Resources can confirm the following information:

1. The newly created position of Executive Assistant has been determined to fall within the scope of the MCF jobs and was classified at a MCF level 5 ($40,880.03 to $49,071.88)

Please use this memo as acknowledgement of Human Resources’ participation and analysis of your reorganization proposal. You are now ready to move forward as a discussion item and contact budget for a budget analysis.

If I can be of further assistance, please email or call me (887-4374).
## 2018 Personnel Cost Projection

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### 2019 PERSONNEL COST PROJECTION

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Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE EXECUTIVE ASSISTANT – COUNTY CLERK POSITION

WHEREAS, the County Clerk has expressed interest in creating the position of Executive Assistant – County Clerk to assist with the efficient operations of the County Clerk’s Office; and

WHEREAS, the Concealed Pistol Licensing Fund (Fund 262) is an appropriate source to fund the position (MCF 5, 2018 Salary Range: step 1, $40,880 – step 5, $49,072; 2018 Personnel Cost Projection: step 1, $77,964 – step 5, $89,679); and

WHEREAS, the County Clerk has approved the use of the Concealed Pistol Licensing Fund (Fund 262) to fund the position; and

WHEREAS, the County Clerk’s Office has complied with the Reorganization Policy.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes the position of Executive Assistant – County Clerk, utilizing the attached position description (Attachment A), with all the duties and responsibilities inherent in that position, effective as of the date of this resolution.

BE IT FURTHER RESOLVED, that the funding source for this position shall be the Concealed Pistol Licensing Fund (Fund 262).

BE IT FURTHER RESOLVED, that the Controller/Administrator is hereby authorized to make any necessary adjustments to the budget and approved position list consistent with this resolution.
Introduction by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROVIDE FUNDING FOR LOW INCOME TAX PREPARATION

WHEREAS, the Capital Area United Way (CAUW) coordinates a Volunteer Income Tax Assistance (VITA) income tax preparation program for low and moderate income citizens; and

WHEREAS, the VITA effort has successfully assisted thousands of low and moderate income taxpayers and helped achieve annual refunds of almost $4 million dollars, including substantial amounts from the Earned Income Tax Credit; and

WHEREAS, these efforts continue to need a coordinator position hosted and administered by the United Way; and

WHEREAS, the request for this base funding is being made to the Counties of Clinton, Eaton and Ingham and the City of Lansing; and

WHEREAS, these efforts assist the economic condition of low and moderate income citizens and income tax refunds to this group of citizens facilitates payment of delinquent property taxes owed to Ingham County.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes funding for the CAUW’s VITA coordination efforts in 2019 of $12,500 from the Delinquent Tax Administration fund (516-25601).

BE IT FURTHER RESOLVED, that the County Controller/Administrator is directed to make all necessary budget adjustments consistent with this resolution to strengthen the capacity within Ingham County for low and moderate income tax preparation assistance and asset building.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary contracts upon approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that a copy of this Resolution shall be forwarded to all local taxing authorities in Ingham County.
TO: County Services and Finance Committees
FROM: Derrick Quinney, Register of Deeds
DATE: November 6, 2018
SUBJECT: Resolution to Authorize an Agreement to Film and Digitize Large Format Plat/Condominium Plans for the Register of Deeds Office

BACKGROUND
The Ingham County Register of Deeds Office is required to have all recorded documents preserved on film. While letter-sized and legal-sized documents are easily scanned, digitized and electronically transmitted directly from our recording software to our filming vendor, this task with plats or condominium plans is not as easy. Typically plats and condominium plans can be as large as 2 feet by 3 feet in size. Since we do not have the capability to scan this large of a document in our office, we are required to work with a vendor that can scan and film these large documents so we can meet the preservation requirement. The recording software we currently use also has the capability for us to import these images, thus making possible for these plat and condominium plans to be searchable within our public searches and eventually available for purchase.

ALTERNATIVES
It is required that the Register’s Office film all documents recorded; therefore, it is not really an option to film our records.

FINANCIAL IMPACT
Scan, Capture, Image Processing & Archiving $7,545.71
Includes Scanning, Image Cropping, Border Removal, Image Enhancements, Grouping/Naming of Images & Roll Film

Project Resource Management & Import $1,046.30

Total Investment $8,592.01*

The funding for the project will come from the Register of Deeds Automation/Technology Fund 25626800-616010.

* This amount is based on an estimate of the number of pages to be filmed/digitized. The final amount will be determined when the project is completed.

OTHER CONSIDERATIONS
Approving this project will allow the Register of Deeds Office to have the required filming of these large documents take place, as well as, begin the process of providing a digital image of these large plans. Making these images available digitally, would eventually reduce the need for two sets of film (original film will be sent to our off-site storage facility for preservation, the copy of the film is needed to print copies in the office as requested) to one set of film.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT TO FILM AND DIGITIZE LARGE FORMAT PLAT/CONDOMINIUM PLANS

WHEREAS, the Register of Deeds Office is required to have all instruments recorded preserved on film; and

WHEREAS, plats and condominium plans are typically submitted on paper or mylar that measures approximately, 2 feet by 3 feet in size; and

WHEREAS, the Register of Deeds Office does not have the capability to scan these large documents internally; and

WHEREAS, the current recording software allows for these large plans imported, thus making it possible for these plats and condominium plans searchable within the Register of Deeds public search software for copy purchases.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with Fidlar Technologies from the Automation Fund for filming and digitization of large format documents for the Register of Deeds Office.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes an amount not to exceed $10,000.00, with the final amount to be determined at the completion of the project be paid from the Register of Deeds Automation Fund 25626800-616010.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners County Services and Finance Committees
FROM: Cynthia Wagner
DATE: 11/06/2018
SUBJECT: Potter Park Zoo Membership Benefits
For the meeting agenda of November 20, 2018

BACKGROUND
Potter Park Zoological Society is a support organization to Potter Park Zoo. Fundraising for the Zoo is the main mission of the Society, as well as, to advocate and educate for and about the Zoo. One source of funding maintained by the Society is Zoo memberships as agreed upon in the contract between the County and the Society. Memberships encompass many benefits as is standard amongst zoos and aquariums in the Association of Zoos and Aquariums (AZA). Some of these benefits involve areas of revenue for the Zoo.

The Board of Commissioners adopted Resolution #17-067, Membership Benefits at Potter Park Zoo in March 2017. We are requesting the Board amend this resolution to include an additional benefit of reciprocity with Impression 5 Science Center members during the month of September for zoo admission.

ALTERNATIVES
The alternative is to continue with the previously approved membership benefits.

FINANCIAL IMPACT
Reciprocity with Impression 5 Science Center as a membership benefit could create an opportunity for increased Zoo membership sales as well as increased revenue in the gift shop and restaurant.

STRATEGIC PLANNING IMPACT
The proposed benefit will help achieve Ingham County Strategic Plan – Implementation Plan strategies A1 (Strive to make facilities and services user-friendly) and B1 (Promote key services through the local media). Through special incentives the zoo is able to improve accessibility for visitors of all ages and abilities and promote key services through the local media. This benefit provides an opportunity to promote and increase awareness of activities and opportunities at the zoo and create monetary accessibility for members of the community.

OTHER CONSIDERATIONS
Zoo attendance in September drops significantly making September an ideal month to participate in the partnership and reciprocity.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to approve revised membership benefits at Potter Park Zoo.
WHEREAS, the Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society manages memberships for Potter Park Zoo as the contract between the Society and the Zoo specifies; and

WHEREAS, memberships promote increased commitment and visitation from Zoo visitors; and

WHEREAS, the Zoo manages the gift shop, restaurant and encounters and receives the revenue from these areas which benefit from return visitors such as Zoo members; and

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #17-067 authorizing membership benefits at Potter Park Zoo; and

WHEREAS, Potter Park Zoo wishes to include an additional benefit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves amending Resolution #17-067 to include an additional membership benefit as detailed below.

Potter Park Zoo Membership Benefit (Basic, Deluxe, and Premium)
Reciprocity with Impression 5 Science Center during the month of September

BE IT FURTHER RESOLVED, all other fees set by Resolution #17-067 will remain the same as adopted by the Ingham County Board of Commissioners.
TO: Board of Commissioners County Services Committee and Finance Committee

FROM: Cynthia Wagner

DATE: November 6, 2018

SUBJECT: Contract with FD Hayes

For the meeting agendas of November 20, 2018

BACKGROUND
Potter Park Zoo (Zoo) is the state’s oldest zoo and fills important community roles as a business concern, a place for recreation and entertainment, and a center for conservation activities. Since 2007, the Zoo has been millage funded by Ingham County residents and engaged in a program of renovations and upgrades following our Master Plan. This Plan notes that the Zoo’s infrastructure “must be developed to support new exhibits and amenities and to promote the conservation and ecological sustainability message of the zoo.” In consideration of this Plan objective, Zoo management has identified infrastructure needs at the Rhino Holding Barn:

- In the event of a power outage a portable generator must be able to be used quickly allowing for heat and shifting of animals if necessary.

ALTERNATIVES
The primary alternative to the installation of the generator transfer switch is to hire an electrician to hard wire the generator to the building each time the Zoo loses power.

FINANCIAL IMPACT
The total cost of the transfer switch project is $5,350.00 and will be charged to zoo account #25869200 931100 30000. A restricted donation of $2,940.00 will cover more than half of the cost. This donation was received by the Zoological Society and was designated to be spent on the rhino exhibit.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of Improving Facilities, specifically section A.1 (f) of the Ingham County Action Plan - Maintain and improve existing parkland, facilities, and features.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to award a contract to FD Hayes in an amount not to exceed $5,350.00 for the installation of a generator transfer switch and receptacle at the rhino barn.
TO: Cynthia Wagner, Director, Potter Park Zoo
FROM: James Hudgins, Director of Purchasing
DATE: October 16, 2018
RE: Memorandum of performance for Packet #150-18 Generator for Rhino Exhibit

Proposals were sought from experienced and licensed electrical contractors to install a transfer switch and receptacle in order to power a generator at the Potter Park Zoo, Rhino Exhibit.

The following grid is a summary of the vendors’ costs for labor and materials:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Local Preference</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>FD Hayes Electric Co.</td>
<td>Yes, Lansing MI</td>
<td>$5,350.00</td>
</tr>
<tr>
<td>Swan Electric Company Inc.</td>
<td>Yes, Lansing MI</td>
<td>$9,490.00</td>
</tr>
<tr>
<td>Superior Electric of Lansing Inc.</td>
<td>Yes, Lansing MI</td>
<td>$9,750.00</td>
</tr>
</tbody>
</table>

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

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Agenda Item 4b

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT TO FD HAYES

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

WHEREAS, the Potter Park Zoo currently houses a female and male black rhino; and

WHEREAS, in the case of a power outage, delays in hooking up generators could negatively impact the health and safety of the animals; and

WHEREAS, Potter Park Zoo acquired three quotes for installing a generator transfer switch and receptacle for the rhino holding building; and

WHEREAS, FD Hayes Electric Co. submitted the lowest bid in the amount of $5,350.00; and

WHEREAS, the Zoological Society received a restricted donation designated to be spent on the rhino exhibit; and

WHEREAS, the total cost of the project $5,350.00, will be charged to zoo account #25869200 931100 30000 with $2,940.00 of the cost covered by the donation and the remaining amount, $2,410.00 coming from the Zoo budget.

THEREFORE BE IT RESOLVED that the Ingham County Board of Commissioners award a contract to FD Hayes Electric Co. for the installation of a generator transfer switch and receptacle at Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
Agenda Item 5

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

FROM: Linda S. Vail, MPA, Health Officer

DATE: October 31, 2019

SUBJECT: Authorization to renew a collaborative, services and referral agreement with CMH-CEI For the meeting agendas of November 19, 20 & 21, 2018

BACKGROUND
Ingham County Health Department (ICHD) wishes to renew a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton and Ingham Counties (CMH-CEI) for mental health therapist services, effective October 1, 2018 through September 30, 2019. This renewed agreement will include an additional 1.0 FTE Mental Health Therapist, as authorized in Resolution #18-446. ICHD has maintained a collaborative, services and referral agreement with CMH-CEI for mental health therapist services for the co-location of Birch Community Health Center at CMH-CEI’s Jolly Road service site, and for behavioral health and substance abuse services referral and care coordination. The current agreement expired September 30, 2018 and ICHD wishes to renew this agreement with an automatic renewal on an annual basis.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The total cost of the agreement shall include seven full time (7.0 FTE) mental health therapist and 0.75 FTE mental health therapist supervisors, in addition to up to $30,000 for psychiatric evaluation, for a total agreement cost not to exceed $720,000 annually. Cost of this agreement will be covered through patient revenue for behavioral health services, and the Substance Abuse Disorder and Mental Health funding, as authorized through Resolution #18-446.

STRATEGIC PLAN
This supports the Strategic Plan by supporting the Health Department’s provision of access to health care services to residents of Ingham County.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval to renew the collaborative, services, and referral agreement with CMH-CEI effective October 1, 2018 through September 30, 2019, with an automatic renewal annually. The total cost of the agreement shall include seven full time (7.0 FTE) mental health therapists, psychiatric evaluations, and a 0.75 FTE mental health therapist supervisor, for a total agreement cost not to exceed $720,000 annually.
Introducing the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE RENEWAL OF A COLLABORATIVE, SERVICES
AND REFERRAL AGREEMENT WITH COMMUNITY MENTAL HEALTH OF
CLINTON, EATON AND INGHAM COUNTIES

WHEREAS, Ingham County Health Department (ICHD) wishes to renew a collaborative, services and referral agreement with Community Mental Health of Clinton, Eaton and Ingham Counties (CMH-CEI) for mental health therapist services, effective October 1, 2018 through September 30, 2019; and

WHEREAS, this renewed agreement will include an additional 1.0 FTE Mental Health Therapist, as authorized in Resolution #18-446; and

WHEREAS, ICHD has maintained a collaborative, services and referral agreement with CMH-CEI for mental health therapist services for the co-location of Birch Community Health Center at CMH-CEI’s Jolly Road service site, and for behavioral health and substance abuse services referral and care coordination; and

WHEREAS, the current agreement expired September 30, 2018 and ICHD wishes to renew this agreement with an automatic renewal on an annual basis; and

WHEREAS, the total cost of the agreement shall include seven full time (7.0 FTE) mental health therapists, up to $30,000 in psychiatric evaluations, and a 0.75 FTE mental health therapist supervisor for a total agreement cost not to exceed $720,000 annually; and

WHEREAS, the Ingham Community Health Center Board and the Health Officer support the renewal of the collaborative, services, and referral agreement with CMH-CEI.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the renewal of the collaborative, services, and referral agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH-CEI) effective October 1, 2018 through September 30, 2019, with an automatic renewal annually.

BE IT FURTHER RESOLVED, that the total cost of the agreement shall include seven full time (7.0 FTE) mental health therapists, up to $30,000 in psychiatric evaluations, and a 0.75 FTE mental health therapist supervisor, for a total agreement cost not to exceed $720,000 annually.

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

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
TO: Board of Commissioners, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: November 6, 2018
RE: Resolution authorizing purchase orders to DBI, FD Hayes and VidCom Solutions for the Pretrial Services Office Expansion and Reconfiguration at the Grady Porter Building

For the meeting agendas of: November 15 & 20

BACKGROUND
Pretrial Services at the Grady Porter Building is expanding their staff by adding a new Pretrial Services Clerk and Pretrial Investigator. The addition of two employees requires an expansion and reconfiguration of office space for the Pretrial Services Division. DBI an authorized vendor, is on the state contract therefore, three quotes are not required, will provide the furniture and moveable walls. FD Hayes who is contracted through the IT Department will provide data cable installation. VidCom Solutions will provide and install the security cameras.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Funds for this project are available through a transfer of $64,144.64 from excess funds available in attorney fees account due to transition to Public Defenders Office to Machinery & Equipment fund to fund Pretrial Services Office Expansion and Reconfiguration to line item # 664-13099-931000 which includes $5,000 contingency.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, the Facilities Department respectfully recommends approval of the attached resolution to support purchase orders with DBI for the furniture and moveable walls, FD Hayes to install data cable and VidCom Solutions to provide and install security cameras for the expansion and reconfiguration of the Pretrial Services Division.
Agenda Item 6a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE ORDERS WITH DBI, FD HAYES AND VIDCOM FOR THE PRETRIAL OFFICE EXPANSION AND RECONFIGURATION AT THE GRADY PORTER BUILDING

WHEREAS, the Justice Complex Millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons,” and

WHEREAS, one of the programming components expands the services provided by the Circuit Court Pretrial Services Division by adding a Pretrial Services Clerk and a Pretrial Services Investigator, and

WHEREAS, the addition of two employees requires an expansion and reconfiguration of office space for the Pretrial Services Division; and

WHEREAS, DBI an authorized vendor, is on the state contract therefore, three quotes are not required, will provide furniture and moveable walls for the amount of $53,672.03; and

WHEREAS, FD Hayes, contracted with Ingham County IT Department, will provide and install data cable for the amount of $4,580.00; and

WHEREAS, VidCom Solutions will provide and install security cameras for the amount of $892.61; and

WHEREAS, funds for this project are available through a transfer of $64,144.64 from excess funds available in attorney fees account due to transition to Public Defenders Office to Machinery & Equipment fund to fund Pretrial Services Office Expansion and Reconfiguration to line item # 664-13099-931000, which includes $5,000.00 for contingency.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into purchase orders with DBI 912 E. Michigan Ave. Lansing, MI 48912 not to exceed $53,672.03 to provide furniture and moveable walls, the second with FD Hayes 2301 Beal Ave. Lansing, MI 48910 not to exceed $4,580.00 to provide data cable installation, and the third with VidCom Solutions 15559 S. Old US-27 Lansing, MI 48906 not to exceed $892.61 to provide and install security cameras, for the Pretrial office expansion and reconfiguration at the Grady Porter Building for a total amount not to exceed $64,144.64 which includes a $5,000.00 contingency.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments; and

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 Service Committee
FROM: Rick Terrill, Facilities Director
DATE: November 5, 2018
SUBJECT: Notice of Emergency Purchase Order of New X-Ray Scanner at 55th District Court

This memo is to inform you of an emergency purchase that was made prior to receiving approval from the Law & Courts and Finance Committees.

The AutoClear X-ray scanner used for screening packages, purses, and bags as they enter into the 55th District Court is inoperable. People entering the building are only being screened with a wand and packages are only visually inspected which creates a security risk. Due to the age of the equipment, parts must be fabricated which exceeds half the cost of the machine, and no longer is a service plan being offered.

Due to the security risk this imposes on all court staff and members of the community, an Emergency Purchase Order was issued to AutoClear for a total cost of $18,792.00 which includes shipping, setup, training, and a 3 year warranty.

Funds for this purchase are available in Line Item 664-13799-978000.

Both the Controller and Purchasing Director approved this purchase.

Respectfully,

Rick Terrill
Facilities Director
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 November 6, 2018 as submitted.
<table>
<thead>
<tr>
<th>R/W PERMIT#</th>
<th>R/W APPLICANT / CONTRACTOR</th>
<th>R/W WORK</th>
<th>R/W LOCATION</th>
<th>R/W CITY/TWP.</th>
<th>R/W SECTION</th>
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<td>2018-687</td>
<td>JOHN MAIER LAND DIVISION</td>
<td>EVERY RD &amp; HOWELL RD</td>
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<td>2018-703</td>
<td>CONSUMERS ENERGY GAS</td>
<td>HASLETT RD &amp; CORNELL RD</td>
<td>MERIDIAN</td>
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<td>2018-710</td>
<td>WESTSIDE WATER WATERMAIN</td>
<td>ROSEMARY ST &amp; IONIS ST</td>
<td>LANSING</td>
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<td>2018-711</td>
<td>MI PAVING &amp; MATERIALS CO TRAFFIC CONTROL</td>
<td>WAVERLY RD &amp; ST JOSEPH ST</td>
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<td>CONSUMERS ENERGY ELECTRIC / UG</td>
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<td>2018-732</td>
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<td>GALE RD &amp; BARNES RD</td>
<td>AURELIUS</td>
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</tr>
</tbody>
</table>

MANAGING DIRECTOR: ______________________________
TO: Board of Commissioners Law & Courts, County Services and Finance Committees

FROM: Teri Morton, Deputy Controller

DATE: November 8, 2018

SUBJECT: Resolution to Authorize Positions, Contracts and Other Expenses to Increase Treatment Programming as Authorized by the Justice Millage

For the meeting agendas of November 15 and 20

BACKGROUND
On August 7, 2018, Ingham County voters approved the Justice Millage. In addition to providing funding for a new Justice Complex, the millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons.”

The Law and Courts Committee held several discussions at meetings in 2017 and 2018 concerning the types of treatment programming to be authorized, and decided to allocate up to $1 million from the millage for this programming. Following passage of the millage, a workgroup consisting of representatives from 30th Circuit Court, 55th District Court, Community Corrections, Community Mental Health, Ingham County Health Department, Ingham County Sheriff’s Office, the Board of Commissioners Office and the Controller’s Office have developed a proposed budget for the expenditure of up to $911,242 in millage funds for the time period January 1 through December 31, 2019.

ALTERNATIVES
There are many beneficial services and programs that could qualify under the millage language to treat substance addictions, mental illness, and reduce recidivism. After much consideration, the programs presented here address the priorities developed by the Law and Courts Committee and the work group at this time.

FINANCIAL IMPACT
The proposed programs will total $911,242, with all costs to be paid from proceeds of the Justice Millage. The workgroup recommended to leave a small portion of the $1 million unallocated, providing budget flexibility to allow possible changes or additions once the new programming is underway.

Programs recommended for funding are as follows:

- Community Mental Health Correctional Assessment and Treatment Services (CATS): $452,650 to fund three full time mental health therapists to provide mental health therapy and case management services and to coordinate care and increase collaboration at the Ingham County Jail, one full time nurse case manager to work directly in partnership with the Ingham County Health Department/Jail Medical, to integrate behavioral health and physical health care, and one full time mental health secretary to provide clerical support for these services.
- Community Based Programs: $120,600 to fund electronic monitoring, substance abuse assessment and psychological evaluation, day reporting, and MRT – Cognitive Behavioral Change.
- Ingham County Health Department Pathways to Care Program: $95,000 to continue previously grant funded services in a client-centered approach to inmates who have a current or past history of opioid use.
• Ingham County Sheriff’s Office/Jail: $99,000 to fund Break Out/MRT, trauma centered yoga, restorative justice, inmate garden initiative, educational DVDs, and seeking safety.
• Circuit Court/Pretrial Services: $175,377 to fund a Pretrial Services Clerk and a Pretrial Services Investigator.

This resolution will create two new positions in the Circuit Court/Pretrial Services division and increase a part-time position to full time in the Health Department effective January 1, 2019.

STRATEGIC PLANNING IMPACT
This resolution supports the overarching long-term objective of providing user friendly, accessible facilities and quality infrastructure, specifically section E 1. (b) of the Action Plan – Develop strategies to finance with new revenue a modern new Ingham County Jail this is more humane, efficient and cost effective with appropriate security levels, programming and staffing.

OTHER CONSIDERATIONS
The allocated funds for programming from the millage are subject to approval and appropriation by the Board of Commissioners each year. Programs created in this first year will not necessarily be continued in upcoming years.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE POSITIONS, CONTRACTS AND OTHER EXPENSES TO INCREASE TREATMENT PROGRAMMING AS AUTHORIZED BY THE JUSTICE MILLAGE

WHEREAS, on August 7, 2018 the electorate of Ingham County approved the Justice Millage; and

WHEREAS, in addition to providing funding for a new Justice Complex, the millage language authorized funding for “programming for the treatment of substance addictions, treatment of mental illness, and reduction of re-incarceration among arrested persons;” and

WHEREAS, the Law and Courts Committee held several discussions at meetings in 2017 and 2018 concerning the types of treatment programming to be authorized; and

WHEREAS, a workgroup consisting of representatives from 30th Circuit Court, 55th District Court, Community Corrections, Community Mental Health, Ingham County Health Department, Ingham County Sheriff’s Office, the Board of Commissioners Office and the Controller’s Office have developed a proposed budget for the expenditure of up to $911,242 in millage funds for the time period January 1 through December 31, 2019; and

WHEREAS, the workgroup recommended to leave a small portion of the entire allocated amount of $1 million unallocated, providing budget flexibility to allow possible changes or additions once the new programming is underway; and

WHEREAS, this budget proposal is consistent with the direction of the Law and Courts Committee and the millage language.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a budget of up to $911,242 for the following treatment programs:

- Community Mental Health Correctional Assessment and Treatment Services (CATS): $452,650 to fund three full time mental health therapists to provide mental health therapy and case management services and to coordinate care and increase collaboration at the Ingham County Jail, one full time nurse case manager to work directly in partnership with the Ingham County Health Department/Jail Medical, to integrate behavioral health and physical health care, and one full time mental health secretary to provide clerical support for these services. (See attachment #1)
- Community Based Programs: $120,600 to fund electronic monitoring, substance abuse assessment and psychological evaluation, day reporting, and MRT – Cognitive Behavioral Change. (See attachment #2)
- Ingham County Health Department Pathways to Care Program: $95,000 to continue previously grant funded services in a client-centered approach to inmates who have a current or past history of opioid use. (See attachment #3).
- Ingham County Sheriff’s Office/Jail: $99,000 to fund Break Out/MRT, trauma centered yoga, restorative justice, inmate garden initiative, educational DVDs, and seeking safety. (See attachment #4)
- Circuit Court/Pretrial Services: $175,377 to fund a Pretrial Services Clerk and a Pretrial Services Investigator. (See attachment #5)
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes creation of a new Pretrial Services Investigator position, ICEA Professional 06 (salary range $47,619, to $57,164), and a Pretrial Services Clerk position, UAW/C (salary range $30,391 to $36,171), effective January 1, 2019, to be funded by proceeds of the Justice Millage.

BE IT FURTHER RESOLVED, that position number 601504, Community Health Worker, be increased from part-time to full-time effective January 1, 2019.

BE IT FURTHER RESOLVED, that 50% of funding for position 601504 will be provided from proceeds of the Justice Millage from January 1, 2019 through May 28, 2019.

BE IT FURTHER RESOLVED, that 100% of funding for position 601504 and 25% of funding for position 601502 (Program Specialist) will be provided from proceeds of the Justice Millage from May 29, 2019 through December 31, 2019.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed $452,650 with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for services as described in Attachment #1 for the period of January 1, 2019 through December 31, 2019.

BE IT FURTHER RESOLVED, that funds for this contract with CMH will come from the Justice Millage.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the 2019 budget and position allocation list.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution and upon approval as to form by the County Attorney.
Community Mental Health Millage Proposal
Correctional Assessment & Treatment Services (CATS)

- **Three full time mental health therapist (approximately $225,000)** to provide mental health therapy and case management service.
  - Provide weekly therapy to clients who are exhibiting mental health symptoms, co-occurring disorders or adjustment issues.
  - Facilitation of weekly coping skills groups to be determined based on jail need.
  - Offer weekly therapy to juveniles (14-16 yr olds) and youthuls (17 yr olds). Both juveniles and youthuls cannot access current programing due to housing restrictions within the jail. Possibility to facilitate group therapy for youthuls.
  - Follow up with those whom are housed in specialized observation housing within the jail and when appropriate work with client to help integrate in general population.
  - Develop a transitional plan by linking with CMH and/or community resources upon release, increase collaboration and created a successful transition plan when exiting the jail.
  - Service client who do not currently meet behavioral health programming criteria (short jail stays, outside funding area).

- **One full time nurse case manager (approximately $96,000)** to work directly in partnership with jail medical services, integrate behavioral health and physical health care between existing agencies, take orders from the psychiatrist, help manage medications for those connected with CMH and/or another mental health provider, coordinate withdrawal protocol/risk and develop transitional plan into the community.

- **One full time mental health secretary (approximately $55,000)** to provide clerical support, process all needed paperwork and take referral information relating to mental health programming as well as support the collaborative efforts with jail medical in regards to the nurse case manager.

***budget includes salary, fringe benefits, administrative and IT supports, etc. ***
### Program Budget - Cost Detail Schedule

**Use Whole Dollars Only**

**Program:** CATS Jail Mileage

<table>
<thead>
<tr>
<th>Position Description</th>
<th>Comments</th>
<th>Positions Required</th>
<th>Total Salary</th>
</tr>
</thead>
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<td>MENTAL HLTH THERAPIST</td>
<td>22100-9646-462V</td>
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<td>$51,793</td>
</tr>
<tr>
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<tr>
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<tr>
<td>SECRETARY</td>
<td>22101-4007</td>
<td>1,000</td>
<td>$37,657</td>
</tr>
</tbody>
</table>

**1. Total Salary & Wages:** $5,000,000 $258,275

**2. fringe benefits: (Specify)**

- UNEMPLOY INS
- VISION
- HOSPITAL INS

**2. Total fringe benefits:** $114,000

**3. Travel: (Specify if category exceeds 10% of Total Expenditures)**

- Travel: $501
- Conferences: $55,250

**3. Total Travel:** $55,751

**4. Supplies & Materials: (Specify if category exceeds 10% of Total Expenditures)**

- Supplies: $700

**4. Total Supplies & Materials:** $700

**5. Contractual: (Subcontractors/Subrecipients)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Address</th>
<th>Amount</th>
</tr>
</thead>
</table>

**5. Total Contractual:** $-

**6. Equipment: (Specify)**

- Laptops: $2,166

**6. Total Equipment:** $2,166

**7. Other Expenses: (Specify if category exceeds 10% of Total Expenditures)**

- JAIL PHONES: $2,000
- PROGRAM STAFF TRAINING: $1,000

**7. Total Other Expenses:** $3,000

**8. Total Direct Expenditures:** $388,735

**9. Indirect Cost Calculations:**

- Rate #1 Base: $9.97 $2,000 $390,253 $36,300
- Rate #2 Base: $7.39 $800,253 $30,089

**9. Total Indirect Expenditures:** $66,397

**10. Total All Expenditures: (Sum of lines 9-9)** $452,650
## COMMUNITY BASED PROGRAMS - MILLAGE PROPOSAL

**Electronic Monitoring:** $20,000

Electronic monitoring (EM) is a highly productive resource, capable of directly reducing the jail population while maintaining public safety. Offenders receive intense supervision by utilizing a variety of monitoring devices that can provide a broad range of supervision parameters based on the individual user. EM is used in pretrial supervision, as an alternative to incarceration while under the Sheriff’s jurisdiction, saves jail resources that would otherwise be used for inmates who are hospitalized, and increases supervision and monitors probationers for alcohol use. These funds would supplement the annual County general fund allocation ($50,000 for FY2018).

**Substance Abuse Assessments and Psychological Evaluations** $10,000

Substance Abuse Evaluations determine if the individual has a drug or alcohol addiction, the extent of the addiction, if there are any co-occurring conditions, including any physical or mental health concerns, or any other drug use, the extent the addiction affects the person’s life, and provides an understanding of the person and their circumstances. Psychological Evaluations determine the severity of a specific mental health concern or to determine an individual’s capacity for adequate functioning. Assessments and evaluations are required to develop a sentence that include appropriate treatment and programming.

**Day Reporting:** $52,000

This program provides an additional layer of monitoring and supervision in the community; and, based on individual need, addresses a wide array of fundamental needs such as employment and housing to successful integration into the community. On-site evidence-based groups include Cognitive Behavioral Therapy, Dialectical Behavior Therapy, Seeking Safety, Anger Management, Conflict Resolution, and Financial Literacy. AA and NA groups also meet onsite. Expanding this State funded Community Corrections program will increase the number of offenders served, including those not be eligible under State MDOC approved criteria.

**MRT – Cognitive Behavioral Change** $18,600

Moral Reconation Therapy (MRT) is a systematic treatment strategy to decrease recidivism among adult criminal offenders by using 16 objectively defined steps focusing on seven basic treatment issues to promote positive change. Expanding this State funded Community Corrections program will increase the number of offenders served, including those not be eligible under State MDOC approved criteria.

**TOTAL** $100,600
Ingham County Health Department Pathways to Care Program

Via our Pathways to Care program, the Ingham County Health Department provides services in a client-centered approach to inmates who have a current or past history of opioid use. A Community Health Worker (CHW) provides services during incarceration as well as after release. In the Pathways model, the CHW is supportive advocate to connect to resources and assuring transition into the community with appropriate support for recovery. The Pathways CHW is also an integral part of the case management team for the specialty courts. Currently a grant supports the positions required for this work, including a 0.5 FTE CHW, for a limited time. Our pilot project will end in 2019 unless continued funding is secured. We propose increasing the CHW to full-time to provide services to more clients as well as to continue the expansion of types of services provided. A full-time CHW might also allow us to expand our participation with the Specialty Court teams (we currently only work with the 55th District Court teams).

During incarceration, we provide:
• Support through in-person visits
• Connection to services in the jail for treatment and educational opportunities
• A plan of care for release including connection to agencies that offer support, services and treatment.
• Enrollment in health coverage
• Connection to Medically assisted treatment providers (methadone, suboxone, and Vivitrol) before you are released

After release we assist for up to 6 months by:
• Connecting to doctors, dentists, and other healthcare providers
• Finding community resources for housing, food, clothing and treatment
• Working with clients to understand basic health information needed to make quality health decisions.
• Working with clients to find resources for food, housing, employment, clothing, etc.
• Linking clients to recovery resources in your area, including treatment and counseling
• Access to naloxone for clients, their families, and/or friends.
Ingham County Jail Education Programming

SEEKING SAFETY  Program price: $20,800.00
The Seeking Safety program is an evidenced-based present-focused counseling model to help people attain safety from trauma and/or substance abuse. The program will serve both male and female inmates, providing two sessions per gender per week at a rate of $200 per session.

TRAUMA CENTERED YOGA  Program price: $10,400.00
Trauma Centered Yoga is a very specific protocol of evidence based treatment designed for people who have experienced ‘complex trauma/PTSD’, and has been found to be useful as an adjunct to Cognitive Behavioral Therapy (Seeking Safety). The program will serve both male and female inmates, providing one session per gender per week at a rate of $200 per session.

BREAK OUT  Program price: $42,000.00
This program is based on Moral Reconition Therapy (MRT) which is a form of cognitive-behavioral programming that focuses on recovery from substance misusing, abusing and dependent behaviors, identifying thinking errors that led to criminogenic thinking and identify goals to achieve once released. The program will serve both male and female inmates, providing two sessions per gender per week at a rate of $200 per session.

RESTORATIVE JUSTICE  Program price: $20,800.00
The Restorative Justice Program offers inmates an opportunity to take accountability and repair the harm done by their crimes, while teaching mediation, conflict resolution, and problem solving. The program will serve both male and female inmates, providing one session per gender per week at a rate of $200 per session.

INMATE INITIATIVES  PROGRAM PRICE: $2000.00
The Inmate Garden Initiative: There is strong evidence pointing to the importance of education in reducing recidivism. In addition to the classroom programs offered at the Ingham County Jail, education will be taking place outside by way of a vegetable garden. Inmates will be taught new skills such as how to use garden tools, prepare land, plant seeds and plants, and read planting information. There are items that need to be purchased yearly in order to sustain the garden such as seeds, plants and garden tools.

INMATE INITIATIVES  PROGRAM PRICE: $3000.00
Educational DVD’s: These DVD’s would assist inmates in increasing their chances of making a successful transition to the community, overcoming barriers to employment and building their motivation and self-esteem.
Currently, approximately 40% of the inmates in the Ingham County jail are felony pretrial detainees. Expanding the current staffing to provide more risk assessment and supervision services for pretrial inmates will further promote the national movement toward using preventative detention only for individuals who are at a high risk of committing another offense or of failing to appear to court. The Ingham County Pretrial Services Division could provide these services with the addition of the following full-time positions:

- Pretrial Services Clerk: $75,398.00
- Pretrial Services Investigator: $99,979.00
  Total: $175,195.00

The costs listed are inclusive of salary, fringes, and IT costs.
TO: INGHAM COUNTY BOARD OF COMMISSION

FROM: INGHAM COUNTY ECONOMIC DEVELOPMENT CORPORATION BOARD OF DIRECTORS AND LANSING ECONOMIC AREA PARTNERSHIP (REPRESENTING INGHAM COUNTY ECONOMIC DEVELOPMENT CORPORATION UNDER ITS CONTRACT WITH THE COUNTY)

DATE: FRIDAY, NOVEMBER 9, 2018

RE: MOTION TO SUPPORT VILLAGE OF OKEMOS, DOWNTOWN DEVELOPMENT AUTHORITY (DDA) REQUEST FOR COUNTY MILLAGE SUPPORT

Per the attached memo as agenda item 7-a from the Friday, November 9, 2018 meeting of the Ingham County Economic Development Corporation Board of Directors, please find below the Motion to support the “Downtown Okemos Village” project request.

Motion: Polsdofer moved to approve support of “Downtown Okemos Village” project, as recommended in the attached memo. Motion seconded by Brimley.

Yea: Unanimous. Motion carried.

ROT/dr
November 9, 2018
Attachment
TO: INGHAM COUNTY ECONOMIC DEVELOPMENT CORPORATION
FROM: LANSING ECONOMIC AREA PARTNERSHIP (LEAP – REPRESENTING INGHAM COUNTY UNDER ITS CONTRACT WITH THE COUNTY)
DATE: FRIDAY, NOVEMBER 9, 2018
RE: VILLAGE OF OKEMOS, DOWNTOWN DEVELOPMENT AUTHORITY (DDA) REQUEST FOR COUNTY MILLAGE SUPPORT

THE STORY:

The Village of Okemos Downtown Development Authority (DDA) of Meridian Township is working with a group of credible, financially capable developers who are proposing to transform the heavily contaminated, underutilized and deteriorating “Downtown Okemos Village” area into a cleaned, new, vibrant, mixed use, $150 million village development bringing back historic main street character and vibrancy. We refer to the area as the Village of Okemos.

This specific area, including the buildings and land, have been in severe decline over the decade. The area looks and feels mostly like a small, dense, walkable downtown village setting. The Meridian Township DDA has already been in place for several decades. The properties are underutilized, if not essentially abandoned. Property values are depreciating. To make matters worse, underneath, and approaching the Red Cedar River and under some public easements, are very serious and difficult contamination issues that cannot be addressed and remediated in any low-cost manner, or by the DEQ, without this project.

This commercial gathering area of our community is at a crossroads and it’s a strategically important area to the entire county and region, whether you live and work in Meridian or in more rural or urban areas of Ingham County. The successful redevelopment of this area will contribute to the overall well-being of us all by:

1) Cleaning a severely contaminated site threatening, someday, the Red Cedar River.
2) Will create new revenue for all taxing entities and county-wide services.
3) Cost to the county for new services will be very limited if any at all.
4) Reserves the greatest, substantial revenue increases for all schools and the intermediate school district.
5) Creates a variety of new job opportunities.
6) Addresses an important niche of living space that is mostly unmet in our region, yet important to our regional economic development efforts in attracting talent.
7) Will increase overall property values across area.
Through the last decade, multiple attempts by multiple property owners and five different development teams have failed in their attempts to redevelop these Village of Okemos properties. Now, a new development team, in partnership with the existing Meridian Township DDA, a newly formed Meridian Brownfield Authority, plus participation by the Michigan Department of Environmental Quality (MDEQ), have put together a plan and a viable, financial concept that promises to finally mitigate contamination, redevelop declining property, create new jobs with a beautiful and functional place, while also producing new tax revenue for Meridian Township and all of Ingham County.

Economic times are good now. A viable developer with a fine plan is ready to go. We either move together now, in partnership, or this may be our last chance, for many decades to come, to seize this moment of rare opportunity and move this area forward rather than watch its continued deterioration in the middle of our community.

We have a choice.

THE ASK:

In order to make this project happen, Meridian Township, their DDA and the development team are asking for Ingham County’s support of a 100% total county millage capture, allowing for their $150 million mixed use project to go forward to recreate the Village of Okemos. All taxing entities are being asked for the same millage capture support. The CATA Board of Directors has voted unanimously to support the project with their full millage capture. Other taxing entities are being approached now.

The Ingham County Board of Commissioners has adopted a policy that addresses a process for millage capture requests. Beyond its recommended guidelines, the policy also states that the Ingham County Economic Development Corporation Board of Directors must first contemplate, study the request and make a recommendation, on the request, to the Ingham County Board of Commissioners.

Request Facts:

1) 100% capture of all county taxes including Operation and Special county millages.
2) The current tax base, in the DDA district, for all taxing entities and special millage assessments will remain in place and continue to pay out to the taxing entities.
3) In a highly unusual move, the Meridian Township DDA will agree to release an annual, additional tax base average of 2.14% incremental revenue growth, to the county, to its special millage assessments and to all taxing entities, considerably higher than realized inflation rates in recent years.
4) This additional 2.14% annual increase to all taxing entities, may be an important factor in offsetting any newly necessary public services to be provided to the village by the county and/or other taxing entities. Regardless, because police and fire are provided by Meridian Township, the public services impact on Ingham County should be very minimal.
5) K-12 schools and Intermediate schools are not captured by the DDA. Thus, due to the property value increases as a result of the project itself, the schools will reap the most additional revenue benefit.
6) There is a hard start and stop to the additional capture plan of the DDA. It is a proposed 20-year capture timeframe and is not open-ended to its capture.
7) If you’re an environmentalist, this is your project. This is the only way to properly remove and clean the discovered severe contaminants that are underground and moving toward the Red Cedar River and, of which, are already under some public easements.
THE RECOMMENDATION:

Due to the benefit to the entire county-wide community, as listed above, LEAP recommends to the Ingham County EDC Board of Directors that it votes to recommend to the Ingham County Board of Commissioners a 100% opt in of its total millage, including special assessment millages, as a participant in the Meridian Township (Village of Okemos) DDA Tax Increment Finance 20 year (TIF) amended Plan. Without this approval, the currently proposed $150 million project will not be a go and the county and all taxing entities will, actually, over the years of non-development, potentially see stagnant to marginal decline in tax revenue from the area.

THE PROBLEM:

Meridian Township is not a statutorily defined “Core Community” by the state of Michigan, a perhaps antiquated definition arbitrarily set up decades ago by the state of Michigan legislature. Originally, the law was a well-needed policy effort to give additional tools to the most difficult of difficult redevelopment sites in the state, primarily those locations in urban center areas, as well as county seats and a few urban townships. The theory was to try to make these extraordinarily expensive sites, via the new Core Community tools, as equally, financially viable, for redevelopment as are easy and cheap greenfield sites in more typical, suburban locations. The great equalization, if you will- or an end to the subsidization of the suburban sprawl menace of the 60s – 80s that destroyed Michigan’s cities – and Michigan itself, one could argue.

In a Core Community, the brownfield TIF reimbursement program could be used, not only for contamination cleanup efforts, but for extraordinary problems: Site prep work, demolition, lead and asbestos removal and generally, other expensive, public infrastructure improvements. Non-Core Communities, like Meridian Township, can only use the brownfield TIF reimbursement program for clean-up costs of contamination.

Yet, the Village of Okemos site itself falls within some sort of in-between of the Core Community intention and modern reality. Portions of Meridian Township are dense and exhibit some inner urban ring issues, as it borders the City of East Lansing. While all of Meridian Township obviously does not deserve nor should it ever receive anything like Core Community status or the use of its tools, there are reasonable, limited circumstances where it may be warranted.

Specifically, the Village of Okemos site does not enjoy the natural advantages and financial benefit of a typical greenfield site. In fact, this commercial node is as troubled, dense, walkable, contaminated, in- decline area with empty old buildings and underutilized lots and surface parking areas, looking much like any Core Community urban area.

The proof is in the pudding. Like most urban areas, where the free market is unable to remedy the financial liabilities of a site, the free market, including five different development teams over the last decade, have not been able to successfully redevelop this site.

Yet, this site in Meridian Township is not allowed to have access to Core Community (brownfield infrastructure) tools. It is saddled to a certain purgatory. And that is bad for us all.

The Village of Okemos site is not only very contaminated and will require substantial clean-up costs, most of which can be covered by the Non-Core Community brownfield TIF reimbursement program, but its demolition, site prep and other necessary infrastructure improvement -type of extraordinary needs, are extraordinarily expensive and cannot be covered by the Non-Core brownfield program.
Thus, this unique site is not financially viable for successful redevelopment without partnership and assistance (DDA amended plan and tax capture). If it remains as is, ultimately, this site and situation will continue to contaminate, not only the ground and water of our community, but the future growth and revenue possibilities of all taxing entities throughout Ingham County.

THE SOLUTION:

Meridian Township wishes to amend its existing DDA, so that all taxing entities are opted in, fully at 100%, including special assessment millages, allowing for the total capture of taxes (millages) for twenty years by this DDA District area. That DDA area is 97 parcels including the Village of Okemos. The revenue raised by this DDA capture, will be utilized by the Village of Okemos project to reimburse the developer for, what would have been, Core Community extraordinary costs: Demolition, site preparation, public infrastructure improvements, parking, etc. The brownfield, that will be put in place by the Meridian Township Brownfield Authority, will cover the cleanup costs.

To put it another way, the Village of Okemos site will be:

1) A non-core community brownfield site. This will allow for the reimbursement of clean-up costs on the site, which are substantial.

2) The overlapping DDA capture will fund what would have been Core Community brownfield eligible activity, like demo, site prep, parking and other public infrastructure improvements etc. necessary for a project to be financially viable.

Thus, by combining both capture entities, Meridian Township (Village of Okemos) has created nothing more than a very typical, appropriate Core Community-like brownfield project, one that will allow for a $150 million private investment to occur.

In fact, to re-emphasize this point, the DEQ will be participating with this project and perhaps the MEDC with CRP monies.

It is important to note that this DDA capture request, has a clear start and end to its capture, with nearly all proceeds targeted to a specific, beneficial project to the community. It looks and feels more like a Core Community brownfield, then an open-ended, never ending, non-project specific TIF capture scenario.

Why 100% capture? Through LEAP’s analysis of the what limited financial information currently exists about the project, we believe that Meridian Township and the developers do adequately demonstrate that, without a 100% capture, the project is too marginal to be successfully completed at the scale desired.
THE PROJECT:

is a multi-phased project that may be up to three to five stories tall, located on multiple parcels of property. The developers are a group of local and national, experienced developers. The financial partner of the project is West Pac (Pat Smith) and include Scott Weaver and Wil Randle.

There have been numerous questions about the project put forth by the Ingham EDC Board of Directors. Unfortunately, beyond conceptual, the project as yet, and has not been truly designed or detailed in any way. Naturally, the developer is unwilling to proceed with any further expenses to hone the project until they have a deeper understanding about whether the DDA TIF will be adequate to support the project and if the community of Meridian Township is willing to support the project as well. That entire public engagement process will apparently begin in Meridian Township in January 2019.

There is one part of this mixed-use project that we apparently do know: A portion of the project will be “luxury” apartments. LEAP feels very strongly that this is an important reason to support the project. There has been repeated commentary, from the higher end business community to Michigan State University, that there is a need for high end, large, luxury living spaces for higher end visitors who may only be living in our community for a couple of years. Think, an F-RIB physicist from London, who has been awarded a two-year research project on the F-RIB or a SR VP at an insurance company. These types of persons, for the most part, may be seeking a high end, cosmopolitan, safe, yet temporary living space.

Our region does a poor job of providing this kind of niche housing to attract and keep talent, so we feel this kind of housing project could be very beneficial to the overall business community and to the region as a whole.

Additionally, MSU has noted that there is a lack of appropriate higher end, apartment-like housing, for retired or soon-to-be retiring professors. Obviously, this location may be a decent location for such a market.

We know that several Ingham EDC Board members have wanted to know about the project itself or, specifically, want to know more about the possibility of adding an affordable housing component to the project. The best we can gather from the developer at this time, is that the developer does not know. Simply put, the project is just too pre-mature for that detailed planning yet and will be mostly the decision of local Meridian Township. What the developer is attempting to do, now, is to merely figure out whether there is a viable, financial framework along with necessary support from the community for that frame work to make a $150 million project a go on this site. So, we’re in a classic chicken and egg scenario.

WHAT HAPPENS IF INGHAM COUNTY OPTS IN AND THEN THE PROJECT DOESN’T HAPPEN?

LEAP recommends several things:

1) Within an Inter-Governmental, multi-party agreement between Ingham County, Meridian Township, Meridian Township DDA and Meridian Township Brownfield Authority, we believe that the Meridian DDA should, “By December 30, 2021, agree to return additional, future millage, approved by the county and captured by the DDA, if this project or a similar project is not fully approved by Meridian Township and satisfactorily completed by a developer.”

2) In an Intergovernmental agreement between Ingham County and Meridian Township, we believe that if the Meridian DDA and/or Meridian Township EDC or Meridian Township itself or some combination were to be asked to bond in any form in support of this project, and if the project
were to come to an inadequate position to re-pay those bonds due to lack of project revenue, that any “agreed upon additional millage approved by the county, in the event of a default on bond payments of any variety, must be re-paid in full each year to the county by Meridian Township.”

WHAT HAPPENS IF OTHER TAXING ENTITIES DON’T APPROVE A 100% CAPTURE?

Both Meridian Township and the developer have adequately shown financial figures that tell us they can probably sustain losing a couple of the smaller millage entities like CRAA and CADL, but that they cannot lose, nor agree to anything less than 100% capture, from Ingham County, LCC, CATA (already approved) and Meridian Township.

LEAP recommendations:

1) In an Intergovernmental agreement, perhaps the county can go ahead, now, and approve a 100% capture for the DDA, but include language that would not allow the County Treasurer or Administrator to sign off on a final agreement for opt in until the necessary other taxing entities have also voted approval at 100% capture.

2) We are not recommending this, but the County Board of Commissioners could refuse to approve the opt in until all other entities have approved at 100% opt in.

SHOULD THE COUNTY HAVE A UNIFORM POLICY ABOUT TAX CAPTURE?

In our LEAP opinion, formulas are always tempting in economic development, but almost always lead to poor decisions rather than more informed decisions. It is best to debate the individual needs and importance of each scenario or project separately. This is fairer and leads to better financial decisions.

<table>
<thead>
<tr>
<th>Ingham County DDA’s (Percentage Ad Valorem Capture) as of October 11, 2018</th>
<th>Information collected from Taxing Jurisdictions*</th>
</tr>
</thead>
<tbody>
<tr>
<td>AD VALOREM TAXING AUTHORITIES/ TAXING JURISDICTIONS (TJs)</td>
<td>Percentage Ad Valorem Capture by Taxing Jurisdiction</td>
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<tr>
<td></td>
<td>Millage Rate Paid on Real Property</td>
</tr>
<tr>
<td>Local**</td>
<td>Varies by Jurisdiction</td>
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<tr>
<td>County</td>
<td>11.3400</td>
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<tr>
<td>Capital Region Airport Authority - CRAA</td>
<td>0.6990</td>
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<td>Capital Area Transportation Authority - CATA</td>
<td>3.0070</td>
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<td>Lansing Community College - LCC</td>
<td>3.8072</td>
</tr>
<tr>
<td>Capital Area District Library - CADL</td>
<td>1.5600</td>
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</tbody>
</table>

Notes:

* Information assumed accurate based upon data provided from Taxing Jurisdictions.

**Local Millage Rate Paid on Real Property varies by Taxing Jurisdiction.

***Delhi Township CADL Capture up to 2020 is 40% then drops to 25% thru 2024 and then expires.
HOW MUCH NEW REVENUE IS THE COUNTY LIKELY TO RECEIVE ANNUALLY VERSUS WHAT IT WILL RECEIVE UNDER CURRENT CONDITIONS?

Scenario 2 – New Project Taxes Paid Captured by DDA

Scenario 2 - DDA Plan Expires
Estimated Gain in Taxes Comparison Summary -
Taxes No-Longer Captured in 2039
(2018 vs 2039)

<table>
<thead>
<tr>
<th>Comparison Periods</th>
<th>All Taxing Units</th>
<th>Meridian Twp</th>
<th>Ingham County</th>
<th>CRAA</th>
<th>CATA</th>
<th>LCC</th>
<th>CADL</th>
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<tr>
<td>Current Year 2018 Taxes Paid</td>
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<td>$175,179</td>
<td>$220,708</td>
<td>$13,604</td>
<td>$58,525</td>
<td>$74,099</td>
<td>$30,362</td>
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<tr>
<td>Year 2039 Taxes Paid</td>
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<td>$626,730</td>
<td>$789,618</td>
<td>$48,672</td>
<td>$209,382</td>
<td>$265,100</td>
<td>$108,625</td>
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Financial Policy No. 430
Tax Sharing Agreements

Approved: April 12, 2005 Resolution No. 05-094

The Ingham County Board of Commissioners adopts the following revised policy with respect to the capture of county property tax revenues within new or expanded development districts including those under the Local Development Finance Authority Act (LDFA), the Downtown Development Authority Act (DDA), and other tax authorities or municipalities.

A. The County will not permit the capture of county property tax revenues in any new or amended development district unless the Ingham County Board of Commissioners has approved a tax sharing agreement with the affected development district and the affected municipality.

B. Except as otherwise provided in this resolution for high technology activities, the County will only consider the approval of a tax sharing agreement that meets the following conditions.

1. The agreement must be for specifically defined public infrastructure projects which are directly related to the economic growth within that district. Economic growth is understood to be the creation, retention, and expansion of jobs and income.

2. Specifically defined public infrastructure projects must be for specific items of work, each of which is limited to a specific maximum dollar amount to be completed within a specified time period. The agreement shall specify the maximum amount of captured property tax revenues and the time over which those revenues may be captured. It shall also specify that any excess collections must be returned to the County Treasurer annually.

3. The affected jurisdiction must allow the capture and expenditure of its property tax revenues for the same period of time during which the County tax revenues are being captured and expended in the district.

4. If tax revenue is generated faster than anticipated due to growth within the district exceeding initial projections, the additional revenues may be used to decrease or call any bonds or other debt obligations related to the projects approved by the tax sharing agreement in proportion with funds from other taxing jurisdictions.
5. The County Treasurer shall take the necessary steps to assure that captured property tax revenues collected in excess of the amounts permitted by the agreement are returned to the County on an annual basis.

C. The County recognizes that some economic development projects may not be strictly public infrastructure and will consider other project proposals related to high technology activities as defined in section 3 of the MEGA legislation, PA 124 of 1995 (MCL 207.803) as necessary.

D. The County Economic Development Corporation is designated as the county agency responsible for evaluating requests for the capture of county property tax revenues as to conformance with this policy and shall recommend approval or disapproval of any such proposed agreement to the Board of Commissioners.

1. Upon receipt of a request for the capture of county property tax revenues, a copy of that request shall be forwarded to the County Economic Development Corporation for review and comment.

2. A resolution responding to the request as provided by this policy shall be placed on the appropriate committee agendas for consideration and final action by the Board of Commissioners within the sixty (60) day statutory requirement.

3. County Commissioners may also consider other relevant issues regarding the agreement proposal including the possible environmental impact of the projects proposed in the agreement.

E. An initial rejection by the Board of Commissioners of a county property tax revenue capture request may be rescinded if and when a tax sharing agreement that meets the conditions of this policy is reached.
Downtown Development Authority
Tax Increment Financing Update

THEN
- Established in 2006
- 97 Parcels
- Near 100% occupancy, but aging infrastructure
- Limited tax increment revenue for minor improvements
- Recession and blight has taken its toll on:
  - Taxable Values
  - Income to the DDA
  - Occupancy

Current Conditions: 11 empty buildings, contamination, obsolete infrastructure and angry residents.
The Township is “All In”

5 Core Blocks Targeted in 2017
Master Plan

- Hired Economic Development Director
- Created $700,000 Redevelopment Fund to Assist Developers
- Updated Ordinance for Taller Buildings & More Dense Development
- Established Meridian Brownfield Redevelopment Authority
- Certified as a Redevelopment Ready Community via the Michigan Economic Development Corporation (MEDC) - First Township in MI

We Have A Developer

- Partnered with Douglas J
- Secured Ownership of 3 of 5 blighted and contaminated target core block area
- Paid for traffic study & has approved traffic plan
- Due Diligence has identified contamination and infrastructure costs
- Developer is willing to do the necessary work, so long as there is a mechanism for reimbursement
• Proposing multi story mixed-use redevelopment

• Commercial on 1st floors, residential above and integrated parking

• Expected Capital Investment of $100M in Phase 1 (2 colored blocks)

• Anticipated Capital Investment of $50M in Phase 2 (current Douglas J block)

• Significant increases to Future Taxable Values

• Plans to activate Wonch Park and Red Cedar River

---

• Township proposes setting a new 2018 Base Taxable Value (assessed values on December 31, 2017)

• Goal is to remove any perceived loss in future tax revenues – Township will preserve existing Base Taxes Paid to ALL Taxing Jurisdictions

• DDA Board values the Taxing Jurisdictions ability to meet their budgetary needs – DDA Board voted unanimously to build in an annual inflationary rate multiplier of 2.14% on the Base Taxes Paid each year of the 20 years of the TIF Plan

• 2.14% is the largest average annual multiplier/ratio increase over the last 5, 10, 15 and 20-Year averages for Real (Land and Land Improvements and Buildings) Property Values in MI

---

### Inflation Rate Multiplier / Ratio for Real Property Values in Michigan

**Source: State of Michigan - Department of Treasury**

<table>
<thead>
<tr>
<th>Year No.</th>
<th>Year</th>
<th>Inflation Rate Multiplier / Ratio</th>
<th>Inflation Rate as a Percentage Rate</th>
<th>5 Year Average</th>
<th>10 Year Average</th>
<th>15 Year Average</th>
<th>20 Year Average</th>
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<tr>
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<td>24</td>
<td>2018</td>
<td>1.021</td>
<td>2.10%</td>
<td>2.10%</td>
<td>2.10%</td>
<td>-</td>
<td>2.10%</td>
</tr>
</tbody>
</table>

**Average = 1.30% 1.74% 2.09% 2.14%**
20-Year Base Plus Annual Inflationary Rate Increase

Value Increase, Capturable and Non-Capturable
DDA TIF Update: SUMMARY

- Township needs help from DDA and Michigan Department of Environmental Quality (MDEQ) funding to make this land redevelopment ready.

- If the DDA Plan does not get full support of the Taxing Jurisdiction's the redevelopment project will not happen.

- If Taxing Jurisdictions participate and the redevelopment project occurs, these 97 parcels will not continue to decline in value.

- The 2.14% annual increase appears to be higher than any Taxing Jurisdiction's annual forecasted budget increase.

- Note:
  - Even if the project begins immediately, there will not be a substantial increase in taxable value until 2022.
  - Base Taxes Paid will continue to pass on to the Taxing Jurisdictions.
  - Shortfalls from the calculated 2.14% annual increase in any year will be tracked.
  - In the year that sufficient future taxable value occurs in the 5 Block Core Area (anticipated Calendar/Tax Year 2022), each Taxing Jurisdiction will begin to receive the 2.14% annual increase in tax revenue on the Base Taxes Paid.

   *If we don't take full advantage of this amazing opportunity, it is likely this space will remain blighted for decades to come!*
Thank You!

Chris Buck  
Director of Economic Development  
Buck@meridian.mi.us  
517.853.4568

Eric P. Helzer, EDFP  
Advanced Redevelopment Solutions  
EPHelzer@msn.com  
517.648.2434

Carmine Avantini  
CIB Planning  
Avantini@cibplanning.com  
810.335.3800
November 8, 2018

Tim Dolehansty
Ingham County
P.O. Box 319
Mason, MI 48854

Re: Proposed Brownfield Plan #8

As a matter of introduction, I am the Director for the Delhi Charter Township Brownfield Redevelopment Authority (Authority). This Authority was created in accordance with 1996 PA 381, as amended.

The Delhi Charter Township, with the recommendation of the Brownfield Redevelopment Authority, currently plans to consider the adoption of Brownfield Plan #8, which will allow the Authority to recapture tax incremental revenue to cover eligible response activities incurred by the Authority and Michigan State University Federal Credit Union to address contamination and other conditions found at the 2313 Cedar, where a new branch office is planned.

The enclosed proposed Brownfield Plan #8 will fully inform your entity about the fiscal and economic implications of the Brownfield Plan. As proposed, the Brownfield Plan does not intend to recapture local school tax revenues (with the exception of the intermediate school district (IDS) tax revenues) that are expected to be realized as part of this project. Only local taxes (which include ISD taxes) will be recaptured. Even in the absence of this Brownfield Plan, the separate Downtown Development Authority would recapture a substantial amount of these revenues.

You have the right to attend and make comments at a public hearing regarding the adoption of this Brownfield Plan #8 as set forth in the enclosed notice. That meeting is scheduled by the Delhi Charter Township Board of Trustees on November 20, 2018. That meeting will be held at 7:15 p.m. at the Community Service Center located at 2074 North Aurelius Road in Holt.

If you have any questions, please feel free to contact this office.

Very truly yours,

DELHI CHARTER TOWNSHIP BROWNFIELD REDEVELOPMENT AUTHORITY

C. Howard Haas
Executive Director
CHARTER TOWNSHIP OF DELHI
NOTICE OF PUBLIC HEARING ON THE ADOPTION OF A PROPOSED
RESOLUTION APPROVING BROWNFIELD PLAN #8
FOR THE CHARTER TOWNSHIP OF DELHI PURSUANT TO AND IN ACCORDANCE
WITH ACT 381 OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN 1996, AS
AMENDED

PLEASE TAKE NOTICE THAT a Public Hearing shall be held before the
Township Board of Trustees of the Charter Township of Delhi on the 20th day of
November, 2018 at 7:15 p.m. at the Community Services Center at 2074 Aurelius Road,
Holt, Michigan on the adoption of a proposed resolution approving Amended Brownfield
Plan #8 for the proposed development of 2313 Cedar in the Charter Township of Delhi,
within the municipal limits of which the Charter Township of Delhi Brownfield
Redevelopment Authority shall exercise its powers, all pursuant to and in accordance
with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of

A copy of the complete property description, property map and description of the
Brownfield Plan is available for public review at the Clerk's office of the Charter
Township of Delhi at 2074 Aurelius Road, Holt, Michigan.

This Brownfield Plan #8 applies to the property located at or near 2313 Cedar
Street, Delhi Township, Michigan.

All aspects of the proposed plan are open for discussion.

Date: November 8, 2019

Delhi Township Clerk
DELI CHARTER TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY

BROWNFIELD PLAN #8
MSUFCU
2313 Cedar Street
Delhi Charter Township, Holt, Michigan 48842

Prepared By:
Delhi Charter Township Brownfield Redevelopment Authority
4410 Holt Road
Holt, Michigan 48842
Contact Person: Howard Haas
Howard.Haas@delhitownship.com
Phone: 517-699-3866

Triterra
1375 S. Washington Avenue, Suite 300
Lansing, Michigan 48910
Contact Person: Dave Van Haaren
dave.vanhaaren@triterra.us
Phone: 517-853-2152

October 22, 2018

Approved by the Delhi Township BRA on TBD
Approved by the Delhi Charter Township Board of Trustees on TBD
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Table 3: Tax Increment Revenue Reimbursement Allocation Table
Table 4: Tax Increment Revenue Reimbursement Entity Allocation Table

ATTACHMENTS
Attachment A: ALTA/NSPS Land Title Survey and Legal Description
Attachment B: Summary of Known Environmental Conditions
1.0 PROJECT SUMMARY

Project Name: MSUFCU

Developer: Michigan State University Federal Credit Union (the "Developer")
3777 West Road
East Lansing, Michigan 48823
Erin Bowdell
517-333-2424 Ext. 2207

Property Location: 2313 Cedar Street, Delhi Charter Township, Holt, Michigan 48842

Parcel Information: 33-25-05-15-278-009

Type of Eligible Property: "Facility"

Project Description: A redevelopment of the subject property located along the 2313 Cedar Street in Delhi Township. The project includes the construction of a new single-story, 4,485 square foot credit union branch office. The new branch will include 3 drive thru lanes, 40 parking spots, a patio, detention pond and office space.

Brownfield eligible activities proposed by the Developer include environmental assessment, due care planning, dewatering, excavation, transport and disposal of contaminated soils, preparation and implementation of a Brownfield Plan. The Brownfield Plan also includes various Brownfield eligible activities previously conducted by the Delhi Township Brownfield Redevelopment Authority (the "Authority or "BRA"), including environmental assessment, underground storage tank (UST) removal, monitoring well abandonment, asbestos surveys and abatement, and building and site demolition.

Total Capital Investment: Total capital investment is estimated at $5,500,000 of which $601,249 is currently proposed for Brownfield Reimbursement to the Developer and $154,320 is proposed for Brownfield Reimbursement to the Delhi Charter Township Brownfield Redevelopment Authority (the "BRA").
Estimated Job Creation/Retention: The redevelopment is anticipated to generate at least 10 to 12 new full-time equivalent jobs. In addition, this redevelopment will result in the creation/retention of 20 to 30 temporary construction related jobs.

Duration of Plan: 33 years (starting in 2020). The duration of the Plan includes capture of “Local-Only” Tax Increment Revenue (TIR) for reimbursement to the Developer in years 1 through 24 of the plan, capture of TIR for reimbursement to the BRA in years 24 through 29 and capture of TIR for deposit into the BRA’s Brownfield Revolving Fund (LBRF) in years 29 through 33.

Total Reimbursable Costs: $755,569

<table>
<thead>
<tr>
<th>Distribution of New Taxes Paid</th>
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<td>Developer Reimbursement</td>
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<tr>
<td>BRA Reimbursement</td>
<td>$154,320</td>
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<td><strong>Sub-Total Reimbursement</strong></td>
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<tr>
<td>State Brownfield Revolving Fund</td>
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<td>BRA Plan Administrative Fees</td>
<td>$38,368</td>
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<tr>
<td>Local Brownfield Revolving Fund (LBRF)</td>
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<td>New (State) Taxes to Taxing Units</td>
<td>$682,078</td>
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<td>New Taxes to School Debt</td>
<td>$283,706</td>
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<td><strong>Sub-Total LBRF Deposits, Administrative Fees, New Taxes</strong></td>
<td>$1,141,949</td>
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<td>Grand Total</td>
<td>$1,897,518</td>
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2.0 INTRODUCTION AND PURPOSE

The Delhi Charter Township Brownfield Redevelopment Authority (the “Authority” or “BRA”), duly established by resolution of the Delhi Charter Township Board of Trustees (the “Township”), pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, MCLA 125.2651 et. seq., as amended (“Act 381”), is authorized to exercise its powers within Delhi Charter Township, Michigan.

This Plan will allow the BRA to use tax increment financing to reimburse Michigan State University Federal Credit Union (“Developer”) and the BRA for the costs of eligible activities required to redevelop the eligible property at 2313 Cedar Street in Delhi Charter Township. The proposed redevelopment will only be economically viable with the support and approval of the brownfield redevelopment incentives described herein.

3.0 ELIGIBLE PROPERTY INFORMATION

This Brownfield Plan is presented to support the Developer in the redevelopment of a single parcel of land, situated along the southwest side of Cedar Street in Holt (Delhi Charter Township), Ingham County, Michigan (the “Property”). The location of the Property is depicted on Figure 1.

The Property is fully defined in the following table and in Attachment A.

<table>
<thead>
<tr>
<th>Eligible Property</th>
<th>Address</th>
<th>Tax ID</th>
<th>Basis of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2313 Cedar Street</td>
<td>33-25-05-15-278-009</td>
<td>“Facility”</td>
</tr>
</tbody>
</table>

The Property is 1.28 acres of vacant land, currently zoned General Business, and is located within the Delhi Charter Township Downtown Development Authority (DDA) district. Former commercial uses of the Property included a gasoline filling and service station and automotive repair operation. The DDA acquired the Property in 2015. The structure on the Property was later demolished. The Property has been undeveloped since that time. The Property is surrounded by active residential and commercial property. Property layout and boundaries are depicted on Figure 2. The legal description of the Property is included in Attachment A.

The Property is considered an “eligible property” as defined by Act 381, Section 2 because: (a) the Property was previously utilized as a commercial property; (b) the parcel is a “facility” as the term is defined by Part 201 of Michigan’s Natural Resources and Environmental Protection Act (“NREPA”), P.A. 451 of 1994, as amended. Refer to Attachment B, Summary of Known Environmental Conditions. Figure 3 depicts environmental impact on the Property.
4.0 PROPOSED REDEVELOPMENT

MSU Federal Credit Union was founded in 1937 to help its members achieve financial success and has remained dedicated to that same purpose for over 80 years. Through dedicated and knowledgeable employees, new technologies, and innovative products and services we provide many ways to help our members achieve their goals and dreams. We support our communities in a variety of ways, including through philanthropic efforts and financial education. We are thankful for our members who make it possible for us to build new branches as we look forward to developing relationships in Holt.

The Project is a complete redevelopment of the subject Property and includes the construction of a new single-story, 4,485 square foot credit union branch office. The new branch will include 3 drive thru lanes, 40 parking spots, a patio, detention pond and office space.

The total anticipated investment into the redevelopment project is estimated at $5,500,000. The development will result in the complete redevelopment of vacant and contaminated property in traditional commercial corridor in the heart of Delhi Charter Township. This development will dramatically improve the appearance of the highly visible stretch of Cedar Street and an important block of the township. The Project will significantly increase density to the area and provide additional support to existing retail establishments in the township, as well as create jobs.

The improvements to the Property will be permanent and significantly increase the taxable value of the Property. These improvements will also assist in increasing the property values of the neighborhood.

The Project would not be possible without financial support through Brownfield tax increment financing (TIF) and other local incentives outlined in Section 6.12.

This redevelopment is projected to create at least 10 to 12 new, full time equivalent jobs. Additionally, the Project is estimated to create 20 to 30 temporary construction jobs.
5.0 BROWNFIELD CONDITIONS

The Property has been developed for gasoline filling and service stations and automotive repair operations since at least the 1950s. The Property was acquired by the Delhi Township DDA in 2015. By 2016 the Property structure had been demolished. The Property is currently an undeveloped, grass lot.

Environmental assessments/investigations (e.g. Phase I ESAs, Phase II ESAs) known to have been performed at the Property date back to 2015. Soil and groundwater contamination is known to exist across portions of the Property.

The Property meets the definition of a “facility”, as defined by Section 20101 of PA 451, Part 201, as amended, due to the presence of acrylonitrile in soil, and naphthalene, benzene, xylenes, and 1,2,4-trimethylbenzene in both soil and groundwater at concentrations greater than the Part 201 GCC.

Based on the results of the subsurface investigation, some target parameters were detected in soil and/or groundwater at concentrations above respective laboratory method reporting limits but below Part 201 GRCC. Therefore, a potential exists that these constituents may be present at levels above Part 201 GRCC elsewhere on the Property. The extent of contamination above the GRCC has not been delineated.

A detailed summary of known environmental conditions is included in Attachment B. Maps depicting environmental impact within the boundary of the Property is provided as Figure 3.
6.0 BROWNFIELD PLAN

6.1 Description of Costs to Be Paid with Tax Increment Revenues and Summary of Eligible Activities

The Developer and the BRA will be reimbursed for the costs of eligible Environmental activities necessary to prepare the Property for redevelopment. The activities that are intended to be carried out at the Property are considered “eligible activities” as defined by Sec 2 of Act 381.

Brownfield eligible activities proposed by the Developer include environmental assessment, due care planning; dewatering; soil management, including: waste characterization, excavation, transport and disposal of contaminated soils, temporary site controls, soil erosion and sedimentation controls; project management, sampling and oversight; and preparation and implementation of the Brownfield Plan. Excavation activities are limited to environmental response (“hot spot” removal) activities. Project management includes verification sampling of the excavation limits after “hot spot” removal. The Plan also includes various Brownfield eligible activities previously conducted by the BRA, including environmental assessment, UST removal, monitoring well abandonment, asbestos surveys and abatement, and building and site demolition.

The costs of eligible activities included in, and authorized by, this Plan will be reimbursed with incremental local revenues generated by the Property redevelopment and captured by the BRA, subject to any limitations and conditions described in this Plan and the terms of a Reimbursement Agreement between the Developer and the Authority (the “Reimbursement Agreement”). This Plan is a “Local-only” Plan and does not include or propose capture of state tax revenues for reimbursement to the Developer or BRA.

The total cost of activities eligible for Developer and BRA reimbursement from tax increment revenues is projected to be $755,569.

The eligible activities are summarized below:

LOCAL-ONLY ELIGIBLE ACTIVITIES

Environmental Eligible Activities

Environmental Assessment and Due Care Activities
  Total Environmental Eligible Activities ............................................... $370,017

Non-Environmental Eligible Activities

Asbestos and Lead Activities ................................................................. $13,507
Demolition ......................................................................................... $18,600
Total Non-Environmental Eligible Activities .......................................................... $32,107
Total Environmental and Non-Environmental Eligible Activities ...................... $402,124
Contingency (15%) * ......................................................................................... $47,679
Brownfield Plan / Act 381 Work Plan Preparation ............................................. $10,000
Brownfield Plan Implementation ........................................................................ $11,000
Interest (5%, simple) ** .................................................................................... $284,766

TOTAL DEVELOPER ELIGIBLE ACTIVITIES ...................................................... $755,569

* Contingency calculation excludes BRA eligible activity costs incurred prior to development of this Plan.
** Interest is calculated annually at 5% simple interest on Developer & BRA eligible activities.

A breakdown in eligible activities between the Developer and BRA is provided in Table 1, Brownfield Eligible Activities.

The costs listed above are estimated and may increase or decrease depending on the nature and extent of unknown conditions encountered on the Property. The actual cost of those eligible activities encompassed by this Plan that will qualify for reimbursement from tax increment revenues captured by the BRA shall be governed by the terms of a Reimbursement Agreement. No costs of eligible activities will be qualified for reimbursement except to the extent permitted in accordance with the terms and conditions of the Reimbursement Agreement and Section 2 of Act 381 of 1996, as amended (MCL 125.2652). The Reimbursement Agreement and this Plan will dictate the total cost of eligible activities subject to payment. As long as the total cost limit described in this Plan is not exceeded, line item costs of eligible activities may be adjusted within Environmental eligible activities and Non-Environmental eligible activities after the date this Plan is approved by the Delhi Township Board of Trustees.

6.2 Estimate of Captured Taxable Value, Tax Increment Revenues and Impact of Tax Increment Financing on Taxing Jurisdictions

The costs of eligible activities included in, and authorized by, this Plan will be reimbursed with incremental local tax revenues generated by the Property redevelopment and captured by the BRA. It is the intent of this Plan to not include the capture of the School Operating and State Education Tax.

The DDA has the authority to capture tax increment revenues other than the local or intermediate school district taxes within that portion of the Property located in the DDA. However, it is anticipated that an interlocal agreement will be executed between the DDA and the BRA to allow a portion of the incremental revenue to be captured by the BRA and used for the purposes identified in this Plan.
The 2018 taxable value of the Property is $0 which is the initial taxable value for this Plan.

The projected taxable value is phased over 2 years with an estimated final taxable value of $750,000 in 2021. The actual taxable value will be determined by the Township Assessor after the development is completed.

It is estimated that the BRA will capture tax increment revenues from 2020 through 2048 to reimburse the cost of the eligible activities and capture for BRA administrative fees. It is also estimated the BRA will capture tax increment revenues from 2048 through 2052 to deposit into the BRA’s Local Brownfield Revolving Fund (LBRF).

The total impact of incremental tax capture on taxing jurisdictions is estimated at $1,897,518.

<table>
<thead>
<tr>
<th>Distribution of New Taxes Paid</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Developer Reimbursement</td>
<td>$601,249</td>
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<tr>
<td>BRA Reimbursement</td>
<td>$154,320</td>
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<td><strong>Sub-Total Reimbursement</strong></td>
<td><strong>$755,569</strong></td>
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<tr>
<td>State Brownfield Revolving Fund</td>
<td>$0</td>
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<tr>
<td>BRA Plan Administrative Fees</td>
<td>$38,368</td>
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<tr>
<td>Local Brownfield Revolving Fund (LBRF)</td>
<td>$137,797</td>
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<tr>
<td>New (State) Taxes to Taxing Units</td>
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<tr>
<td>New Taxes to School Debt</td>
<td>$283,706</td>
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<tr>
<td><strong>Sub-Total LBRF Deposits, Administrative Fees, New Taxes</strong></td>
<td><strong>$1,141,949</strong></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$1,897,518</strong></td>
</tr>
</tbody>
</table>

Impact to specific taxing jurisdictions is presented in Table 2, Tax Increment Revenue Capture Estimates, and a schedule of tax increment revenue is presented in Table 3, Tax Increment Revenue Allocation Table.

The captured incremental taxable value and associated tax increment revenue will be based on the actual increased taxable value from all real and personal taxable improvements on the Property as determined by the Township Assessor and the actual millage rates levied by the various taxing jurisdictions during each year of the plan. The actual tax increment captured will be based on taxable value set through the property assessment process by the local unit of government and the millage rates set each year by the taxing jurisdictions.
6.3 Method of Financing Plan Costs and Description of Advances by the Municipality

The Developer is ultimately responsible for financing the costs of its specific eligible activities included in this Plan. Neither the BRA nor the township will advance any funds to finance the Developer eligible activities described in this Plan (although the Developer acknowledges that the BRA incurred certain Environmental activity costs historically which will be reimbursed later under the Plan as set forth in Section 6.11 below). All Plan financing commitments and activities and cost reimbursements authorized under this Plan shall be governed by the Reimbursement Agreement. The inclusion of eligible activities and estimates of costs to be reimbursed in this Plan is intended to authorize the BRA to fund such reimbursements and provide the BRA and DDA with relevant information necessary to form and execute an interlocal agreement to fund such reimbursements. The amount and source of any tax increment revenues that will be used for purposes authorized by this Plan, and the terms and conditions for such use and upon any reimbursement of the expenses permitted by the Plan, will be provided solely under the Reimbursement Agreement contemplated by this Plan.

Reimbursements under the Reimbursement Agreement shall not exceed the cost of eligible activities and reimbursement limits described in this Plan.

6.4 Maximum Amount of Note or Bonded Indebtedness

Eligible activities are to be financed by the Developer. The BRA and/or the township will not incur any note or bonded indebtedness to finance Brownfield eligible activities outlined in this Plan.

6.5 Duration of Brownfield Plan

The duration of this Plan is projected to be 33 years total tax capture after the first year of tax capture anticipated as 2020. The duration of the Plan includes 28 years of Tax Increment Revenue (TIR) capture for reimbursement to the Developer and BRA, and 5 years of TIR capture for deposit into the BRA’s LBRF.

In no event shall the duration of the Plan exceed 35 years following the date of the resolution approving the Plan, nor shall the duration of the tax capture exceed the lesser of the period authorized under subsections (4) and (5) of Section 13 of Act 381 or 30 years, except as authorized by those subsections or other provisions of Act 381. Further, in no event shall the beginning date of the capture of tax increment revenues be later than five years after the date of the resolution approving the Plan.
6.6 Legal Description, Property Map, Property Characteristics and Personal Property

An ALTA/NSPS Land Title Survey and legal description of the Property is provided in Attachment A. The general Property location and boundaries are shown on Figures 2 and 3.

The subject Property includes all tangible personal property that now or in the future comes to be owned or installed on the Property by the Developer or occupants.

6.7 Estimates of Residents and Displacement of Families

No occupied residences are involved in the redevelopment, no persons reside at the Property, and no families or individuals will be displaced as a result of this development.

6.8 Plan for Relocation of Displaced Persons

No persons will be displaced as a result of this development. Therefore, a Plan for relocation of displaced persons is not applicable and is not needed for this Plan.

6.9 Provisions for Relocation Costs

No persons will be displaced as result of this development, and no relocation costs will be incurred. Therefore, provision for relocation costs is not applicable and is not needed for this Plan.

6.10 Strategy for Compliance with Michigan’s Relocation Assistance Law

No persons will be displaced as result of this development. Therefore, no relocation assistance strategy is needed for this Plan.

6.11 Description of the Proposed Use of Local Brownfield Revolving Fund

The BRA has established a LBRF. Funds from the LBRF were used to finance eligible activities previously performed at the Property by the DDA. TIR captured as a result of this Project will be used as repayment of expended funds into the LBRF. LBRF monies will not be used to finance or reimburse eligible activities incurred by the Developer as described in this Plan.

At the conclusion of reimbursement of eligible activity costs to the Developer and BRA, the BRA intends to capture local TIR for deposit into the LBRF for an additional five years, to the extent allowed by law and the BRA’s existing program policies and procedures.
6.12 Other Material that the Authority or Governing Body Considers Pertinent

The intent of this Plan is to reimburse the Developer first and the BRA second for respective eligible activity costs incurred for the Property. Refer to Table 4, Tax Increment Revenue Reimbursement Entity Allocation Table, to review projected TIR schedules for the Developer and the BRA.

The Authority is applying for a grant through the DEQ Brownfield Redevelopment Grant and Loan Program. The grant is intended to offset the eligible DEQ Department Specific Activities proposed in this Plan; therefore, the grant will directly reduce the amount to be reimbursed to the Developer, and any activities reimbursed through the grant will not be requested for reimbursement through tax increment financing. Eligible activity expenditures under the grant and Brownfield tax increment financing may be monitored by the DEQ to ensure reimbursements are not duplicated between the grant and tax increment revenue.
FIGURES

Figure 1: Property Location Map
Figure 2: Eligible Property Boundary Map
Figure 3: Soil Boring Map with Analytical Results
FIGURE 1
PROPERTY LOCATION

2313 CEDAR STREET
HOLT, MICHIGAN 48842

INGHAM COUNTY
T. 03 N., R 02 W., SECTION 15

PROJECT NUMBER: 18-1943

ADAPTED FROM MI GEOGRAPHIC DATA LIBRARY DRG 1:13,000
TABLES

Table 1: Brownfield Eligible Activities
Table 2: Tax Increment Revenue Capture Estimates
Table 3: Tax Increment Revenue Reimbursement Allocation Table
Table 4: Tax Increment Revenue Reimbursement Entity Allocation Table
<table>
<thead>
<tr>
<th>ELIGIBLE ACTIVITIES</th>
<th>NO. OF UNITS</th>
<th>UNIT TYPE</th>
<th>UNIT RATE</th>
<th>ESTIMATED TOTAL COST</th>
<th>REIMBURSEMENT PROGRAM ALLOCATION</th>
<th>ENTITY ALLOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>ENVIRONMENTAL ACTIVITIES</td>
<td>NON-ENVIRONMENTAL ACTIVITIES</td>
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<tr>
<td>ENVIRONMENTAL ELIGIBLE ACTIVITIES</td>
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<td></td>
<td></td>
<td>ENVIRONMENTAL ACTIVITIES SUB-TOTAL</td>
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<tr>
<td>Environmental Assessment &amp; Due Care</td>
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<td></td>
<td></td>
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<td>NON-ENVIRONMENTAL ACTIVITIES</td>
<td>$-</td>
</tr>
<tr>
<td>Activities</td>
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<td></td>
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<td>Asbestos and Lead Activities</td>
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<td>ENVIRONMENTAL ELIGIBLE ACTIVITIES SUB-TOTAL</td>
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<td>Demolition</td>
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<td>SUBTOTAL Demolition Activities</td>
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<td>Contingency (15%)</td>
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<td>NON-ENVIRONMENTAL ACTIVITIES SUB-TOTAL</td>
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<td>$12,000</td>
<td>TOTAL</td>
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<td>$11,000</td>
<td>$11,000</td>
<td></td>
<td>$-</td>
</tr>
<tr>
<td>Interest (5%, simple)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$-</td>
</tr>
</tbody>
</table>

**Note:**

- These costs and revenue projections should be considered approximations based on anticipated conditions and available information. It cannot be guaranteed that the costs and revenue projections will not vary from those estimates.
- Contingency includes developer costs (Property Tax and SEV) and all Brownfield costs incurred prior to development of Brownfield Plan.
- Interest is calculated at 5% on developer costs & debt costs incurred prior to development of Brownfield Plan.
<table>
<thead>
<tr>
<th></th>
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<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Total General Revenue</td>
<td>122,213</td>
<td>127,500</td>
<td>133,500</td>
<td>139,625</td>
<td>145,875</td>
<td>152,250</td>
<td>158,750</td>
<td>165,375</td>
<td>172,125</td>
<td>179,000</td>
<td>185,995</td>
<td>193,110</td>
</tr>
<tr>
<td>Total Expenditure</td>
<td>122,213</td>
<td>127,500</td>
<td>133,500</td>
<td>139,625</td>
<td>145,875</td>
<td>152,250</td>
<td>158,750</td>
<td>165,375</td>
<td>172,125</td>
<td>179,000</td>
<td>185,995</td>
<td>193,110</td>
</tr>
<tr>
<td>Surplus/(deficit)</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<td>Total General Fund Balance</td>
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<td>145,875</td>
<td>152,250</td>
<td>158,750</td>
<td>165,375</td>
<td>172,125</td>
<td>179,000</td>
<td>185,995</td>
<td>193,110</td>
</tr>
<tr>
<td>Governmental Activities</td>
<td>122,213</td>
<td>127,500</td>
<td>133,500</td>
<td>139,625</td>
<td>145,875</td>
<td>152,250</td>
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<td>172,125</td>
<td>179,000</td>
<td>185,995</td>
<td>193,110</td>
</tr>
<tr>
<td>Internal Operations</td>
<td>122,213</td>
<td>127,500</td>
<td>133,500</td>
<td>139,625</td>
<td>145,875</td>
<td>152,250</td>
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<td>172,125</td>
<td>179,000</td>
<td>185,995</td>
<td>193,110</td>
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<tr>
<td>Internal Service</td>
<td>122,213</td>
<td>127,500</td>
<td>133,500</td>
<td>139,625</td>
<td>145,875</td>
<td>152,250</td>
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<td>172,125</td>
<td>179,000</td>
<td>185,995</td>
<td>193,110</td>
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<tr>
<td>Indirect Costs</td>
<td>122,213</td>
<td>127,500</td>
<td>133,500</td>
<td>139,625</td>
<td>145,875</td>
<td>152,250</td>
<td>158,750</td>
<td>165,375</td>
<td>172,125</td>
<td>179,000</td>
<td>185,995</td>
<td>193,110</td>
</tr>
<tr>
<td>Non-Debt-Related Revenue</td>
<td>122,213</td>
<td>127,500</td>
<td>133,500</td>
<td>139,625</td>
<td>145,875</td>
<td>152,250</td>
<td>158,750</td>
<td>165,375</td>
<td>172,125</td>
<td>179,000</td>
<td>185,995</td>
<td>193,110</td>
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<td>Non-Debt-Related Expenditure</td>
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<td>145,875</td>
<td>152,250</td>
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<td>165,375</td>
<td>172,125</td>
<td>179,000</td>
<td>185,995</td>
<td>193,110</td>
</tr>
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<td>Non-Debt-Related Surplus/(deficit)</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Bond Proceeds</td>
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<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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<tr>
<td>Total General Fund Balances</td>
<td>122,213</td>
<td>127,500</td>
<td>133,500</td>
<td>139,625</td>
<td>145,875</td>
<td>152,250</td>
<td>158,750</td>
<td>165,375</td>
<td>172,125</td>
<td>179,000</td>
<td>185,995</td>
<td>193,110</td>
</tr>
</tbody>
</table>

Total General Fund Balances as of December 31, 2030:
- Total General Fund Balance: $193,110,000
- Surplus/(deficit): $0
- Non-Debt-Related Surplus/(deficit): $0
- Bond Proceeds: $0
<table>
<thead>
<tr>
<th>Table 2: Tax Increment Revenues and Expenditures, Abridged Table</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Year</strong></td>
</tr>
<tr>
<td>2020</td>
</tr>
<tr>
<td><strong>Future Tax Increment Revenues</strong></td>
</tr>
<tr>
<td><strong>Total</strong></td>
</tr>
<tr>
<td><strong>Environmental</strong></td>
</tr>
<tr>
<td><strong>Future Tax Increment Revenue</strong></td>
</tr>
<tr>
<td><strong>Non-Environmental</strong></td>
</tr>
<tr>
<td><strong>Future Tax Increment Revenue</strong></td>
</tr>
</tbody>
</table>

**Total**: $1,300,000

**Abridged Table**: For the purposes of this table, specific data points have been abstracted to provide a summary of tax increment revenues and expenditures.
| Year | 2020 | 2021 | 2022 | 2023 | 2024 | 2025 | 2026 | 2027 | 2028 | 2029 | 2030 | 2031 | 2032 | 2033 | 2034 | 2035 | 2036 | 2037 | 2038 | 2039 | 2040 | 2041 | 2042 | 2043 | 2044 | 2045 |
|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| Total Sales Tax Revenue (Before Transportation) | $2.00 | $2.10 | $2.20 | $2.30 | $2.40 | $2.50 | $2.60 | $2.70 | $2.80 | $2.90 | $3.00 | $3.10 | $3.20 | $3.30 | $3.40 | $3.50 | $3.60 | $3.70 | $3.80 | $3.90 | $4.00 | $4.10 | $4.20 | $4.30 | $4.40 | $4.50 |
| Local Sales Tax Revenue (Before Transportation) | $2.50 | $2.60 | $2.70 | $2.80 | $2.90 | $3.00 | $3.10 | $3.20 | $3.30 | $3.40 | $3.50 | $3.60 | $3.70 | $3.80 | $3.90 | $4.00 | $4.10 | $4.20 | $4.30 | $4.40 | $4.50 | $4.60 | $4.70 | $4.80 | $4.90 | $5.00 |

**Note:** The table above shows the projected sales tax revenue for the years 2020 to 2045. The data is presented in thousands of dollars. The table includes both total sales tax revenue and local sales tax revenue, both before transportation. The figures are projected to increase steadily over the years, with the highest projected revenue being in the year 2045.
## Table 4
**Tax Increment Revenue Reimbursement Entity Allocation Table**

2313 Cedar Street
Holt, MI
October 31, 2013

<table>
<thead>
<tr>
<th>Period</th>
<th>Year</th>
<th>Local TIF &amp; Annual Total Tax Capture</th>
<th>% Allocation</th>
<th>Capture for State &amp; Local Reimbursement</th>
<th>Capture for TIF Administrative Costs</th>
<th>Total State &amp; Local TIF Available for Reimbursement in Developer</th>
<th>TIF Eligible Activity Reimbursement</th>
<th>5.5% Interest</th>
<th>TIF Eligible Activity Reimbursement</th>
<th>6.7% Interest</th>
<th>TIF Eligible Activity Reimbursement</th>
<th>7% Interest</th>
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<td>$0</td>
<td>$7,608</td>
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<td>$0</td>
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</table>

**% of Tax Capture:** 100.0%
0.0%
3.0%
4.4%
5.5%
48.2%
21.5%
6.7%
8.6%
5.6%
1.0%
1.0%
5.6%
6.3%
0.0%

**TIF Eligible Activities and Interest Earned:**
$1,079,248
$104,329
$21,067
$96,644
ATTACHMENT A

ALTA/NSPS Land Title Survey and Legal Description
ATTACHMENT B

Summary of Environmental Conditions
Based on Triterra’s review of historical information, the Property was undeveloped from at least 1938 until 1950. In approximately 1955, the Property was developed as a gasoline filling station. A total of ten underground storage tanks (USTs) formerly existed on the Property. Operations ceased by 2015 when the building was razed, and the UST system removed from the ground.

The following environmental documents are known in connection with the Property:

- Phase I Environmental Site Assessment, 2313 Cedar Street, Holt, Michigan, prepared for Delhi Charter Township and Delhi Township DDA, completed by Parsons Brinckerhoff, dated June 9, 2015.
- Documentation of Due Care Compliance, 2313 Cedar Street, Holt, Michigan, prepared for Delhi Township DDA, completed by PM Environmental, dated December 24, 2015.
- Documentation of Due Care Compliance, 2313 Cedar Street, Holt, Michigan, prepared for Delhi Township DDA/Foster Swift Collins & Smith PC, completed by PM Environmental, dated December 20, 2016.
- Phase I Environmental Site Assessment, 2313 Cedar Street, Holt, Michigan, prepared for Michigan State University Federal Credit Union, completed by Triterra, dated June 16, 2018.

Soil and groundwater at the Property contain constituents at concentrations above the MDEQ Part 201 Generic Residential Cleanup Criteria (GRCC).

The soil sample results are summarized in Table 1. Soil Boring locations and analytical result exceedances are depicted in Figure 3. The following table summarizes the constituents in soil that exceeded the MDEQ Part 201 GRCC.

<table>
<thead>
<tr>
<th>Constituent</th>
<th>Sample Location</th>
<th>Maximum Concentration</th>
<th>Residential Criteria Exceeded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acrylonitrile</td>
<td>SB-3 (d:7.0' - 8.0')</td>
<td>400</td>
<td>DW, GSI</td>
</tr>
<tr>
<td>Naphthalene</td>
<td>SB-3 (d:7.0' - 8.0')</td>
<td>800</td>
<td>GSI</td>
</tr>
<tr>
<td>Benzene</td>
<td>S-2 (d:3.0 - 4.0')</td>
<td>160</td>
<td>DW</td>
</tr>
<tr>
<td>Xylenes (Total)</td>
<td>S-2 (d:3.0 - 4.0')</td>
<td>1,580</td>
<td>GSI</td>
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</tbody>
</table>
### Soil Analytical Results Exceeding MDEQ Part 201 GRCC

<table>
<thead>
<tr>
<th>CONSTITUENT CAS NUMBER</th>
<th>SAMPLE LOCATION</th>
<th>MAXIMUM CONCENTRATION</th>
<th>RESIDENTIAL CRITERIA EXCEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,2,4-Trimethylbenzene 95636</td>
<td>S-2 (d:3.0 - 4.0')</td>
<td>680</td>
<td>GSI</td>
</tr>
</tbody>
</table>

Note: DW = Drinking Water Protection Criteria, GSI = Groundwater-Surface Water Interface Criteria. Concentrations reported in ppb (parts per billion or µg/kg).

### Groundwater Analytical Results Exceeding MDEQ Part 201 GRCC

<table>
<thead>
<tr>
<th>CONSTITUENT CAS NUMBER</th>
<th>SAMPLE LOCATION</th>
<th>MAXIMUM CONCENTRATION</th>
<th>RESIDENTIAL CRITERIA EXCEEDED</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benzene 71432</td>
<td>TMW-3 (d:5.0' - 10.0') TMW-4 (d:5.0' - 10.0')</td>
<td>110 (TMW-4)</td>
<td>DW, GSI</td>
</tr>
<tr>
<td>Xylenes (Total) 1330207</td>
<td>W-1</td>
<td>69</td>
<td>GSI</td>
</tr>
<tr>
<td>1,2,4-Trimethylbenzene 95636</td>
<td>W-1</td>
<td>32</td>
<td>GSI</td>
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<tr>
<td>Naphthalene 91203</td>
<td>TMW-3 (d:5.0' - 10.0') TMW-4 (d:5.0' - 10.0')</td>
<td>43 (TMW-3)</td>
<td>DW, GSI</td>
</tr>
</tbody>
</table>

Note: DW = Drinking Water Criteria, GSI = Groundwater-Surface Water Interface Criteria. Concentrations reported in ppb (parts per billion or µg/l).

The Property meets the definition of a “facility”, as defined by Section 20101 of PA 451, Part 201, as amended, due to the presence of acrylonitrile in soil, and naphthalene, benzene, xylenes, and 1,2,4-trimethylbenzene in both soil and groundwater at concentrations greater than the Part 201 GCC.

Based on the results of the subsurface investigation, some target parameters were detected in soil and/or groundwater at concentrations above respective laboratory method reporting limits but below Part 201 GRCC. Therefore, a potential exists that these constituents may be present at levels above Part 201 GRCC elsewhere on the Property. The extent of contamination above the GRCC has not been delineated.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO NEGOTIATE A TAX SHARING AGREEMENT WITH
MERIDIAN CHARTER TOWNSHIP DOWNTOWN DEVELOPMENT AUTHORITY

WHEREAS, the Meridian Township Downtown Development Authority (DDA) was incorporated in 2005 pursuant to the Downtown Development Authority Act (MCL 125.1651 et seq.) (the Act); and

WHEREAS, the DDA is permitted by the Act to capture certain tax revenue from various taxing authorities which are authorized to levy taxes on property within the established downtown district; and

WHEREAS, Ingham County is a taxing jurisdiction whose tax revenue is subject to capture by the DDA as provided by the Act; and

WHEREAS, the DDA is specifically authorized, pursuant to Section 14 of the Act (MCL 125.1664(4)), “…to enter into agreements with the taxing jurisdiction and the governing body of a municipality in which the development area is located to share a portion of the captured assessed value of the district”; and

WHEREAS, Ingham County has adopted a policy with respect to the capture of county property tax revenues within new or expanded development districts including those under the Downtown Development Authority Act; and

WHEREAS, under its established policy, the County will not permit the capture of county property tax revenues in any new or amended development district unless the Board of Commissioners has approved a tax sharing agreement with the affected development district and the affected municipality; and

WHEREAS, in accordance with Section 14 of the Act, the parties desire to enter into a Tax Sharing Agreement; and

WHEREAS, the County Economic Development Corporation has recommend approval Tax Sharing Agreement to the Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the Tax Sharing Agreement between the Meridian Charter Township Downtown Development Authority and The County of Ingham following parameters established by the Board of Commissioners.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
This resolution will approve the attached list of contracts for the 2019 budget year. The list consists only of contracts that are included in the 2019 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over $5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index’s Annual Inflation rate or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners’ Guidelines. Expenditure contracts with a 2019 increase of 2.4% or less are the only ones included in this resolution.

Please contact me if you have any questions.
Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2019 BUDGET YEAR

WHEREAS, county policy requires that all contracts over $5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2019 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller’s Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over $5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.
<p>| DEPARTMENT               | CONTRACTOR NAME | REASON FOR CONTRACT                                      | BEGIN DATE | END DATE | 2018 COST | 2019 PROJECTED | Proj. Increase over 2018 | % Increase over 2018 | Funding Source |
|-------------------------|----------------|----------------------------------------------------------|------------|----------|-----------|----------------|--------------------------|----------------------|----------------|----------------|
| Board of Commissioners  | GovQA          | FOIA Software                                            | 01/01/19   | 12/31/19 | $17,874   | $18,303         | $429                     | 2.40%                | General Fund    |
| Financial Services      | Eagle Claims Management | Workers' Comp Third Party Administrator                  | 01/01/19   | 12/31/19 | $27,500   | $27,500         | $0                       | 0.00%                | Comp Fund/MCF    |
| Financial Services      | Infinisource   | Employees' Flexible Spending Account Administrator       | 01/01/19   | 12/31/19 | $17,500   | $17,500         | $0                       | 0.00%                | Employee Benefit |
| Road Department         | Precision Systems | Accounting Software Licenses                             | 01/01/19   | 12/31/19 | $14,655   | $14,655         | $0                       | 0.00%                | Road Fund       |
| Road Department         | Midwestern Consulting | Traffic Signal Database Support                         | 01/01/19   | 12/31/19 | $1,200    | $1,200          | $0                       | 0.00%                | Road Fund       |
| IT                      | BOSS           | Annual Maintenance for Help Desk Software                | 01/01/19   | 12/31/19 | $14,425   | $14,771         | $346                     | 2.40%                | Network Fund    |
| IT                      | Calero Software | Verismart Software Maintenance for Phone System          | 08/30/19   | 08/30/20 | $2,172    | $2,224          | $52                      | 2.39%                | Network Fund    |
| IT                      | Oracle         | Sun Server Maintenance Contract                          | 03/30/19   | 03/30/20 | $5,553    | $5,666          | $133                     | 2.40%                | Network Fund    |
| IT                      | DLT            | Solarwinds Network Monitoring                           | 03/21/19   | 03/21/20 | $1,707    | $1,748          | $41                      | 2.40%                | Network Fund    |
| IT                      | Solarwinds     | Dameware Remote Support Software                        | 06/19/19   | 06/18/20 | $474      | $485            | $11                      | 2.32%                | Network Fund    |
| IT                      | Oracle         | Oracle Database Standard Edition - Processor Perpetual    | 02/20/19   | 02/20/20 | $9,328    | $9,552          | $224                     | 2.40%                | Network Fund    |
| IT                      | Service Express | Hardware Support Renewal for HP Servers                   | 04/30/19   | 04/30/20 | $3,960    | $4,055          | $95                      | 2.40%                | Network Fund    |
| IT                      | Konica         | RightFax                                                 | 08/31/19   | 08/31/20 | $5,647    | $5,783          | $136                     | 2.41%                | Network Fund    |
| IT                      | CDWG           | VMWare Renewal                                           | 03/31/19   | 03/31/20 | $30,159   | $30,883         | $724                     | 2.40%                | Network Fund    |
| IT                      | Seamless Docs  | Seamless Docs Renewal                                    | 02/19/19   | 02/18/20 | $24,000   | $24,576         | $576                     | 2.40%                | Network Fund    |
| IT                      | Sentinel       | Redsky e911 software support renewal                    | 05/28/19   | 05/27/20 | $3,150    | $3,226          | $76                      | 2.40%                | Network Fund    |
| IT                      | Zayo           | Dark Fibre &amp; equipment                                   | 01/01/19   | 12/31/20 | $5,150    | $5,274          | $124                     | 2.40%                | Network Fund    |
| IT                      | Nationwide Power | Uninterrupted power supply support-911                  | 12/01/19   | 11/30/20 | $4,305    | $4,408          | $103                     | 2.40%                | Network Fund    |
| IT                      | Vidcom Solutions | Ocularis Renewal for cameras                            | 01/04/19   | 01/04/20 | $15,000   | $15,360         | $360                     | 2.40%                | Network Fund    |</p>
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2018 COST</th>
<th>2019 PROJECTED</th>
<th>Proj. Increase over 2018</th>
<th>% Increase over 2018</th>
<th>Funding Source</th>
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<td>BEGIN DATE</td>
<td>END DATE</td>
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<td>Equalization</td>
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