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**FINANCE COMMITTEE**  
MARK GREBNER, CHAIR  
BRIAN McGRAIN  
DEB NOLAN  
REBECCA BAHAR-COOK  
TODD TENNIS  
STEVE DOUGAN

## **INGHAM COUNTY BOARD OF COMMISSIONERS**

**P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264**

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, AUGUST 22, 2012 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 [July 18, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Prosecuting Attorney - Resolution to Authorize a Juvenile Accountability Grant from the [Capitol Region Community Foundation](#) and Sub-Contract with the Dispute Resolution Center of Central Michigan
2. Treasurer - Resolution Authorizing an Extension of [Temporary Principal Residence Auditor Assistant](#)
3. Office of Homeland Security & Emergency Management
  - a. Resolution to Enter into a Contract with [Westshore Services](#) for Outdoor Warning Sirens Utilizing the FY2010 Homeland Security Grant Program Funds
  - b. Resolution Authorizing a Battery Replacement Project for the [Public Safety Wireless Voice Communication System](#)
  - c. Resolution to Accept Grant Funds from the State of Michigan Emergency [Management Performance](#) Grant (EMPG) for FY 2012
4. Animal Control - Resolution to Reorganize [Animal Control Positions](#) and Waive the Hiring Freeze and Provide Backfill
5. Circuit Court/Family Division
  - a. Resolution Authorizing Entering into a Contract for [Attorney Services](#) for Juvenile Delinquency
  - b. Resolution Authorizing Entering into a Contract for [Attorney Services](#) for Juvenile Delinquency and Truancy Matters
  - c. Resolution Requesting an Amendment to the [Family Division](#) 2011/12 Childcare Fund for Additional Money for the Private Institution Budget
  - d. Resolution to Authorize Entering into a Contract with [House Arrest Services, Inc.](#)
6. Human Resources - Resolution Approving Modifications to the [2012 Managerial](#) and Confidential Personnel Manual (*Tabled at the June 20, 2012 Meeting*)

7. Health Department
  - a. Resolution to Authorize an Agreement with [Cornerstone Consulting, LLC](#) for the Purpose of Developing a Strategic Plan for the Health Department Community Health Centers
  - b. Resolution to Authorize an Agreement with [Capital Area Community Services](#) to Serve Early Head Start Children Through the Family Outreach Services Program
  - c. Resolution to Authorize a Business Associate Agreement with Vision Data Technologies, Inc. for the Participation in the [BridgeIT Data Repository](#)
  - d. Resolution to Authorize Amendment #4 to the 2011-2012 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of [Community Health](#)
  - e. Resolution to Authorize a Client Services Agreement with the Michigan Department of Human Services for [Refugee Medical Assessment](#) Services
  - f. Resolution to Authorize an Agreement with the Michigan Department of [Environmental Quality](#) for Medication Collection and Disposal
  - g. Resolution to Accept Funds from the U. S. Department of Health and Human Services, Division of Health Resources and Services Administration for the [Healthy Start Grant](#) and Establish Perinatal Systems Project Coordinator/Senior Public Health Nurse and Health Educator II Positions
  - h. Resolution to Authorize the Conversion of the Otto Community Health Center from a [School-Based Health Center](#) to a General Community Health Center and Establish a Primary Care Physician
8. Fair Board
  - a. Resolution Authorizing the Use of [Hotel/Motel Funds](#) for Advertising for the 2012 Ingham County Fair
  - b. Resolution to Transfer Funds from [Hotel Motel Tax Fund](#) to the Fairgrounds Capital Improvement Account
9. Housing Commission - Resolution to Authorize an Extension to the 2009 Community [Development Block Grant](#) Approved in Resolution #09-092
10. Financial Services - Resolution Authorizing Signature for [Western National Life](#) Deferred Comp Plan
11. MIS - Resolution to Approve the Contract Amendment with AT&T to Provide Network Connectivity to the [Road Department Administrative Building](#) and Sexton High School
12. Facilities
  - a. Resolution Awarding a Contract to Camelot Services Co., to Provide Carpet [Cleaning Services](#) to Various County Facilities
  - b. Resolution Awarding a Contract to [Pro Tech Environmental Services](#) for the Removal of Mold, Clean Up of the Crawlspace and Encapsulation of the Crawlspace Floor and Walls

13. Parks
  - a. Resolution Authorizing the Renewal of the Agreement with the City of Lansing for the Maintenance of Certain [City of Lansing Parks](#)
  - b. Resolution Approving a Contract with Anderson-Fisher & Associates for the Grading and Landscaping of the [Hawk Island Snow Park](#)
  - c. Resolution Approving a Contract with Superparks LCC (Planet) to Design, Construct, Maintain, and Manage the [Hawk Island Snow Park](#)
  - d. Resolution Approving an Increase in [Soccer Usage Fees](#) for the Hope Soccer Complex
  
14. Department of Transportation & Roads
  - a. Resolution Authorizing the Purchase of [One Stump Grinder](#) for the Department of Transportation & Roads
  - b. Resolution to Approve Local Road Agreement with [Meridian Township](#) for the Ingham County Department of Transportation and Roads
  - c. Resolution to Approve Local Road Agreement with [Leroy Township](#) for the Ingham County Department of Transportation and Roads
  - d. Resolution to Approve Local Road Agreement with [Delhi Township](#) for the Ingham County Department of Transportation and Roads
  - e. Resolution To Approve Local Road Agreement with [Leslie Township](#) For The Ingham County Department Of Transportation And Roads
  - f. Resolution to Approve Local Road Agreement with [Lansing Township](#) for the Ingham County Department of Transportation and Roads
  - g. Resolution Authorizing a Contract with [Gallagher Asphalt Co.](#) for Item I of the 2012 Local Road Program Bid Packet 1639 Hot in Place Recycling of Various Meridian Township Local Roads
  - h. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item II of the 2012 Local Road Program Bid Packet 1639 Asphalt Overlay & Repairs of Various [Meridian Township](#) Local Roads
  - i. Resolution Authorizing a Contract with Gallagher Asphalt Co. for Item III of the 2012 Local Road Program Bid Packet 1639 Hot in Place Recycling of Various [Lansing Township](#) Local Roads
  - j. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item IV of the 2012 Local Road Program Bid Packet 1639 Asphalt Overlay & Repairs of Various [Lansing Township](#) Local Roads
  - k. Resolution Authorizing a Contract with Gallagher Asphalt Co. for Item V of the 2012 Local Road Program Bid Packet 1639 Hot in Place Recycling of Various [Delhi Township](#) Local Roads
  - l. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item VI of the 2012 Local Road Program Bid Packet 1639 Asphalt Overlay & Repairs of Various [Delhi Township](#) Local Roads
  - m. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item VII of the 2012 Local Road Program Bid Packet 1639 Asphalt Overlay & Repairs of Jewitt Road, Tomlinson To Kipp Roads [Vevay Township](#)

- n. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item VIII of the 2012 Local Road Program Bid Packet 1639 Asphalt Paving of Baseline Road, Moechel Road to the South County Line [Stockbridge Township](#)
  - o. Resolution to Approve Waterborne Pavement Marking Agreement with City of [Leslie](#) for the Ingham County Department of Transportation and Roads
  - p. Resolution to Approve Waterborne Pavement Marking Agreement with City of [Mason](#) for the Ingham County Department of Transportation and Roads
  - q. Resolution to Approve Waterborne Pavement Marking Agreement with City of [Williamston](#) for the Ingham County Department of Transportation and Roads
  - r. Resolution to Approve Waterborne Pavement Marking Agreement with Village of [Webberville](#) for the Ingham County Department of Transportation and Roads
  - s. Resolution to Approve the [Special and Routine Permits](#) for the Ingham County Department of Transportation and Roads
15. Ingham Health Plan - Resolution to Submit to the Electorate a [Special Millage Question](#) for Health Services for Low Income Uninsured Families and Adults Living in Ingham County
16. Controller's Office - Resolution Authorizing the 2012 Community Agency Agreement for [Legal Services of South Central Michigan](#)
17. Board Referrals
- a. Letter from Leap Inc. Regarding [City of Lansing Notice of Public Hearing](#)
  - b. Rehmann Robson Year Ending December 2011 Ingham County Audit (*Report Previously Distributed at the July 24, 2012 Board of Commissioners' Meeting*)

Announcements  
Public Comment  
Adjournment

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

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

FINANCE COMMITTEE  
July 18, 2012  
Minutes

Members Present: Mark Grebner, Brian McGrain, Deb Nolan, Rebecca Bahar-Cook, and Steve Dougan

Members Absent: Todd Tennis

Others Present: Board Chairperson Copedge, Vince Dragonetti, Travis Parsons, Mary Lannoye, Teri Morton, Chuck Gray, Eric Schertzing, Paul Pratt, Mary Sabaj, Renée Branch Canady, Willis Bennett, Jim Hudgins, Mike Hughes, Robin Reynolds, Jill Rhode, Maureen Winslow, Peggy Roberts, Katie Ellero, Mike Pathfinder, Glen Rockey, Mark Kettner and others

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

Approval of the June 20, 2012 Minutes

The June 20, 2012 Minutes were approved as submitted.

Additions to the Agenda

- 2b. Substitute - Drain Commissioner- Resolution Pledging Full Faith and Credit to Gilbert, Loch Woode Branch Drain Drainage District 2012 Bonds.
  
- 5h. Additional Materials - Department of Transportation & Roads - Resolution - Ingham Township (*To be Available at Meeting*). Resolution to Approve Local Road Agreement with Ingham Township for the Ingham County Department of Transportation and Roads.
  
- 6d. Pulled - Health Department - Resolution to Authorize an Agreement with the United States Department of Health and Human Services, Division of Health Resources and Services Administration to Accept the Healthy Start Grant.
  
- 6e. Substitute - Resolution Authorizing an Agreement with Health Management Associates to Provide Start Up Core Functions of the Michigan Consumers Health Care Co-Op.
  
- 6f. Substitute - Resolution to Authorize an Agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for the Provision of Co-Located Primary and Behavioral Health Services **and Create a Nurse Practitioner and Administrative Assistant CHC Positions.**
  
- 6g. Late – Ingham Health Plan: Discussion - Resolution to Submit to the Electorate a Special Millage Question for Health Services for Low Income Uninsured Families and Adults Living in Ingham County

- 10b. Substitute - Parks - Resolution Authorizing an Amendment to the Agreement Between Ingham County and the Potter Park Zoological Society to Include Compensating the Society for Hiring a General Curator.
- 13b. Amended - Controller/Administrator's Office -Resolution to Adopt the 2013 Juvenile Justice Community Agency Process Calendar.**The Judiciary Committee amended the resolution as follows:** WHEREAS, the Ingham County Board of Commissioners wishes to adopt a Resolution to establish the 2013 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of **\$100,000** for this purpose.
14. Late - Resolution Approving Tri-County Office on Aging's Annual Implementation Plan for Fiscal Year 2013

Limited Public Comment

None.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

1. Treasurer
  - a. Resolution to Authorize Transfer of Funds from Treasurer to Register of Deeds for the Purpose of Conducting Title Searches
  - b. Resolution Approving Extension for One Year of Scheduled Sunset Position in the County Treasurer's Office
2. Drain Commissioner
  - a. Resolution Pledging Full Faith and Credit to Kinawa View Drain Drainage District 2012 Bonds
  - b. Resolution Pledging Full Faith and Credit to Gilbert, Loch Woode Branch Drain Drainage District 2012 Bonds
3. Community Corrections Advisory Board
  - a. Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Authorizing Entering into Subcontracts for Community Corrections Programs for FY 2012-2013
  - b. Resolution to Authorize Amending the Contract with Alcohol Drug Administrative Monitoring, Inc. (A.D.A.M.) for Drug Testing, DNA Collection, and Breathalyzer Services
6. Health Department
  - a. Resolution to Authorize a Subcontract with Hunt and Associates
  - b. Resolution to Authorize a 2012-2013 AmeriCorps Grant
  - e. Resolution Authorizing an Agreement with Health Management Associates to Provide Start Up Core Functions of the Michigan Consumers Health Care Co-Op

8. Farmland and Open Space Preservation Board - Resolution Amending Resolution #12-190 to Accept \$47,983.00 in Additional Funds
9. Facilities
  - a. Resolution Awarding a Contract to Soap Slingers Window Cleaning LLC to Provide Window Cleaning Services to Various County Facilities
  - c. Resolution Authorizing Entering into a Contract with Perfitt Excavating, Inc. for the Replacement of the Asphalt Circle Drive at the Mason Courthouse
10. Parks
  - a. Resolution Authorizing the Acceptance of a \$250.00 Risk Avoidance Program (RAP) Grant Award for a Grill Guard for the Patrol Car at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
11. Human Resources
  - b. Resolution Certifying Representatives for the MERS Annual Meeting
13. Controller/Administrator's Office
  - a. Resolution to Authorize Budget Adjustments for 2012 Based on the Annual Evaluation of the County's Financial Reserve Policy
  - b. Resolution to Adopt the 2013 Juvenile Justice Community Agency Process Calendar

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis and Dougan

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis and Dougan

4. Circuit Court Family Division - Resolution for Authorization to Enter into a Three Year Contract with KidsPeace Mesabi Academy

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION FOR AUTHORIZATION TO ENTER INTO A THREE YEAR CONTRACT WITH KIDSPACE MESABI ACADEMY.

Comm. Nolan asked if this is for a particular individual. Ms. Winslow answered yes explaining the individual's prior placement and the need for a secured facility. The Committee discussed how long the individual will require residential care and treatment.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis and Dougan

Ms. Winslow informed the Committee of the Garden Gala to be held Thursday, July 26<sup>th</sup>. Tickets are \$25.00 for 1 person, \$40.00 for 2, and families with children under 10 years are \$40.00. Comm. Nolan has tickets available.

5. Department of Transportation & Roads

Ms. Lannoye provided a brief overview. Ms. Lannoye stated that 5a is a Federal Aid local cost sharing project. Comm. Nolan expressed her concern of where match dollars come from. Ms. Lannoye stated no General Funds will be used for road projects further stating the Townships provide the match. Chairperson Grebner explained that the County receives gas tax money for the Department of Transportation and Roads which is not to be confused as an increase in budget funding.

Ms. Lannoye stated that items b-h are local projects. Ms. Lannoye noted there was a question at the County Services meeting about starting the projects late in the year. She summarized Mr. Conklin's response explaining the Townships fiscal year is July through June; therefore this was the first meeting for them.

- a. Resolution to Approve Local Match Sharing Agreement with Delhi Township for the Ingham County Department of Transportation and Roads
- b. Resolution to Approve Local Road Agreement with Stockbridge Township for the Ingham County Department of Transportation and Roads
- c. Resolution to Approve Local Road Agreement with Bunker Hill Township for the Ingham County Department of Transportation and Roads
- d. Resolution to Approve Local Road Agreement with Locke Township for the Ingham County Department of Transportation and Roads
- e. Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Department of Transportation and Roads
- f. Resolution to Approve Local Road Agreement with Aurelius & Onondaga Townships for the Ingham County Department of Transportation and Roads
- g. Resolution to Approve Local Road Agreement with Onondaga Township for the Ingham County Department of Transportation and Roads
- h. Resolution - Ingham Township (*To be Available at Meeting*): Resolution to Approve Local Road Agreement with Ingham Township for the Ingham County Department of Transportation and Roads

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTIONS (ITEMS a-h.) a. RESOLUTION TO APPROVE LOCAL MATCH SHARING AGREEMENT WITH DELHI TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS b. RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH STOCKBRIDGE TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS c. RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH BUNKER HILL TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS d. RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LOCKE TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS e. RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH VEVAY TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS f. RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH AURELIUS & ONONDAGA TOWNSHIPS FOR THE INGHAM COUNTY DEPARTMENT OF



TRANSPORTATION AND ROADS g. RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH ONONDAGA TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS h. RESOLUTION - INGHAM TOWNSHIP (*TO BE AVAILABLE AT MEETING*): RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH INGHAM TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS.

Comm. McGrain asked if staff will provide a list of projects for the Commissioners to approve. Ms. Lannoy answered yes for the local projects.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis and Dougan

6. Health Department

- c. Resolution to Authorize Amendment #3 to the 2011-2012 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2011-2012 COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis and Dougan

- f. Resolution to Authorize an Agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for the Provision of Co-Located Primary and Behavioral Health Services and Create a Nurse Practitioner and Administrative Assistant CHC Position.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES FOR THE PROVISION OF CO-LOCATED PRIMARY AND BEHAVIORAL HEALTH SERVICES AND CREATE A NURSE PRACTITIONER AND ADMINISTRATIVE ASSISTANT CHC POSITIONS.

Dr. Branch Canady explained this is an evolution after many years of working with CMH in addition to providing primary care in the mobile medical vehicle to the CMH patients. Mr. Sheehan has now proposed this build-out providing a permanent structure at the CMH facility with no cost to the County for the build-out or completed space. Therefore, the Health Department will assign a nurse practitioner to provide primary care and reassign existing staff for clinic support for the mid-level provider. Dr. Branch Canady described the patients' needs at CMH.

(Comm. Dougan arrived at 6:25 p.m.)

Comm. Nolan asked if Human Recourses is in the process of evaluating physicians, physician assistants and dentist compensation. Mr. Parsons answered yes they are working with the Health Department to establish a RFP.

(Chairperson Grebner stepped out at 6:27 p.m. and Comm. McGrain began as Chairperson)

Comm. Bahar-Cook questioned the difference between CMH and CHC in the resolution. Dr. Branch-Canady explained it helps to make clear who are Health Department employees working at the CMH site. Comm. Bahar-Cook asked for an explanation of why the Health Department is moving in this direction rather than keeping the bus for a few more years. Dr. Branch Canady explained the demand and complexity of the patients stating they would be better served in a facility in which they are familiar, visits will increase, services can be expanded, and mental illness concerns can be addressed. Dr. Branch Canady then described how revenue will be generated. Comm. Bahar-Cook asked for updated revenue projections. Comm. Nolan expressed her concern that revenues will cover the costs. Dr. Branch Canady will provide the Committee with updated projections. Comm. McGrain stated the Human Services Committee was comfortable with the resolution after conversations and having the ability to review the agreement in six months.

Comm. Dougan questioned the delay of reimbursement. Ms. Lannoye estimated a three month reimbursement delay sometimes longer stating often the County fronts the cash. Comm. Dougan acknowledged that existing programs no longer experience the funding delay; however, with a start up it will be noticed for a period of time. Ms. Lannoye stated that the Health Department is confident that the patient mix will cover the cost of the expense and the Human Services Committee took that further and stated they will do a review in six months. Ms. Lannoye stated the Controller's Office will also review from an accrual basis. Dr. Branch Canady explained that the Health Department's projections are conservative while using existing staff without jeopardizing the service at their current sites.

Comm. Bahar-Cook asked if the build-out is completed because the resolution begins August 1, 2012. Dr. Branch Canady stated approval will allow her to post the position and the start date can be adjusted. Comm. Nolan informed the Committee that at the Human Services Committee meeting Dr. Phillips spoke of her first day providing primary care at CMH saying the services are truly needed.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis and Grebner

7. Housing Commission - Resolution to Authorize Grant Amendment to Resolution #09-262 - Neighborhood Stabilization Program (NSP) Grant Funds from the Michigan State Housing Development Authority for an Additional Amount of \$272,750

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO AUTHORIZE GRANT AMENDMENT TO RESOLUTION #09-262 - NEIGHBORHOOD STABILIZATION PROGRAM (NSP) GRANT FUNDS FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY FOR AN ADDITIONAL AMOUNT OF \$272,750.

Mr. Glen Rockey, Community Block Grant Development Coordinator for the Housing Commission, explained that the initial MSHDA NSP Grant was used to purchase four abandoned or foreclosed homes in the City of Mason to rehab and sell to low income residents of Ingham County. He further explained that two of the homes sold while the others had extensive issues and demolition would be more cost effective. The initial grant does not allow for demolition; therefore, the Housing Commission went back to MSHDA for additional funding that will allow for demolition. The additional MSHDA funds and proceeds from the two sold homes will allow the Commission to demolish four homes and construct two new homes in Mason.

Comm. McGrain asked what will happen to the proceeds from the sale of the two new homes. Mr. Rockey stated that will be repaid to MSHDA. Comm. Dougan asked how the ad valorem tax will be handled. Mr. Schertzing explained for 5 years half of the tax will go back to the Land Bank and beyond 5 years it will be distributed to the local governments. Comm. Dougan asked for the location of the homes to be constructed. Mr. Rockey stated 300 block of West Elm Street and 308 W. Columbia in Mason. Comm. Dougan asked if the City of Mason is supportive of this. Mr. Rockey answered yes.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis and Grebner

9. Facilities
  - b. Resolution Authorizing Entering into a Contract with Myer's Plumbing and Heating Inc., for Installation of the Plumbing in the New Handicap Restroom at the Health Department

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MYER'S PLUMBING AND HEATING INC., FOR INSTALLATION OF THE PLUMBING IN THE NEW HANDICAP RESTROOM AT THE HEALTH DEPARTMENT.

Mr. Pathfinder will provide the Committee with the other bid amounts.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Tennis and Grebner

10. Parks
  - b. Resolution Authorizing an Amendment to the Agreement Between Ingham County and the Potter Park Zoological Society to Include Compensating the Society for Hiring a General Curator

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT BETWEEN INGHAM COUNTY AND THE POTTER PARK ZOOLOGICAL SOCIETY TO INCLUDE COMPENSATING THE SOCIETY FOR HIRING A GENERAL CURATOR.

Ms. Lannoye stated that the substitute is because the Potter Park Zoo Board has not yet met and approved this resolution and that statement has been removed. Mr. Bennett and Mr. Feuka did not see a problem with the Zoo Board because most concerns have been addressed.

Comm. Dougan suggested including a salary range for the position. Ms. Lannoye clarified this is a Zoo Society employee. Mr. Feuka explained that the salary is based on AZA industry standard for a Zoo of its size, location and visitation numbers. Comm. Bahar-Cook explained the work load burden of the Zoo Veterinarian and the need for the Curator position. Comm. Nolan described the veterinarian's experience stating that she has one of the highest level certifications in the world and she should be spending time on research. Comm. McGrain stated the Potter Park Zoo is one of less than 10% nationally with an AZA accreditation.

Comm. Bahar-Cook stated that the AZA inspectors are currently inspecting the Zoo and there may be upcoming governances.

Mr. Feuka stated that he has enjoyed working with the County over the past three years and appreciates all the time put into the Zoo.

Comm. Nolan announced the Big Zoo Party on September 8, 2012 from 6:30 pm to Midnight.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis and Comm. Grebner

12. Financial Services - Presentation of the Comprehensive Annual Financial Report (*Please Bring Report Previously Distributed at the Board of Commissioners' Meeting*).

Ms. Rhode and Mr. Kettner presented the Comprehensive Annual Financial Report. Ms. Rhode stated there are new accounting standards and explained how it affects budgeting and reporting. Mr. Kettner explained changes for reporting pension plans, the outline of the report, the statistics page, and the auditor's opinion. He further explained the new accounting standards with an emphasis on pension funds.

The Committee discussed the Comprehensive Annual Financial Report with the focus on unfunded liabilities.

(Comm. Grebner returned at 7:00 pm and resumed as Chairperson and Comm. McGrain returned to the table).

The Committee asked Ms. Rhode to provide the split on the unfunded pension and retiree health liability for current retired employees versus active employees who will retire in the future.

Ms. Rhode further then reviewed accounting concerns and the measures taken to correct those concerns. She noted that the Financial Report is available to view on the website.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO SUSPEND THE BOARD RULES TO ALLOW COMM. DOUGAN TO VOTE ON THE MINUTES AND CONSENT AGENDA.

Comm. Dougan voted yes to approve the minutes and the consent agenda.

6. Health Department

- g. Ingham Health Plan: Discussion - Resolution to Submit to the Electorate a Special Millage Question for Health Services for Low Income Uninsured Families and Adults Living in Ingham County

Ms. Reynolds stated that the Health Department has reduced the millage from 0.61 additional mills to 0.52 additional mills at the suggestion of the Human Services Committee. She stated the millage request could not be reduced any further without affecting the purpose of the millage funds. She explained the revenue would provide increased fees to certain providers, outpatient hospital benefit, outpatient facilities, provider capacity building, expand the FQHC access, access to physicians, generic medication, outpatient benefits, testing and treatment, in addition to, continued enrollment in the IHP at least through 2015. She reminded the Committee that the IHP relies on DSH funding and those funds are significantly declining and this will help offset the loss. Ms. Roberts expressed a need for more providers and to be competitive in the market place so patients have the ability to receive services.

Ms. Reynolds explained the need for resolution approval in order to have enough time to campaign and educate people. She stated if Medicaid expansion does not happen in the state of Michigan the County will need more money. She anticipates the State will expand Medicaid. She expects that 8,000 to 10,000 people will still need assistance with health care or getting on the exchange.

Comm. Dougan summarized that Comm. Schor had expressed his concern if Michigan would participate in the exchange whatsoever because of the debate in the legislature. Comm. Nolan stated he was also concerned that the County would be taking over a roll when the State should pass the legislation. Comm. Nolan expressed her concern that the County has the ability to operate these programs and assist the 8,000-10,000 people in need. Ms. Reynolds stated for that population health care will still not be affordable and the IHP could assist them with subsidies to get on the exchange and navigation of health care.

Comm. Bahar-Cook expressed her concern that if Human Services wanted more time they should get it. Chairperson Grebner stated that Ingham County residents typically vote for these types of things. Comm. McGrain stated he would like actual examples so he may better explain it to constituents. Comm. Nolan echoed Comm. McGrain. Comm. Dougan noted that his constituents typically do not support this type of millage and the importance of being their voice.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR HEALTH SERVICES FOR LOW INCOME UNINSURED FAMILIES AND ADULTS LIVING IN INGHAM COUNTY.

The Committee commended Ms. Reynolds for her work; changing the language and helping everyone better understand the request.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DOUGAN, TO TABLE THE RESOLUTION.

MOTION, TO TABLE, CARRIED with Comm. Nolan and Grebner voting “no”. Absent: Comm. Tennis

14. Resolution Approving Tri-County Office on Aging’s Annual Implementation Plan for Fiscal year 2013.

MOVED BY COMM. NOLAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION APPROVING TRI-COUNTY OFFICE ON AGING’S ANNUAL IMPLEMENTATION PLAN FOR FISCAL YEAR 2013.

Comm. Bahar-Cook stated this is a partnership with Clinton and Eaton Counties and there have been no significant changes to the plan; however, there has been an influx of Federal Money. Comm. Dougan stated that the Board of Commissioners is required to approve the Tri-County Office on Aging’s strategic plan and there is not reason to make unnecessary changes because of the coordination between the partners.

Comm. Bahar-Cook stated the federal money will go toward the reduction of the waitlist, in-home care, health care, nutrition and senior advocates.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

11. Human Resources

- a. Resolution Authorizing the Establishment of MERS Hybrid Plans for the Board of Commissioners and Elected Officials

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION AUTHORIZING THE ESTABLISHMENT OF MERS HYBRID PLANS FOR THE BOARD OF COMMISSIONERS AND ELECTED OFFICIALS.

Comm. Nolan stated that she will be supporting this resolution for Commissioners and Elected Officials after listening to the auditor explain the unfunded liabilities.

The Committee reviewed the employee contribution and employer match, federal limitations and cliff vesting.

Comm. Bahar-Cook suggested the Cliff Vesting be changed from 2 to 4.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO AMEND THE RESOLUTION TO CHANGE CLIFF VESTING FROM 2 TO 4.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comms. Tennis and Nolan

The Committee asked Mr. Parsons' to number the pages consecutively for the Full Board meeting, in addition, to provide an executive summary where decisions are made. The Committee asked that both resolutions come before the Full Board. Mr. Parsons will provide the Committee with employers costs for the current plan.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.  
Absent: Comm. Tennis

Chairperson Grebner disclosed this could directly affect him since he is running for Drain Commissioner.

Announcements

Comm. Nolan thanked those who stayed to purchase Garden Gala tickets.

The Committee thanked Mr. Parsons and Ms. Lannoye for their hard work.

Comm. McGrain while out campaigning came across employees who also found the negotiating process grueling.

Public Comment

None.

The meeting adjourned at approximately 8:22 p.m.

Respectfully submitted,

Julie Buckmaster

## AUGUST 22, 2012 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

#### The Controller's Office is recommending approval of the following resolutions:

1. *Prosecuting Attorney - Resolution to Authorize a Juvenile Accountability Grant from the Capitol Region Community Foundation and Sub-Contract with the Dispute Resolution Center of Central Michigan*

This resolution would authorize a grant award contract in the amount of \$4,000 with a county match of \$2,185 for a total program cost of \$6,185 for the "Juvenile Accountability and Restorative Justice" Project. It also authorizes a subcontract between the Ingham County Prosecutor and the Resolution Services Corporation, in the amount of \$6,185, for Juvenile Accountability and Restorative Justice programming for the time period of June 13, 2012 through June 12, 2013.

Funds are anticipated in the budget.

2. *Treasurer - Resolution Authorizing an Extension of Temporary Principal Residence Auditor Assistant*

This resolution would authorize the extension of the Temporary Principal Residence Exemption Auditor position initially authorized by Resolution #12-59 for an amount not to exceed \$5,000. The amount originally authorized is nearly exhausted. Extending the position until the end of 2012 would cost an additional \$2,500. This position is funded from the Delinquent Tax Fund.

- 3a. *Office of Homeland Security and Emergency Management - Resolution to Enter into a Contract with Westshore Services for Outdoor Warning Sirens Utilizing the FY2010 Homeland Security Grant Program Funds*

This resolution authorizes the placement of 2-way digital, outdoor warning sirens in the County. This phased part of the project will place three (3) new sirens in White Oak, Stockbridge and Bunkerhill Townships and, upgrade two (2) existing sirens in Meridian Township. Grant funds in the amount of \$76,803.00 will fully fund this part of the project.

- 3b. *Office of Homeland Security and Emergency Management - Resolution Authorizing a Battery Replacement Project for the Public Safety Wireless Voice Communication System*

This resolution would authorize the replacement of all the current Harris Inc. radio batteries for Fire/EMS agencies in Ingham County, with longer-lasting Lithium-Ion batteries. Many of the current batteries being used have exceeded their life expectancy. A similar project was funded through these grant funds for the Ingham County Law Enforcement agencies several years ago.

- 3c. *Office of Homeland Security and Emergency Management - Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant (EMPG) for FY 2012*

This resolution would authorize accepting the funds for the EMPG grant for the FY2012. This reimburses Ingham County for a portion of salary and fringes for the Emergency Management Program Manager (Sgt. Robert Ott). This is based on performance and meeting goals set forth by the State of Michigan. This is a pass-through grant from FEMA to the Michigan State Police. This year's amount is \$47,737.00, which is anticipated within the budget.



4. *Animal Control - Resolution to Reorganize Animal Control Positions and Waive the Hiring Freeze and Provide Backfill*

This resolution would authorize through the reorganization of personnel at the Animal Control Department to better meet the Departments needs. A vacant full time Animal Control Position would be eliminated from the Animal Control Department and replaced with a .50 part-time Animal Control Officer and a part-time .50 Shelter Operator position.

5a. *Circuit Court/Family Division - Resolution Authorizing Entering into a Contract for Attorney Services for Juvenile Delinquency*

This resolution will authorize entering into a contract with an attorney for one year to provide legal representation on juvenile delinquency cases on Judge George Economy's docket in the Family Division.

The amount of the one year contract would be \$12,000 from September 1, 2012 through August 31, 2013.

5b. *Circuit Court/Family Division - Resolution Authorizing Entering into a Contract for Attorney Services for Juvenile Delinquency and Truancy Matters*

This resolution will authorize entering into a contract renewal with an attorney for one year to provide legal representation on juvenile delinquency cases on Judge Richard J. Garcia's docket as well as truancy matters assigned to the Family Division.

The contract is for \$25,000 and will be in effect from September 1, 2012 through August 31, 2013.

5c. *Circuit Court/Family Division - Resolution Requesting an Amendment to the Family Division 2011/12 Childcare Fund for Additional Money for the Private Institution Budget*

This resolution will authorize budget amendments and increases within the Child Care Fund to cover cost overruns in the Residential placement budget of an estimated \$600,000. \$200,000 would be transferred from within the existing Child Care fund budget from the Community Programs line item. The other \$400,000 would come from \$200,000 in fund balance of the Juvenile Justice Millage to be matched by new Child Care Fund dollars for an additional \$200,000.

The Residential Placement caseload seems to have increased to about 50 placements.

5d. *Circuit Court/Family Division - Resolution to Authorize Entering into a Contract with House Arrest Services, Inc.*

This resolution will authorize a 3-year contract renewal at \$30,000 per year with House Arrest Service, Inc. for electronic monitoring of youth involved with the court on delinquency matters. This recommendation is made following a review of the proposals sent by 5 different companies in response to an RFP issued by the Ingham County Purchasing Department and responded to by 5 vendors. After the evaluation of the proposals House Arrest Services, Inc. was deemed to be the most qualified vendor.

The Family Division's 2012 budget includes funds not to exceed \$30,000 for electronic monitoring.

6. Human Resources - Resolution Approving Modifications to the 2012 Managerial and Confidential Personnel Manual

This resolution would extend the Manager and Confidential Manual through December 31, 2012. The first major change involves a 1.8% increase in the employee's contribution to the pension system. The Plan also includes a number of changes for new hires including placement in a hybrid pension plan, eligibility changes for retiree health insurance, decrease in sick & vacation leave accruals, and the elimination of eligibility for longevity. There are also a number of changes recommended related to steps including: allowing the Human Resources (HR) Director to approve hiring a new employee at step 2, allowing physicians and dentists to start at the top step provided they meet certain criteria as verified by the Health Officer and the HR Director, and finally to allow the Chair of County Services to approve step increases for direct reports to the Board as opposed to the committee.

This item was tabled at the June 20, 2012 meeting. Controller/Administrator Mary Lannoye will be sending out additional information under separate cover.

7a. Health Department - Resolution to Authorize an Agreement with Cornerstone Consulting, LLC for the Purpose of Developing a Strategic Plan for the Health Department Community Health Centers

The Community Health Center (CHC) Board of Directors completes a strategic planning process every three to five years. The last strategic planning process was completed in 2008. This agreement will allow Cornerstone Consulting Associates, LLC to develop a three year strategic plan. The term of the agreement shall be from August 1, 2012 through July 31, 2013. The cost of the agreement will not exceed \$7,000.

7b. Health Department - Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children Through the Family Outreach Services Program

Through this agreement, CACS is providing \$123,837 to support home-based services to children and their families, which are provided by two existing staff persons at the Health Department. The term of the proposed agreement will be August 1, 2012 to July 31, 2013. The agreement requires an in-kind support valued at \$30,959 in the form of supervisor salary and benefits, indirect costs, and facilities.

7c. Health Department - Resolution to Authorize a Business Associate Agreement with Vision Data Technologies, Inc. for the Participation in the BridgeIT Data Repository

This agreement will allow for the Community Health Centers (CHC) to participate in the BridgeIT data repository and reporting system, coordinated by the Michigan Primary Care Association (MPCA). As a participant in the HRSA OHIT 2 grant, which is administered by MPCA, the CHC will be able to sample this reporting service at no charge. If CHC chooses not to purchase the reporting service after the demonstration period ends, all CHC data will be removed from their servers and will not be used. The term of this agreement shall be from August 1, 2012 through July 31, 2013. It is unknown what the long-term costs will be should the County decide to purchase this reporting service at the end of the demonstration period.

7d. Health Department - Resolution to Authorize Amendment #4 to the 2011-2012 Comprehensive Planning, Budgeting and Contracting Agreement with the Michigan Department of Community Health

Amendment #4 to the 2011/2012 CPBC Agreement will increase the budget for Comprehensive Local Health Services from \$5,294,790 to \$5,321,602 for a net increase of \$26,812. The Amendment makes the following specific changes in the budget:

1. BCCCP Coordination, an increase of \$38,024 to \$423,150.
2. Family Planning Services, an increase of \$5,200 to \$396,952.
3. FDA Tobacco Retailer (A& L) Inspections, an increase of \$5,000 to \$30,000.
4. Lead Safe Home Project, a decrease of \$26,112 to \$52,221.
5. PRIME local learning collaborative, an increase of \$4,700 to \$13,900.

7e. *Health Department - Resolution to Authorize a Client Services Agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services*

This resolution authorizes an agreement with the Michigan Department of Human Services (DHS) to Deliver Refugee Screening Services. For the period of October 1, 2012 through September 30, 2014 DHS will pay the Health Department a maximum of \$418,900 per year for a total contract amount of \$837,800. Revenue and expenses for this agreement are included in the Health Department's 2013 budget request.

7f. *Health Department - Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for Medication Collection and Disposal*

The MDEQ has awarded the Health Department, through a competitive bid process, an agreement in the amount of \$50,000. The period of the agreement will be July 1, 2012 through June 30, 2014. The two-year agreement will establish an on-going, year-round system for unwanted medication disposal in Ingham County by building on the regional model of unwanted medication disposal options that have been created over the last four years. This agreement will off-set disposal costs of controlled and non-controlled medications that are currently collected May through September during the Household Hazardous Waste program collections.

7g. *Health Department - Resolution to Accept Funds from the U. S. Department of Health and Human Services, Division of Health Resources and Services Administration for the Healthy Start Grant and Establish Perinatal Systems Project Coordinator/Senior Public Health Nurse and Health Educator II Positions*

This resolution accepts funds from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project. This national project addresses the significant disparities in the health of mothers and babies experienced by racial and ethnic minorities in communities that face many challenges. The Health Department has been awarded an amount of up to \$965,000 for the period June 1, 2012 through May 31, 2014 and creates the establishment of two new positions: Perinatal Systems Project Coordinator/Senior Public Health Nurse, PHN Grade 4 (\$56,938 - \$68,343) and a Health Educator II, ICEA Grade 7 (\$49,848 - \$59,841) for the period of the grant.

7h. *Health Department - Resolution to Authorize the Conversion of the Otto Community Health Center from a School-Based Health Center to a General Community Health Center and Establish a Primary Care Physician*

This resolution converts Otto Community Health Center from a school-based health center to a Community Health Center and establishes a primary care physician. The remaining staff at the center will be transferred from other locations within the CHC network. There may be a need to modify the lease agreement with the Lansing School District. This resolution is silent on that. Should there be a need for an amended agreement, a substitute resolution will be brought to the Human Services meeting.

8a. *Fair - Resolution Authorizing the Use of Hotel/Motel Funds for Advertising for the 2012 Ingham County Fair*

The resolution authorizes the use of Hotel/Motel funds for Fair advertising. At the end of 2012 there will be a fund balance of \$365,000. Public Acts MCL 141.867 (d) and the County Ordinance Article VII (d) allows for the promotion of tourist business. Per the County Attorney's Office, advertising the Fair would fall under "promotion" of tourist business.

8b. *Fair - Resolution to Transfer funds from Hotel/Motel Tax Fund to the Fairgrounds Capital Improvement Account*

This resolution would transfer \$30,000 to repair the Community Center roof.

9. *Housing Commission - Resolution Authorizing an Extension to the 2009 Community Development Block Grant Approved in Resolution #09-092*

This resolution authorizes an extension through September 30, 2012.

10. *Financial Services - Resolution Authorizing Signature for Western National Life Deferred Comp Plan*

The County has an old deferred comp plan which was originally administrated by AIG and has not been used for many years. Since that time, the plan has been acquired by American General Annuity and in 2009, by Western National Life. We have a former employee who has been trying to withdraw her money from this plan and Western National Life has been extremely uncooperative. They refuse to withdraw her proceeds or even discuss this account without a formal resolution authorizing representation. Attached is a resolution authorizing the Director of Financial Services and the Director of Human Resources to represent and sign for the County on this account.

11. *MIS - Resolution to Approve the Contract Amendment with AT&T to Provide Network Connectivity to the Road Department Administrative Building and Sexton High School*

This resolution authorizes an amendment to our connectivity contract with AT&T by adding these two additional locations. The annual cost for the Road circuit is \$9,072 and \$6,960 for the Sexton circuit.

12a. *Facilities - Resolution Awarding a Contract to Camelot Services Co., to Provide Carpet Cleaning Services to Various County Facilities*

The resolution authorizes a contract to Camelot Services, Co., to provide carpet cleaning services to several county locations. After going through a competitive bidding process, both the Purchasing and Facilities Departments agree that a contract is awarded to Camelot Services Co., who submitted the lowest responsive and responsible bid of \$100,083.00 for a three year contract beginning September 1, 2012 through August 31, 2015 with an optional two (2) year renewal. Funds for this contract are available within the appropriate operating budgets.

12b. *Facilities - Resolution Awarding a Contract to Pro Tech Environmental Services for the Removal of Mold, Clean Up of the Crawlspace, and Encapsulation of the Crawlspace Floor and Wall in the Courthouse*

The resolution before you authorizes awarding a contract to Pro Tech Environmental Services for the removal of mold, clean up of the crawlspace, and encapsulation of the crawlspace floor and walls of the Ingham County Courthouse. The cost for this project will be \$14,750.00, as well as a \$2,500.00 contingency, for a total cost, not to exceed \$17,250.00. Pro Tech Environmental Services submitted the lowest responsive and responsible bid and come highly recommended. The funds for this project are available in the approved CIP line Item.

13b. *Parks - Resolution Approving a Contract with Anderson-Fisher & Associates for the Grading and Landscaping of the Hawk Island Snow Park*

It has been determined the snow park hill at Hawk Island has significant soil erosion issues. The resolution approves a contract with Anderson-Fisher for the grading, scarification, polymer, drill seed, mulch, and mulch anchor necessary to correct the soil erosion and safety issues. The contract with Anderson-Fisher & Associates, Inc. of Mason, Michigan for the grading and landscaping of the Hawk Island Snow Park will be in the amount of \$42,712, with an additional contingency amount of \$6,500. Total project cost will not exceed \$49,212. Contract payments will be made from the Parks 450-75600-71000 account in the amount of \$44,811 and the Parks Capital Fund (450) Undesignated Balance in the amount of \$4,401.

13c. *Parks - Resolution Approving a Contract with Superparks LCC (Planet) to Design, Construct, and Manage the Hawk Island Snow Park*

It has been determined that Hawk Island Snow Park would benefit significantly from the expertise and involvement of Ryan Neptune, an internationally known figure in the winter sports community, and his company, Superparks LCC (Planet). His company manages and oversees many ski resorts and events around the United States including one in Gaylord, Michigan. This resolution authorizes entering into a contract with Superparks LCC (Planet) whereby the gross receipts collected at the Hawk Island Snow Park, with the exception of vehicle entrance fees, would be split in the amount of 25 percent to Ingham County and 75 percent to Superparks LCC (Planet). Planet would be responsible for working with and managing partners for the Hawk Island Snow Park in the seasonal preparation for all outside operations with respect to the venue and would look to hire as many local seasonal workers as possible. Please refer to the memo from Willis Bennett for additional information.

13d. *Parks - Resolution Approving an Increase in Soccer Usage Fees for the Hope Soccer Complex*

This resolution approves field fee increases at the Hope Soccer Complex for fall 2012 games. Before the Hope Soccer Complex was constructed the Ingham County Board of Commissioners and the Ingham County Parks and Recreation Commission agreed that the Complex would be self-supporting. At the request of the Soccer Advisory Board cost projections to significantly increase the quality of the fields at the Hope Soccer Complex were completed by Parks Department staff and have shown the need for an increase in future field fees. Based on the results of those cost projections the Soccer Advisory Board and Parks Commission recommend an increase in fees that would generate \$76,000 per year.

14a. *Department of Transportation & Roads - Resolution Authorizing the Purchase of One Stump Grinder for the Department of Transportation and Roads*

The resolution authorizes the purchase of a stump grinder from Vermeer Equipment at a cost \$33,149 less the \$7,000 trade in value for the existing equipment being replaced. Bids were solicited and Vermeer Equipment submitted the lowest cost net bid.

14b-f. Department of Transportation & Roads - Resolutions to Approve Local Road Agreements with Five Townships

Attached are five resolutions that authorize entering into local road improvement projects (LRP) agreements with Meridian, Delhi, Lansing, Leroy, and Williamstown townships.  
Please refer to the respective resolutions for details on each of 2012 proposed projects.

14g-n. Department of Transportation & Roads - Resolutions to Award Construction Contracts included in Approved LRP Agreements

Attached are bid tabulations and recommended resolutions to award contracts to bidders on various projects, which will be constructed by contractors. These are projects that require more asphalt paving than the Road Department is equipped to perform economically. The bid tabulation and resolutions reflect bids received for Road Department bid proposal #1639, which included 8 separate projects or "items" to bid on. These 8 projects will require 8 separate contracts and thus involve the 8 separate resolutions, as they involve differing work and/or are in differing townships. The 8 projects involve pavement recycling and asphalt resurfacing on various streets, listed in the resolutions, within Meridian, Delhi and Lansing Townships, an asphalt road resurfacing in Vevay Township, and asphalt paving of an existing gravel road in Stockbridge Township.

14o-r. Department of Transportation & Roads - Resolutions Approving Waterborne Pavement Marking Agreements with the Village of Webberville and the Cities of Leslie, Mason, and Williamston

There are 4 resolutions included on your agenda that authorize pavement marking agreements. The agreements would authorize the Department to apply pavement markings on roads under the jurisdiction of the individual unit. The Department will be reimbursed for the full amount of their pavement costs.

14s. Department of Transportation & Roads - Resolution to Approve the Special and Routine Permits for the Ingham County Department of Transportation and Roads

The resolution authorizes the monthly list of routine permits.

16. Controller/Administrator's Office - Resolution Authorizing the 2012 Community Agency Agreement for Legal Services of South Central Michigan

This resolution will authorize the 2012 continuation Community Agency grant award of \$20,000 to Legal Services of South Central Michigan. This contract will provide emergency legal services in family law, housing and benefit cases for eligible low income Ingham County clients.

Funds are within the County budget for this contract.

**OTHER ACTION ITEMS:**

13a. Parks - Resolution Authorizing the Renewal of the Agreement with the City of Lansing for the Maintenance of Certain City Parks. (Referred from the Parks & Recreation Commission).

The Parks and Recreation Commission supported this renewal with the passage of a resolution at their July meeting. Failure to renew this contract will result in an additional \$40,000 general fund appropriation in 2013. In July, at the instruction of the Board, I notified the City that this contract may not be renewed. It is set to expire on September 30, 2012. If the contract is not renewed the City will simply add these Parks to their new contract for Parks maintenance services for other City Parks. Absent a Board resolution authorizing a one-year

renewal, this contract will simply expire so there would be no need for Board action if the decision is not to renew.

15. *Ingham Health Plan - Resolution to Submit to the Electorate a Special Millage Question for Health Services for Low Income Uninsured Families and Adults Living in Ingham County*

Approval of this resolution means that a 3-year health services millage would be placed on the November 6, 2012 ballot for voter consideration. The request is .52 mills, which would raise an estimated \$3.35 million in the first year. Funds would be available for the 2013 fiscal year. Funds from this millage would be utilized to increase provider reimbursement by the Ingham Health Plan, increase the capacity of the Ingham Health Plan provider network, cover more specialty care, and perhaps be used as replacement funds for any lost DSH capacity.

#### **BOARD REFERRALS:**

- 16a. Letter from Leap Inc. Regarding City of Lansing Notice of Public Hearing
- 16b. Rehmann Robson Year Ending December 2011 Ingham County Audit (*Report Previously Distributed at the July 24, 2012 Board of Commissioners' Meeting*)

**MEMO**

TO: Law Enforcement and Finance Committees

FROM: Lisa McCormick, Chief Assistant Prosecutor

RE: Juvenile Accountability and Restorative Justice Project

DATE: July 30, 2012

From 1998 through 2012, the Prosecuting Attorney administered the Juvenile Accountability Block Grant (JABG) program under contract with the Michigan Department of Human Services. This program was discontinued earlier this year because the county fell “out of formula” and was not eligible to re-apply for grant funding.

In an effort to continue the program, the Prosecuting Attorney’s Office applied for continuation of funding with the Capitol Region Community Foundation. The program has been granted \$4,000 out of a request for \$19,000. The additional \$15,000 in funding requested will be under review and we expect to hear a decision in late August or shortly thereafter. This \$4,000 grant award will cover the cost of the program until we hear about the additional \$19,000.00. The \$2185.00 grant match is already accounted for in the 2012 and 2013 operating budget.

This grant program – the Ingham County Juvenile Accountability and Restorative Justice Project - will continue the programming of the Juvenile Accountability Block Grant, and provide a ticket diversion program for youths accused of juvenile ticket offenses such as truancy and curfew violations, as well as school disciplinary violations such as fighting. Youths who successfully complete the program (which includes a mediation intervention as well as a weekend family seminar that includes education on successful peer interactions and skill-building) will have their tickets dismissed. This program will serve the youths and their families, while keeping low-level juvenile offenders out of the court system.



Introduced by Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A JUVENILE ACCOUNTABILITY GRANT FROM THE  
CAPITOL REGION COMMUNITY FOUNDATION AND SUB-CONTRACT WITH THE  
DISPUTE RESOLUTION CENTER OF CENTRAL MICHIGAN**

WHEREAS, the Ingham County Prosecutor's Office applied for and has been approved funding for the "Juvenile Accountability and Restorative Justice Project" from the Capitol Region Community Foundation; and

WHEREAS, the grant is for \$4,000, with a county match of \$2,185, a Resolution Services Corporation match of \$1,815 and a City of Lansing match of \$6,000; and

WHEREAS, the program was originally authorized by Resolution #07-085, and subsequently re-authorized by Resolution #10-144 and 11-055; and

WHEREAS, the Resolution Services Corporation (formerly Dispute Resolution Center) of Central Michigan has provided quality services to Ingham County youth through the Juvenile Accountability Block Grant, providing early intervention for low-level juvenile offenders with ticket offenses; and

WHEREAS, the services provided by the Resolution Services Corporation through the Juvenile Accountability Block Grant, and this subsequent continuation program, titled "Ingham County Juvenile Accountability and Restorative Justice Project", save court resources, by managing juvenile ticket offenses that would otherwise be submitted to the Circuit Court-Family Division; and

WHEREAS, the County Prosecutor's Office is currently under consideration for additional Capitol Region Community Foundation funding to augment this project, to be considered during the month of August 2012; and

WHEREAS, the City of Lansing's financial involvement in this project will consist of a separate sub-contract between the City of Lansing and the Resolution Services Corporation; and

WHEREAS, the Resolution Services Corporation financial involvement as a funder of the program will be handled internally by the Corporation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a grant award contract in the amount of \$4,000 with a county match of \$2,185 already budgeted for 2012 for a total program cost of \$6,185 for the "Juvenile Accountability and Restorative Justice Project"

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves a subcontract between the Ingham County Prosecutor and the Resolution Services Corporation, in the amount of \$6,185, for Juvenile Accountability and Restorative Justice programming for the time period of June 13, 2012 through June 12, 2013

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budgetary adjustments in the 2012 and 2013 Prosecuting Attorney's Office budget.

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

**Agenda Item 2**

August 9, 2012

TO: Finance Committee and County Services Committee  
FROM: Eric Schertzing  
RE: Extending Temporary Principal Residence Auditor

The County Treasurer proposes to extend the Temporary Principal Residence Exemption Auditor position during FY 2012. This position was initially authorized by Board Resolution #12-59 for an amount not to exceed \$5,000. The funding for this position is from Delinquent Tax Fund 520. The amount originally authorized is nearly exhausted; however, this position has produced over \$10,000 in county revenue. I believe that extending this position until the end of FY 2012 at an amount not to exceed, \$2,500, will produce another \$5,000 in county revenue.

Thank you for your consideration of the Resolution.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN EXTENSION OF TEMPORARY PRINCIPAL RESIDENCE  
AUDITOR ASSISTANT**

WHEREAS, the Ingham County Treasurer has the authority to audit claims of Principal Residence Exemption per PA 105 of 2003 [MCL 211.7cc(10) et. Seq.]; and

WHEREAS, the Ingham County Treasurer's Office, was authorized by Board Resolution #12-59 to create a Temporary Principal Residence Auditor Assistant for FY 2012 at an amount not to exceed \$5,000; and

WHEREAS, this position has generated over \$10,000 in County interest revenue based on 40 Principal Residence Exemption Denials to date; and

WHEREAS, there are 30 or more potential denials under audit at this time and with continued auditing there will be an increase in County and local school district revenue for FY 2012; and

WHEREAS, the Ingham County Treasurer has determined there is good cause to extend the Temporary Principal Residence Auditor Assistant position to assist in the requirements of PA 105, under the Treasurer's supervision, through December 31, 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the funding for extending the Temporary Principal Residence Auditor Assistant position for the remainder of 2012 in the Treasurer's Office at an amount not to exceed \$2,500.

BE IT FURTHER RESOLVED, that continued funding for this position will come from Delinquent Tax Fund 520.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller to make the necessary budget adjustments and position allocation list amendment in the Treasurer's 2012 budget.

**Agenda Item 3a**

DATE: July 24, 2012

TO: Law Enforcement Committee  
Finance Committee

FROM: Sergeant Robert Ott, Office of Homeland Security & Emergency Management

SUBJECT: Contract With Westshore Services For Outdoor Warning Sirens Utilizing The Fy2010 Homeland Security Grant Program Funds

Commissioners:

This request for approval of the use of FY2010 Homeland Security grant funds is part of an on-going project to place 2-way digital, outdoor warning sirens in the County. This part of the project will place three (3) new sirens in White Oak, Stockbridge and Bunkerhill Townships and, upgrade two (2) existing sirens in Meridian Township.

I recommend your approval.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ENTER INTO A CONTRACT WITH WESTSHORE SERVICES FOR  
OUTDOOR WARNING SIRENS UTILIZING THE FY2010 HOMELAND SECURITY  
GRANT PROGRAM FUNDS**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has applied for and has been approved to receive pass through grant funds from the FY2010 Homeland Security Grant Program (HSGP); and

WHEREAS, the Ingham County Board of Commissioners previously authorized entering into a contract with the City of Lansing, to be the fiduciary agent for the FY 2010 Homeland Security Grant Program (HSGP); and

WHEREAS, vendor has been identified for this grant project.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Westshore Services, Inc in the amount of seventy six thousand eight hundred three dollars (\$76,803.00) for the purchase of three (3) new outdoor warning sirens and, two (2) existing siren upgrades. with the project to be completed by December of 2014.

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

**Agenda Item 3b**

DATE: July 29, 2012

TO: Law Enforcement Committee  
Finance Committee

FROM: Sergeant Robert Ott, Office of Homeland Security & Emergency Management

SUBJECT: Battery Replacement Project For The Public Safety Wireless Voice Communication System

Commissioners:

This is a project to replace the existing Harris Inc. radio batteries for Fire/EMS agencies in Ingham County, with longer-lasting batteries. Many of the current batteries being used have exceeded their life expectancy.

This purchase is fully reimbursable through the Homeland Security Grant Program (HSGP) from the US Department of Homeland Security, passed through the Michigan State Police.

A similar project was approved for the County Law Enforcement agencies earlier this year.

I recommend your approval.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A BATTERY REPLACEMENT PROJECT FOR THE  
PUBLIC SAFETY WIRELESS VOICE COMMUNICATION SYSTEM**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has secured grant funding to replace portable radio batteries for Ingham County Fire and EMS agencies; and

WHEREAS, the 911 Radio Systems Administrator and County Emergency Management Program Manager have identified a plan for a Battery Replacement Project and subsequent purchase orders to replace the current batteries for the Harris Inc. portable radios; and

WHEREAS, Global Technology Systems, Inc. is a sole source distributor of GTS/Honeywell Neocell, Lithium-Ion batteries for Harris Inc. portable radios.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes purchase orders for up to \$53,744.00 for the Battery Replacement Project for the purchase of up to 500 replacement batteries from GTS/Honeywell for the Public Safety Wireless Voice Communication System.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers of these funds as part of the maintenance of the Public Safety Radio Communications System in Ingham County for Fire/EMS Harris Inc. radios.



**Agenda Item 3c**

DATE: July 29, 2012

TO: Law Enforcement Committee  
Finance Committee

FROM Sergeant Robert Ott, Office of Homeland Security & Emergency Management

SUBJECT: Resolution To Accept Grant Funds From The State Of Michigan Emergency Management Performance Grant (EMPG) For FY 2012

Commissioners:

This resolution is to accept the funds for the EMPG grant for the FY2012. This reimburses Ingham County for a portion of salary and fringes for the Emergency Management Program Manager (SGT Robert Ott). This is based on performance and meeting goals set forth by the State of Michigan. This is a pass-through grant from FEMA to the Michigan State Police. This year's amount is \$47,737.00 which is 37.027%

I recommend your approval.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT GRANT FUNDS FROM THE STATE OF MICHIGAN  
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FOR FY 2012**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has fulfilled its requirements under Public Act 390 regarding an Emergency Management Program and; and

WHEREAS, the Emergency Management Performance Grant (EMPG) for FY 2012, required Ingham County to develop and maintain an Emergency Management Program capable of protecting life, property, and vital infrastructure in times of disaster or emergency; and

WHEREAS, the award reimburses Ingham County for a portion of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the acceptance of the FY 2012 the Emergency Management Performance Grant from the State of Michigan for \$47,737.00, for the time period of October 1, 2011 through September 30, 2012.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Office of Homeland Security & Emergency Management 2012 Budget.

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

# Memo

To: Law Enforcement, County Services and Finance Committee  
From: Jamie McAloon Lampman, Director  
CC: Finance Committee; Law Enforcement Committee; Mary Lannoye, County Controller and John Neilsen, Deputy Controller  
Date: August 16, 2012  
Re: Request to waive hiring freeze and delay on a vacant Animal Control Position to be filled with two part-time positions and provide backfill if necessary.

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An ICAC officer has accepted a position with the Ingham County Sheriffs Office thereby leaving a position vacant at ICAC effective August 17, 2012. He will be a great loss for our department.

I am proposing filling that position with two part-time positions to be filled by two separate employees. This change in position will increase the department's ability to meet the obligations of the department while reducing costs. Both positions are within the authority of the director to change.

**Funds are available in the General Fund.** ICAC is requesting to fill a Step I part-time kennel operator and Step I part-time animal control officer in place of the vacant full time animal control officer position. This change will provide budget savings and most importantly it will provide the necessary staffing to accomplish the priorities of the department.

The animal control officer is responsible for responding to citizen complains and the kennel operator is responsible for the care and maintenance of over 200 animals daily as well as the maintenance of the shelter facility and the euthanization of animals necessary to ensure available room for incoming animals.

This vacancy creates a severe hardship on all aspects of the department. There are three full time kennel operators and six full time road officers. With this vacancy it puts two vacancies at ICAC as one officer position is currently vacant due to FMLA. ICAC cannot meet the demand for kennel space or care for the animals and the maintenance of the facility without these positions being filled. It will hinder the department's ability to adequately and humanely process and care for the animals. Officers are already working in the kennels due to the shortages.

The minimum total personnel costs (salary and fringes) to maximum personnel costs for the two positions (part-time):

PT Animal Shelter Operator range from \$32,668 including fringe benefits to total maximum cost is \$38,530 including fringe benefits

PT ACO position range from \$32,646 to total maximum cost is \$40,124 including fringe benefits.

FT ACO position range from \$63,338 to \$80,900 including fringe benefits.

The overall savings for the two positions compared to one full time position at Step 5 would be \$2,246. However ICAC is planning on hiring at Step I. Further savings will be gained as a result of less overtime being used. *The reason I mention Step 5 savings is because at Step 1 we are \$1975 over budget for this proposal — however as the Steps go up so do the savings. As for the overage of \$1975—we will recoup those funds in savings to our overtime budget which takes the biggest hit from staff shortages. **This reorganization will reduce salary costs and overtime.***

## **SERVICE IMPACTS**

- Decline in the quality of care and services provided to animals and citizens
- Decline of effectiveness of staff
- Threat to the safety and health of the staff; the public and the animals.
- Increase in customer complaint
- Inability to meet the minimum standards of the Department of Agriculture which could result in fines and penalties.
- Inability to accept animals as a result of inability to euthanize animals in a timely manner adequate for emptying kennels to make room for the new animals arriving.

Kennel Operators work seven days per week and cover 8-10 hour shifts each day.

Animal Control Officers work six days per work and shifts vary from 7:30 am - 8pm. Monday through Sat. Trustee labor is frequently used but not always available. The use of trustee labor is limited to simple tasks as they are not trained or skilled to do the work kennel operators perform. They are not a viable substitute. The training and skill required to perform a kennel operator's duties involve disease control, medical knowledge, the handling of vicious animals, criminal cases and the maintenance of facility operations.

These positions require a well trained individual with the skills to handle complex duties such as euthanasia, vaccinations, aggressive animals, medical treatments, report writing, and coordination efforts with the health department on communicable diseases, search warrants and numerous issues to many to include here.

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO REORGANIZE ANIMAL CONTROL POSITIONS AND  
WAIVE THE HIRING FREEZE AND PROVIDE BACKFILL**

WHEREAS, an Animal Control Officer position has recently become vacant; and

WHEREAS, based on the current budget situation, duties of various positions were analyzed to determine if any cost savings could be realized; and

WHEREAS, through the reorganization of duties and sharing of personnel resources, a FTE Animal Control Position can be eliminated from Animal Control Department.

THEREFORE BE IT RESOLVED, that upon passage of this resolution, the following staffing changes shall take place and the hiring freeze and delay be waived for the new part time positions and any current positions that backfill the new positions:

- Eliminate one FTE Animal Control Officer #421004 (\$63,338 - \$80,900).
- Establish a part-time Animal Control Officer - (FOP, \$32,646 - \$40,124).
- Establish a part-time Shelter Operator # (FOP, \$32,668 - \$38,530).

BE IT FURTHER RESOLVED, that the estimated General Fund savings from this reorganization as the position increases to Step 5 will be approximately \$2,246.

BE IT FURTHER RESOLVED, that the Controller/Administrator's Office is authorized to make any necessary budget adjustments and Position Allocation List adjustments consistent with this Resolution.

# MEMORANDUM

TO: Judiciary and Finance Committees

FROM: Maureen Winslow, Deputy Court Administrator

DATE: August 8, 2012

RE: **Resolution to Enter Into a Contract for Attorney Service**

The Resolution presented with this memo is requesting the authority to enter into a contract with Ms. Michelle Shannon for one year to provide legal representation on juvenile delinquency cases on Judge George Economy's docket in the Family Division. It is believed having one attorney perform this legal service adds to the efficiency of cases as they are fully aware of the services and resources available through this Court and in the community that are useful for the clients.

The amount of the one year contract would be \$12,000. It is anticipated this will result in small budget savings.

It is requested the contract will be in effect from September 1, 2012 through August 31, 2013.

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT  
FOR ATTORNEY SERVICES FOR JUVENILE DELINQUENCY**

WHEREAS, the Ingham County Circuit Court Family Division, by statute and Constitution, must provide legal counsel to juvenile respondents in juvenile delinquency cases who are indigent; and

WHEREAS, the Ingham County Circuit Court Family Division, in an attempt to reduce costs for attorney fees and provide appropriate and efficient legal services, proposes entering into a contract with Attorney Michelle Shannon for all juvenile delinquency matters assigned to the Honorable George Economy; and

WHEREAS, the term of the contract with Ms. Michelle Shannon would be for one year, beginning September 1, 2012 and expiring on August 31, 2013; and

WHEREAS, the payment provided to Attorney Michelle Shannon for providing legal representation on juvenile delinquency cases assigned to Judge George Economy would be at a cost not to exceed \$12,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Ms. Michelle Shannon at a cost not to exceed \$12,000 to represent juvenile respondents in delinquency matters assigned to the Honorable George Economy.

BE IT FURTHER RESOLVED, the contract duration will be for the time period of September 1, 2012 through August 31, 2013.

BE IT FURTHER RESOLVED, the contract amount of \$12,000 shall be taken out of the Family Division's existing 2012 and 2013 budgets.

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

# MEMORANDUM

TO: Judiciary and Finance Committees

FROM: Maureen Winslow, Deputy Court Administrator

DATE: August 8, 2012

RE: **Resolution to Extend Contract for Attorney Services**

The Resolution presented with this memo is requesting the authority to enter into a contract with Mr. Peter Brown for another year to provide legal representation on juvenile delinquency cases on Judge Richard J. Garcia's docket as well as truancy matters assigned to the Family Division.

Attorney Peter Brown has provided the above stated services since September 1, 2010. In addition to budget savings, the cases have been handled in an appropriate and efficient manner.

The contract will be in effect from September 1, 2012 through August 31, 2013 and all funds will be taken out of the Family Division's existing 2012 and 2013 budgets.



Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT  
FOR ATTORNEY SERVICES FOR JUVENILE DELINQUENCY AND TRUANCY MATTERS**

WHEREAS, the Ingham County Circuit Court Family Division, by statute and Constitution, must provide legal counsel to juvenile respondents in juvenile delinquency cases who are indigent; and

WHEREAS, the Ingham County Circuit Court Family Division, in an attempt to reduce costs for attorney fees, has provided required legal representation to indigent juveniles on a contractual basis for all juvenile delinquency cases assigned to the Honorable Richard J. Garcia and all truancy matters assigned to the Family Division; and

WHEREAS, the attorney who has been under contract to perform the legal duties on the above stated cases is Mr. Peter Brown who has provided the legal services in an appropriate and efficient manner; and

WHEREAS, the Circuit Court Family Division would like to extend the contract for Attorney Peter Brown to provide legal representation on juvenile delinquency cases assigned to Judge Richard J. Garcia for one year in the amount of \$15,000 as well as truancy matters assigned to the Family Division in the amount of \$10,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Mr. Peter Brown at a cost not to exceed \$25,000 to represent juvenile respondents in delinquency matters assigned to the Honorable Richard J. Garcia and to represent juvenile respondents in truancy matters brought to the Ingham County Circuit Court Family Division.

BE IT FURTHER RESOLVED, the contract duration will be for the time period of September 1, 2012 through August 31, 2013.

BE IT FURTHER RESOLVED, the contract amounts of \$15,000 for delinquency matters and \$10,000 for truancy cases shall be taken out of the Family Division's existing 2012 and 2013 budgets.

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

# MEMORANDUM

TO: Judiciary and Finance Committees

FROM: Maureen Winslow, Deputy Court Administrator

DATE: August 8, 2012

RE: **Private Institution Budget**

The Resolution presented with this memo is requesting \$200,000 from the Juvenile Justice Millage fund balance to offset the anticipated shortage projected in the Private Institution portion in the 2012 Family Division's budget. When matched with the State's Child Card Fund budget, this amount is doubled to \$400,000.

There has been an increase in the number of juveniles placed in residential treatment facilities during this budget year. This number has increased as a result of intense criminal activity for some court wards and/or the inability to safely place the juvenile in a less restrictive placement. The Family Division is responsible for the treatment and placement of youth brought to the Court's attention as well as the safety of the community. Youth placed in residential treatment facilities were not successful in community programs, therefore putting their own safety and the safety of others at high risk.

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION REQUESTING AN AMENDMENT TO THE FAMILY DIVISION 2011/12  
CHILDCARE FUND FOR ADDITIONAL MONEY FOR THE PRIVATE INSTITUTION BUDGET**

WHEREAS, the Family Division of the 30<sup>th</sup> Circuit Court is statutorily charged with the duty to provide for children who come within the jurisdiction of the Court to meet their treatment and placement needs; and

WHEREAS, as a result of several variables, such as severity of the crime(s), and/or the environment in which a minor resides and/or the treatment needs of the youth, a juvenile may be placed in a residential treatment facility; and

WHEREAS, in the fiscal year 2011/2012, the Family Division's budget for Private Institution, totals \$2,559,246; and

WHEREAS, the Family Division is projecting a shortage of approximately \$400,000 after transferring \$200,000 from the Community Programs line item; and

WHEREAS, the Family Division is requesting \$200,000 from the fund balance of the Juvenile Justice Millage and when matched by Child Care Fund dollars will total the \$400,000 believe to be needed to offset the budget shortage.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the request of the 30<sup>th</sup> Circuit Court Family Division to add \$400,000 to the Family Division's 2011/12 Child Care Fund Private Institution budget by transferring \$200,000 from the Juvenile Justice Millage fund balance and matching it with State Child Care Fund dollars.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes transfers within the Circuit Court, Family Division 2011/2012 Child Care Fund Budget from Community Programs \$ 200,000 to Contractual Services – Private Institutions Placement.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes amending the 2011/012 Child Care Fund budget and a appropriation up to \$200,000 from the Juvenile Justice Millage Fund to be matched with \$200,000 from the State Child Care Fund for a total budget increase of \$400,000 to cover overruns in the Private Institution Budget.

BE IT FURTHER RESOLVED, that the Controllor/Administrator is directed to make the necessary adjustments to the 2011/12 Family Court Child Care Fund budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the County Clerk are authorized to sign any budget amendment/contract documents as prepared by or approved as to form by the County Attorney consistent with this resolution.

# MEMORANDUM

TO: Judiciary/Finance Committees

FROM: Maureen Winslow, Deputy Court Administrator

DATE: August 9, 2012

RE: **House Arrest Services Contract**

The Resolution presented with this memo requests the authorization to enter into a 3 year contract with House Arrest Service, Inc. for electronic monitoring of youth involved with the court on delinquency matters. This recommendation is made following a review of the proposals sent by 5 different companies in response to an RFP issued by the Ingham County Purchasing Department.

The Circuit Court Family Division has used House Arrest Services, Inc. in the past and finds them to be cost effective, efficient and experienced in working with the juvenile delinquent population.

The Family Division's 2012 budget includes funds not to exceed \$30,000 for electronic monitoring. It is anticipated these funds will be found in the 2013 budget as well.

**MEMORANDUM**

TO: Judiciary and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: August 8, 2012

SUBJECT: Proposal Summary for Electronic Monitoring Services

Project Description:

Proposals were solicited from qualified and experienced providers of electronic monitoring services to submit proposals for the purpose of entering into a 3-year contract to provide for an Electronic Monitoring program for delinquent juveniles who are petitioned to the Ingham County Family Division of the Circuit Court.

Up to 30 youth can be on Electronic Monitoring at any one time. Selection is made by the Ingham County Circuit Court – Family Division as space becomes available. While on Electronic Monitoring youth are expected to adhere to a strict curfew schedule, attend school, attend counseling or support programs and participate in other required services.

Youth will be on Electronic Monitoring as determined by the Judge, Juvenile Court Officer or Court Supervisor.

Bid Summary:

Vendors contacted: 7                                    Local: 2

Vendors responding: 5                                  Local: 2

Company Name	Monitoring Cost Per Day Per Person			Local
	RF Tether	GPS	PBT(Alcohol)	
House Arrest	\$5.50	\$7.75	\$8.50	Y - Lansing
JSG Monitoring	\$11.00	\$6.75	\$8.00	N - Jackson
Rancilio	\$6.95	\$7.50	\$8.00	N – Clinton Twp.
Michigan Tether	N/A	\$8.50	N/A	N – Clinton Twp.
ATU Monitoring	Non-responsive			Y - Mason

Recommendation:

The Evaluation Committee recommends awarding a three-year contract with an option to renew for two years, to House Arrest, Inc. in an amount not-to-exceed \$30,000 annually. House Arrest is a local vendor, highly referenced, been in business for 26 years, has proposed a very favorable pricing structure, and has previous positive experience working with the Circuit Court – Family Division.

Advertisement:

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.

Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE ENTERING INTO A CONTRACT  
WITH HOUSE ARREST SERVICES, INC.**

WHEREAS, the Ingham County Circuit Court Family Division uses an electronic monitoring system, including tethers, for youth petitioned to the court for delinquency as a means of reducing out of home care; and

WHEREAS, an RFP was issued by the Ingham County Purchasing Department in order to determine which service provider would best fit the needs of the Family Division; and

WHEREAS, a review of the proposals was conducted by Court Management and Administration as well as the Ingham County Purchasing Department; and

WHEREAS, the Ingham County Purchasing Department and the Circuit Court Family Division recommend the contract for electronic monitoring be awarded to House Arrest Services, Inc. due to their experience working with juvenile offenders, competitive costs and satisfaction with job performance; and

WHEREAS, Ingham County currently has a contract with House Arrest Services, Inc. which expires on September 30, 2012 and therefore recommends entering into a new contract on October 1, 2012 through September 30, 2015; and

WHEREAS, the Family Division has been budgeted for an amount not to exceed \$30,000 in the 2012 budget and it is anticipated this same amount will continue in the 2013 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with House Arrest Services, Inc. for electronic monitoring of court youth for the time period beginning October 1, 2012 and ending on September 30, 2015.

BE IT FURTHER RESOLVED, that the contract amount shall not exceed \$30,000 per year and will be taken from the Circuit Court Family Division's Child Care Fund budget.

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

## Agenda Item 6

To: County Services Committee  
From: Mary A. Lannoye  
Subject: 2012 Managerial & Confidential Personnel Manual  
Date: May 30, 2012

In January 2012, we formed a Managerial/Confidential Elected Official Steering Committee. The Committee met on 3 different occasions and solicited input from employees covered by the plan regarding benefit and salary changes to the Managerial & Confidential (MCF) Personnel Manual. The recommendations are summarized below and in the attached resolution.

- Effective Date - The MCF Manual changes are effective the date of adoption of this resolution and expire on December 31, 2012.
- Compensation - There are no changes to the salary schedule.
- Pensions for Existing Employees - There are no changes for existing employees; however, all existing employees will increase their pension contributions by 1.8%.
- New hires - The Plan also includes a number of changes for new hires including placement in a hybrid pension plan, eligibility changes for retiree health insurance, decrease in sick & vacation leave accruals, and the elimination of eligibility for longevity.
- Steps - There are also a number of changes related to steps including: allowing the HR Director to approve hiring a new employee at step 2, allowing physicians and dentists to start at the top step provided they meet certain criteria as verified by the Health Officer and the HR Director, and finally to allow the Chair of the appropriate liaison committee to approve step increases for direct reports to the Board as opposed to the appropriate liaison Committee.

I realize these changes in starting step placements may cause consternation among the Committee members. Currently the County Service Committee must approve starting any new MCF employee above step one. The new Plan would allow the HR Director to approve starting a new MCF employee at step 2. This practice is consistent with other collective bargaining agreements.

As you are all aware there has been considerable debate among the committee members each time the Health Department brings a request to start a physician or dentist above the first step. This Plan would delegate that authority to the HR Director and the Health Officer. Since the plan expires on December 31, 2012, that should provide all of us a time frame in which to develop a more long-term solution.

And finally, the current practice has been that each employee is eligible to receive a step increase on their anniversary date, subject to approval by their supervisor, presiding judge, or the appropriate liaison committee (i.e. for Board direct reports). The new plan would change the approval process from the liaison committee to the Chair of the Committee.

I look forward to a continued discussion at Committee. Please feel free to contact me before hand to discuss any of these issues.

Introduced by the Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING MODIFICATIONS TO THE  
2012 MANAGERIAL AND CONFIDENTIAL PERSONNEL MANUAL**

WHEREAS, the Managerial/Confidential/Elected Officials Steering Committee solicited input from managerial and confidential employees regarding benefit and salary changes to the Managerial/Confidential Personnel Manual; and

WHEREAS, after careful consideration, the Steering Committee recommended changes for the 2012 Managerial/Confidential Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommendations, as proposed by the Managerial/Confidential/Elected Officials Steering Committee, to the 2012 Managerial and Confidential Employee Personnel Manual as follows:

1. Change in language under Purpose and Intent: It is the intent of the Board of Commissioners that this Manual will be amended to equivalently match changes negotiated in collective bargaining agreements, including recognition of the earlier implementation of the 1.8% increase in employee's pension contribution.
2. Change in employee contribution toward retirement: Employees hired prior to the effective date of this agreement shall contribute an additional 1.8% of gross wages to the employee retirement, increasing the total contribution for Managerial employees to 8.19% and Confidential employees to 7.16%.
3. Add new retirement plan: Employees hired on or after the effective date of this agreement will be covered by the Municipal Employees' Retirement System's Hybrid Plan - consisting of a Defined Benefit (DB) component with a 1.0% Benefit Multiplier and a Defined Contribution (DC) component with an employer match of the Employee's contribution in an amount up to 2.5% of the employee's payroll.
4. Change in the language under Compensation Plan: 2. Step increases will be subject only to the approval of the immediate supervisor with the exception of those positions reporting directly to the Board of Commissioners or Judges. Those positions include but may not be limited to the Health Officer, Animal Control Director, Veterans Affairs Director, Friend of the Court, Circuit Court Administrator, District Court Administrator and Magistrate, Probate Court Administrator, and the Controller, and must be approved by the appropriate presiding Judge or liaison committee Chairperson of the Board of Commissioners.
5. Change in the language under Compensation Plan: 7. Upon justification by the department and approval of the Human Resources Director, a new employee may be started at step 2.  
At the discretion of the Ingham County Health Department and with the approval of the Human Resources Director, Primary Care Physicians and Dentists may be started at step 5 based on applicable experience.
6. Employees hired after the effective date of this agreement are not eligible to receive longevity bonus.
7. Decrease sick time accruals for employees hired on or after the effective date of this agreement as follows: Each full-time employee hired on or after the effective date of this agreement shall earn 3.69 hours per pay period. Three quarter-time and part-time employees shall earn 75% and 50% of that amount, respectively.



8. Change the donation of sick time to read: A total of 16 sick hours may be donated by an employee under this manual in any department, irrespective of the employee group affiliation or bargaining unit membership.
9. Change to Section J (2) regarding if the request for donated sick time is approved by the County Services Committee under the 6 step procedure outlined in the agreement and that the Sick Leave Donation Policy may be terminated by County Services Committee, in its discretion, after the expiration of this manual: *New language - Any decision by the County Services Committee shall not be subject to the Complaint Procedure.*
10. Change in Retiree Health Insurance: Employee hired on or after the effective date of the agreement shall not be eligible for single retiree health insurance coverage until after they reach 60 years of age, subject to the scale based on years of service.  
Retirees that purchase dental and vision insurance at group rates and subsequently choose to discontinue the coverage, may not re-enroll.
11. Change in vacation leave earned: New employees hired on or after the effective date of this agreement shall be subject to the reduced accrual of vacation based on years of service.
12. Change in Other Specific Managerial Benefits (Appendix A): Elimination of dry cleaning and laundering allowance and elimination of clothing reimbursement.  
Addition of "on-call" language: In accordance with Ingham County Board of Commissioners Resolution #03-042, physicians employed by the County under the Managerial and Confidential Employee Personnel Manual shall participate in "on-call" coverage and shall be paid an "on-call" bonus. The "on-call" bonus shall be paid on quarterly.
13. Provide salary increases as follows: There will be no change in the compensation levels reflected in Appendix D for the duration of this agreement.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual will be effective the date of adoption of this resolution and shall expire on December 31, 2012.

**MEMORANDUM**

TO: Human Services Committee  
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: August 8, 2012

RE: Resolution to Authorize an Agreement with Cornerstone Consulting Associates, LLC for Strategic Planning Services for the Ingham Community Health Centers

As a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration, the Health Department's Community Health Centers are required by Section 330 of the Public Health Services (PHS) Act to maintain a governing board that maintains appropriate authority to oversee the operations of the center, including measuring and evaluating the organization's progress in meeting its annual and long-term programmatic and financial goals and developing plans for the long-range viability of the organization by engaging in strategic planning, ongoing review of the organization's mission and bylaws, evaluating patient satisfaction, and monitoring organizational assets and performance.

For this reason, the Community Health Center (CHC) Board of Directors completes a strategic planning process every three to five years. The last strategic planning process was completed in 2008. The Chief Executive Officer submitted a proposal from the Cornerstone Consulting Associates, LLC, a highly regarded firm that has a combined 32 years of experience in consulting, facilitating, training and course development, working with both governmental and nonprofit agencies. The CHC Board supports this proposal.

I recommend that the Board of Commissioners approve an agreement with Cornerstone Consulting Associates, LLC to develop a three year strategic plan. The term of the agreement shall be from August 1, 2012 through July 31, 2013. The cost of the agreement will not exceed \$7,000.

- c: Debra Brinson (with attachment)
- John Jacobs (with attachment)
- Barb Mastin (with attachment)
- Jonathon MacGowen (with attachment)
- Carolyn Redman (with attachment)

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CORNERSTONE CONSULTING, LLC FOR THE PURPOSE OF DEVELOPING A STRATEGIC PLAN FOR THE HEALTH DEPARTMENT COMMUNITY HEALTH CENTERS**

WHEREAS, as a Health Center Program Grantee of the U.S. Department of Health and Human Services' Health Resources and Services Administration, the Health Department's Community Health Centers are required by Section 330 of the Public Health Services (PHS) Act to maintain a governing board that maintains appropriate authority to oversee the operations of the center, including measuring and evaluating the organization's progress in meeting its annual and long-term programmatic and financial goals and developing plans for the long-range viability of the organization by engaging in strategic planning, ongoing review of the organization's mission and bylaws, evaluating patient satisfaction, and monitoring organizational assets and performance; and

WHEREAS, to comply with the requirements of the Public Health Services Act and to ensure continued designation as a Federally Qualified Health Center, the Community Health Center Board of Directors completes a strategic planning process every three to five years; and

WHEREAS, the last strategic planning process was completed in 2008; and

WHEREAS, the Community Health Centers Board's Chief Executive Officer submitted a proposal from the Cornerstone Consulting Associates, LLC, a highly regarded firm that has a combined 32 years of experience in consulting, facilitating, training and course development, working with both governmental and nonprofit agencies; and

WHEREAS, the Community Health Center Board of Directors reviewed and supports the proposal; and

WHEREAS, the Health Officer recommends that the Board of Commissioners approve an agreement with Cornerstone Consulting Associates, LLC to develop a three year strategic plan for the Community Health Centers; and

WHEREAS, the term of the agreement shall be from August 1, 2012 through July 31, 2013; and

WHEREAS, the cost of the agreement will not exceed \$7,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Cornerstone Consulting Associates, LLC to develop a three year strategic plan for the Community Health Centers.

BE IT FURTHER RESOLVED, that the term of the agreement shall be from August 1, 2012 through July 31, 2013.

BE IT FURTHER RESOLVED, the cost of the agreement will not exceed \$7,000.

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

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: August 16, 2012

RE: Resolution to Authorize an Agreement with Capital Area Community Services for the Early Head Start Grant

This is a recommendation to authorize an agreement with Capital Area Community Services (CACS) to continue home visiting outreach services to the Early Head Start population through the Health Department's Family Outreach Services Program.

CACS has developed programming for a younger population of low-income, at-risk children through Federal grants and has contracted with the Family Outreach Services Program to deliver home-based services to these children and their families since the program's inception.

CACS is providing \$123,837 to support these services, which are provided by two existing staff persons at the Health Department. The term of the proposed agreement will be August 1, 2012 to July 31, 2013.

The agreement requires an in-kind support valued at \$30,959 in the form of supervisor salary and benefits, indirect costs, and facilities. Previous experience has demonstrated our ability to support the in-kind requirements outlined in the agreement.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the agreement with CACS.

Attachment

c: Karen Jennings w/attachment  
John Jacobs w/attachment  
Jane Noice w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CAPITAL AREA COMMUNITY SERVICES TO SERVE EARLY HEAD START CHILDREN THROUGH THE FAMILY OUTREACH SERVICES PROGRAM**

WHEREAS, Capital Area Community Services (CACS) manages the Early Head Start Program to provide education and support to high risk families with children from birth through the child's third year of life; and

WHEREAS, since 2002, CACS has contracted with Ingham County to incorporate a home visiting outreach component to the programming through Family Outreach Services (FOS); and

WHEREAS, Capital Area Community Services has proposed to continue the services for the period of August 1, 2012 to July 31, 2013; and

WHEREAS, the Health Department has proposed to continue such programming as part of its Family Outreach Services; and

WHEREAS, the Health Officer has advised that this agreement is anticipated in the 2013 Budget and recommends that the Board of Commissioners authorize the continuation of the agreement with Capital Area Community Services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with Capital Area Community Services to provide home visiting outreach services to support the Early Head Start Program.

BE IT FURTHER RESOLVED, that the period of the agreement will be August 1, 2012 to July 31, 2013.

BE IT FURTHER RESOLVED, that Capital Area Community Services will provide Ingham County with up to \$123,837 to support home visiting outreach services to the Early Head Start Program.

BE IT FURTHER RESOLVED, that the Health Department is required by the grant agreement to provide, as a non-federal share, an in-kind match in an amount of at least \$30,959 which shall constitute staff wages and benefits, indirect, facilities, advisory committee participation and parent participation.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the County Attorney.

## MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Renée Branch Canady, PhD, MPA, Health Officer

Date: August 8, 2012

Subject: Recommendation to Authorize a Business Associate Agreement with Vision Data Technologies, Inc. for Participation in the BridgeIT Data Repository

This is a recommendation to authorize a Business Associate Agreement (BAA) with Vision Data Technologies, Inc., a company that provides comprehensive reporting, data management and integration solutions for the healthcare industry. The purpose of this BAA is to allow for participation in the BridgeIT data repository and reporting system, coordinated by the Michigan Primary Care Association (MPCA).

As a Health Center Program Grantee of the Health Resources and Services Administration (HRSA) and a recipient of many other federal and state grants, the Health Department's Community Health Centers (CHC) must adhere to a variety of reporting requirements. This repository will include reporting models and task management solutions for Meaningful Use, UDS, Family Planning, PCMH requirements as well as the ability to create additional models for additional future grantors as needed. While (NextGen, the Electronic Health Records and Electronic Patient Management System used by the CHC), has reporting capabilities, customization and automation of reports has proven to be difficult. MPCA, in coordination with many health centers, has created a data reporting and repository system through Vision Data Technologies, Inc. This system will transform data into an efficient reporting model designed specifically for speed and ease of use by the CHC.

As a participant in the HRSA OHIT 2 grant, which is administered by MPCA, the CHC will be able to sample this reporting service at no charge. If CHC chooses not to purchase the reporting service after the demonstration period ends, all CHC data will be removed from their servers and will not be used.

The Community Health Center Board of Directors has reviewed and supports this agreement. I recommend that the Board of Commissioners authorize a Business Associate Agreement with Vision Data Technologies, Inc. The term of this agreement shall be from August 1, 2012 through July 31, 2013.

### Attachment

c: Debra Brinson (with attachment)  
John Jacobs (with attachment)  
Barbara Watts Mastin (with attachment)  
Jonathon MacGowen (with attachment)  
Jayson Welter (with attachment)  
Carolyn Redman (with attachment)

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A BUSINESS ASSOCIATE AGREEMENT WITH VISION DATA TECHNOLOGIES, INC. FOR THE PARTICIPATION IN THE BRIDGEIT DATA REPOSITORY**

WHEREAS, as a Health Center Program Grantee of the Health Resources and Services Administration (HRSA) and a recipient of many other federal and state grants, the Health Department's Community Health Centers (CHC) must adhere to a variety of reporting requirements; and

WHEREAS, the Michigan Primary Care Association (MPCA), in coordination with community health centers throughout Michigan, has created a data reporting and repository system through Vision Data Technologies, Inc. called BridgeIT solutions; and

WHEREAS, BridgeIT solutions will transform data into an efficient reporting model and provide additional capabilities designed specifically for speed and ease of use by the Ingham CHC; and

WHEREAS, as a participant in the HRSA OHIT 2 grant, which is administered by MPCA, the Ingham CHC is able to sample the BridgeIT data repository and reporting service at no charge; and

WHEREAS, this repository will include reporting models and task management solutions for Meaningful Use, Uniform Data System, Family Planning, Patient Criteria Medical Home as well as the ability to create additional models for additional funders as needed; and

WHEREAS, should the CHC determine not to purchase the reporting service after the demonstration period ends, all Health Center data will be removed from their servers and will not be used; and

WHEREAS, the Community Health Center Board of Directors has reviewed and supports the agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the execution of a Business Associate Agreement with Vision Data Technologies, Inc. from August 1, 2012 through July 31, 2013.

THEREFORE BE IT RESOLVED, that Board of Commissioners hereby authorizes the execution of a Business Associate Agreement with Vision Data Technologies, Inc. for participation in the BridgeIT data repository.

BE IT FURTHER RESOLVED, that the term of this agreement shall be from August 1, 2012 through July 31, 2013.

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

## MEMORANDUM

To: Human Services Committee  
Finance Committee

From: Renee Branch Canady, PhD, MPA, Health Officer

Date: August 9, 2012

Subject: CPBC Agreement Amendment #4 for 2011-2012

This is a recommendation to authorize Amendment #4 of the 2011-2012 Comprehensive Planning, Budgeting and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH). The CPBC Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The CPBC Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2011-2012 Agreement in Resolution #11-283 and authorized amendments in resolutions #11-395, #12-106 and #12-232. This is the final amendment of the 2011-2012 fiscal year.

The CPBC Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #4 will increase the budget for Comprehensive Local Health Services from \$5,294,790 to \$5,321,602 for a net increase of \$26,812. The Amendment makes the following specific changes in the budget:

6. BCCCP Coordination, an increase of \$38,024 to \$423,150.
7. Family Planning Services, an increase of \$5,200 to \$396,952.
8. FDA Tobacco Retailer (A& L) Inspections, an increase of \$5,000 to \$30,000.
9. Lead Safe Home Project, a decrease of \$26,112 to \$52,221.
10. PRIME local learning collaborative, an increase of \$4,700 to \$13,900.

Regarding Item 3, the reduction in funding to support the Lead Safe Home Project was anticipated and included in Resolution 12-110 – Realignment of Health Department Programs and Administrative Structure.

I recommend that the Board of Commissioners adopt the attached resolution.

c: John Jacobs w/attachment  
Debra Brinson w/attachment



Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AMENDMENT #4 TO THE 2011-2012  
COMPREHENSIVE PLANNING, BUDGETING AND CONTRACTING AGREEMENT  
WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH**

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, the Michigan Department of Community Health (MDCH) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDCH and Ingham County have entered into a 2011-2012 Agreement for the delivery of public health services under the Comprehensive Planning, Budgeting and Contracting (CPBC) process as authorized by Resolution #11-283 and amended in Resolutions #11-395, #12-106 and #12-232; and

WHEREAS, the MDCH has proposed an amendment to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the Amendment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #4 to the 2011-2012 Comprehensive Planning, Budgeting, and Contracting (CPBC) Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of CPBC funding shall increase from \$5,294,790 to \$5,321,602 for a net increase of \$26,812.

BE IT FURTHER RESOLVED, that the net increase consists of the following specific changes to program budgets:

1. BCCCP Coordination, an increase of \$38,024 to \$423,150.
2. Family Planning Services, an increase of \$5,200 to \$396,952.
3. FDA Tobacco Retailer (A& L) Inspections, an increase of \$5,000 to \$30,000.
4. Lead Safe Home Project, a decrease of \$26,112 to \$52,221.
5. PRIME local learning collaborative, an increase of \$4,700 to \$13,900.

BE IT FURTHER RESOLVED, that the Health Officer, Renee Branch Canady, and John Jacobs, Chief Financial Officer of the Health Department, are authorized to submit Amendment #4 of the 2011-2012 CPBC grant documents electronically through the Mi-E Grants system.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2011 Budget in order to implement this resolution.

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: August 8, 2012

RE: Recommendation to Authorize an Agreement with the Michigan Department of Human Services to Deliver Refugee Medical Assessment Services

This is a recommendation to authorize an agreement with the Michigan Department of Human Services (DHS) to Deliver Refugee Screening Services. Since the late 1970's, the Health Department has worked with the refugee settlement agencies in the Lansing area to screen newly arriving refugees.

The most recent contract will expire September 30, 2012. The Michigan Department of Human Services (DHS) and the Health Department have mutually agreed on the terms of a new agreement. For the period of October 1, 2012 through September 30, 2014 DHS will pay the Health Department a maximum of \$418,900 per year for a total contract amount of \$837,800. Reimbursement for services will be based on the monthly "Statement of Expenditures" (DHS-3469) submitted to DHS by the Health Department. DHS will pay the Health Department based upon the following rates per unit of services delivered: Adult (18 yrs. and older) Refugee Health Screening will be \$819; Child (less than age 18yrs.) Refugee Health Screening will be \$518. These rates reflect the mean unit cost of services derived from data from the last three years. The mean unit cost for adults was \$766.33 and for children, \$487.88. The new rates also factor in the cost of Quantiferon, a test for tuberculosis infection, a requirement added by DHS, which is \$44 for adults and \$31 for children. The Health Department will provide a comprehensive health assessment/ medical screening per newly arrived refugee, within 30 days of arrival in the United States. Assessments must include a comprehensive health assessment, an age appropriate physical examination, a number of laboratory tests, including tests for communicable disease, immunizations, provide TB screening services, and community referrals as appropriate for further evaluation based on significant findings. Services must be language appropriate and culturally relevant.

I recommend that the Board of Commissioners authorize a Client Services Contract with Department of Human Services. The revenue and expenditures related to these services are included in the Health Department's 2013 Budget.

### Attachment

c: Debra Brinson, w/attachment  
John Jacobs, w/attachment  
Barbara Mastin, w/attachment  
Jonathon MacGowen, w/attachment  
Jayson Welter, w/attachment  
Carolyn Redman, w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A CLIENT SERVICES AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES FOR REFUGEE MEDICAL ASSESSMENT SERVICES**

WHEREAS, since FY 2001-2002, Ingham County has had a Client Services Contract with the Michigan Department of Human Services (formerly the Michigan Family Independence Agency); and

WHEREAS, under the agreement, the Health Department conducts health assessments of refugees, within 30 days of arrival in the United States, and the assessments include a comprehensive health assessment, an age appropriate physical examination, a number of laboratory tests, immunizations, TB services, and community referrals when appropriate for further evaluation; and

WHEREAS, the Michigan Department of Human Services has presented an agreement for the term of October 1, 2012 through September 30, 2014, with a maximum annual allowable amount of \$837,800; and

WHEREAS, from the total amount, the maximum amount that may be expended during the following periods is: \$418,900 from October 1, 2012 through September 30, 2013 and \$418,900 from October 1, 2013 through September 30, 2014; and

WHEREAS, the Health Officer has advised that the Health Department will be reimbursed based upon the following rates per unit of services delivered: Adult (18 yrs. and older) Refugee Health Screening \$819 and Child (less than age 18 yrs.) Refugee Health Screening \$518; and

WHEREAS, the Health Officer has advised that the funds generated from the refugee screening services are included as revenue in the Department's 2013 adopted budget and recommends that the Board of Commissioners authorize the agreement; and

WHEREAS, the Community Health Center Board of Directors, as the co-applicant board, supports the authorization of a client services agreement with the Michigan Department of Human Services.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a client services agreement with the Michigan Department of Human Services for Refugee Medical Assessment Services, with a maximum allowable amount of \$837,800 for the period of October 1, 2012 through September 30, 2014.

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

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

FROM: Renee B. Canady, PhD, MPA, Health Officer

DATE: August 7, 2012

SUBJECT: Resolution to Enter Into an Agreement with the Michigan Department of Environmental Quality for Medication Collection and Disposal

This is a recommendation to authorize an agreement with the Michigan Department of Environmental Quality (MDEQ). The agreement is awarded under the 2012 Pollution Prevention Grants Program and is titled, *Ingham County Community P2 Grant for the Collection of Unwanted Medications Grant Project*.

The MDEQ has awarded the Health Department, through a competitive bid process, an agreement in the amount of \$50,000. The period of the agreement will be July 1, 2012 through June 30, 2014. The two-year agreement will establish an on-going, year-round system for unwanted medication disposal in Ingham County by building on the regional model of unwanted medication disposal options that have been created over the last four years. This agreement will off-set disposal costs of controlled and non-controlled medications that are currently collected May through September during the Household Hazardous Waste program collections.

The proposed agreement includes the following:

Establish a permanent, on-going Collection Program for Residential Medication Disposal.

The Health Department will coordinate collection, transportation and proper disposal (through incineration) of non-controlled medications. This will occur through cooperation with partner pharmacies to serve as year-round drop-off sites for collection of non-controlled medications. Controlled medication disposal will be coordinated through partnerships with local law enforcement agencies including the Ingham County Sheriff's Department.

Provide Community Education on the Importance of Proper Medication Disposal with Convenient Disposal Options.

The Health Department will develop outreach material to emphasize the importance of proper disposal to minimize the environmental impact, with a focus on protection of drinking water (municipal and private water), surface water, decrease the opportunity for prescription medication misuse, and promote the convenient disposal options available to Ingham County residents.

Impact the Prescription Drug Misuse Trend.

The Health Department will conduct education and outreach to encourage households in our community to reduce addiction, death and damage caused by prescription drug misuse. This campaign will eliminate the source of the majority of prescription drug misuse access, which primarily (80%) comes from friends and family.

I recommend that the Board of Commissioners authorize the agreement with the Michigan Department of Environmental Quality.

Attachment

c: Jim Wilson w/attachment  
John Jacobs w/attachment  
Sheriff Gene Wrigglesworth w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY FOR MEDICATION COLLECTION AND DISPOSAL**

WHEREAS, the State of Michigan has placed the responsibility for environmental regulation and environmental quality in the Michigan Department of Environmental Quality (MDEQ); and

WHEREAS, the Health Department responded to an Request For Proposals from MDEQ for Medication Collection and Disposal; and

WHEREAS, the Health Department was awarded funds through a competitive bidding process; and

WHEREAS, the Health Department currently conducts several pharmaceutical collection events through the Household Hazardous Waste Program; and

WHEREAS, the Health Department desires to create permanent, year-round collections of controlled and non-controlled medications; and

WHEREAS, disposal of unwanted medications and prescription drug misuse are becoming serious environmental and social issues; and

WHEREAS, the presence of pharmaceuticals in Michigan groundwater and surface water has been established by environmental monitoring; and

WHEREAS, that the Health Officer recommends that the Board of Commissioners authorize an agreement with the Michigan Department of Environmental Quality; and

WHEREAS, that this program off-set present general fund disposal cost of controlled and non-controlled medications and will also create cooperation with community partners to develop year-around drop off sites throughout the county.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Michigan Department of Environmental Quality for the period of July 1, 2012 through June 30, 2014.

BE IT FURTHER RESOLVED, that the MDEQ shall reimburse Ingham County up to \$50,000 for expenses related to the following services: 1) Establish a Permanent, On-going Collection Program for Residential Medication Disposal. 2) Provide Community Education on the Importance of Proper Medical Disposal with Convenient Disposal Options. 3) Impact the Prescription Drug Misuse Trend.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the agreement after review by the County Attorney.

**MEMORANDUM**

TO: Human Services Committee  
County Services Committee  
Finance Committee

FROM: Renee B. Canady, Ph.D., Health Officer

DATE: August 9, 2012

RE: Recommendation to Accept Funds From the United States Department of Health and Human Services, Division of Health Resources and Services Administration for the Healthy Start Initiative

This is a recommendation to accept funds from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project. This national project addresses the significant disparities in the health of mothers and babies experienced by racial and ethnic minorities in communities that face many challenges. The Health Department has been awarded an amount of up to \$965,000 for the period June 1, 2012 through May 31, 2014.

The Health Department's Healthy Start Project is designed to reduce infant mortality and disparities in infant mortality for African Americans living in Ingham County, Michigan. Healthy Start will address disparities in perinatal health outcomes through direct services, perinatal system coordination, and community mobilization.

The funds will be utilized to establish two new positions: A Perinatal Systems Project Coordinator (PHN4) and a Health Educator II (PRO7). The Perinatal Systems Project Coordinator will provide overall coordination for the project, including outreach and connection within the broader community. The Health Educator position will provide weekly educational sessions at Lansing Housing Commission sites, and will refer eligible women to case management services. The Human Resources Department has reviewed the proposed job functions in the grant and established the job descriptions and levels. The PHN/ICEA and ICEA bargaining groups are in support of these positions.

In addition, grant funds will support the work of an existing full-time Family/Child/Infant Advocate, and .50 FTE of an existing full-time Public Health Nurse to provide enhanced case management.

We are also requesting authorization for the following subcontracts:

- 1) The Lansing Housing Commission to provide support to assist with meeting logistics for the Health Education sessions; as well as stipends for community residents to assist with project development. The amount of the subcontract will be \$60,000 for the period of June 1, 2012 through May 31, 2014.
- 2) Dr. Ellen Whipple, of Michigan State University's School of Social Work will conduct an overall project evaluation. The amount of the subcontract will be \$38,000 for the period of June 1, 2012 through May 31, 2014.

I recommend that the Board of Commissioners accept the funds from HRSA for the Healthy Start Grant.

c: John Jacobs w/attachment  
Regina Traylor w/attachment  
Sarah Bryant w/attachment  
Rich Estill w/attachment

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ACCEPT FUNDS FROM THE U. S. DEPARTMENT OF HEALTH AND HUMAN SERVICES, DIVISION OF HEALTH RESOURCES AND SERVICES ADMINISTRATION FOR THE HEALTHY START GRANT AND ESTABLISH PERINATAL SYSTEMS PROJECT COORDINATOR/SENIOR PUBLIC HEALTH NURSE AND HEALTH EDUCATOR II POSITIONS**

WHEREAS, the infant mortality rate, the rate at which babies less than one year of age die, is often viewed as an overall indicator of a community's health; and

WHEREAS, African American women bear an undue disease burden with disproportionately high rates of infant mortality, with rates of 17.8 per 1,000 live births, as compared to the white infant mortality rate of 8.0 per 1,000 live births; and

WHEREAS, the Health Department has been awarded funding in the amount of up to \$965,000 for the Healthy Start Grant activities for the period of June 1, 2012 through May 31, 2014; and

WHEREAS, the following positions shall be established: Perinatal Systems Project Coordinator/Senior Public Health Nurse, PHN Grade 4 and a Health Educator II, ICEA Grade 7, and

WHEREAS, the Healthy Start Project funds will also provide support of the work of an existing full-time Public Health Advocate (Position 601157), as well as 50% of an existing full-time Public Health Nurse (Position 601147) resulting in general fund savings; and

WHEREAS, the following subcontracts are needed for the period of June 1, 2012 through May 31, 2014: Lansing Housing Commission in the amount of \$60,000 and Dr. Ellen Whipple, of the Michigan State University's School of Social Work in the amount of \$38,000; and

WHEREAS, that the Health Officer recommends that the Ingham County Board of Commissioners accept the grant award in the amount of up to \$965,000 from the U. S. Department of Health and Human Services, Division of Health Resources and Services Administration (HRSA) for the Health Start Project for the period of June 1, 2012 through May 31, 2014.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the grant from U.S. Department of Health and Human Services, Division of Health Resources and Services Administration (HRSA) to implement a Healthy Start Project in the amount of up to \$965,000 for the period of June 1, 2012 through May 31, 2014.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the establishment of two new positions: Perinatal Systems Project Coordinator/Senior Public Health Nurse, PHN Grade 4 (\$56,938 - \$68,343) and a Health Educator II, ICEA Grade 7 (\$49,848 - \$59,841) for the period of the grant.

BE IT FURTHER RESOLVED, the Healthy Start Project funds will also provide support of the work of an existing full-time Public Health Advocate (Position 601157), as well as 50% of an existing full-time Public Health Nurse (Position 601147) resulting in general fund savings; and



BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontracts with Lansing Housing Commission in the amount of \$60,000 to assist with outreach and health education meeting; and Dr. Ellen Whipple, of the Michigan State University's School of Social Work in the amount of \$38,000 to provide program evaluation services, for the period of June 1, 2012 through May 31, 2014.

BE IT FURTHER RESOLVED, that the County Controller/Administrator is authorized to adjust the Health Department's budget.

BE IT FURTHER RESOLVED, that the hiring freeze and hiring delay is waived for the newly established Perinatal Systems Project Coordinator/Senior Public Health Nurse and Health Educator II positions.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the subcontracts and any other documents after review by the County Attorney.

## MEMORANDUM

TO: Human Services Committee  
County Services Committee  
Finance Committee

FROM: Renée Branch Canady, PhD, MPA, Health Officer

DATE: August 8, 2012

RE: Resolution to Authorize the Conversion of Otto Community Health Center from a School-Based Health Center to a Community Health Center and Establish a Primary Care Physician

The Ingham County Health Department, in partnership with community members and other organizations established the Otto Community Health Center (Otto) in 1996 to address the need for access to health care for students attending the C.W. Otto Middle School of the Lansing School District. In 2003, Otto was designated as a Federally Qualified Health Center Look-Alike site. The C.W. Otto Middle School was closed by the Lansing School District in June 2012. This is a recommendation to authorize the transition of Otto from a School-Based Health Center that serves the adolescent population to a Community Health Center, which will serve the general population.

In response to a 2011 study completed by Capital Link, a non-profit organization dedicated to assisting community health centers in planning and financing capital projects, the Ingham Community Health Center Board of Directors recommends that the Otto Community Health Center remain open as a community health center that serves the primary health care needs of medically vulnerable residents on the North side of Lansing. The 2011 study revealed that one of the greatest needs for primary health care services is on North side of Lansing. The Lansing School District has agreed to allow the Ingham Community Health Centers to continue to run Otto as a primary health care service site for the general population surrounding the health center.

Otto currently provides primary health care to approximately 300 adult patients each year. This will allow the Ingham Community Health Center to provide primary health services to approximately 800 new patients through much needed increased capacity. This is essential as all of our current Community Health Centers are challenged to accept new patients.

Current staff of the Otto School-Based Health Center Network will be realigned to a new school-based health center, which will be located within the Lansing School District's Eastern High School as required by the Michigan Department of Community Health.

To effectively provide primary health care services for the general population at the Otto Community Health Center, existing positions will need to be realigned within the Community Health Centers, including an existing clinic assistant and a nurse. A vacant Program Specialist position will also be reassigned to Otto. A Primary Care Physician, MCF Grade C - \$137,136 - \$164,564, position also needs to be established.

This project will also require the purchase of licenses and fees related to the Electronic Health Record, which will not exceed \$18,000. A copy of the budget and revenue projections is attached for your review. The budget shows that Otto, as a general community health center, will be self sustaining through patient revenues generated as a result of serving as a medical home for residents of that community.

I recommend that the Board of Commissioners approve this resolution and authorize the transition of the Otto Community Health Center from a School-Based Health Center to a general Community Health Center, the establishment and hiring of a new primary care physician, the realignment of an existing clinic assistant and a nurse, and the reassignment of the vacant Program Specialist position to Otto.

c:     Debbie Brinson, w/attachment  
       Barb Mastin, w/attachment  
       John Jacobs, w/attachment  
       Jonathon MacGowen, w/attachment  
       Carolyn Redman, w/attachment

	<b>Budget 2013</b>
<b>INCOME AND REVENUES</b>	
<b>Patient Revenue:</b>	
Medicaid: Fee for Service	\$55,848
Medicaid: non wrap eligible	\$45,924
Medicaid: Cost Based Reimbursement	\$366,625
Medicare: Fee for Service	\$79,200
Other Public Programs	\$0
Private Insurance	\$0
Self Pay	\$172
<b>Grant &amp; Contract Income</b>	
<b>Local Support</b>	
Ingham Health Plan Fee for Service	\$12,230
Ingham Health Plan Grant (County Sourced Funds)	
<b>State Grants</b>	
MDHS Grant	
<b>Federal Grants/Funds</b>	
Meaningful Use	\$21,500
Federal Grant	\$0
<b>Other Income</b>	
General Fund Support (Contribution to CHC Net Assets)	\$0
<b>TOTAL:</b>	<b>\$581,499</b>
<b>HEALTH CENTER EXPENSES</b>	
<b>Personnel</b>	
Administrative Staff:	
*Program Specialist 1.0 FTE	\$50,477
Medical Staff:	
Physician 1.0 FTE	\$164,564
*Clinic Assistant 1.0 FTE	\$36,525
*Nurse/Nurse Assessor 1.0 FTE	\$59,835
Dental Staff	\$0
Behavioral Health Staff	\$0
Enabling Services Staff	\$0
Other Staff	\$0
Temporary staff, as needed	\$5,100
Overtime, as required by contract	\$2,346
<b>TOTAL:</b>	<b>\$318,847</b>
<b>Benefits</b>	
FICA & Medicare	\$20,234
Unemployment Insurance	\$1,537
Worker's Compensation Insurance	\$648
Health Insurance	\$58,188
Dental Insurance	\$3,221

Retirement	\$57,124
Other	\$1,571
<b>TOTAL:</b>	<b>\$142,524</b>
<b>TOTAL:</b>	<b>\$461,371</b>
<b>Equipment</b>	
Durable Equipment	\$8,000
Phone System	\$5,000
<b>TOTAL:</b>	<b>\$13,000</b>
<b>Office Renovation</b>	
Office Renovation	\$0
-includes network wiring, plumbing, flooring, painting, etc.	\$0
<b>TOTAL:</b>	<b>\$0</b>
<b>Travel &amp; Conferences</b>	
Local Travel	\$1,000
Patient Transportation	\$250
Out of State Travel	\$3,500
Conferences	\$1,000
<b>TOTAL:</b>	<b>\$5,750</b>
<b>Supplies</b>	
Drugs & Pharmaceuticals	\$3,500
Medical and Educational Supplies	\$5,000
General Office Supplies	\$8,000
Printing & Binding	\$8,000
Other Supplies	\$0
<b>TOTAL:</b>	<b>\$24,500</b>
<b>Contractual Services</b>	
Licenses & User Fees	\$18,000
Providers	\$0
Medical Staff	
Support Staff	\$0
Administrative Staff	\$0
Medical Service Contracts	\$5,000
<b>TOTAL:</b>	<b>\$23,000</b>
<b>Other Expenses</b>	
Rent & Facility Cost	\$23,878
Laundry	\$2,000
Equipment Rental	\$3,000
Equipment Maintenance	\$3,000
Communications	\$1,500
Memberships/Subscriptions	\$500
Journals & Billing Updates	\$0
Professional Liability-Providers	\$10,000
Ins Premium - MI Municipal Risk Management Authority	\$10,000
<b>TOTAL:</b>	<b>\$53,878</b>

<b>TOTAL:</b>	<b>\$581,499</b>
<b>Overhead &amp; Indirect</b>	
<b>TOTAL:</b>	<b>\$0</b>
<b>TOTAL:</b>	<b>\$581,499</b>
<b>Net Increase (Decrease)</b>	<b>\$0</b>
<b>Number of Visits</b>	<b>4,000</b>
<b>Number of Unduplicated Users</b>	<b>1,350</b>

\*Redirecting Position

<b>Visit Data</b>	<b>Encounters</b>	<b>Payor Mix</b>
<b>Provider Type: Physician</b>		
Projected Annual Visits	4,000	
Projected Monthly Visits	333	
Projected Daily Visits	17	
Medicaid - Enhanced Rate	1,720	43%
Medicaid - ABW, MI-Child, etc.	1,200	30%
Medicare	720	18%
County Health Plans	320	8%
Private Pay	40	1%
Total Annual Visits -	4,000	
FY 2013 Projections	4,000	
Difference	0	100%
<b>Revenue Data</b>	<b>Annual Total</b>	<b>Rate</b>
Medicaid - Enhanced Rate (total based on new rate $\$160.41 \times 2,920 = \$468,397 - \$45,924 = \$422,473$ )	\$422,473.00	\$144.68
Medicaid - ABW, MI-Child, etc. (based on St. Lawrence payment history $20,857/545 = \$38.27 \times 1,200 = \$45,924$ )	\$45,924.00	\$38.27
Medicare (based on Medicare rate $\$110 \times 720 = \$79,200$ )	\$79,200.00	\$110.00
County Health Plans (based on St. Lawrence payment history $\$75,450/1,974 = \$38.22 \times 320 = \$12,230$ )	\$12,230.00	\$38.22
Private Pay (based on St. Lawrence payment history $\$1,381/322 = \$4.29 \times 40 = \$172$ )	\$172.00	\$4.29
<b>Total Patient Based Revenues</b>	<b>\$559,999.00</b>	
<b>Average Revenue Per Visit</b>		<b>\$140.00</b>

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

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE THE CONVERSION OF THE OTTO COMMUNITY HEALTH CENTER FROM A SCHOOL-BASED HEALTH CENTER TO A GENERAL COMMUNITY HEALTH CENTER AND ESTABLISH A PRIMARY CARE PHYSICIAN**

WHEREAS, the Ingham County Health Department, in partnership with community members and organizations, established the Otto Community Health Center (Otto) in 1996 to address the need for access to health care for students attending the C.W. Otto Middle School of the Lansing School District; and

WHEREAS, in 2003, Otto was designated as a Federally Qualified Health Center Look-Alike site; and

WHEREAS, the C.W. Otto Middle School was closed by the Lansing School District effective June 2012; and

WHEREAS, a 2011 study revealed that one of the greatest needs for primary health care services in Ingham County is on the North side of Lansing, where Otto is located; and

WHEREAS, Otto currently provides primary health care to approximately 300 adult patients each year; and

WHEREAS, in response to this study, and to continue to provide primary health care services to the 300 established patients, the Community Health Center Board of Directors recommends that the Otto Community Health Center continue to operate as an health center that serves the primary health care needs of medically vulnerable residents on the North side of Lansing; and

WHEREAS, continuing operations at the Otto Community Health Center will allow the Ingham Community Health Centers to provide primary health care to approximately 800 new patients; and

WHEREAS, the Lansing School District has agreed to allow the Ingham Community Health Centers to continue to use the space where Otto is located for this purpose; and

WHEREAS, the Otto Community Health Center, as a general community health center, will be self sustaining through patient revenues generated as a result of serving as a medical home for residents of that community; and

WHEREAS, current staff of the Otto School-Based Health Center will be placed at a health center, which will be located within the Lansing School District's Eastern High School as required by the Michigan Department of Community Health; and

WHEREAS, to effectively provide primary health care services for the general population at the Otto Community Health Center, existing positions will need to be realigned within the Ingham Community Health Centers, including an existing clinic assistant and a nurse; and

WHEREAS, a vacant Program Specialist position will also be reassigned to Otto; and



WHEREAS, a new Primary Care Physician, MCF Grade C - \$137,136 - \$164,564, position also needs to be established and hired; and

WHEREAS, this project also requires the purchase of licenses and fees related to the Electronic Health Record, not to exceed \$18,000; and

WHEREAS, the Health Officer recommends that the Board of Commissioners approve this resolution and authorize the realignment and establishment of the above mentioned positions; and

WHEREAS, the Health Officer also recommends the transition of the Otto Community Health Center from a School-Based Health Center to a general community health center.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes the transition of Otto Community Health Center from a school-based health center to a general community health center.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorizes the realignment of a Clinic Assistant and a Nurse position to the Otto Community Health Center.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorizes the reassignment of the vacant Program Specialist position (#601294) to the Otto Community Health Center.

BE IT FURTHER RESOLVED, that Board of Commissioners hereby establishes a Primary Care Physician, MCF Grade C - \$137,136 - \$164,564 and, that the hiring freeze and hiring delay are hereby waived for this position.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby authorizes the purchase of licenses and fees related to the Electronic Health Records, not to exceed \$18,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments, and the Purchasing Department is authorized to issue any necessary purchase orders or purchase items needed.

**Agenda Item 8a**

To: Ingham County Board of Commissioners

From: Terry Brail, Interim Manager, Ingham County Fairgrounds

Subject: Fair Advertising

The following resolution is to authorize the use of Hotel/Motel funds for Fair advertising. At the end of 2012 there will be a fund balance of \$365,000. Public Acts MCL 141.867 (d) and the County Ordinance Article VII (d) allows for the promotion of tourist business. Per the County Attorney's Office, advertising the Fair would fall under "promotion" of tourist business.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE USE OF HOTEL/MOTEL FUNDS FOR ADVERTISING  
FOR THE 2012 INGHAM COUNTY FAIR**

WHEREAS, the Ingham County Fair advertises the annual Fair to all persons in the mid-Michigan area via television, radio, newsprint, and other means; and

WHEREAS, MCL 141.867(d) and County Ordinance Article VII (d) which allows for the promotion of tourist business; and

WHEREAS, there is a projected available balance of approximately \$365,000 in the Motel/Hotel Fund slated for the Ingham County Fair; and

WHEREAS, the Ingham County Fair spends \$30,000 annually to advertise the annual fair; and

WHEREAS, the Ingham County Fair Board approves this use of the Hotel/Motel funds to pay for advertising; and

WHEREAS, the County Attorney agrees that advertising the fair would fall under promotion of tourist business.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the transfer of \$30,000 from the Motel/Hotel Tax Fund to pay for advertising for the Ingham County Fair.

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

**Agenda Item 8b**

To: Ingham County Board of Commissioners  
From: Terry Brail, Interim Manager, Ingham County Fairgrounds  
Subject: Replace Roof on Community Building

The following Resolution is to transfer funds from the Hotel Motel Fund to the Fairgrounds Capital Improvement Account. At the end of 2012 there will be a fund balance of \$365,000. The existing roof was installed in 1995 when the building was built.

It is in desperate need of replacement. After approval of the resolution, the Purchasing Department will solicit bids on the project according to County policies and proper contracts will be entered into with Board approval.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO TRANSFER FUNDS FROM HOTEL MOTEL TAX FUND TO THE  
FAIRGROUNDS CAPITAL IMPROVEMENT ACCOUNT**

WHEREAS, the Community Building at the Fairgrounds is in need of a roof replacement; and

WHEREAS, there is a projected available balance of approximately \$365,000 in the Hotel Motel fund slated for the Fairgrounds; and

WHEREAS, the Fair Board has approved at their July meeting to transfer \$30,000 of the Hotel Motel tax funds to the Fair's Capital Improvement account.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approves moving \$30,000 from the Hotel Motel fund to the Fairgrounds capital improvement account for the purpose of replacing the roof on the Community Building.

BE IT FURTHER RESOLVED, the Ingham County Purchasing Department will solicit bids according to County policies.

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

July 30, 2012

MEMORANDUM

TO: Board of Commissioners  
FROM: Bruce Johnston and Glen Rockey, Ingham County Housing Commission  
RE: MSHDA Grant Amendment Request - Grant #MSC-2009-0552-HOA

The Board of Commissioners approved Community Development Block Grant (CDBG) funds in the amount of \$50,000 from the Michigan State Housing Development Authority (MSHDA) on April 14, 2009 (Resolution #09-092), and approved additional grant funding in the amount of \$325,000 on October 13, 2009 (Resolution #09-330).

These funds are utilized to provide Homeowner Rehabilitation to residents of Ingham County, excluding those living in the cities of Lansing and East Lansing.

MHSDA has authorized an extension of the grant term through September 30, 2012 in order to complete projects currently in process.

Please be advised that all other aspects of the grant agreement remain the same. We respectfully request that the term extension be approved.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN EXTENSION TO THE 2009 COMMUNITY DEVELOPMENT  
BLOCK GRANT APPROVED IN RESOLUTION #09-092**

WHEREAS, the Ingham County Housing Commission applied for Community Development Block Grant funding on behalf of Ingham County from the Michigan State Housing Development Authority; and

WHEREAS, the Ingham County Board of Commissioners authorized acceptance of Michigan State Housing Development Authority grant funds in the amount of \$50,000 (Resolution #09-092) on April 14, 2009; and

WHEREAS, the Ingham County Board of Commissioners authorized acceptance of additional Michigan State Housing Development Authority grant funds in the amount of \$325,000 (Resolution #09-330) on October 13, 2009; and

WHEREAS, the Michigan State Housing Development Authority has seen fit to extend the grant term through September 30, 2012; and

WHEREAS, all other aspects of the grant agreement remain the same.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the grant term extension through September 30, 2012 for the Community Development Block Grant totaling \$375,000 from the Michigan State Housing Development Authority, on behalf of the Ingham County Housing Commission, to utilize the funds as designated in the grant agreement.

**INGHAM COUNTY**  
**Financial Services Department**

Jill Rhode, Director

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P.O. Box 319 ● Mason, MI. 48854 ● Phone: (517) 676-7328 ● Fax: (517) 676-7337

TO: Ingham County Board of Commissioners

FROM: Jill Rhode, Director of Financial Services

DATE: July 30, 2012

RE: Western National Life Deferred Comp Plan

The County has an old deferred comp plan which was originally administrated by AIG and has not been used for many years. Since that time, the plan has been acquired by American General Annuity and in 2009, by Western National Life.

We have a former employee who has been trying to withdraw her money from this plan and Western National Life has been extremely uncooperative. They refuse to withdraw her proceeds or even discuss this account without a formal resolution authorizing representation. Attached is a resolution authorizing the Director of Financial Services and the Director of Human Resources to represent and sign for the County on this account.

I know you may have many questions such as: How many former employees have funds? How much money is invested? When was the last withdrawal? Unfortunately, we are unable to answer any of these questions since Western National refuses to provide any information without this authorization.

If you have any other questions or wish to discuss, please let me know.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING SIGNATURE FOR WESTERN NATIONAL LIFE  
DEFERRED COMP PLAN**

WHEREAS, the County has an old Deferred Compensation Plan with Western National Life Insurance; and

WHEREAS, Western National Life Insurance does not have an County authorized representative on file; and

WHEREAS, the Financial Services and Human Resources Directors are the authorized representatives with the County's current Deferred Comp vendors.

THEREFORE BE IT REOLVED, that the Financial Services and Human Resources Directors (who are currently Jill Rhode and Travis Parsons) are authorized to represent and sign for the County on all issues related to the County's Western National Life Insurance Deferred Compensation account.

*Ingham County Management Information Services*

To: County Services and Finance Committees

From: Steve Walters

CC: John Neilsen

Date: August 2, 2012

Re: Resolution to Amend the Contract With AT&T To Provide Network  
Connectivity to the Department of Transportation and Roads Administrative  
Building and Sexton High School

The MIS Department has been working with the Department of Transportation and Roads and the Ingham County Health Department to determine their network connectivity needs. We have determined that two AT&T OPTEMAN circuits, one to the Department of Transportation and Roads Administrative Building and one to Sexton High School, will satisfy the needs presented.

By way of this resolution I am seeking authorization to amend our agreement with AT&T to add these needed network connections.

The cost of the new OPTEMAN connection to the Department of Transportation and Roads will be \$756.00 per month, an annual cost of \$9,072.00. The cost of the new OPTEMAN connection to Sexton High School will be \$580.00 per month, an annual cost of \$6,960.00. When the new OPTEMAN circuits are installed new 3-year agreements will begin.

The above are State of Michigan co-operative contracts and the new OPTEMAN connections will be added to an existing AT&T contract.

Thank you in advanced for your consideration. Please feel free to contact me if you have any questions.

Introduced by County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE CONTRACT AMENDMENT WITH AT&T TO PROVIDE NETWORK CONNECTIVITY TO THE ROAD DEPARTMENT ADMINISTRATIVE BUILDING AND SEXTON HIGH SCHOOL**

WHEREAS, the Ingham County Road Department has requested connectivity from their facility back to the County network; and

WHEREAS, the Ingham County Health Department has requested network connectivity from the Human Services Building to Sexton High School; and

WHEREAS, the new monthly rate for the Road Department circuit will be \$756.00 per month or \$9,072.00 annually; and

WHEREAS, the new monthly rate for the Sexton High school circuit will be \$580.00 per month or \$6,960.00 annually.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorized the County to amend the agreement with AT&T to provide network connectivity to the Road Department Administrative building and Sexton High School at an annual cost of \$16,032.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the County's Data Processing Fund (636-26600921050).

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 and the County Clerk are authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Richard Terrill, Facilities Director

DATE: August 1, 2012

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH CAMELOT SERVICES CO., TO PROVIDE CARPET CLEANING SERVICES TO SEVERAL COUNTY LOCATIONS

The resolution before you authorizes awarding a contract to Camelot Services, Co., to provide carpet cleaning services to several county locations.

After going through a competitive bidding process, both the Purchasing and Facilities Departments agree that a contract be awarded to Camelot Services Co., who submitted the lowest responsive and responsible bid of \$100,083.00 for a three year contract beginning September 1, 2012 through August 31, 2015 with an optional two (2) year renewal.

Funds for this contract are available within the appropriate operating budgets, 931100 Maintenance Contractual.

I recommend approval of this resolution.

**MEMORANDUM**

TO: County Service and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: August 8, 2012  
 SUBJECT: Proposal Summary for Carpet Cleaning Services

Project Description:

Proposals were sought from qualified and experienced firms for the purpose of providing carpet cleaning at various County facilities for a period of three (3) years with an option to renew for two (2) additional years.

Proposal Summary:

Vendors contacted: 13 Local: 5  
 Vendors responding: 4 Local: 3

Company Name	1st Year Cost	2nd Year Cost	3rd Year Cost	Grand Total	Local
Camelot Service Co.	\$29,653	\$33,359	\$37,071	\$100,083	Yes – Lansing
Lens Carpet Care	\$39,616	\$39,616	\$44,018	\$123,250	Yes – Lansing
Seelye Group	\$40,576	\$41,831	\$43,575	\$125,982	Yes – Lansing
Modernistic	\$50,800	\$53,120	\$55,340	\$159,260	No – Lansing (Eaton)

Recommendation:

The Evaluation Committee recommends awarding a three-year contract with a two-year renewal option to Camelot Service Co. in an amount not-to-exceed \$100,083.

In addition to submitting the lowest cost proposal, Camelot is a local vendor, has been in business since 1993, and has many references including the Michigan House of Representatives.

Advertisement:

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AWARDING A CONTRACT TO CAMELOT SERVICES CO., TO PROVIDE  
CARPET CLEANING SERVICES TO VARIOUS COUNTY FACILITIES**

WHEREAS, the current carpet cleaning contract, which included a two (2) year renewal option, is due to expire August 31, 2012; and

WHEREAS, the Well Child and Willow Clinic are also in need of carpet cleaning services; and

WHEREAS, the Purchasing Department solicited proposals from qualified, and experienced vendors who are familiar with providing carpet cleaning services for office buildings and medical facilities; and

WHEREAS, the contract term would be for three (3) years, starting September 1, 2012 through August 31, 2015, the contract will include an option to renew for an additional two (2) years; and

WHEREAS, the funds for said services are located within the appropriate 931100 Maintenance Contractual budgets; and

WHEREAS, after review, both the Purchasing and Facilities Departments recommend that a three (3) year contract be awarded to Camelot Service Co., who submitted the lowest responsive bid, for a not to exceed cost of \$100,083.00, with a two (2) year renewal option for the following listed annual costs:

Year 1 – 2012 – 2013	\$ 29,653.00
Year 2 – 2013 – 2014	\$ 33,359.00
Year 3 – 2014 – 2015	\$ 37,071.00
Total cost for 3 years	\$ 100,083.00

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a three (3) year contract with Camelot Service Co., 8736 Portage Road, Portage, MI., 49002 starting September 1, 2012 through August 1, 2015, with a two (2) year renewal option, to provide carpet cleaning services for various county facilities, for a not to exceed cost of \$100,083.00.

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

**MEMORANDUM**

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: August 1, 2012

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PRO TECH ENVIRONMENTAL SERVICES FOR THE PURPOSE OF PROVIDING MOLD REMEDIATION SERVICES AT THE INGHAM COUNTY COURTHOUSE**

The resolution before you authorizes awarding a contract to Pro Tech Environmental Services for the removal of mold, clean up of the crawlspace, and encapsulation of the crawlspace floor and walls. The cost for this project will be \$14,750.00, as well as a \$2,500.00 contingency, for a total cost, not to exceed \$17,250.00.

Pro Tech Environmental Services submitted the lowest responsive and responsible bid and come highly recommended. They were chosen, after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments. We are confident they will provide us with the quality of service that we need to complete this project successfully.

The funds for this project are available in the approved CIP line Item 245-90212-931000-2FC14 which has a balance of \$27,700.00.

I recommend approval of this resolution.

**MEMORANDUM**

TO: County Service and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: August 8, 2012  
 SUBJECT: Bid Summary for Mold Remediation

Project Description:

Written sealed bids were solicited from experienced and qualified mold remediation firms for the purpose of remediating mold in the crawlspace of the Ingham County Courthouse.

Bid Summary:

Vendors contacted: 8                      Local: 4  
 Vendors responding: 3                      Local: 1

Company Name	Annual Cost	Local
Pro-Tech Environmental, Inc.	\$14,750	No – Grand Rapids
Ace Cleaning and Restoration	\$49,776	Yes – Lansing
McCardel Restoration LLC	\$49,403	Yes – East Lansing

Recommendation:

The Evaluation Committee recommends awarding a contract to Pro-tech Environmental, Inc. in an amount not-to-exceed \$17,250, which includes \$2,500 for contingency for any unforeseen issues that may arise during the project.

The considerable price differential between Pro-Tech’s bid and those of Ace’s and McCardel’s has been discussed with our Consultant and Pro-Tech, and we are confident that Pro-tech fully understands the scope of work and can complete the work in the time frame required by the County at the cost quoted.

Pro-Tech has been in business since 1991, is licensed and insured, referenced, and is recommended by the County’s consultant, Bonus Environmental.

Advertisement:

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AWARDING A CONTRACT TO PRO TECH ENVIRONMENTAL SERVICES FOR THE REMOVAL OF MOLD, CLEAN UP OF THE CRAWLSPACE AND ENCAPSULATION OF THE CRAWLSPACE FLOOR AND WALLS**

WHEREAS, the Ingham County Courthouse is a 107 year old building with a dirt crawlspace and little to no ventilation; and

WHEREAS, over the course of the buildings history, water has penetrated into the crawl space, on occasion, making conditions favorable for mold growth; and

WHEREAS, upon inspection of the crawlspace, by a licensed environmental company, it was found that mold was indeed present in several areas; and

WHEREAS, the Purchasing Department solicited proposals from qualified, and experienced vendors who are familiar with mold removal, clean up services and encapsulation of crawlspace floors and walls; and

WHEREAS, after review, both the Purchasing and Facilities Departments recommend that a contract be awarded to Pro Tech Environmental Services, who submitted the lowest responsive bid; and

WHEREAS, the cost for this project will be \$14,750.00 for a contractor as well as a \$2,500.00 contingency for a total cost not to exceed \$17,250.00; and

WHEREAS, the funds for said services were approved and are located within the following account 245-90212-931000-2FC14 which has a balance of \$27,700.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Pro Tech Environmental Services, 15 North Park N.W., Grand Rapids, MI 49544, to provide services for the removal of mold, clean up of the crawlspace and encapsulation of the crawlspace floor and walls for a cost of \$14,750.00 as well a \$2,500.00 contingency, for a total cost, not to exceed, \$17,250.00.

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

**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** August 8, 2012  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Authorizing the Renewal of the Agreement with the City of Lansing for the Maintenance of Certain City of Lansing Parks

This resolution authorizes a one year renewal to the agreement for the maintenance of certain city of Lansing parks. This contract would commence on October 1, 2012 and end September 30, 2013, and be subject to renewal for additional one year terms that are renewed in writing and executed prior to the expiration of the current term. The County shall be compensated in an amount not to exceed \$247,800, which includes reimbursement for direct costs and administrative overhead costs. The compensation amount for future renewals shall be subject to mutual agreement during the renewal process. The agreement may be cancelled by either party upon thirty (30) days written notice. The City of Lansing agrees no employees will be laid off due to this agreement.

The Board of Commissioners adopted Resolution #11-210 authorizing an agreement with the City of Lansing to provide maintenance services in 25 city parks that are 5 acres or less and all parks along the River Trail. The City of Lansing and users of the City parks are pleased with quality of service provided by the Ingham County Parks staff. The agreement has been beneficial to both parties and each wish to renew the agreement for one (1) additional year.

The Parks & Recreation Commission supported this renewal with the passage of a resolution at their July meeting.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE RENEWAL OF THE AGREEMENT WITH THE CITY OF LANSING FOR THE MAINTENANCE OF CERTAIN CITY OF LANSING PARKS**

WHEREAS, the Board of Commissioners adopted Resolution #11-210 authorizing an agreement with the City of Lansing to provide maintenance services in 25 city parks that are 5 acres or less and all parks along the River Trail; and

WHEREAS, the City of Lansing and users of the City parks are pleased with quality of service provided by the Ingham County Parks staff; and

WHEREAS, the agreement has been beneficial to both parties and each wish to renew the agreement for one (1) additional year; and

WHEREAS, the Parks & Recreation Commission supported this renewal with the passage of a resolution at their July meeting.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a one year renewal to the agreement for the maintenance of certain city of Lansing parks.

BE IT FURTHER RESOLVED, that the contract shall commence on October 1, 2012 and end September 30, 2013, and shall be subject to renewal for additional one year terms that are renewed in writing and executed prior to the expiration of the current term.

BE IT FURTHER RESOLVED, the County shall be compensated in an amount not to exceed \$247,800, which includes reimbursement for direct costs and administrative overhead costs.

BE IT FURTHER RESOLVED, the compensation amount for future renewals shall be subject to mutual agreement during the renewal process.

BE IT FURTHER RESOLVED, the agreement may be cancelled by either party upon thirty (30) days written notice.

BE IT FURTHER RESOLVED, the City of Lansing agrees no employees will be laid off due to this agreement.

**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** August 13, 2012

**TO:** County Services and Finance Committees

**FROM:** Rick Terrill, Facilities Director and Willis Bennett, Parks Director

**RE:** Resolution Approving a Contract with Anderson-Fisher & Associates for the Grading and Landscaping of the Hawk Island Snow Park

It has been determined the snow park hill at Hawk Island has significant soil erosion issues. This resolution approves a contract with Anderson-Fisher for the grading, scarification, polymer, drill seed, mulch, and mulch anchor necessary to correct the soil erosion and safety issues.

The bids were reviewed by the Ingham County Purchasing, Facilities, and Parks Departments and all departments were in agreement that the low bidder met all specifications and requirements. The Purchasing Department recommends the proposal submitted by Anderson-Fischer & Associates, Inc. of Mason, Michigan.

The contract with Anderson-Fisher & Associates, Inc. of Mason, Michigan for the grading and landscaping of the Hawk Island Snow Park will be in the amount of \$42,712, with an additional contingency amount of \$6,500. Total project cost will not exceed \$49,212. Contract payments will be made from the Parks 450-75600-71000 account in the amount of \$44,811 and the Parks Capital Fund (450) Undesignated Balance in the amount of \$4,401.

**MEMORANDUM**

TO: County Service and Finance Committees  
FROM: Jim Hudgins, Director of Purchasing  
DATE: August 9, 2012  
SUBJECT: Proposal Summary for Snow Tubing Hill Grading Project

Project Description:

Proposals were sought from experienced and qualified firms for the purpose of making renovations (e.g. grading, seeding, pneumatic composting and mulching, etc.) to the Hawk Island Snow Park Tubing and Boarding Hill.

Proposal Summary:

Vendors contacted: 5            Local: 4  
Vendors responding: 2        Local: 1

Company Name	Total Cost	Local
Anderson-Fischer & Associates	\$42,712	Y - Mason
HTA Comapnies	\$68,034	N - Dimondale

RFPs were also sent to the following local firms: Quality Landscape Contractors, Stiles Landscape, and Smith Tree & Landscape. (No responses were provided by these firms for not bidding.)

Recommendation:

The Evaluation Committee recommends awarding a contract to Anderson-Fischer & Associates in an amount not to exceed \$49,212 which is reflective of the payment of prevailing wages and a \$6,500 contingency for any unforeseen issues that may arise during the project. (A 15% contingency was recommended by the County's consultant.)

In addition to submitting the lowest responsive and responsible proposal, Anderson-Fischer is a registered local vendor, bonded, insured, and highly referenced.

Advertising:

The Request for Proposals was advertised in the City Pulse, Lansing State Journal, and various construction plan houses.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING A CONTRACT WITH ANDERSON-FISHER & ASSOCIATES  
FOR THE GRADING AND LANDSCAPING OF THE HAWK ISLAND SNOW PARK**

WHEREAS, it has been determined the Hawk Island Snow Park hill has a significant soil erosion issue; and

WHEREAS, the Ingham County Purchasing Department initiated the Request for Proposals (RFP) process for Hawk Island Snow Park grading, shaping, scarification, polymer, drill seed, mulch, and mulch anchor; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing, Facilities, and Parks Departments and all departments were in agreement that the low bidder met all specifications and requirements; and

WHEREAS, the Purchasing Department recommends the proposal submitted by Anderson-Fischer & Associates, Inc. of Mason, Michigan.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into a contract with Anderson-Fisher & Associates, Inc. of Mason, Michigan for the grading and landscaping of the Hawk Island Snow Park in the amount of \$42,712, with an additional contingency amount of \$6,500, for a total project cost not to exceed \$49,212.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes contract payments be made from the Parks 450-75600-71000 account in the amount of \$44,811 and the Parks Capital Fund (450) Undesignated Balance in the amount of \$4,401.

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

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to make any necessary transfer of funds.

**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** August 13, 2012  
**TO:** County Services and Finance Committees  
**FROM:** Rick Terrill, Facilities Director and Willis Bennett, Parks Director  
**RE:** Resolution Approving a Contract with Superparks LCC (Planet) to Design, Construct, Maintain, and Manage the Hawk Island Snow Park

It has been determined the Hawk Island Snow Park would benefit significantly from the expertise and involvement of Ryan Neptune, an internationally known figure in the winter sports community, and his company, Superparks LCC (Planet). His company manages and oversees many ski resorts and events around the United States including one in Gaylord, Michigan.

This resolution authorizes entering into a contract with Superparks LCC (Planet) whereby the gross receipts collected at the Hawk Island Snow Park, with the exception of vehicle entrance fees, would be split in the amount of 25 percent to Ingham County and 75 percent to Superparks LCC (Planet).

Planet would be responsible for working with and managing partners for the Hawk Island Snow Park in the seasonal preparation for all outside operations with respect to the venue and would look to hire as many local seasonal workers as possible.

Planet would report directly to the Parks Director and areas of management and oversight duties would include, but would not be limited to: vehicle and slope maintenance, lift operations, grooming, snowmaking, terrain and tubing park crew, risk management, ski school, rental, food and beverage and retail. Planet would also help design, consult, and explore the development of alternative action sports related venues to be added on the hill such as mountain bike trails, skateboards, BMX, and Zip Line type venues with the prior approval of the Parks & Recreation Commission. In addition, Planet will make recommendations regarding marketing materials and the cost of all marketing will be paid by Planet.

The term of the contract would be for 3 years terminating on August 31, 2015 with a two year option to renew.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING A CONTRACT WITH SUPERPARKS LCC (PLANET) TO DESIGN, CONSTRUCT, MAINTAIN, AND MANAGE THE HAWK ISLAND SNOW PARK**

WHEREAS, it has been determined the Hawk Island Snow Park would benefit significantly from the expertise and involvement of Ryan Neptune, an internationally known figure in the winter sports community, and his company, Superparks LCC (Planet); and

WHEREAS, Planet will be responsible for working with and managing partners for the Hawk Island Snow Park in the seasonal preparation for all outside operations with respect to the venue; and

WHEREAS, Planet will report directly to the Parks Director and areas of management and oversight duties will include, but are not limited to: vehicle and slope maintenance, lift operations, grooming, snowmaking, terrain and tubing park crew, risk management, ski school, rental, food and beverage and retail; and

WHEREAS, Planet will make recommendations regarding marketing materials and the cost of all marketing will be paid by Planet; and

WHEREAS, Planet will help design, consult, and explore the development of alternative action sports related venues to be added on the hill such as mountain bike trails, skateboards, BMX, and Zip Line type venues with prior approval of the Parks & Recreation Commission; and

WHEREAS, Planet is looking to hire as many local seasonal workers as possible.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes entering into a contract with Superparks LCC whereby the gross receipts collected at the Hawk Island Snow Park, with the exception of vehicle entrance fees, would be split in the amount of 25 percent to Ingham County and 75 percent to Superparks LCC (Planet).

BE IT FURTHER RESOLVED, the term of the Agreement would be for 3 years terminating on August 31, 2015 with a two year option to renew.

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

BE IT FURTHER RESOLVED, the Controller/Administrator is authorized to make any necessary transfer of funds.



**INGHAM COUNTY PARKS DEPARTMENT**

121 E. Maple Street, P.O. Box 178, Mason, MI 48854  
(517) 676-2233; Fax (517) 244-7190

**MEMO**

**DATE:** July 31, 2012  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Approving an Increase in Soccer Usage Fees for the Hope Soccer Complex

This resolution approves field fee increases at the Hope Soccer Complex for Fall 2012 games. Before the Hope Soccer Complex was constructed the Ingham County Board of Commissioners and the Ingham County Parks and Recreation Commission agreed that the Kenneth A. Hope Soccer Complex would be self-supporting. Resolution #08-01, passed by the Parks & Recreation Commission on April 26, 2001, set the initial rates for field fees beginning the Spring 2001 season, Resolution #23-05 increased field fees, Resolution #31-10 added additional fees to the fee schedule, and Resolution #11-11 eliminated the for-profit/non-profit fee designation.

At the request of the Soccer Advisory Board cost projections to significantly increase the quality of the fields at the Hope Soccer Complex were completed by Parks Department staff and have shown the need for an increase in future field fees. Based on the results of those cost projections and the subsequent increase in revenue, a total of approximately \$76,000 will be generated in user fees, the Soccer Advisory Board recommended the Parks & Recreation Commission forward the recommended increases in field fees.

The Soccer Advisory Board will review the effect of the new fees and consider feedback from the various leagues at their February 2013 meeting and determine whether or not another increase would be appropriate. This resolution supercedes all previous resolutions relating to soccer fees at the Hope Soccer Complex.

The following fee schedule, including increases is shown below:

**Per Game/2 Hour Time Period Rates:**

- \$60 for a standard full size field (11v11) ~ *previous rate \$45*
- \$50 for a small 50x80 field (8v8) ~ *previous rate \$45*
- \$50 for a small 30x50 field (6v6) ~ *previous rate \$35*
- \$150 for out-of-county leagues any size field ~ *previous rate \$75*
- \$60 for schools ~ *previous rate \$50*

**Tournament Rates:**

\$2,500 for 6 fields for one day

\$4,000 for 6 fields for two days

*Previous Rate ~ \$3,000 for 6 fields on Saturday and Sunday. Rate may be prorated with a 3 field minimum*

**THE FOLLOWING RATES WILL REMAIN THE SAME**

**Per Practice Session/2 Hour Time Period Rate:**

\$30.00 for any size field

**City of Lansing Fees:**

\$15 per game for City of Lansing games

**Cancellation Fees:**

- Refunds or reschedules at no cost will be given for games cancelled by Parks Department staff due to weather
- A new game fee will be charged in the event the League Administrator/Scheduler does not contact the Parks Department within 7 days after a soccer game has been cancelled due to weather by the league and/or the referee
- Schedule will be considered finalized 10 days after the Ingham County Parks Scheduler has confirmed the league schedule
- Any league cancellations or rescheduled games after this date, for reasons unrelated to weather, will be subject to a cancellation/rescheduling fee of \$15.00.
- 3 Reschedules per league will be granted at no cost for each season.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING AN INCREASE IN SOCCER USAGE FEES  
FOR THE HOPE SOCCER COMPLEX**

WHEREAS, the Ingham County Board of Commissioners and the Ingham County Parks and Recreation Commission agreed that the Kenneth A. Hope Soccer Complex would be self-supporting; and

WHEREAS, Resolution #08-01, passed by the Parks & Recreation Commission on April 26, 2001, set the initial rates for field fees beginning the Spring 2001 season, Resolution #23-05 increased field fees, Resolution #31-10 added additional fees to the fee schedule, and Resolution #11-11 eliminated the for-profit/non-profit fee designation; and

WHEREAS, at the request of the Soccer Advisory Board cost projections to significantly increase the quality of the fields at the Hope Soccer Complex were completed by Parks Department staff and have shown the need for an increase in future field fees; and

WHEREAS, based on the results of those cost projections and the subsequent increase in revenue, a total of approximately \$76,000 will be generated in user fees, the Soccer Advisory Board recommended the Parks & Recreation Commission recommend approval of the following increases in field fees to take effect beginning in the Fall of 2012 season; and

WHEREAS, the Parks & Recreation Commission supported the field fee increases with the passage of a resolution at their July meeting.

THEREFORE BE IT RESOLVED, the Board of Commissioners approves the following fee increases at the Hope Soccer Complex for the Fall 2012 games:

**Per Game/2 Hour Time Period Rates:**

\$60 for a standard full size field (11v11) ~ *previous rate \$45*

\$50 for a small 50x80 field (8v8) ~ *previous rate \$45*

\$50 for a small 30x50 field (6v6) ~ *previous rate \$35*

\$150 for out-of-county leagues any size field ~ *previous rate \$75*

\$60 for schools ~ *previous rate \$50*

**Tournament Rates:**

\$2,500 for 6 fields for one day

\$4,000 for 6 fields for two days

*Previous Rate ~ \$3,000 for 6 fields on Saturday and Sunday. Rate may be prorated with a 3 field minimum*

BE IT FURTHER RESOLVED, the following usage rates will remain the same:

**Per Practice Session/2 Hour Time Period Rate:**

\$30.00 for any size field

**City of Lansing Fees:**

\$15 per game for City of Lansing games

**Cancellation Fees:**

- Refunds or reschedules at no cost will be given for games cancelled by Parks Department staff due to weather
- A new game fee will be charged in the event the League Administrator/Scheduler does not contact the Parks Department within 7 days after a soccer game has been cancelled due to weather by the league and/or the referee
- Schedule will be considered finalized 10 days after the Ingham County Parks Scheduler has confirmed the league schedule
- Any league cancellations or rescheduled games after this date, for reasons unrelated to weather, will be subject to a cancellation/rescheduling fee of \$15.00.
- 3 Reschedules per league will be granted at no cost for each season.

BE IT FURTHER RESOLVED, the Soccer Advisory Board will review the effect of the new fees and consider feedback from the various leagues at their February 2013 meeting and determine whether or not another increase would be appropriate.

BE IT FURTHER RESOLVED, this resolution supercedes all previous resolutions relating to soccer fees at the Hope Soccer Complex.

# Memorandum

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To: William Conklin, Managing Director  
From: James M. Benjamin, Director of Operations  
Date: 7/30/2012  
Re: Proposal #1637, Stump Grinder

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I recommend that we accept the low bid of \$33,149.00 for Proposal #1637, Stump Grinder from Vermeer of Jackson MI. The low bid reflects providing a 2012 demonstrator unit having 47 service hours on the machine. This unit is bid \$2,100.00 less than a new (0 hours) unit. The full manufacturer's warranty applies to the demonstrator unit. It is also virtually identical in operation and function to our current unit, #596, which has served us well, and was the brand preferred by our operators in previous demonstrations.

Stump grinders are typically subject to extremely harsh service due to vibration, dust etc. and require service and or replacement at shorter intervals than most other equipment. #596, (current unit) is a 1999 model and has 2853 hours. I would expect the replacement to have similar service life expectancy.

Three vendors participated for a total of four bids.

Bid price was \$33,149.00 less \$7,000.00 trade in allowance for a total net cost of \$26,149.00. This purchase is part of our 2012 equipment budget.

Bid tabulation is attached.

**MEMORANDUM**

TO: County Service and Finance Committees  
 FROM: Jim Hudgins, Director of Purchasing  
 DATE: August 8, 2012  
 SUBJECT: Bid Summary for Stump Grinder

Project Description:

Bids were sought for the replacement of a stump grinder for the Department of Roads & Transportation.

Bid Summary:

Vendors contacted: 9            Local: 2  
 Vendors responding: 3        Local: 1

<b>Company Name</b>	<b>Base Bid</b>	<b>Trade-in Value</b>	<b>Bid Total Less Trade-in</b>	<b>Local</b>
Vermeer of Michigan	\$33,149	\$7,000	\$26,149	N- Jackson
Bandit Industries	\$32,842	\$5,000	\$27,842	N - Remus
Southeastern Equipment Co.	\$40,500	\$6,800	\$33,700	Y - Holt

Recommendation:

The Evaluation Committee recommends awarding a Purchase Order to Vermeer of Michigan in an amount not to exceed \$26,149 (includes \$7,000 for trade-in) for the purchase of the stump grinder.

Advertising:

Prior to the merger with the County, the Ingham County Road Commission, in addition to sending the bid directly to 9 vendors, posted the solicitation on the Ingham County Road Commission webpage.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE PURCHASE OF ONE STUMP GRINDER  
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Department of Transportation and Roads needs to replace its existing stump grinder which has aged past the point of economical serviceability; and

WHEREAS, the Department of Transportation and Roads adopted 2012 budget includes in capital road equipment expenditures funds for this purchase as it is also included in the 2012 road equipment replacement plan; and

WHEREAS, bids for stump grinders were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase a Vermeer demonstrator stump grinder from Vermeer Equipment of Jackson, Michigan at a cost of \$26,149.00 net of \$7,000 trade in value offered by Vermeer for the existing unit being replaced.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of the Vermeer demonstrator stump grinder from Vermeer Equipment of Jackson, Michigan at a cost of \$26,149.00, net of \$7,000 trade in value offered by Vermeer for the existing unit being replaced.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH MERIDIAN TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, Meridian Township desires that improvements be performed on the streets listed after this resolution, a total distance of approximately 4.17 miles, to include Hot In Place Recycling and complete paving of one course asphalt at 1 inch thickness, with curb and gutter repair and manhole adjustment where necessary at an estimated cost of \$600,137.43; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract to be let during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Meridian Township's local roads, a maximum sum of \$115,000.00, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to \$115,000.00 toward the cost of said improvement.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than twice the maximum Road Department match amount set forth above (\$230,000.00) the savings shall be split evenly between the Township and the Road Department.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Meridian Township to effect the above described local road improvements as provided above.

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



<b>Street</b>	<b>From</b>	<b>To</b>	<b>Length (ft)</b>
Horizon Drive	Hagadorn Road	Margate Lane	170
Horizon Drive	Same as above		2,900
Margate Lane	West of Horizon	Skyline Drive	500
Skyline Drive	Lake Lansing Road	Margate Lane	2,840
Northwind Drive	Grand River Ave.	South End at Bend	670
Northwind Drive	South End at Bend	<b>of Road</b>	580
Hillcrest Avenue	Grand River Ave.	Okemos Road	1,500
Apache Drive	Shawnee Trail	Maumee Drive	620
Kewanee Way	Okemos Road	Apache Drive	2,100
Maumee Drive	Mt Hope Road	Apache Drive	1,320
Shawnee Drive	Okemos Road	Maumee Drive	2,600
Beech Tree Lane	Fairhills Drive	Spring Lake Drive	1,000
Spring Lake Drive	Beech Tree Lane	Viceroy Drive	830
Bonanza Drive	Jolly Road	Ponderosa Drive	3,400
Ponderosa Drive	Jolly Road	Stagecoach Drive	515
Ponderosa Drive	Stagecoach Drive	North End of Road	1,500
Stagecoach Drive	Ponderosa Drive	North End of Road	1,850

Total feet            24,895  
 Total  
 Miles                    4.17

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LEROY TOWNSHIP FOR THE  
INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, Leroy Township desires that improvements be performed on Frost Road from Snedeker Road to Bowman Road, a total distance of approximately 2.0 miles, to include approximately 550 tons of asphalt wedging and pads, and on Sharon Way from Grand River Avenue (M-43) to the north Leroy Township boundary line, a total distance of approximately 750 feet, to include complete asphalt resurfacing at 2 inch thickness which includes approximately 200 tons of asphalt paving, at a total estimated cost for both projects of \$50,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Leroy Township's local roads, a maximum sum of \$22,200.00, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the Road Department agrees to contribute up to \$22,200.00 toward the cost of said improvement.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township down to any final total cost above \$44,400.00, and then be split evenly between the parties for any final total cost of or below \$44,400.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Leroy Township to effect the above described local road improvements as provided above.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH DELHI TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, Delhi Township desires that improvements be performed on the following streets:

<b>Street</b>	<b>From</b>	<b>To</b>	<b>Length (ft)</b>
Dunckel Street	Five Oaks Drive	S of Legacy Pkwy (780') + 300' by Trinity Church	1,080 total
South Ivywood Subdivision	Camperdown, Whistlewood & Mayapple Streets		2768 total

A total distance of approximately 0.73 miles, to include Hot In Place Recycling and complete paving of one course asphalt at 1 inch thickness, with curb and gutter repair and manhole adjustment where necessary at an estimated cost of \$ 122,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, for 2012, the Road Department has allocated to Delhi Township's local roads, a maximum sum of \$66,000.00, plus carry-over from 2011 in the amount of \$33,000.00, for a total available in 2012 of \$99,000.00, which will be matched equally by the Township to the extent used; and

WHEREAS, Delhi Township and the former Ingham County Road Commission, now Road Department, successor agency of the Road Commission, have previously entered into an agreement committing an estimated \$164,000.00 of available 2012 local road match funds (\$82,000.00 each party) to a previous 2012 local road project, Pine Tree Road from Dell Road to north of Sandhill Road, leaving an estimated \$17,000.00 of Road Department 2012 match funds available; and

WHEREAS, the cost of the above proposed improvements in excess of the estimated \$17,000.00 Road Department 2012 match funds remaining available to Delhi Township, estimated to be \$105,000 (\$122,000.00 estimated improvement cost less \$17,000.00) will be paid solely by the Township, provided, however, that the Township payment will not exceed five percent (5%) of the Township contribution unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract to be let during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute toward the cost of the improvements proposed above up to the actual remaining 2012 Road Department match funds allocated to Delhi Township, after the above mentioned Pine Tree Road project is finalized, estimated to be \$17,000.00.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than twice the maximum Road Department match amount set forth above (estimated to be \$34,000.00) the savings shall be split evenly between the Township and the Road Department.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Delhi Township to effect the above described local road improvements as provided above.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LESLIE TOWNSHIP FOR THE  
INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, Leslie Township desires that improvements be performed on Olds Road from Jackson Road to Hull Road, and on Hull Road from Olds Road to Bellevue Road, and on Churchill Road from Bellevue Road to Covert Road, a total distance of approximately 5.0 miles, to include approximately 900 tons of asphalt wedging and pads, at an estimated cost of \$65,500.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the total available local road match program (Road Department plus Township) funds available in 2012 for Leslie Township as set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Leslie Township's local roads, a maximum sum of \$24,000.00, plus carry-overs from 2010 of \$10,625.08 and from 2011 of \$12,000, for a total available in 2012 of \$46,625.08, which shall be matched equally by the Township to the extent used, such that the total local road match program (Road Department plus Township) funds available in 2012 for Leslie Township is \$93,250.16.

BE IT FURTHER RESOLVED, that the Road Department agrees to contribute half of the cost of the proposed improvements (estimated to be \$32,750.00) up to a maximum of \$46,625.08 toward the cost of said improvement.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Leslie Township to effect the above described local road improvements as provided above.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LANSING TOWNSHIP FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, Lansing Township desires that improvements be performed on the following streets:

Street	From	To	Length (ft)
Cadillac Dr	Old Lansing Rd	Waverly Hills Dr	500
Waverly Hills Dr	Waverly Rd	Cadillac Dr	666
Brynford St	Michigan Ave.	Saginaw St	2,532
Mitchel St	Edgemont St	Willow St	2,186
Westfield St	South end	Willow St	1,367

A total distance of approximately 1.37 miles, to include Hot In Place Recycling and complete paving of one course asphalt at 1 inch thickness, with curb and gutter repair and manhole adjustment where necessary at an estimated cost of \$204,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract to be let during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that for 2012, the Road Department has allocated to Lansing Township's local roads, a maximum sum of \$40,000.00, plus carry-over from 2009 through 2011 in the amount of \$61,798.27, for a total available in 2012 of \$101,798.27, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to \$101,798.27 toward the cost of said improvement.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than twice the maximum Road Department match amount set forth above (\$203,596.54) the savings shall be split evenly between the Township and the Road Department.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Lansing Township to effect the above described local road improvements as provided above.

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

# MEMORANDUM

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TO: County Services and Finance Committees

FROM: William Conklin, Managing Director, Department of Transportation & Roads

DATE: August 8, 2012

SUBJECT: 2012 Local Road Program Bid Recommendations & Resolutions

The annual Local Road Program involves both contracted, outsourced road construction and Road Department crew-performed work to complete construction and heavy maintenance on the county local (as opposed to primary) road system. As discussed in a prior cover memo for Township match funding agreements, PA 51 of 1951 requires Act 51 funds expended by the Road Department on local roads is to be matched by funds from other sources - typically the Townships. Agreements with Townships, on both the current and prior meeting agendas, have been submitted for approval for this purpose. Projects and their proposed treatments are selected by Road Department staff and the respective Townships, based on the needs and conditions of the roads.

Attached is a bid tabulation and recommended resolutions to award contracts to bidders on various projects, which will be constructed by contractors. These are projects that require more asphalt paving than the Road Department is equipped to perform economically. The bid tabulation and resolutions reflect bids received for Road Department bid proposal #1639, which included 8 separate projects or “items” to bid on. These 8 projects will require 8 separate contracts and thus involve the 8 separate resolutions, as they involve differing work and/or are in differing townships. The 8 projects involve pavement recycling and asphalt resurfacing on various streets, listed in the resolutions, within Meridian, Delhi and Lansing Townships, an asphalt road resurfacing in Vevay Township, and asphalt paving of an existing gravel road in Stockbridge Township.

The attached bid tabulation shows all bids received for each of the 8 projects and, in bold print, the low bid for each project. All of the bidders are MDOT pre-qualified, well experienced and equipped for their type of work.

Pavement recycling will be done using the “Hot In Place” method which involves two large truck drawn, propane-fired heaters heating the existing asphalt pavement to its melting temperature, followed by addition of an asphalt rejuvenating liquid, remixing in place, re-screeding (smoothing) and re-compaction (rolling). This method saves considerable cost, time and road user inconvenience besides preserving existing road material rather than having it hauled away for recycling or land-filling. In separate contracts, the recycled pavement is then overlaid or resurfaced with an average of an inch of new asphalt. The paving contracts also include other miscellaneous repair work such as damaged curb replacement if any, manhole casting adjustment and repairs, and shoulder graveling if the road has shoulders, etc.

Approval of the attached resolutions is recommended.



**BID TABULATION**  
**FOR PROPOSAL #1639**  
**2012 LOCAL ROAD SURFACING PROGRAM**

Bids received and opened August 8, 2012, 10:00 AM

<b>BIDDER</b>	<b>ITEM I</b> VARIOUS ROADS HIPR MERIDIAN TWP	<b>ITEM II</b> VARIOUS ROADS RESURFACING MERIDIAN TWP	<b>ITEM III</b> VARIOUS ROADS HIPR LANSING TWP	<b>ITEM IV</b> VARIOUS ROADS RESURFACING LANSING TWP	<b>ITEM V</b> VARIOUS ROADS HIPR DELHI TWP	<b>ITEM VI</b> VARIOUS ROADS RESURFACING DELHI TWP	<b>ITEM VII</b> JEWITT ROAD RESURFACING VEVAY TWP	<b>ITEM VIII</b> BASELINE RD. PAVING STOCKBRIDGE TWP
Rieth-Riley Mason, MI	No Bid	<b>\$409,711.50</b>	No Bid	<b>\$128,196.00</b>	No Bid	<b>\$88,920.20</b>	<b>\$98,652.00</b>	<b>\$191,424.00</b>
MP&M Spartan Lansing, MI	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid
Gallagher Asphalt Thornton, IL	<b>\$302,850.54</b>	No Bid	<b>\$75,790.15</b>	No Bid	<b>\$56,533.51</b>	No Bid	No Bid	No Bid
	<b>Combined Total</b> <b>\$712,562.04</b>		<b>Combined Total</b> <b>\$203,986.15</b>		<b>Combined Total</b> <b>\$145,453.71</b>			

80,098 SYD @ \$3.78	75 MH Adj.	20,045 SYD @ \$3.78	53 MH Adj.	14,952 SYD @ \$3.78	26 MH Adj.	300 SYD Milling	2 Mon Boxes
8,010 GAL @ \$0.01	100 VFT Recon.	2,005 GAL @ \$0.01	50 VFT Recon.	1,495 GAL @ \$0.01	25 VFT Recon.	400 TON Shldr	145.7 STA Grading
	300 LFT C & G		60 LFT C & G		30 LFT C & G	1,720 TON HMA @ \$49.60	700 TON Shldr
	4,850 TON HMA @ \$71.59		1,220 TON HMA @ \$76.80		910 TON HMA @ \$77.22	50 TON Approach	1,500 TON Level @ \$51.10
							1,500 TON Top @ \$53.60
							50 TON Approach
							3600 LFT Gutter

Note:  
Low bid shown bold

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Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH GALLAGHER ASPHALT CO.  
FOR ITEM I OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639  
HOT IN PLACE RECYCLING OF VARIOUS MERIDIAN TOWNSHIP LOCAL ROADS**

WHEREAS, Meridian Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the Meridian Township local roadways listed under this resolution due to normal deterioration over time; and

WHEREAS, the Ingham County Board of Commissioners has authorized an agreement as of August 28, 2012 with Meridian Township to fund these repairs; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Gallagher Asphalt Company, Thornton, IL, submitted the lowest responsive and responsible bid at \$302,850.54, for Item I of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$30,285.05, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved, and

WHEREAS, upon evaluating the as bid costs for the projects, Meridian Township elected to forego the Benson Drive, Shaw Street, Scenic Lake Drive, and Trails End projects and possibly have that work performed as part of next year's program. The resultant cost is estimated to be \$251,829.73 with a 10% contingency of \$25,182.97, which totals \$277,012.70,

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Gallagher Asphalt Company, Thornton, IL, for the hot in place recycling and related work as specified in the Ingham County Road Department's Bid Packet #1639, Item I, and as modified by the township's post-bid evaluation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

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

MERIDIAN TOWNSHIP LOCAL ROADS TO BE HOT IN PLACE RECYCLED—2012

Street	From	To	Length (ft)
Horizon Drive	Hagadorn Road	Margate Lane	170
Horizon Drive	Same as above		2,900
Margate Lane	West of Horizon	Skyline Drive	500
Skyline Drive	Lake Lansing Road	Margate Lane	2,840
<del>Benson Drive</del>	<del>Haslett Road</del>	<del>North End of Road</del>	<del>1,450</del>
<del>Shaw Street</del>	<del>Haslett Road</del>	<del>Lake Lansing Road</del>	<del>2,350</del>
Northwind Drive	Grand River Ave.	South End at Bend	670
Northwind Drive	South End at Bend	<b>of Road</b>	580
Hillcrest Avenue	Grand River Ave.	Okemos Road	1,500
Apache Drive	Shawnee Trail	Maumee Drive	620
Kewanee Way	Okemos Road	Apache Drive	2,100
Maumee Drive	Mt Hope Road	Apache Drive	1,320
Shawnee Drive	Okemos Road	Maumee Drive	2,600
Beech Tree Lane	Fairhills Drive	Spring Lake Drive	1,000
Spring Lake Drive	Beech Tree Lane	Viceroy Drive	830
Bonanza Drive	Jolly Road	Ponderosa Drive	3,400
Ponderosa Drive	Jolly Road	Stagecoach Drive	515
Ponderosa Drive	Stagecoach Drive	North End of Road	1,500
<del>Scenic Lake Drive</del>	<del>Bonanza Drive</del>	<del>End of Road</del>	<del>230</del>
Stagecoach Drive	Ponderosa Drive	North End of Road	1,850
Trails End	<del>Bonanza Drive</del>	<del>South End of Road</del>	<del>1,000</del>

Total feet ~~29,925~~ 24,895

Total miles ~~5.67~~ 4.71

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO., INC.  
FOR ITEM II OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639  
ASPHALT OVERLAY & REPAIRS OF VARIOUS MERIDIAN TOWNSHIP LOCAL ROADS**

WHEREAS, Meridian Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the Meridian Township local roadways listed under this resolution due to normal deterioration over time; and

WHEREAS, the Ingham County Board of Commissioners has authorized an agreement as of August 28, 2012 with Meridian Township to fund these repairs; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., Inc. of Lansing, MI, submitted the lowest responsive and responsible bid at \$409,711.50, for Item II of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$40,971.15, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved; and

WHEREAS, upon evaluating the as bid costs for the projects, Meridian Township elected to forego the Benson Drive, Shaw Street, Scenic Lake Drive, and Trails End projects and possibly have that work performed as part of next year's program. The resultant cost is estimated to be \$348,307.70 with a 10% contingency of \$34,830.77, which totals \$383,138.47.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc. of Lansing, MI, for the asphalt resurfacing, repairs, and related work as specified in the Ingham County Road Department's Bid Packet # 1639, Item II, and as modified by the township's post-bid evaluation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

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

MERIDIAN TOWNSHIP LOCAL ROADS TO BE ASPHALT RESURFACED—2012

Street	From	To	Length (ft)
Horizon Drive	Hagadorn Road	Margate Lane	170
Horizon Drive	Same as above		2,900
Margate Lane	West of Horizon	Skyline Drive	500
Skyline Drive	Lake Lansing Road	Margate Lane	2,840
<del>Benson Drive</del>	<del>Haslett Road</del>	<del>North End of Road</del>	<del>1,450</del>
<del>Shaw Street</del>	<del>Haslett Road</del>	<del>Lake Lansing Road</del>	<del>2,350</del>
Northwind Drive	Grand River Ave.	South End at Bend	670
Northwind Drive	South End at Bend	<b>of Road</b>	580
Hillcrest Avenue	Grand River Ave.	Okemos Road	1,500
Apache Drive	Shawnee Trail	Maumee Drive	620
Kewanee Way	Okemos Road	Apache Drive	2,100
Maumee Drive	Mt Hope Road	Apache Drive	1,320
Shawnee Drive	Okemos Road	Maumee Drive	2,600
Beech Tree Lane	Fairhills Drive	Spring Lake Drive	1,000
Spring Lake Drive	Beech Tree Lane	Viceroy Drive	830
Bonanza Drive	Jolly Road	Ponderosa Drive	3,400
Ponderosa Drive	Jolly Road	Stagecoach Drive	515
Ponderosa Drive	Stagecoach Drive	North End of Road	1,500
<del>Scenic Lake Drive</del>	<del>Bonanza Drive</del>	<del>End of Road</del>	<del>230</del>
Stagecoach Drive	Ponderosa Drive	North End of Road	1,850
<del>Trails End</del>	<del>Bonanza Drive</del>	<del>South End of Road</del>	<del>1,000</del>

Total feet ~~29,925~~ 24,895

Total miles ~~5.67~~ 4.71

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH GALLAGHER ASPHALT CO.  
FOR ITEM III OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639  
HOT IN PLACE RECYCLING OF VARIOUS LANSING TOWNSHIP LOCAL ROADS**

WHEREAS, Lansing Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the Lansing Township local roadways listed under this resolution due to normal deterioration over time; and

WHEREAS, the Ingham County Board of Commissioners has authorized an agreement as of August 28, 2012 with Lansing Township to fund these repairs; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Gallagher Asphalt Company, Thornton, IL, submitted the lowest responsive and responsible bid at \$75,790.15, for Item III of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$7,579.02, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Gallagher Asphalt Company, Thornton, IL, for the hot in place recycling and related work as specified in the Ingham County Road Department's Bid Packet # 1639, Item III.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

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

LANSING TOWNSHIP LOCAL ROADS TO BE HOT IN PLACE RECYCLED—2012

<b>Street</b>	<b>From</b>	<b>To</b>	<b>Length (ft)</b>
Cadillac Dr	Old Lansing Rd	Waverly Hills Dr	500
Waverly Hills Dr	Waverly Rd	Cadillac Dr	666
Brynford St	Michigan Ave.	Saginaw St	2,532
Mitchel St	Edgemont St	Willow St	2,186
Westfield St	South end	Willow St	1,367

Total feet 7,251

Total miles 1.37

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO., INC.  
FOR ITEM IV OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639  
ASPHALT OVERLAY & REPAIRS OF VARIOUS LANSING TOWNSHIP LOCAL ROADS**

WHEREAS, Lansing Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the Lansing Township local roadways listed under this resolution due to normal deterioration over time; and

WHEREAS, the Ingham County Board of Commissioners has authorized an agreement as of August 28, 2012 with Lansing Township to fund these repairs; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., Inc. of Lansing, MI, submitted the lowest responsive and responsible bid at \$128,196.00, for Item IV of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$12,819.60, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc. of Lansing, MI, for the asphalt resurfacing, repairs, and related work as specified in the Ingham County Road Department's Bid Packet # 1639, Item IV.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

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



LANSING TOWNSHIP LOCAL ROADS TO BE ASPHALT RESURFACED—2012

<b>Street</b>	<b>From</b>	<b>To</b>	<b>Length (ft)</b>
Cadillac Dr	Old Lansing Rd	Waverly Hills Dr	500
Waverly Hills Dr	Waverly Rd	Cadillac Dr	666
Brynford St	Michigan Ave.	Saginaw St	2,532
Mitchel St	Edgemont St	Willow St	2,186
Westfield St	South end	Willow St	1,367

Total feet 7,251

Total miles 1.37

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH GALLAGHER ASPHALT CO.  
FOR ITEM V OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639  
HOT IN PLACE RECYCLING OF VARIOUS DELHI TOWNSHIP LOCAL ROADS**

WHEREAS, Delhi Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the Delhi Township local roadways listed under this resolution due to normal deterioration over time; and

WHEREAS, the Ingham County Board of Commissioners has authorized an agreement as of August 28, 2012 with Delhi Township to fund these repairs; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Gallagher Asphalt Company, Thornton, IL, submitted the lowest responsive and responsible bid at \$56,533.51, for Item V of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$5,653.35, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved; and

WHEREAS, upon evaluating the as bid costs for the projects, Delhi Township elected to forego the Holbrook Drive project and possibly have that work performed as part of next year's program. The resultant cost is estimated to be \$46,370.18 with a 10% contingency of \$4,637.02, which totals \$51,007.20.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Gallagher Asphalt Company, Thornton, IL, for the hot in place recycling and related work as specified in the Ingham County Road Department's Bid Packet # 1639, Item V, and as modified by the township's post-bid evaluation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

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

DELHI TOWNSHIP LOCAL ROADS TO BE HOT IN PLACE RECYCLED—2012

Street	From	To	Length (ft)
Holbrook Dr	West of Cedar St	Turnbridge Dr	733
Dunckel St	Five Oaks Dr	S of Legacy Pkwy (780') + 300' by Trinity Church	1,080 total
South Ivywood Subdivision	Camperdown, Whistlewood & Mayapple Streets		2768 total

Total feet ~~4,581~~ 3,848

Total miles ~~0.87~~ 0.73

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO., INC.  
FOR ITEM VI OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639  
ASPHALT OVERLAY & REPAIRS OF VARIOUS DELHI TOWNSHIP LOCAL ROADS**

WHEREAS, Delhi Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the Delhi Township local roadways listed under this resolution due to normal deterioration over time; and

WHEREAS, the Ingham County Board of Commissioners has authorized an agreement as of August 28, 2012 with Delhi Township to fund these repairs; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., Inc. of Lansing, MI, submitted the lowest responsive and responsible bid at \$88,920.20, for Item VI of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$8,892.02, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved; and

WHEREAS, upon evaluating the as bid costs for the projects, Delhi Township elected to forego the Holbrook Drive project and possibly have that work performed as part of next year's program. The resultant cost is estimated to be \$75,556.12 with a 10% contingency of \$7,555.61, which totals \$83,111.73.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc. of Lansing, MI, for the asphalt resurfacing, repairs, and related work as specified in the Ingham County Road Department's Bid Packet # 1639, Item VI, and as modified by the township's post-bid evaluation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

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

DELHI TOWNSHIP LOCAL ROADS TO BE ASPHALT RESURFACED—2012

Street	From	To	Length (ft)
Holbrook Dr	West of Cedar St	Turnbridge Dr	733
Dunckel St	Five Oaks Dr	S of Legacy Pkwy (780') + 300' by Trinity Church	1,080 total
South Ivywood Subdivision	Camperdown, Whistlewood & Mayapple Streets		2768 total

Total feet ~~4,584~~ 3,848

Total miles ~~0.87~~ 0.73

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO., INC.  
FOR ITEM VII OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639  
ASPHALT OVERLAY & REPAIRS OF JEWITT ROAD, TOMLINSON TO KIPP ROADS  
VEVAY TOWNSHIP**

WHEREAS, Vevay Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that asphalt resurfacing and repairs are needed on Jewitt Road, Tomlinson to Kipp Roads, due to normal deterioration over time; and

WHEREAS, per Resolution #12-214 Ingham County Board of Commissioners has agreed to enter into an agreement with Vevay Township to fund these repairs; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., Inc. of Lansing, MI, submitted the lowest responsive and responsible bid at \$98,652.00, for Item VII of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$9,865.20, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc. of Lansing, MI, for the asphalt resurfacing, repairs, and related work as specified in the Ingham County Road Department's Bid Packet # 1639, Item VII.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO., INC.  
FOR ITEM VIII OF THE 2012 LOCAL ROAD PROGRAM BID PACKET 1639  
ASPHALT PAVING OF BASELINE ROAD, MOECHEL ROAD TO THE SOUTH COUNTY LINE  
STOCKBRIDGE TOWNSHIP**

WHEREAS, Stockbridge Township and the Ingham County Department of Transportation & Roads (Road Department) have agreed that asphalt paving of currently gravel Baseline Road from Moechel Road to the south County/Township boundary line is desired; and

WHEREAS, per Resolution #12-211, the Ingham County Board of Commissioners has agreed to enter into an agreement with Stockbridge Township to fund this project; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this work item; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., Inc. of Lansing, MI, submitted the lowest responsive and responsible bid at \$191,424.00, for Item VIII of Bid Packet 1639; and

WHEREAS, a contingency is being requested in the amount of 10%, \$19,142.40, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement previously approved; and

WHEREAS, upon evaluating the as bid costs for the project, Stockbridge Township and Road Department decided to delete the machine grading portion of the work from the subcontracted work. The resultant cost is estimated to be \$179,768.00 with a 10% contingency of \$17,976.80, which totals \$197,744.80.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc. of Lansing, MI, for the asphalt paving and related work as specified in the Ingham County Road Department's Bid Packet # 1639, Item VIII, Item I, and as modified by the township's post-bid evaluation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE WATERBORNE PAVEMENT MARKING AGREEMENT WITH CITY OF LESLIE FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Pavement Marking Agreements with a city or village as provided under Act 51 of 1951, Section 12, paragraph 14, to provide pavement markings for the respective city or village as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Pavement Marking Agreements as necessary; and

WHEREAS, the Road Department applies pavement markings on roads under its jurisdiction on an annual basis, for which unit costs have already been provided by a pavement marking contractor previously selected through a competitive bidding process; and

WHEREAS, City of Leslie desires that pavement markings be applied on roads under the jurisdiction of the City, with the approximate length of markings totaling 6.85 miles, to include centerline and edgeline waterborne pavement markings at a cost of \$1,598.11 plus Road Department inspection costs, if any; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and invoice the City the entire cost of said pavement markings.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the City for the full amount of their pavement marking costs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the City of Leslie to effect the above described pavement markings as provided above.

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



Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE WATERBORNE PAVEMENT MARKING AGREEMENT WITH CITY OF MASON FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Pavement Marking Agreements with a city or village as provided under Act 51 of 1951, Section 12, paragraph 14, to provide pavement markings for the respective city or village as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Pavement Marking Agreements as necessary; and

WHEREAS, the Road Department applies pavement markings on roads under its jurisdiction on an annual basis, for which unit costs have already been provided by a pavement marking contractor previously selected through a competitive bidding process; and

WHEREAS, City of Mason desires that pavement markings be applied on roads under the jurisdiction of the City, with the approximate length of markings totaling 12.39 miles, to include centerline and edgeline waterborne pavement markings at a cost of \$2,915.16 plus Road Department inspection costs, if any; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and invoice the City the entire cost of said pavement markings.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the City for the full amount of their pavement marking costs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the City of Mason to effect the above described pavement markings as provided above.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE WATERBORNE PAVEMENT MARKING AGREEMENT WITH CITY OF WILLIAMSTON FOR THE INGHAM COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Pavement Marking Agreements with a city or village as provided under Act 51 of 1951, Section 12, paragraph 14, to provide pavement markings for the respective city or village as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Pavement Marking Agreements as necessary; and

WHEREAS, the Road Department applies pavement markings on roads under its jurisdiction on an annual basis, for which unit costs have already been provided by a pavement marking contractor previously selected through a competitive bidding process; and

WHEREAS, City of Williamston desires that pavement markings be applied on roads under the jurisdiction of the City, with the approximate length of markings totaling 5.45 miles, to include centerline and edgeline waterborne pavement markings at a cost of \$1,279.60 plus Road Department inspection costs, if any; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and invoice the City the entire cost of said pavement markings.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the City for the full amount of their pavement marking costs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the City of Williamston to effect the above described pavement markings as provided above.

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

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE WATERBORNE PAVEMENT MARKING AGREEMENT WITH  
VILLAGE OF WEBBERVILLE FOR THE INGHAM COUNTY DEPARTMENT OF  
TRANSPORTATION AND ROADS**

WHEREAS, as of June 1, 2012, the Ingham County Road Commission became the Ingham County Department of Transportation and Roads (Road Department) per Resolution #12-123; and

WHEREAS, the Ingham County Road Commission periodically approved Pavement Marking Agreements with a city or village as provided under Act 51 of 1951, Section 12, paragraph 14, to provide pavement markings for the respective city or village as part of the their roles and responsibilities; and

WHEREAS, this will now be the responsibility of the Board of Commissioners to approve these Pavement Marking Agreements as necessary; and

WHEREAS, the Road Department applies pavement markings on roads under its jurisdiction on an annual basis, for which unit costs have already been provided by a pavement marking contractor previously selected through a competitive bidding process; and

WHEREAS, Village of Webberville desires that pavement markings be applied on roads under the jurisdiction of the Village, with the approximate length of markings totaling 5.70 miles, to include centerline and edgeline waterborne pavement markings at a cost of \$1,279.15 plus Road Department inspection costs, if any; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and invoice the Village the entire cost of said pavement markings.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contract during the construction season of the 2012 calendar year.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Village for the full amount of their pavement marking costs.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with the Village of Webberville to effect the above described pavement markings as provided above.

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

Introduced by the County Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO APPROVE THE SPECIAL AND ROUTINE PERMITS FOR THE INGHAM  
COUNTY DEPARTMENT OF TRANSPORTATION AND ROADS**

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

WHEREAS, this will now be 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 September 6, 2012 as submitted.

<b>R/W PERMIT#</b>	<b>R/W APPLICANT /CONTRACTOR</b>	<b>R/W WORK</b>	<b>R/W LOCATION</b>	<b>R/W CITY/TWP.</b>	<b>R/W SECTION</b>
2012-0233	C & D HUGHES	MISCELLANEOUS, LANE CLOSURE	HASLETT RD BET PARK LAKE RD AND MARSH RD	MERIDIAN	9 & 10
2012-0234	LANSING CHARTER TOWNSHIP	WATERMAIN	WAVERLY RD BET 1-496 AND ST JOSEPH ST	LANSING	18
2012-0235	LANSING CHARTER TOWNSHIP	WATERMAIN	WAVERLY RD BET 1-496 AND ST JOSEPH ST	LANSING	18
2012-0236	MERIDIAN CHARTER TOWNSHIP	SPECIAL EVENT	OKEMOS RD BET HAMILTON RD AND HASLETT RD	MERIDIAN	21
2012-0237	MERIDIAN CHARTER TOWNSHIP	SPECIAL EVENT	CENTRAL PARK DR BET MARSH RD AND OKEMOS RD	MERIDIAN	15
2012-0238	CONSTANCE GOOD	SANITARY / ROAD CUT	BON AIR RD BET MICHIGAN AVE AND SAGINAW ST	LANSING	18
2012-0239	JIM HORN	SANITARY / ROAD CUT	HUNGERDFORD ST BET KALAMAZOO ST AND WASHTENAW ST	LANSING	18
2012-0240	CONSUMERS ENERGY	GAS / BORE	COLLEGE RD BET ROLFE RD AND BANRES RD	AURELIUS	25
2012-0242	VILLAGE OF WEBBERVILLE	SANITARY	GRAND RIVE AVE BET WEBBERVILLE RD AND ELM RD	LEROY	11
2012-0245	WIDEOPENWEST	CABLE / UG	ZIMMER RD BET GERMANY RD AND SHERWOOD RD	WILLIAMSTOWN	22
2012-0246	EATON CO ROAD COMM	TRAFFIC CONTROL	ST JOSEPH HWY AND WAVERLY RD	LANSING	18 & 19
2012-0247	TESTING ENGINEERS & CONSULTING	SOIL BORING	ZIMMER RD BET SHERWOOD RD AND TURNER RD	WILLIAMSTOWN	27
2012-0250	ENBRIDGE ENERGY	GAS / BORE	VARIOUS	WHITE OAK	
2012-0267	ACD.NET	CABLE / UG	JARCO DR BET PARK LN AND DEPOT ST	DELHI	14
2012-0268	ARIALINK TEL-COM	CABLE / UG	KIPP RD BET JEFFERSON ST AND EDEN RD	VEVAY	9
2012-0269	MERIDIAN CHARTER TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	VARIOUS	MERIDIAN	
2012-0270	G.S. FEDEWA BUILDERS	PUBLIC ROAD CONSTRUCTION	SACRAMENTO WAY BET LAKE LANSING RD AND TOWNER RD	MERIDIAN	4
2012-0271	MERIDIAN CHARTER TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	SLEEPY HOLLOW BET LAKE LANSING RD AND ISSAC LN	MERIDIAN	4
2012-0272	COMCAST	CABLE OH & UG	HARPER RD BET EDGAR RD AND DART RD	DELHI & ALAIEDON	25 & 30
2012-0274	JOHN WARVEL	LAND DIVISION	JEWELL RD BET KIPP RD AND TOMLINSON RD	VEVAY	17

2012-0285	INLAND SEAS ENGINEERING	MISCELLANEOUS	HASLETT RD AND MARSH RD	MERIDIAN	10
2012-0286	COMCAST	CABLE / UG	OLD LANSING RD BET CADILLAC AVE AND PACKARD AVE	LANSING	19
2012-0287	COMCAST	CABLE / UG	DELHI COMMERCE DR BET CEDAR ST AND WILLOUGHBY RD	DELHI	15
2012-0293	MERIDIAN CHARTER TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	ROBINS WAY & LOON LANE	MERIDIAN	32
2012-0294	ALAIEDON TOWNSHIP	ROAD CLOSURE / SPECIAL EVENT	SANDHILL RD BET HAGADORN RD AND COLLEGE RD	ALAIEDON	7
2012-0295	S. SULSKI CONSTRUCTION	WALKWAY CONSTRUCTION	CEDAR PARK DR BET WILLOUGHBY RD AND CEDAR ST	DELHI	15
2012-0303	EATON CO ROAD COMM	TRAFFIC CONTROL	WAVERLY ROAD	LANSING	6 & 7

Introduced by the Human Services Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR HEALTH SERVICES FOR LOW INCOME UNINSURED FAMILIES AND ADULTS LIVING IN INGHAM COUNTY**

WHEREAS, the Board of Commissioners desire to continue to provide funding for health care services for low income, uninsured families and adults residing in Ingham County; and

WHEREAS, the Board of Commissioners has provided the financial stability necessary for sound planning through the facilitation of a local-federal funding match arrangement since 1998; and

WHEREAS, the current funds available through the federal funding is not sufficient to continue to provide access to medically necessary services for low income, uninsured residents in Ingham County.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the election to be held on November 6, 2012:

**INGHAM COUNTY HEALTH SERVICES MILLAGE**

Shall Ingham County be authorized to levy up to 0.52 additional mills for the purpose of providing basic health care services to Ingham County residents whose incomes are between \$17,500 to \$28,000, and who are NOT eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance? If this proposal is approved, Ingham County will use these funds to help pay for doctor visits, generic medications, and essential care such as preventative testing and treatment for cancer, diabetes, heart disease and other serious illnesses for low-income residents whose employers do not offer health insurance or who cannot afford to purchase health insurance. This proposal would increase the Constitutional limitation of the amount of property taxes which may be assessed each year against all the taxable real and personal property in Ingham County by up to 0.52 mills (\$0.52 per thousand dollars of state taxable valuation) as new additional millage for a period of three years (2012-2014 inclusive). If levied in full, this millage would raise an estimated \$3,349,707 in the first calendar year.

YES [ ]

NO [ ]

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the November 6, 2012 ballot and to be prepared and distributed in the manner required by law.

**M E M O R A N D U M**

**TO:** Judiciary Committee  
Finance Committee

**FROM:** John L. Neilsen, Deputy Controller

**DATE:** July 24, 2012

**RE:** 2012 Community Agency Agreement with Legal Services of South Central Michigan

Commissioners,

Attached you will find a resolution which formally authorizes the 2012 continuation Community Agency grant award of \$20,000 to Legal Services of South Central Michigan. This contract will provide emergency legal services in family law, housing and benefit cases for eligible low income Ingham County clients that are consistent with the County's Strategic Planning objectives. Funds were approved in the 2012 budget.

I recommend its adoption.



Introduced by the Judiciary and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE 2012 COMMUNITY AGENCY AGREEMENT FOR  
LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN**

WHEREAS, the 2012 Ingham County Budget has been approved by the Board of Commissioners; and

WHEREAS, under the Community Agency Program, Legal Services of South Central Michigan was awarded a continuation grant of \$20,000 to provide important services that are consistent with the County's Strategic Planning objective to Ingham County residents.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a contract with Legal Services of South Central Michigan in the amount of \$20,000 for the period of January 1, 2012 through December 31, 2012.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary contract documents that are consistent with this resolution as prepared by the County Attorney.



7/13/2012

Ms. Becky Bennett  
Board Coordinate  
Ingham County Board of Commissioners  
PO Box 319  
Mason, MI 48854

City of Lansing  
Notice of Public Hearing

The Lansing City Council will hold a public hearing on Monday, July 23, 2012 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons to appear and be heard on the approval of a New Personal Property Exemption (PPE-01-12) requested by the applicant indicated below:

Applicant: Niowave, Inc.  
Location: 1012 N. Walnut Street  
Location of subject property:  
LOTS 4, 5, 6, 7, 8, 9, 10, 11 & 12 BLOCK 39 ORIG PLAT.

Approval of a New Personal Property Exemption (PPE-01-12) requested by Niowave, Inc. will result in the abatement of new personal property taxes located within the subject property. Further information regarding this application for property tax abatement may be obtained from Mr. Ken Szymusiak, Lansing Economic Area Partnership, 500 E. Michigan Ave., Suite 202, Lansing, Michigan, 48912, (517) 702-3387.

**RECEIVED**  
**JUL 17 2012**