

CHAIRPERSON  
DALE COPELGE

VICE-CHAIRPERSON  
VICTOR CELENTINO

VICE-CHAIRPERSON PRO-TEM  
VINCE DRAGONETTI

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, NOVEMBER 7, 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 [October 17, 2012 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution Requests Permission for the Ingham County Sheriff's Office to Accept the FY 2012 [SCAAP Grant](#)
2. Community Agencies - Resolution Authorizing [2013 Agreements](#) for Community Agencies
3. Human Services Committee - Resolution to Authorize a [Cooperative Cash Match Agreement](#) with the Michigan Department of Human Services - Michigan Rehabilitation Services
4. Health Department
  - a. Resolution to Authorize an Amendment to the Lease Agreement for the [Willow Health Center](#)
  - b. Resolution to Authorize a 2012-2013 Agreement with the [City of Lansing](#)
5. Human Resources
  - a. Resolution Approving a [Collective Bargaining Agreement](#) with the Michigan Association of Police
  - b. Resolution Authorizing the Establishment of a [MERS Hybrid Plan](#) for Newly Hired Michigan Association of Police Employees (*MERS Resolutions to be Distributed at Meeting*)
6. Facilities - Resolution Awarding a Contract to [Len's Carpet Care & Consultants](#) to Provide Carpet Cleaning Services to Various County Facilities
7. Zoo - Resolution Authorizing an Amendment to the Agreement with the [City of Lansing](#) for the Lease and Operations of the Potter Park Zoo

8. Parks Department
  - a. Resolution Approving Amended **User Fees** for the Hawk Island Snow Park
  - b. Resolution Approving **Amendment #5** to the Hawk Island Tubing Hill Project Agreement
9. Board of Commissioners - Resolution Approving the Establishment of a Property Assessed **Clean Energy** Program
10. Controller/Administrator's Office - Resolution to Extend a Policy On **Cost Increases** for Service Related Contracts in Ingham County

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  
October 17, 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, Mary Lannoye Teri Morton, Glen Rockey, Rick Terrill, Jill Rhode, Chuck Gray, Deb Brinson, 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 October 3, 2012 Minutes

The October 3, 2012 Minutes were amended as follows:

Page 4, Item #6, Last Paragraph Change Aurelius to Willoughby: Comms. Dougan and Tennis asked for an update on the ~~Aurelius~~ **Willoughby** Road construction.

Additions to the Agenda

3. Substitute - Health Department - Resolution to Accept Funding from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members Aids Healthcare Grant
- 4b. Substitute - Financial Services - Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2013 and Authorizing Letters of Agreement with Bargaining Units (*Attachment to be Distributed at Meeting*)
6. Substitute - Board of Commissioners - Resolution Approving Annual 2013 and 2014 Compensation for Non-Judicial County-Wide Elected Officials
8. Late - Resolution to Authorize Grant Amendment to Neighborhood Stabilization Program (NSP) Grant Funds from the Michigan State Housing Development Authority in the Amount of \$300,000 – Resolution #09-262
9. Late - Resolution Honoring Alexander Urbane

Limited Public Comment

None.

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

1. 55<sup>th</sup> District Court - Resolution Approving the Appointment of Thomas J. Mattern Attorney Magistrate of the 55<sup>th</sup> District Court
2. Community Corrections Advisory Board - Resolution Authorizing Entering into a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2012-2013 Fiscal Year
5. Parks Department - Resolution Approving an Amendment to the 2010 Potter Park Zoo Master Plan
7. Controller/Administrator's Office
  - b. Resolution Authorizing the Sale of a Used Surplus Multimedia Projector to TRIAD
  - c. Resolution to Approve the 911 Legacy Cost Partial Reimbursement Agreements between Ingham County, Meridian Township, and Michigan State University
9. Resolution Honoring Alexander Urbane

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

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

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

3. Health Department - Resolution to Accept Funding from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members Aids Healthcare Grant

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION TO ACCEPT FUNDING FROM THE U.S. DEPARTMENT OF HEALTH RESOURCES AND SERVICES ADMINISTRATION FOR THE RYAN WHITE TITLE IV WOMEN, INFANTS, CHILDREN, YOUTH AND AFFECTED FAMILY MEMBERS AIDS HEALTHCARE GRANT.

Comm. McGrain asked if this is a new grant. Ms. Brinson answered yes. Comm. McGrain referenced patients outside of Ingham County in the resolution asking who that would be. Ms. Brinson explained partnering with the Benton Harbor Care Program for HIV Outreach which was encouraged by HRSA to meet the number of individuals required for HIV prevention.

Comm. Bahar-Cook questioned why the rate in Ingham County is so high. Ms. Brinson explained there are very few HIV specialists in Michigan and Dr. Gulick is a physician at the Health Department who specializes in HIV and Hepatitis C; therefore, people relocate to see him.

Ms. Brinson informed the Committee this grant is focused on women and children because that is a group that does not get easily identified.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

8. Late - Resolution to Authorize Grant Amendment to Neighborhood Stabilization Program (NSP) Grant Funds from the Michigan State Housing Development Authority in the Amount of \$300,000 – Resolution #09-262

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. DOUGAN, TO APPROVE THE RESOLUTION TO AUTHORIZE GRANT AMENDMENT TO NEIGHBORHOOD STABILIZATION PROGRAM (NSP) GRANT FUNDS FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY IN THE AMOUNT OF \$300,000 – RESOLUTION #09-262.

Comm. Dougan pointed out the expenditures and asked if this was a large house. Mr. Rockey stated it is a two story. Mr. Rockey then apologized for the “late” explaining that he has been out on administrative leave and does not have all of the specifics; however, there is a November deadline and the grant ends March 13, 2013. He informed the Committee he will now be working for and reporting to the Land Bank and Bruce Johnson is now retired. Comm. Dougan asked if Mr. Rockey could forward him more information on the Jefferson Street expenditures. Chairperson Grebner asked that Mr. Rockey forward the information to everyone on the Committee. Mr. Rockey will email more information on the Jefferson Street expenditures to the Finance Committee.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

2. Financial Services
  - a. Resolution to Authorize Purchase of Life and Long Term Disability Insurance

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO AUTHORIZE PURCHASE OF LIFE AND LONG TERM DISABILITY INSURANCE.

Comm. Dougan asked if employees could voluntary purchase life and disability coverage for spouses and children. Ms. Rhode answered yes, explaining an employee can purchase up to \$100,000 for themselves, up to \$50,000 for a spouse and up to \$10,000 per child. She then explained that Lincoln Financial agreed to use the forms the County has been using so that the transition would be virtually invisible to employees.

Comm. Dougan suggested that this insurance is promoted and encouraged because it is a better investment than what an individual could obtain outside of the County.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

4. Financial Services

- b. Resolution to Accept the Recommendation of the Ingham County Health Care Coalition for Employee Benefits for 2013 and Authorizing Letters of Agreement with Bargaining Units (*Attachment to be Distributed at Meeting*)

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO ACCEPT THE RECOMMENDATION OF THE INGHAM COUNTY HEALTH CARE COALITION FOR EMPLOYEE BENEFITS FOR 2013 AND AUTHORIZING LETTERS OF AGREEMENT WITH BARGAINING UNITS.

Ms. Rhode described the series of events beginning with the new Health Care Consultant through the bid process, consideration of eliminating the high plan, creating a trust, the cost of a trust, reimbursement, projected savings and concessions.

Comm. Grebner stated that after questioning the union officials present at the County Services Liaison Meeting it appeared that there was not a substance or procedural problem with the proposal rather they felt rushed and believed the numbers kept changing. Ms. Lannoye provided the attachment that was also provided to the Coalition days before their last meeting. Ms. Rhode overviewed the concerns brought up at the meeting highlighting the concern that the County would look at an individuals claim through the co-pay process, increased paperwork and the concession commitment would be in writing. She clarified that the County would not be looking at the claims rather a third party administrator would process them then advise the County to the lump sum payment. Plus, the only way the County would see a claim is if an individual came for help and that would be confidential.

Comm. Nolan asked if there has always been a third party administrator. Ms. Rhode stated the County provides health insurance but is not self insured and for that reason the County does not see the claims. She explained a third party administrator processes a few flexible accounts and wrap around accounts for retirees. Comm. Grebner clarified that now the County could be responsible for the co-pay after their maximum is reached and that will be handled by the third party administrator.

Comm. Grebner explained that the County Services Committee requested that the Coalition meet again to reconsider the vote since it has been two weeks and the unions have had more time to review and absorb the information provided.

Comm. Nolan expressed her concern that some employees have indicated that they do not want to give up the high plan. Ms. Rhode explained that in her opinion it is not a good value for the employee and it is her understanding that they would rather have the \$1,500 come out of their check pretax rather than out of their pocket. Ms. Rhode noted that the County has flexible spending accounts. Comm. Nolan asked how many people take advantage of the flexible spending accounts. Ms. Rhode stated she does not have the specific number because it is combined with child care; however, she estimated 350 employees are in one or the other.

Comm. Grebner asked if the County has the ability to continue on the same path of payroll contribution (deduction) for health care by the County holding onto the savings, paying the co-pays then distributing the unused portion at the end of the year. Ms. Lannoye explained that the County receives decreases in actuarial insurance rates because of the co-pays and deductibles the insurance company assumes it changes in a pay period. Comm. Dougan expressed his concern that employees would skip their regular doctor visits in order to get cash back. Ms. Rhode shared three points: 1) They do not want to have to come up with the \$1,500. 2) There is concern this will happen at the beginning of the year. Response: that is not the case because even if you are in the hole you can make it up the rest of the year, and if that is not the case there is no business more lenient than medical providers; medical providers set up payment plans. 3) Increased paperwork in a time of stress.

Comm. Nolan expressed her concern that if the County proposed plan is approved that the employees are well educated about their medical benefits.

Comm. McGrain asked if there is a deadline. Ms. Rhode stated that the Coalition will meet Friday afternoon and explained the timeline of issuing cards should the provider change. Comm. McGrain asked if the concession savings would be a 2013 budget savings. Ms. Lannoye answered yes.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

6. Board of Commissioners - Resolution Approving Annual 2013 and 2014 Compensation for Non-Judicial County-Wide Elected Officials

MOVED BY COMM. DOUGAN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION APPROVING ANNUAL 2013 AND 2014 COMPENSATION FOR NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS.

Ms. Lannoye clarified that the 1.8% does not apply to newly elected officials because they will be in the hybrid plan.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

7. Controller/Administrator's Office
  - a. Ingham County 2013 General Appropriations Resolution

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NOLAN, TO APPROVE THE RESOLUTION INGHAM COUNTY 2013 GENERAL APPROPRIATIONS RESOLUTION.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Tennis

Announcements

None.

Public Comment

None.

The meeting adjourned at approximately 6:33 p.m.

Respectfully submitted,

Julie Buckmaster



## NOVEMBER 7, 2012 FINANCE AGENDA STAFF REVIEW SUMMARY

### RESOLUTION ACTION ITEMS:

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

1. Sheriff's Office – Resolution Requests Permission for the Ingham County Sherriff's Office to Accept the FY 2012 SCAAP Grant

This resolution will authorize the Ingham County Sheriff's Office to accept the Bureau of Justice Assistance (BJS), State Criminal Alien Assistance Program (SCAAP) FY2012 grant award of \$1,448.00.

These federal funds are an annual grant program to reimburse local correctional facilities for housing aliens charged and/or convicted of criminal violations. (See attached memo for details.)

2. Community Agencies – Resolution Authorizing 2013 Agreements for Community Agencies

This resolution approves community agency funding for FY 2013. Each application was evaluated based on the "meeting basic needs" criteria as approved in Board of Commissioners resolution #12-200. For 2013, Twenty-nine (29) agencies requested a total of \$212,620; and \$185,720 is included in the 2013 Budget for community agency funding. The recommendation is to completely fund the requests of the agencies that submitted applications that "meet basic needs" based upon the criteria set forth by the Board of Commissioners earlier this year. Those agencies that do not "meet basic needs" are funded at half their 2012 allocation. One agency submitted their application late, and received a recommendation of \$0. In the event that the initial recommendation from the Controller's Office is unchanged by the Board of Commissioners there would be some leftover funds (\$4,800) from the 2013 community agency budget of \$185,720. The recommendation is that those leftover funds be returned to the 2013 Contingency Fund.

3. Human Services Committee – Resolution to Authorize a Cooperative Cash Match Agreement with the Michigan Department of Human Services – Michigan Rehabilitation Services

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with the Michigan Department of Labor and Economic Growth – Michigan Rehabilitation Services (MRS) to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc. The agreement will not exceed \$370,370 (\$100,000 local match). The agreement with Michigan Rehabilitation Services will be for the time period of October 1, 2012 through September 30, 2013.

4a. Health Department – Resolution to Authorize an Amendment to the Lease Agreement for the Willow Health Center

This resolution modifies the existing lease agreement to state that the landlord will provide adequate assurances of performance. The amendment will also state that in the event that the space at 306 W. Willow, Lansing, MI is not maintained by the landlord, to protect both federal and county investment, Ingham County will maintain the facilities at the landlord's expense. All other terms of the agreement will remain in effect.

4b. Health Department – Resolution to Authorize a 2012-2013 Agreement with the City of Lansing

This resolution authorizes an agreement with the City of Lansing. Lansing will provide \$80,000 to support the following services:

1. Adult Health/STI Clinic
2. Health Care Access
3. Child Care Scholarship Program
4. High Risk Adolescent Program

5a. Human Resources – Resolution Approving a Collective Bargaining Agreement with the Michigan Association of Police

On Friday October 26, 2012, the Michigan Association of Police (MAP) ratified a collective bargaining agreement with the County. Highlights of the agreement include the following:

- Hybrid pension plan for new hires—1.5 Defined Benefit (DB) multiplier and a 1% employer Defined Contribution (DC) amount. The plan also includes a rider whereby an employee can retire at age 55 with 25 years of service.
- A new vesting schedule for new hires for retiree health. They will, however, be eligible at age 55. (We had originally proposed 60 years of age).
- Reduced sick leave payouts and accumulations for new hires.
- 1.2% increase in current employee's pension contribution, which is the equivalent of a 1% salary reduction.
- Longevity bonuses will be frozen at 2011 levels. New hires will not be eligible.
- Step increases will resume immediately for those individuals moving from step 1 to 2. All others will resume on their anniversary date in 2013.
- Wage reopener in 2014.
- Reopener for the Hybrid pension plan DC contribution in 2014.

5b. Human Resources – Resolution Establishing a MERS Hybrid Pension Plan for New Hires in MAP

The resolution establishes a Hybrid plan for new hires in the MAP unit with a 1.5 DB multiplier, a 1% DC employer contribution, and a 2% DC employee contribution.

6. Facilities – Resolution Awarding a Contract to Len's Carpet Care & Consultants to Provide Carpet Cleaning Services to Various County Facilities

The resolution authorizes awarding a contract to Len's Carpet Care & Consultants to provide carpet cleaning services to several county locations. A contract was previously awarded to Camelot Services, Co. only to find that the vendor mistakenly quoted the county for services which included wall to wall cleaning only once per year. The county is in need of wall to wall cleaning twice per year and when that second cleaning was added to their proposed contract price, it increased by \$30,000.00 and exceeded Len's Carpet Care & Consultants proposed contract price. After going through a competitive bidding process, both the Purchasing and Facilities Departments agree that a contract be awarded to Len's Carpet Care & Consultants who submitted the lowest responsive and responsible bid of \$123,250.00 for a three year contract beginning September 1, 2012 through August 31, 2015 with an optional two (2) year renewal.

7. Potter Park Zoo – Resolution Authorizing an Amendment to the Existing Contract with the City of Lansing for the Lease and Operation of the Potter Park Zoo

This resolution was discussed at the September 18 committee meeting and would authorize a contract amendment that would remove all references that the Zoo will operate under the direction of the Ingham County Parks and Recreation Commission. The resolution directs the Controller and the County Attorney to contact the City and request approval of the contract amendment. Upon execution of the amendment the Potter Park Zoo will no longer operate under the direction and control of the Parks Commission and instead will be established as a separate County department reporting to the County Controller. The resolution also acknowledges that the Potter Park Zoo Board would continue to monitor the Zoo operations and provide advice and recommendations to the Board of Commissioners.

8a. Parks Department – Resolution Approving Amended User Fees for the Hawk Island Snow Park

This resolution amends the fee structure currently in place for the Hawk Island Snow Park. It is the desire of Park staff to continue to provide good customer service and to have reasonable user fees. Ingham County has contracted with SUPERPARKS, LLC for the operation of the Snow Park and the professional staff at SUPERPARKS has worked closely with Parks Department staff to create a fee structure that is low cost for park users. The Parks & Recreation Commission supported this amendment of the Hawk Island Snow Park fee structure with a resolution passed at their October meeting. The proposed changes in fees are included in the packet before the resolution.

8b. Parks Department – Resolution Approving Amendment #5 to the Hawk Island Tubing Hill Project Agreement

The resolution authorizes an amendment to the grant agreement with the Department of Natural Resources. The amendment would eliminate the need for a permanent fencing structure and instead follow industry standards and replace with “break-away” fencing.

10. Controller/Administrator’s Office – Resolution to Extend a Policy on Cost Increases for Service Related Contracts in Ingham County

This resolution would extend the policy adopted by the Board of Commissioners in 2010, which established guidelines for service related contracts for vendors doing business with Ingham County reflecting the current economic climate.

Resolution 10-357 set a policy that annual cost increases should not exceed 1% a year for 2010, 2011 and 2012. The Controller’s Office is recommending that this policy be continued through 2013 at the same not to exceed rate of 1%. If the Board chooses to take no action, this policy will simply expire at the end of 2012. See attached memo for additional information.

**OTHER ACTION ITEMS:**

9. Board of Commissioners – Resolution Approving the Establishment of a Property Assessed Clean Energy Program

On October 23, 2012, the Board held a public hearing to receive comments on the proposed PACE program. This resolution would actually authorize the PACE program. Representatives from Levin Energy Partners, LLC, the PACE Administrator will be available at the County Services meeting for a presentation and to answer any questions. The Controller’s Office is in receipt of a 37 page PACE Program Report that is available upon request.

**M E M O R A N D U M**

**TO:** Law Enforcement Committee  
Finance Committee

**FROM:** Major Joel Maatman

**DATE:** October 16, 2012

**RE:** Acceptance of the FY 2012 SCAAP Grant

This resolution requests permission for the Ingham County Sheriff's Office to accept the FY 2012 SCAAP grant in the amount of \$1448.00.

There are no financial implications for accepting this grant for the county as the grant requires no matching funds.

This is an annual grant Ingham County Sheriff's Office receives from the Bureau of Justice Assistance program.

Introduced by the Law Enforcement and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION REQUESTS PERMISSION FOR THE INGHAM COUNTY SHERIFF'S OFFICE  
TO ACCEPT THE FY 2012 SCAAP GRANT**

WHEREAS, the Ingham County Sheriff's Office submits a yearly grant application to the Bureau of Justice Assistance (BJA), State Criminal Alien Assistance Program, (SCAAP); and

WHEREAS, the purpose of this grant is to reimburse local correction facilities for housing those alien's charged and or convicted of criminal violations; and

WHEREAS, the Ingham County Sheriff's Office was granted for FY 2012, \$1448.00 by the Bureau of Justice Assistance (BJS), State Criminal Alien Assistance Program (SCAAP) grant.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to accept the Bureau of Justice Assistance (BJS), State Criminal Alien Assistance Program (SCAAP) FY2012 grant award of \$1448.00.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Ingham County Sheriff's Office 2012 budget in accordance with this resolution.

**MEMORANDUM**

**TO:** Human Services and Finance Committees

**FROM:** Jared Cypher, Assistant Deputy Controller

**RE:** Resolution Authorizing 2013 Agreements for Community Agencies

**DATE:** October 25, 2012

Attached is the resolution approving community agency funding for FY 2013. Each application was evaluated based on the "meeting basic needs" criteria as approved in Board of Commissioners resolution #12-200.

For 2013, Twenty-nine (29) agencies requested a total of \$212,620; and \$185,720 is included in the 2013 Budget for community agency funding. The recommendation is to completely fund the requests of the agencies that submitted applications that "meet basic needs" based upon the criteria set forth by the Board of Commissioners earlier this year. Those agencies that do not "meet basic needs" are funded at half their 2012 allocation. One agency submitted their application late, and received a recommendation of \$0. In the event that the initial recommendation from the Controller's Office is unchanged by the Board of Commissioners there would be some leftover funds (\$4,800) from the 2013 community agency budget of \$185,720. The recommendation is that those leftover funds be returned to the 2013 Contingency Fund.

Binders containing the applications of each agency have been previously distributed to you. Please bring those with you to the meeting, as they will provide helpful information for your discussions.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING 2013 AGREEMENTS FOR COMMUNITY AGENCIES**

WHEREAS, the 2013 Ingham County Budget has been approved by the Board of Commissioners; and

WHEREAS, under the Community Agency Program a number of agencies have been allocated funds to provide important services that are consistent with the County's Strategic Planning objective to Ingham County residents; and

WHEREAS, the 2013 budget includes \$185,720 allocated for community agencies; and

WHEREAS, the Controller/Administrator has provided recommended funding levels for each agency that were determined using the criteria set forth in Resolution #12-200.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2013 through December 31, 2013, in the amount specified for each community agency listed on the attached, for the services to Ingham County residents previously approved by the Human Services and Finance Committees.

BE IT FURTHER RESOLVED, any funds included in the 2013 budget for community agencies that are not allocated through this resolution will be re-appropriated to the 2013 contingency fund, and the Controller/Administrator is authorized to make the necessary budget adjustments.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign the necessary documents after review by the County Attorney.

ORGANIZATION	PROGRAM	2013 REQUEST	2012 AMT. RECEIVED	2013 CONTROLLER RECOMMENDATION	2013 HUMAN SERVICES COMMITTEE RECOMMENDATION	2013 FINANCE COMMITTEE RECOMMENDATION
Addiction Relief & Supported Recovery, Inc.	<b>ARSR Support Services:</b> Assist recovering homeless addicts and alcoholics by providing safe, sober housing and support services.	\$11,000.00	\$5,000.00	\$11,000.00		
Advent House Ministries	<b>Weekend Day shelter Program:</b> Food, shelter, educational and employment services to homeless people.	\$8,000.00	\$5,000.00	\$8,000.00		
Boys & Girls Club of Lansing	<b>Food Program:</b> To provide Food to Youth throughout the year. Also, Lansing School District's "summer Food Nutrition Program" to provide school lunches for 5 weeks in the summer. Emergency food packages to families on Fridays for weekend food.	\$5,200.00	\$5,200.00	\$5,200.00		
Capital Area Community Services, Inc.	<b>Low Income Heating Assistance:</b> Direct home heating assistance for low income individuals in rural Ingham County with an emphasis on seniors 60+ in age.	\$8,500.00	\$8,500.00	\$8,500.00		
Capital Area Literacy Coalition	<b>Literacy Services for Adults and Children:</b> Free, confidential literacy diagnosis, children's books, mentoring and one-on-one tutoring resulting in increased literacy skills.	\$3,500.00	\$2,250.00	\$1,125.00		



Cristo Rey Community Center	<b>Roots &amp; Wings Strengthening Families:</b> Program Supplies for six sessions for 120 parents and youth, of structured intervention and educational program for families with DHS and/or CPS and adolescents in the juvenile justice system or at risk of behavioral problems including substance abuse.	\$1,800.00	\$1,000.00	\$500.00		
Cristo Rey Community Center	<b>Prescription Assistance Program:</b> Guide low income, uninsured individuals to access needed medications for chronic diseases free of charge from pharmaceutical companies' patient assistance programs, and vouchers for emergency medications.	\$4,000.00	\$4,000.00	\$4,000.00		
Cristo Rey Community Center (NEW)	<b>Direct Assistance Food Pantry Program:</b> Provide food to low income individuals or families with Lansing addresses.	\$4,000.00	\$0.00	\$4,000.00		
EVE, Inc.	<b>Services for Victims of Domestic Violence and Their Children:</b> Meeting basic needs of domestic violence victims including shelter, food, clothing, transportation, legal protections, crisis intervention, emotional support, access to safe housing resources, and utilities.	\$15,000.00	\$14,000.00	\$15,000.00		
Gateway Community Services	<b>Crossroads Homeless Youth Shelter:</b> Personnel costs associated with the Crossroads Shelter for homeless teenagers.	\$15,300.00	\$15,300.00	\$15,300.00		

Greater Lansing Food Bank - Garden Project	<b>Gardening and Gleaning Program:</b> 600 Low-income households in the Lansing area grow their own vegetables in home gardens and community plots, low-income residents receive fruits and vegetables through gleaning efforts.	\$6,500.00	\$6,500.00	\$6,500.00		
Greater Lansing Housing Coalition (NEW)	<b>Ballentine Apartment Program:</b> Program based housing to homeless with special needs.	\$7,050.00	\$0.00	\$7,050.00		
Habitat for Humanity of Greater Ingham County	<b>Construction Truck:</b> Purchase a reliable truck for construction.	\$7,500.00	\$7,500.00	\$3,750.00		
Haven House	<b>Emergency Shelter for Homeless Families with Children:</b> Temporary shelter for homeless families with children, providing a place to sleep, job and housing search assistance, food, goal setting, and referrals to community services.	\$10,000.00	\$8,000.00	\$10,000.00		
Lansing Area Aids Network	<b>HIV/AIDS Care and Prevention Services:</b> Funding to supplement current program funding levels and to continue the level of medical case management, client assistance, support services, early intervention services and prevention services that have been provided in the past.	\$5,000.00	\$5,000.00	\$5,000.00		
Lansing Area Parents' Respite Center, Inc.	<b>Lifespan Respite Programs:</b> Provide 421 hours of respite for caregivers to sustain the provision of respite services and enhance the quality of life for family members and care-givers of individuals affected by life altering conditions.	\$3,000.00	\$3,000.00	\$1,500.00		

Leslie Outreach, Inc.	<b>Food Pantry:</b> Provide services to low-income families including food assistance, medical referrals/assistance, blankets, clothing, housing referrals/assistance, transportation and other services.	\$1,250.00	\$1,000.00	\$1,250.00		
Listening Ear of East Lansing, Inc. (LATE)	<b>Ongoing Crisis Intervention:</b> Ongoing crisis intervention counseling; short term, paraprofessional counseling and advocacy for survivors of sexual assault and their significant others.	\$7,000.00	\$3,175.00	\$0.00		
MSU Detroit College of Law Clinical Programs - Rental Housing Clinic	<b>Affordable Housing Initiatives for Economically Disadvantaged People in Ingham County:</b> legal services, insuring compliance with locals, monitoring new laws for housing, understanding of law.	\$10,000.00	\$5,500.00	\$2,750.00		
MSU Safe Place	<b>Shelter, Advocacy and Support for Domestic Violence Survivors:</b> Food and supplies for shelter residents, advocacy assistance for residents and non-residents, and cover the cost of office and shelter telephone lines.	\$12,820.00	\$12,820.00	\$12,820.00		
National Council on Alcoholism/Lansing Regional Area, Inc.	<b>Housing and Substance Abuse Treatment for Indigent Persons in Ingham County:</b> Transitional housing and treatment services for Ingham County residents.	\$12,000.00	\$17,000.00	\$12,000.00		
Northwest Initiative / dba Northwest Lansing Healthy Communities	<b>NWI ARRO Outreach Assistance Program:</b> Continue to offer supportive wrap-around services to any ex-offender living in or returning to Ingham County from a correctional facility. Run food pantry, clothing.	\$7,500.00	\$7,500.00	\$7,500.00		

Refugee Development Center	<b>Bridges:</b> Basic Needs supplies and assistance Outreach and Referral.	\$8,000.00	\$8,000.00	\$8,000.00		
Retired Senior and Volunteer Program	<b>Capital Area Interfaith Respite (CAIR):</b> Serves families of the frail elderly and chronically ill seniors by providing free in-home respite and friendly visiting.	\$2,700.00	\$1,350.00	\$675.00		
Rural Family Services of Ingham County	<b>Rural Family Services Grant:</b> Emergency food, personal needs, and emergency shelter and utility payments for low-income county residents.	\$14,000.00	\$12,000.00	\$14,000.00		
Southside Community Coalition	<b>Providing Basic Needs to Low Income Families:</b> Food, clothing, housing.	\$6,000.00	\$6,000.00	\$6,000.00		
Southside Community Kitchen	<b>Feeding the Hungry:</b> Provide nutritious lunches, free of charge, four days per week to anyone who is hungry.	\$3,500.00	\$3,500.00	\$3,500.00		
St. Vincent Catholic Charities	<b>St. Vincent Catholic Charities:</b> Mental health counseling to homeless people in the Permanent Supportive Housing Program.	\$5,000.00	\$5,000.00	\$2,500.00		
Stockbridge Community Outreach	<b>Stockbridge Outreach:</b> Ingham County Grant: Food, utility payments, assistance, prescriptions, and transportation.	\$3,000.00	\$3,000.00	\$3,000.00		
Westside Community YMCA	<b>"Y" Achievers Program:</b> Assisting youth in making a successful transition from high school to college.	\$4,500.00	\$1,000.00	\$500.00		
<b>TOTAL:</b>		<b>\$212,620.00</b>	<b>\$177,095.00</b>	<b>\$180,920.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Jared Cypher, Assistant Deputy Controller

RE: Cash Match Agreement with Michigan Department of Human Services – Michigan Rehabilitation Services

DATE: October 26, 2012

This resolution authorizes Ingham County to act as the fiduciary pass-through agency in a cash match agreement with the Michigan Department of Human Services– Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services. Match funding is provided by Peckham, Inc.

This agreement is similar to other agreements the Board of Commissioners approved in 2008 and 2011, whereby Ingham County replaced the Ingham County Department of Human Services in this role, because the prior arrangement came under scrutiny because match dollars may not be federal, and the agreement between two state agencies raised that concern.

The agreement will not exceed \$370,370 (\$100,000 local match). The agreement Michigan Rehabilitation Services will be for the time period of October 1, 2012 through September 30, 2013.

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A COOPERATIVE CASH MATCH AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES - MICHIGAN REHABILITATION SERVICES**

WHEREAS, Michigan Rehabilitation Services (MRS) engages in cash match agreements which require contributions from partner organizations; and

WHEREAS, prior to 2008 the Ingham County Department of Human Services (DHS) had a long-standing agreement with MRS to act as a pass through entity for match funding provided by local agencies; and

WHEREAS, the agreement between DHS and MRS came under scrutiny because match dollars may not be federal, and this agreement between two state agencies raises that concern; and

WHEREAS, MRS finds it preferable to establish this agreement with a local government agency to avoid the appearance and confusion of inter-departmental agreements at the state; and

WHEREAS, Ingham County was identified as an appropriate pass through entity to help maintain this agreement, and the agreement was authorized through Resolutions #08-265 and #11-364; and

WHEREAS, MRS wishes to enter into another, similar cash match agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a cash match agreement not to exceed \$370,370 (\$100,000 local match) with Michigan Department of Human Services – Michigan Rehabilitation Services to provide vocational guidance and counseling, employment related training and transportation, and placement supports to individuals with disabilities who are eligible for MRS services.

BE IT FURTHER RESOLVED, that this agreement is contingent upon Ingham County's local match portion (\$100,000) being provided by Peckham, Inc., and no county funds will be used for this purpose.

BE IT FURTHER RESOLVED, the term of this agreement shall be October 1, 2012 through September 30, 2013.

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

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners 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.

## MEMORANDUM

TO: Human Services Committee  
Finance Committee

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

DATE: October 3, 2012

RE: Resolution to Amend the Agreement with Nick Yono for the Willow Health Center

This is a recommendation to amend the current agreement with Nick Yono, with offices at 1510 N. Grand River Avenue, Lansing, MI 48906 for space to be utilized at the Willow Health Center, 306 W. Willow Street, Lansing, Michigan.

To apply for federal assistance in the form of the School Based Health Center Capital Grant, the Ingham County Board of Commissioners, per Resolution #11-25, authorized an amendment to the lease for property at 306 West Willow Street, Lansing, Michigan, informing the owner that the federal government has an interest in fixtures on the property and requires the owner to make local filings to comply with the federal grant. The Ingham Community Health Centers received the School Based Health Center Capital Grant and in Resolution #11-315, the Ingham County Board of Commissioners authorized the acceptance of this federal assistance award in the amount of \$499,599.00 to support the alteration and renovation of Otto Community Health Center and Willow Health Center and to purchase equipment for these health centers and its School Wellness Program.

Due to the transfer of ownership of the property where Willow Health Center is located, the Ingham Community Health Centers have requested adequate assurances of performance from Nick Yono to ensure that both the federal government's and Ingham County's investment in this space is protected.

The existing agreement with a term of January 1, 2010 through December 31, 2014 will be amended to state that the landlord will provide adequate assurances of performance. The amendment will also state that in the event that the space at 306 W. Willow, Lansing, MI is not maintained by the landlord, to protect both federal and county investment, Ingham County will maintain the facilities at the landlord's expense. All other terms of the agreement will remain in effect.

I recommend that the Board of Commissioners authorize the amendment to the agreement.

c: Deb Brinson, w/attachment  
Barb Mastin, w/attachment  
John Jacobs, w/attachment  
Jayson Welter, w/attachment  
Jonathon MacGowen, w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE LEASE AGREEMENT  
FOR THE WILLOW HEALTH CENTER**

WHEREAS, Ingham County operates the Willow Health Center at 306 West Willow Street in Lansing; and

WHEREAS, the current lease agreement for this site will expire on December 31, 2014; and

WHEREAS, the Health Department received funding in the form of the School Based Health Center Capital grant through the Health Resources and Services Administration and a requirement is to protect the federal government's investment in the property; and

WHEREAS, this language does not affect the cost or duration of the lease; and

WHEREAS, the owner, Nick Yono, has agreed to the proposed amendment and has agreed to comply with the grant requirements; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize an amendment to the lease for property at 306 West Willow Street, Lansing, Michigan, informing the owner that he must provide adequate assurances of performance for the property and that if the property is not adequately maintained, Ingham County will maintain the facilities at the landlord's expense.

BE IT FURTHER RESOLVED, that the amendment does not change the cost or duration of the existing lease.

BE IT FURTHER RESOLVED, that all other terms and conditions of the lease will remain in full force and effect.

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



## Memorandum

TO: Human Services Committee  
Finance Committee

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

DATE: October 25, 2012

RE: 2012-2013 Agreement with the City of Lansing

As in previous years, the City of Lansing is proposing to provide financial support for various services provided by or through the Ingham County Health Department that benefit Lansing residents. For this year's agreement the City is offering \$80,000. The supported services include:

1. The City of Lansing will provide \$11,000 to support the position of a nurse in the Adult Health Center, and will provide \$1,000 for pharmaceuticals for low-income un- or under-insured people.
2. The City of Lansing will support a Day Care Scholarship Program with a total of \$47,000 in funding. They will provide \$40,000 in scholarship monies and \$7,000 for an Account Clerk in the Office for Young Children which will administer the scholarships. Approximately 80 low-income families will benefit from this program.
3. The City of Lansing will support counseling and psychological treatment for youth in families affected by the sexual abuse of children with \$21,000 in total funds. The youth are identified by the Health Department, the Department of Social Services, Probate Court, and other community agencies. If there is no other source of assistance, the youth are referred to the Lead Counselor at the High Risk Adolescent Program at Willow Plaza Services who makes referrals to psychologists or counselors who provide treatment at a discounted rate. The City has allocated \$10,000 for psychological services for 25 youth and \$11,000 to support part of the salary of the Lead Counselor.

This support from the City of Lansing helps maintain services the Department could not otherwise provide. The City of Lansing and Ingham County have had a good working relationship for many years. I urge the Board to authorize the continuation of that relationship by adopting the attached resolution.

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO AUTHORIZE A  
2012-2013 AGREEMENT WITH THE CITY OF LANSING**

WHEREAS, the City of Lansing has for many years provided funding to Ingham County to help support public health services for City of Lansing residents; and

WHEREAS, the City of Lansing is proposing to provide such support for the 2012-2013 fiscal year; and

WHEREAS, these revenues are anticipated in the Health Department's 2013 budget request; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize the agreement with the City of Lansing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the City of Lansing to provide financial support to certain services provided by or through the Ingham County Health Department.

BE IT FURTHER RESOLVED, that the period of the agreement shall be July 1, 2012 through June 30, 2013.

BE IT FURTHER RESOLVED, that the City of Lansing shall provide \$80,000 to support the following services:

1. Adult Health/STI Clinic - \$11,000
2. Health Care Access - \$1,000
3. Child Care Scholarship Program - \$47,000
4. High Risk Adolescent Program - \$21,000

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

**Agenda Item 5a and 5b**

October 30, 2012

To: County Services & Finance Committees  
From: Mary Lannoye  
Subject: Michigan Association of Police (MAP)—Collective Bargaining Agreement

On Friday October 26, 2012, the MAP ratified a collective bargaining agreement with the County. Highlights of the agreement include the following:

- Hybrid pension plan for new hires—1.5 DB multiplier and a 1% employer DC contribution. The plan also includes a rider whereby an employee can retire at age 55 with 25 years of service.
- A new vesting schedule for new hires for retiree health. They will, however, be eligible at age 55. (We had originally proposed 60 years of age).
- Reduced sick leave payouts and accumulations for new hires.
- 1.2% increase in current employee's pension contribution, which is the equivalent of a 1% salary reduction.
- Longevity bonuses will be frozen at 2011 levels. New hires will not be eligible.
- Step increases will resume immediately for those individuals moving from step 1 to 2. All others will resume on their anniversary date in 2013.
- Wage reopener in 2014.
- Reopener for the Hybrid pension plan DC contribution in 2014.

Also included in this packet is a resolution establishing the new MERS Hybrid pension plan.

If you should have any questions please let me know.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE  
MICHIGAN ASSOCIATION OF POLICE**

WHEREAS, an agreement has been reached between representatives of Ingham County and the Michigan Association of Police (MAP) for the period January 1, 2012 through December 31, 2014; and

WHEREAS, the agreement has been ratified by the employees within the bargaining agreement; and

WHEREAS, the provisions of the agreement have been approved by the County Services and Finance Committees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and the Michigan Association of Police for the period January 1, 2012 through December 31, 2014.

BE IT FURTHER RESOLVED, that the contract includes 2014 reopeners for wages and the employer defined contribution in the Hybrid pension plan for new hires.

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

Introduced by the County Services and Finance Committee of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR  
NEWLY HIRED MICHIGAN ASSOCIATION OF POLICE EMPLOYEES**

WHEREAS, the County Board of Commissioners has recognized the escalating cost of the current MERS Defined Benefit Plan; and

WHEREAS, the Michigan Association of Police ratified a new collective bargaining agreement that includes the establishment of a Hybrid pension plan for new hires.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the attached resolutions establishing the MERS Hybrid Pension Plan for MAP employees hired on or after January 1, 2013.

BE IT FURTHER RESOLVED, that the Chair of the Board is authorized on behalf of the County to sign and execute all documents to effectuate and finalize this transaction, subject to approval as to form, by the County Attorney.

**MEMORANDUM**

**TO:** County Services and Finance Committees

**FROM:** Richard Terrill, Facilities Director

**DATE:** October 18, 2012

**SUBJECT:** RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LEN'S CARPET CARE & CONSULTANTS TO PROVIDE CARPET CLEANING SERVICES TO SEVERAL COUNTY LOCATIONS

The resolution before you authorizes awarding a contract to Len's Carpet Care & Consultants to provide carpet cleaning services to several county locations.

A contract was previously awarded to Camelot Services, Co. only to find that the vendor mistakenly quoted the county for services which included wall to wall cleaning only once per year. The county is in need of wall to wall cleaning twice per year and when that second cleaning was added to their proposed contract price, it increased by \$30,000.00 and exceeded Len's Carpet Care & Consultants proposed contract price.

After going through a competitive bidding process, both the Purchasing and Facilities Departments agree that a contract be awarded to Len's Carpet Care & Consultants who submitted the lowest responsive and responsible bid of \$123,250.00 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: October 24, 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
Len's Carpet Care & Consultants	\$39,616	\$39,616	\$44,018	\$123,250	Yes – Lansing
Seelye Group	\$40,576	\$41,831	\$43,575	\$125,982	Yes – Lansing
Camelot Service Co.	\$29,653	\$33,359	\$37,071	\$132,054	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 Len's Carpet Care & Consultants in an amount not-to-exceed \$123,250.

In addition to submitting the lowest cost proposal, Len's Carpet Care & Consultants is a local vendor, has been in business for thirty years, and has many references including Dart Container and Delta Dental.

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 LEN'S CARPET CARE & CONSULTANTS 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 Len's Carpet Care & Consultants, who submitted the lowest responsive bid, for a not to exceed cost of \$123,250.00, with a two (2) year renewal option for the following listed annual costs:

Year 1 – 2012 – 2013	\$ 39,616.00
Year 2 – 2013 – 2014	\$ 39,616.00
Year 3 – 2014 – 2015	\$ 44,018.00
Total cost for 3 years	\$ 123,250.00

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a three (3) year contract with Len's Carpet Care & Consultants 3436 Franette Road, Lansing, MI 48906 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 \$123,250.00.

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.



Introduced by the County Services and Finance Committees:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION AUTHORIZING AN AMENDMENT TO THE AGREEMENT WITH THE CITY OF LANSING FOR THE LEASE AND OPERATIONS OF THE POTTER PARK ZOO**

WHEREAS, the Board of Commissioners authorized an agreement with the City of Lansing for the lease and operation of the Potter Park Zoo and Potter Park in Resolution #07-058; and

WHEREAS, the agreement is still in effect today; and

WHEREAS, the agreement with the City contains references that the Zoo and Potter Park will both operate and be maintained under the direction and control of the Ingham County Parks & Recreation Commission; and

WHEREAS, the Ingham County Board of Commissioners would like to remove the Potter Park Zoo and Potter Park from under the control of the Parks & Recreation Commission and establish it as a separate county department reporting to the County Controller.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the contract with the City of Lansing for the lease and operations of the Potter Park Zoo and Potter Park that would eliminate all references that the Zoo and Park will operate under the direction of the Ingham County Parks and Recreation Commission.

BE IT FURTHER RESOLVED, that the County Controller and the County Attorney are hereby authorized to contact the City of Lansing and request approval of the contract amendment.

BE IT FURTHER RESOLVED, that the Chairperson of the Board and the County Clerk are authorized to sign the amendment subject to approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, upon execution of the contract amendment the Potter Park Zoo and Potter Park will no longer operate and be maintained under the direction and control of the Ingham County Parks and Recreation Commission, and instead will be established as a separate county department reporting to the County Controller.

BE IT FURTHER RESOLVED that the Potter Park Zoo board would continue to monitor Zoo operations and maintenance and provide advice and recommendations to the Board of Commissioners.

**INGHAM COUNTY PARKS DEPARTMENT**

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

**MEMO**

**DATE:** October 24, 2012  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Approving Amended User Fees for the Hawk Island Snow Park

This resolution amends the fee structure currently in place for the Hawk Island Snow Park. User fees were developed for the Hawk Island Snow Park and approved by the Ingham County Board of Commissioners in Resolution #12-158 Updating Various Fees for County Services.

It is the desire of Park staff to continue to provide good customer service and to have reasonable user fees. Ingham County has contracted with SUPERPARKS, LLC for the operation of the Snow Park and the professional staff at SUPERPARKS has worked closely with Parks Department staff to create a fee structure that is low cost for park users.

The Parks & Recreation Commission supported this amendment of the Hawk Island Snow Park fee structure with a resolution passed at their October meeting.

The chart on the attached page shows the current fee structure along with the proposed fee structure.

# FEES SET BY COUNTY RESOLUTION #12-158 UPDATING VARIOUS FEES FOR COUNTY SERVICES

<b>Rates During Operational Hours</b>	<b>Snow Tubing Hill</b>	<b>Ski/Snowboarding Hill</b>
Adult (age 13 and up)	\$7/2 hours	\$7/day
Child (age 12 and under)	\$5/2 hours	\$5/day
Family (2 adults and 2 children)	\$20/2 hours \$3 for each additional child	\$20/day \$3 for each additional child
Group (20 – 100 people)	\$5/person/2 hours	\$5/person/day
Season – Adult (age 13 and up)	\$99	
Season – Child (age 12 and under)	\$59	
<b>Rates During Non-Operational Hours (By Reservation Only)</b>		
Group – 1 – 50 people	\$250/2 hours	
Group – 50 + people	\$350/2 hours	
Each additional hour	\$100	

## PROPOSED CHANGES

<b>Rates During Operational Hours</b>	<b>Tubing Hill</b>	<b>Ski/Snowboarding Hill</b>	
		1 p.m. to close	Open to close
Adult (age 13 and up)	\$7/2 hours	\$10	\$15
Child (age 12 and under)	\$5/2 hours	\$8	\$10
Family (2 adults and 2 children)	\$20/2 hours \$3 for each additional child	\$30 \$4 for each additional child	\$40 \$5 for each additional child
Group (30 – 100 people)	\$5/person/2 hours	\$8/each	\$13/each
		Prior to 12/15	After 12/15
Season Pass – Adult (age 13 and up)	\$85	\$99	
Season Pass – Child (age 12 and under)	\$60	\$74	
<b>Rates During Non-Operational Hours (By Reservation Only)</b>			
Group (1 – 50 people)	\$299/2 hours		
Group (50 + people)	\$399/2 hours		
Each additional hour	\$99		

**Agenda Item 8a**

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING AMENDED USER FEES FOR THE HAWK ISLAND SNOW PARK**

WHEREAS, user fees were developed for the Hawk Island Snow Park and approved by the Ingham County Board of Commissioners in Resolution #12-158 Updating Various Fees for County Services; and

WHEREAS, it is the desire of Park staff to continue to provide good customer service and to have reasonable user fees; and

WHEREAS, Ingham County has contracted with SUPERPARKS, LLC for the operation of the Snow Park and the professional staff at SUPERPARKS has worked closely with Parks Department staff to create a fee structure that is low cost for park users.

THEREFORE BE IT RESOLVED, that the Hawk Island Snow Park fees be amended as shown below:

<b>Rates During Operational hours</b>	<b>Tubing Hill</b>	<b>Ski/Snowboarding Hill</b>	
		1 p.m. to close	Open to close
Adult (age 13 and up)	\$7/2 hours	\$10	\$15
Child (age 12 and under)	\$5/2 hours	\$8	\$10
Family (2 adults and 2 children)	\$20/2 hours \$3 for each additional child	\$30 \$4 for each additional child	\$40 \$5 for each additional child
Group (30 – 100 people)	\$5/person/2 hours	\$8/each	\$13/each
	Prior to 12/15	After 12/15	
Season Pass – Adult (age 13 and up)	\$85	\$99	
Season Pass – Child (age 12 and under)	\$60	\$74	
<b>Rates During Non-Operational Hours (By Reservation Only)</b>			
Group (1 – 50 people)		\$299/2 hours	
Group (50 + people)		\$399/2 hours	
Each additional hour		\$99	

**INGHAM COUNTY PARKS DEPARTMENT**

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

**MEMO**

**DATE:** October 24, 2012  
**TO:** County Services and Finance Committees  
**FROM:** Willis Bennett, Director  
**RE:** Resolution Approving Amendment #5 to the Hawk Island  
Tubing Hill Project Agreement

This resolution approves Amendment #5 of the Agreement with the Department of Natural Resources removing fencing from the list of scope items.

Board of Commissioner Resolution #08-063 authorized the acceptance of a Land and Water Conservation Fund grant to fund a snow tubing hill at Hawk Island Park. Parks staff has determined a permanent fencing structure is unnecessary and industry standards recommend “break-away” fencing be used.

The Parks Department petitioned the Department of Natural Resources for approval of an amendment to the Hawk Island Park Tubing Hill grant to remove fencing from the grant list of scope items.

The Parks & Recreation Commission supported this amendment with a resolution passed at their October meeting.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION APPROVING AMENDMENT #5  
TO THE HAWK ISLAND TUBING HILL PROJECT AGREEMENT**

WHEREAS, Board of Commissioner Resolution #08-063 authorized the acceptance of a Land and Water Conservation Fund grant to fund a snow tubing hill at Hawk Island Park; and

WHEREAS, Parks staff has determined a permanent fencing structure is unnecessary and industry standards recommend “break-away” fencing be used; and

WHEREAS, the Parks Department has petitioned the Department of Natural Resources for approval of an amendment to the Hawk Island Park Tubing Hill grant to remove fencing from the grant list of scope items.

THEREFORE BE IT RESOLVED, that Amendment #5 of the Agreement with the Department of Natural Resources removing fencing from the list of scope items be approved.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign any necessary contract/placement documents that are 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 APPROVING THE ESTABLISHMENT  
OF A PROPERTY ASSESSED CLEAN ENERGY PROGRAM**

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan (the "County"), held on the \_\_\_\_\_, at 6:30 p.m., Eastern Standard Time.

PRESENT: Commissioners \_\_\_\_\_  
\_\_\_\_\_

ABSENT: Commissioners \_\_\_\_\_

WHEREAS, the Board of Commissioners of Ingham County, Michigan previously has adopted a Resolution of Intent to authorize the establishment of a property assessed clean energy program ("PACE Program") and create a PACE district pursuant to Act No. 270, Public Acts of Michigan, 2010 ("Act 270"), for the purpose of promoting the use of renewable energy systems and energy efficiency improvements by owners of certain real property; and

WHEREAS, the Board of Commissioners hereby finds that financing energy projects is a valid public purpose because it stimulates economic development, improves property values, reduces energy costs, reduces greenhouse gas emissions, and increases employment in the County; and

WHEREAS, the types of energy projects, either energy efficiency improvements or renewable energy systems, that may be financed under the PACE Program include, but are not limited to: insulation in walls, roofs, floors, foundations, or heating and cooling distribution systems; storm windows and doors; multi-glazed windows and doors; heat-absorbing or heat-reflective glazed and coated window and door systems; and additional glazing, reductions in glass area, and other window and door system modifications that reduce energy consumption; automated energy control systems; heating, ventilating, or air-conditioning and distribution system modifications or replacements; caulking, weather-stripping, and air sealing; replacement or modification of lighting fixtures to reduce the energy use of the lighting system; energy recovery systems; day lighting systems; installation or upgrade of electrical wiring or outlets to charge a motor vehicle that is fully or partially powered by electricity; measures to reduce the usage of water or increase the efficiency of water usage; any other installation or modification of equipment, devices, or materials approved as a utility cost-savings measure by the Board of Commissioners; a fixture, product, device, or interacting group of fixtures, products, or devices on the customer's side of the meter that use one or more renewable energy resources to generate electricity. Renewable energy resources include, but are not limited to: biomass (includes a biomass stove but does not include an incinerator or digester); solar and solar thermal energy; wind energy; geothermal energy and methane gas captured from a landfill; and

WHEREAS, the Board of Commissioners conducted a public hearing on \_\_\_\_\_, 2012, at 341 S. Jefferson, Mason, MI 48854 to receive comments on the proposed PACE Program, including the Report referenced in Section 9(1) of Act 270 (the “PACE Report”); and

WHEREAS, the Board of Commissioners intends to establish a PACE Program as described in the PACE Report, so as to provide a property owner based method of financing and funds for energy projects, including from the sale of bonds or notes which shall not be a general obligation of the County, amounts advanced by the County from any other source permitted by law, or from owner-arranged financing from a commercial lender, which funds and financing shall be secured and repaid by assessments on the property benefited, with the agreement of the record owners, such that no County moneys, general County taxes or County credit of any kind whatsoever shall be pledged, committed or used in connection with any project as required by, and subject to Act 270.

THEREFORE BE IT RESOLVED:

1. The PACE Program for the County is established and approved.
2. The PACE district, having the same boundaries as the County’s jurisdictional boundaries, is established.
3. The PACE Program constitutes a valid public purpose because it stimulates economic development, improves property values, reduces energy costs, reduces greenhouse gas emissions, and increases employment in the County.
4. The PACE Report is incorporated herein in full by reference, and is approved and adopted.
5. The County formally joins Lean & Green Michigan™ and Levin Energy Partners, LLC is designated as PACE administrator to administer the PACE Program.
6. In accordance with the PACE Report, amendments to the PACE Program shall not require a public hearing, with the exception of amendments regarding property eligibility parameters found in paragraph 11 of the PACE Report.
7. In accordance with Act 270, an assessment imposed under the PACE Program, including any interest on the assessment and any penalty, shall constitute a lien against the property on which the assessment is imposed until the assessment, including any interest or penalty, is paid in full. The lien runs with the property and has the same priority and status as other property tax and assessment liens. The County has all rights in the case of delinquency in the payment of an assessment as it does with respect to delinquent property taxes. When the assessment, including any interest and penalty, is paid, the lien shall be removed from the property. The County Treasurer is authorized and directed to execute and deliver any special assessment agreement, document or certificate necessary or appropriate to create, establish and record an assessment under the PACE Program.
8. In accordance with Act 270, installments of assessments due under the PACE Program may be included in each summer and winter tax bill issued under the General Property Tax Act, 1893 PA 206, MCL 211.1 to 211.155 (“Act 206”), and may be collected at the same time and in the same manner as taxes collected under Act 206. Under owner-arranged financing, the County may impose an assessment and forward payments



to the commercial lender or the record owner may pay the commercial lender directly. In all projects where the property owner will pay the installments of assessments through periodic payments to the County, the PACE special assessment agreement will provide for the County to be reimbursed for the actual costs of administering the billing and payment process.

9. The County may join with any other local unit of government, or with any person, or with any number or combination thereof, by contract or otherwise as may be permitted by law, for the implementation of the County's PACE Program, in whole or in part, and the County Treasurer is authorized to execute and deliver such documents, agreements or certificates as may be necessary or advisable to permit the cooperative implementation of the PACE Program as provided by Act 270 or other applicable law.

10. The County Treasurer is authorized to sign necessary documents, agreements or certificates, and to take all other actions necessary or convenient to implement a PACE Program consistent with the PACE Report.

11. All resolutions and parts of resolutions inconsistent with this Resolution are repealed to the extent of such inconsistency.

YEAS: Commissioners \_\_\_\_\_  
\_\_\_\_\_

NAYS: Commissioners \_\_\_\_\_

RESOLUTION DECLARED ADOPTED.

\_\_\_\_\_  
Mike Bryanton  
County Clerk

I HEREBY CERTIFY that the attached is a true and complete copy of a resolution adopted by the Board of Commissioners of Ingham County, Michigan, at a regular meeting held on \_\_\_\_\_, 2012, and that public notice of said meeting was given pursuant to and in full compliance with the Open Meetings Act, Act No. 267, Public Acts of Michigan, 1976 and that minutes of the meeting were kept and will be or have been made available as required by said Act.

\_\_\_\_\_  
Mike Bryanton  
County Clerk

MEMORANDUM

October 26, 2012

TO: Finance Committee

FROM: Teri Morton, Budget Director

RE: **Review and Evaluation of Policy on Cost Increases for Service Related Contracts**

In 2010, the Board of Commissioners adopted a policy on cost increases for service related contracts in Ingham County. (See resolution 10-357, attached.) The purpose of the policy was to establish guidelines for service related contracts for vendors doing business with Ingham County reflecting the current economic climate. At that time, the Consumer Price Index Annual Inflation rate (CPI-U) was a negative 0.7% for 2009 and County employees were receiving a 1% increase in their pay for 2011.

The resolution set a policy that annual cost increases should not exceed 1% a year for 2010, 2011 and 2012. Under the policy, proposed contracts with vendors exceeding this cost increase receive extra scrutiny and are identified by staff as they are reviewed by the appropriate Liaison and Finance Committees.

The resolution also directed that this policy would be reviewed and evaluated by the Finance Committee during the last quarter of 2012.

Since the implementation of this resolution, the financial condition of Ingham County has changed very little. However, the rate of inflation has been increasing. The 2011 CPI-U was 3.2%, and inflation is expected to remain at around 2% for the next few years. On the other hand, county employees received no wage increase in 2012, and employee concessions are anticipated in 2013.

In some cases, this policy has been an effective tool in negotiating contracts with vendors. In others, especially certain types of maintenance contracts where competition is limited or non-existent (such as software maintenance), vendors have little incentive to decrease prices, despite this policy.

Each year, the Budget Office prepares a resolution for ongoing contract renewals that are included in the budget in order to reduce the number of contracts that need to be considered by separate resolution. For the last three years, this resolution has only included those contracts with increases of less than 1%. The contract resolution for 2013 will be prepared consistent with the new Board policy for 2013, should one be put in place.

The Controller's Office recommends that this policy be continued through 2013 at the same not to exceed rate of 1%. Although inflation has exceeded 1% over the last year, Ingham County employees received no increases in compensation in 2012 and decreases in compensation are anticipated in 2013. Vendors doing business with Ingham County should be held to the same standard as much as possible. Because inflation is expected to continue to increase for the next few years, this recommendation is only for one year.

If the Board chooses to take no action, this policy will simply expire at the end of 2012. If the Board would like to extend this policy, a draft resolution is attached.

Feel free to contact me if you have any questions or if you require any additional information.

Introduced by the County Services and Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO ADOPT A POLICY ON COST INCREASES FOR SERVICE RELATED  
CONTRACTS IN INGHAM COUNTY**

**RESOLUTION #10-357**

WHEREAS, Ingham County has been making substantial and necessary reductions in its services to its citizens and cuts in its work force due to the continuing decline of the economic conditions in this county and state; and

WHEREAS, the County has implemented hiring delays, hiring freezes, travel prohibitions, and employee furlough days without pay and other drastic cost savings measures in order to bring its expenditures in line with its declining revenues; and

WHEREAS, Ingham County desires to establish guidelines for service related contracts for vendors doing business with Ingham County that reflects the current economic climate; and

WHEREAS, the Consumer Price Index's Annual Inflation rate was a negative 0.7% for 2009 and projections are for small increases over the next several years.

WHEREAS, Ingham County employees are receiving a 1% increase in their pay in 2011.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the following policy on cost increases for service related contracts in Ingham County:

- In general, annual cost increases should not exceed 1% a year for the 2010, 2011, and 2012 County fiscal years.
- Proposed contracts with vendor cost increases that exceed the above percentage increases will receive extra scrutiny and be identified by staff as they are reviewed by the appropriate Liaison and Finance Committees of the Ingham County Board of Commissioners.
- County Staff will make this policy known to all vendors as they negotiate proposed new and renewal contracts.
- This policy will be reviewed and evaluated by the Finance Committee during the last quarter of 2012.

BE IT FURTHER RESOLVED, that if price adjustments are requested pursuant to the terms of the contract, the vendor must notify the County ninety (90) days prior to the current term's expiration date.

BE IT FURTHER RESOLVED, that prior to commencement of subsequent renewal terms, the County may entertain a request for escalation in accordance with the current Consumer Price Index at the time of the request or up to a maximum 1% increase on the current pricing, whichever is lower.

**RESOLUTION #10-357**

BE IT FURTHER RESOLVED, that for purposes of this section, "Consumer Price Index" shall mean the Consumer Price Index-All Urban Consumers-United States Average-All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.

BE IT FURTHER RESOLVED, that the County reserves the right to accept or reject the request for a price increase. If the price increase is approved, the price will remain firm for one (1) year from the date of the increase.

BE IT FURTHER RESOLVED, that all Invitation to Bids and Request for Proposals issued for services shall contain language referencing this policy.

BE IT FURTHER RESOLVED, that this policy will become effective immediately upon the date of the passage of this resolution.

BE IT FURTHER RESOLVED, that copies of this resolution will be forwarded to all Ingham County Department Heads and Elected Officials.

**COUNTY SERVICES:** County Services will meet 11/8/10

**FINANCE: Yeas:** Grebner, Tennis, Bahar-Cook, Schor, Holman, Dougan  
**Nays:** None      **Absent:** None      **Approved 10/20/10**

Introduced by the Finance Committees of the:

**INGHAM COUNTY BOARD OF COMMISSIONERS**

**RESOLUTION TO EXTEND A POLICY ON COST INCREASES FOR SERVICE RELATED CONTRACTS IN INGHAM COUNTY**

WHEREAS, Ingham County has been making substantial and necessary reductions in its services to its citizens and cuts in its work force due to the continuing decline of the economic conditions in this county and state; and

WHEREAS, the County has implemented hiring delays, hiring freezes, travel prohibitions, and employee furlough days without pay and other drastic cost savings measures in order to bring its expenditures in line with its declining revenues; and

WHEREAS, Resolution 10-357 adopted a policy on cost increases for service related contracts in Ingham County for 2010, 2011 and 2012; and

WHEREAS, Ingham County desires to continue providing guidelines for service related contracts for vendors doing business with Ingham County that reflect the current economic climate; and

WHEREAS, the Consumer Price Index's Annual Inflation rate was 3.2% for 2011 and projections are for increases of around two percent over the next few years.

WHEREAS, Ingham County employees received no increase in their pay in 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners extends the following policy on cost increases for service related contracts in Ingham County:

- In general, annual cost increases should not exceed 1% a year for the 2013 County fiscal year.
- Proposed contracts with vendor cost increases that exceed the above percentage increases will receive extra scrutiny and be identified by staff as they are reviewed by the appropriate Liaison and Finance Committees of the Ingham County Board of Commissioners.
- County Staff will make this policy known to all vendors as they negotiate proposed new and renewal contracts.
- This policy will be reviewed and evaluated by the Finance Committee during the last quarter of 2013.

BE IT FURTHER RESOLVED, that if price adjustments are requested pursuant to the terms of the contract, the vendor must notify the County ninety (90) days prior to the current term's expiration date.

BE IT FURTHER RESOLVED, that prior to commencement of subsequent renewal terms, the County may entertain a request for escalation in accordance with the current Consumer Price Index at the time of the request or up to a maximum 1% increase on the current pricing, whichever is lower.

BE IT FURTHER RESOLVED, that for purposes of this section, "Consumer Price Index" shall mean the Consumer Price Index-All Urban Consumers-United States Average-All Items (CPI-U), as published by the United States Department of Labor, Bureau of Labor Statistics.

BE IT FURTHER RESOLVED, that the County reserves the right to accept or reject the request for a price increase. If the price increase is approved, the price will remain firm for one (1) year from the date of the increase.

BE IT FURTHER RESOLVED, that all Invitation to Bids and Request for Proposals issued for services shall contain language referencing this policy.

BE IT FURTHER RESOLVED, that this policy will remain in effect through December 31, 2013.

BE IT FURTHER RESOLVED, that copies of this resolution will be forwarded to all Ingham County Department Heads and Elected Officials.