THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, APRIL 3, 2013 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 March 20, 2013 Minutes
Additions to the Agenda
Limited Public Comment

1. Sheriff’s Office - Resolution Authorizing Participation with the Meridian Township Police Department Highway Safety Grant

2. Health Department - Resolution to Authorize Amendment #4 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

3. Fair Office - Resolution Authorizing an Amendment to the Lease Agreement with Crest View Horse Tack Shop at the Ingham County Fairgrounds

4. Economic Development - Resolution Authorizing Borrowing $550,000 from the Michigan Department of Environmental Quality Brownfield Redevelopment Loan on Behalf of the Charter Township of Lansing

5. Management Information Services - Resolution to Authorize the Purchase and Installation of Cisco’s Unified Communications System by ISI

6. Financial Services
   a. Resolution to Authorize Legal Fees for Employee Benefits with Fraser, Trebilcock, Davis & Dunlap
   b. Resolution to Authorize Reorganization within the Financial Services Benefits Division

7. Facilities - Resolution Authorizing Entering into a Contract with Foster Specialty Floors to Remove and Replace the Existing Flooring in the Rhino Barn at Potter Park Zoo
8. Department of Transportation & Roads
   b. Resolution Authorizing the Purchase of One Spray-Patcher Unit for the Department of Transportation & Roads
   c. Resolution Authorizing the Purchase of One Aerial Lift on Truck Chasis for the Department of Transportation & Roads
   d. Resolution Authorizing the Purchase of One Compact Self-Propelled Asphalt Paver for the Department of Transportation & Roads

9. Controller/Administrator’s Office
   a. Resolution to Authorize a Contract for the Purpose of Conducting a Public Information and Education Campaign for the Ingham County 911 Emergency Telephone and Dispatch System (Full Information on the Recommendation will be Presented at the Meeting)
   b. Resolution Authorizing an Amendment to Resolution 12-370 to Revise the Scope of Services for the 2013 Community Agency Agreement with Habitat for Humanity of Greater Ingham County

10. Board Referral - Notice of Public Hearing Regarding the Application for Industrial Facilities Exemption Certificate by MPT Lansing LLC from Delhi Township Clerk

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.
FINANCE COMMITTEE
March 20, 2013
Minutes

Members Present: Brian McGrain, Sarah Anthony, Rebecca Bahar-Cook, Todd Tennis and Randy Schafer

Members Absent: Don Vickers and Carol Koenig

Others Present: Teri Morton, Sandy Gower, Barb Byrum, Rick Terrill, Jim Hudgins, Renée Branch Canady, Travis Parsons, Chuck Gray and others

The meeting was called to order by Chairperson McGrain at 6:02 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing.

Approval of the March 6, 2013 Minutes
The March 6, 2013 Minutes were approved as submitted.

Additions to the Agenda
2. Substitute - Clerk’s Office - Resolution to Adopt New Fees for the County Clerk’s Office

3a. Substitute - Health Department - Resolution Authorizing Contracts to Distribute County Urban Redevelopment Funds

4b. Facilities - Resolution Authorizing Entering into a Contract with L.J. Trumble Builders, LLC to Provide General Contracting Services for Renovations at the Ingham County Willow Health Center. (The Human Services Committee tabled the resolution and the County Services Committee approved the resolution).

6b. Pulled - Economic Development - Resolution Authorizing Borrowing $550,000 from the Michigan Department of Environmental Quality Brownfield Redevelopment Loan on Behalf of the Charter Township of Lansing (The County Services Committee tabled the resolution until their next meeting).

7b. Pulled - Department of Transportation and Roads - Resolution Pledging County Funding Support for the Design and Construction Costs for Pathways on the Waverly Road Bridge, as well as North of the Bridge, and Along Old Lansing Road (Additional information is attached and no action was taken by the County Services Committee).

9a. Pulled - Resolution Authorizing a Contract to Provide Auditing Services (This item was pulled from the County Services agenda).

9b. Additional Material - Resolution Authorizing the Chair of the Board and the County Controller to File Appeals of any County Drain Assessment with the Probate Court within 10 Days of the Day of Review (A resolution is attached for this item).
8c. **Late** - Resolution Approving a Collective Bargaining Agreement with the Office and Professional Employees International – Circuit Court/Family Division Professional Employees

8d. **Late** - Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Office and Professional Employees International – Circuit Court/Family Division Professional Employees

8e. **Late** - Resolution Approving a Collective Bargaining Agreement with the Ingham County Employees’ Association – Public Health Nurses

8f. **Late** - Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Ingham County Employees’ Association – Public Health Nurses

8g. **Late** - Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police, Capital City Lodge No. 141 - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit

8h. **Late** - Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Fraternal Order of Police, Capital City Lodge No. 141 - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer

8i. **Late** - Resolution Approving a Collective Bargaining Agreement with the Ingham County Employees’ Association – Assistant Prosecuting Attorney’s Division

8j. **Late** - Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Ingham County Employees’ Association – Assistant Prosecuting Attorney’s Division

8k. **Late** - Resolution Approving a Collective Bargaining Agreement with the Teamsters Local 580 – 911 Supervisors

8l. **Late** - Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police, Capital City Lodge No. 141 - 911 Non-Supervisory

9a. **Pulled** - Controller’s Office - Resolution Authorizing a Contract to Provide Auditing Services (To be Mailed Under Separate Cover)

**Limited Public Comment**
None.
MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

1. **Sheriff’s Office**  
   a. Resolution Authorizing the Ingham County Sheriff’s Office to Contract with Delhi Township for Parks Police Services with Seasonal Part Time Deputies  
   b. Resolution to Accept State of Michigan Byrne JAG Grant Subcontract for an Ingham County Sheriff’s Deputy Position with Tri-County Metro Narcotics Unit

3. **Health Department**  
   b. Resolution to Authorize an Agreement with Eaton Intermediate School District to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County  
   c. Resolution to Extend the Agreement with Edward W. Sparrow Hospital Association for Physician Services for Women’s Health Services and Create a Special Part-Time Medical Director Position  
   d. Resolution to Authorize Amendment #3 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

4. **Facilities**  
   a. Resolution Authorizing Entering into a Contract with Landscape Architects & Planners, Inc. to Provide Architectural and Engineering Services for the Renovations to the Moose and Bison Exhibits at Potter Park Zoo  
   b. Resolution Authorizing Entering into a Contract with L.J. Trumble Builders, LLC to Provide General Contracting Services for Renovations at the Ingham County Willow Health Center

6. **Economic Development**  
   a. Resolution Approving the Ingham County Brownfield Redevelopment Authority Brownfield Plan for the Douglas J Redevelopment Project at 2138 and 2148 Hamilton Road and 4695 Okemos Road in Meridian Charter Township

7. **Department of Transportation and Roads**  
   a. Resolution Authorizing a Contract for Janitorial Services & Supplies for the Department of Transportation & Roads

9. **Controller’s Office**  
   b. Resolution Authorizing the Chair of the Board and the County Controller to File Appeals of any County Drain Assessment with the Probate Court within 10 Days of the Day of Review (To be Mailed Under Separate Cover)  
   c. Resolution to Authorize an Amendment to the Contract for Legal Services with Cohl, Stoker & Toskey, P.C.  
   d. Resolution Authorizing Pagegate Interface Project for the 911 Center

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Vickers and Tennis
MOVED BY COMM. SCHAFTER, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Vickers and Tennis

2. Clerk’s Office - Resolution to Adopt New Fees for the County Clerk’s Office

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHAFTER, TO APPROVE THE RESOLUTION TO ADOPT NEW FEES FOR THE COUNTY CLERK’S OFFICE.

Comm. Bahar-Cook stated her approval of the resolution; however, expressed her concern that a notary is available at the Lansing Office on April 1st. Ms. Byrum stated that is an accurate concern then informed the Committee that she spends half her time at each office then provided a summary of the employees schedules. Comm. Bahar-Cook suggested that any material printed should advise the public that a notary may not always be available at the Lansing Office and calling ahead is advisable.

MOTION CARRIED UNANIMOUSLY. Absent: Comms. Koenig, Vickers and Tennis

(Comm. Tennis arrived at 6:08 pm)

3. Health Department
   a. Resolution Authorizing Contracts to Distribute County Urban Redevelopment Funds

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHAFTER, TO APPROVE THE RESOLUTION AUTHORIZING CONTRACTS TO DISTRIBUTE COUNTY URBAN REDEVELOPMENT FUNDS.

Chairperson McGrain asked where this funding comes from. Dr. Branch Canady explained the money was allocated years ago by the Commissioners for support initiatives that were around urban redevelopment and support. She further explained this is funded with the discretion of the Power of We. Chairperson McGrain asked if the recommendations came forward from the Power of We. Dr. Branch Canady answered yes from a Committee. Chairperson McGrain referenced the priority of “Promote Environmental Protection and Smart Growth” questioning the language used and if the activities in this resolution are a departure from the objective of the funds. Dr. Branch Canady stated that the interpretation before was quite rigid looking primarily at infrastructure. She explained now they are taking a broader look at capacity building around a generation of better culture climate and expanded well being and rather than not allocate the funds they looked at the proposals received. She pointed out the urban core focus and capacity building. She noted she was not on the selection Committee. Chairperson McGrain stated that the programs seem wise although the funding and source do not appear to match. He suggested either changing the definition of what is being funded or not expend funding.
Ms. Morton suggested reviewing the strategic planning objectives and putting this where it is more appropriate. Comm. Bahar-Cook suggested that the Chairperson of Human Services look into the strategic planning. Comm. Tennis who is the Chairperson of Human Services stated he would be happy to. Dr. Branch Canady stated she will review this with Comm. Tennis and the Human Services Committee. Comm. Bahar-Cook stated because the process is this far along she will approve moving forward this year understanding the Human Services Committee will be looking into it. Comm. Anthony agreed it should move forward but it is a stretch for environmental protection. Dr. Branch Canady stated she will share her concerns with the investor’s steering committee next week.


5. **Purchasing** - Resolution Amending the Ingham County Purchasing Policy

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION AMENDING THE INGHAM COUNTY PURCHASING POLICY.

Chairperson McGrain thanked Mr. Hudgins for putting together the materials and asked how RFP advertising is done. Mr. Hudgins stated advertising is done in general syndicated papers like the Lansing State Journal, County website and because of limited funding there is a rotation in minority papers.


8. **Human Resources**

   a. Resolution Approving a Collective Bargaining Agreement with the Ingham County Employees’ Association - Professional Employees
   b. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Ingham County Employees’ Association – Professional Employees
   c. Resolution Approving a Collective Bargaining Agreement with the Office and Professional Employees International – Circuit Court/Family Division Professional Employees
   d. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Office and Professional Employees International - Circuit Court/Family Division Professional Employees
   e. Resolution Approving a Collective Bargaining Agreement with the Ingham County Employees’ Association – Public Health Nurses
   f. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Ingham County Employees’ Association – Public Health Nurses
   g. Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police, Capital City Lodge No. 141 - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer Unit
h. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Fraternal Order of Police, Capital City Lodge No. 141 - Animal Control Officers, License Enforcement Officers, Animal Shelter Operators and Field Supervisory Officer

i. Resolution Approving a Collective Bargaining Agreement with the Ingham County Employees’ Association – Assistant Prosecuting Attorney’s Division

j. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Ingham County Employees’ Association – Assistant Prosecuting Attorney’s Division

k. Resolution Approving a Collective Bargaining Agreement with the Teamsters Local 580 – 911 Supervisors

l. Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police, Capital City Lodge No. 141 - 911 Non-Supervisory

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHAFTER, TO APPROVE THE RESOLUTIONS A-L: (A) RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE INGHAM COUNTY EMPLOYEES’ ASSOCIATION - PROFESSIONAL EMPLOYEES (B) RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR NEWLY HIRED EMPLOYEES UNDER THE INGHAM COUNTY EMPLOYEES’ ASSOCIATION – PROFESSIONAL EMPLOYEES (C) RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL – CIRCUIT COURT/FAMILY DIVISION PROFESSIONAL EMPLOYEES (D) RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR NEWLY HIRED EMPLOYEES UNDER THE OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL - CIRCUIT COURT/FAMILY DIVISION PROFESSIONAL EMPLOYEES (E) RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE INGHAM COUNTY EMPLOYEES’ ASSOCIATION – PUBLIC HEALTH NURSES (F) RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR NEWLY HIRED EMPLOYEES UNDER THE INGHAM COUNTY EMPLOYEES’ ASSOCIATION – PUBLIC HEALTH NURSES (G) RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE FRATERNAL ORDER OF POLICE, CAPITAL CITY LODGE NO. 141 - ANIMAL CONTROL OFFICERS, LICENSE ENFORCEMENT OFFICERS, ANIMAL SHELTER OPERATORS AND FIELD SUPERVISORY OFFICER UNIT (H) RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR NEWLY HIRED EMPLOYEES UNDER THE FRATERNAL ORDER OF POLICE, CAPITAL CITY LODGE NO. 141 - ANIMAL CONTROL OFFICERS, LICENSE ENFORCEMENT OFFICERS, ANIMAL SHELTER OPERATORS AND FIELD SUPERVISORY OFFICER (I) RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE INGHAM COUNTY EMPLOYEES’ ASSOCIATION – ASSISTANT PROSECUTING ATTORNEY’S DIVISION (J) RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR NEWLY HIRED EMPLOYEES UNDER THE INGHAM COUNTY EMPLOYEES’ ASSOCIATION – ASSISTANT PROSECUTING ATTORNEY’S DIVISION (K) RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE TEAMSTERS LOCAL 580 – 911 SUPERVISORS (L) RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE FRATERNAL ORDER OF POLICE, CAPITAL CITY LODGE NO. 141 - 911 NON-SUPERVISORY.
Mr. Parsons explained the reason for the “lates” is because of last minute settlements. He informed the Committee there are still units who may not settle before the Right to Work deadline. The Committee discussed which units are still negotiating, how many have been settled and if any will be settled prior to the Right to Work deadline.

Chairperson McGrain noted that Agenda Items “k” through “l” appear different, no MERS. Mr. Parsons reminded the Committee of the approval of economic conditions settled in December 2012 and this is the completed language for the contract and the Hybrid portion is part of the economic package.

The Committee discussed Right to Work, revenue sharing, consolidation and compensation, Public Act 152, along with collective bargaining and contract language.


MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. BAHAR-COOK, TO SUSPEND THE BOARD RULES TO ALLOW COMM. TENNIS TO VOTE ON THE MINUTES, CONSENT AGENDA AND ITEM #2.

Comm. Tennis voted yes to approve the minutes, the consent agenda and Item #2.

Comm. Tennis asked for an overview of the discussion from County Services regarding the Willow Health Center renovations and space utilization. Ms. Lannoye provided a summary of the discussion. The Committee briefly discussed space utilization.

Ms. Lannoye will work with Mr. Hudgins to start the process of determining the use of space throughout the County.

Announcements
None.

Public Comment
None.

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

Respectfully submitted,

Julie Buckmaster
RESOLUTION ACTION ITEMS:

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

1. **Sheriff’s Office** - Resolution Authorizing Participation with the Meridian Township Police Department Highway Safety Grant

   This resolution authorizes the Ingham County Sheriff’s Office to participate with the Meridian Township Police Department in the Traffic Enforcement grant for an amount up to $65,000 for the time period of October 1, 2012 through September 30, 2013. This is a long time grant that Ingham County has participated in whereby increased traffic enforcement patrols are conducted to decrease the number of drunk driving violations and seatbelt violations within Ingham County. Meridian Township is serving as the fiduciary again this year.

   The County will be reimbursed up to $65,000 in overtime costs through this grant and the budget will be increased accordingly. (See attached memo for details.)

2. **Health Department** - Resolution to Authorize Amendment #4 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

   This resolution authorizes amendment #4 of the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). The Comprehensive 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 $5,291,821 to $5,300,634, an increase of $8,813. The Amendment makes the following specific changes in the budget:

   1. TB Control – Directly Observed Therapy, an increase of $1,550 to $24,695.
   2. Local Health Department SNAP ED, a decrease of $2,737 to $23,739.

   Regarding Item 3, the State is providing funds to support the staff costs to participate in the State’s improvement processes related to the implementation of Michigan’s Maternal Infant Early Childhood Home Visiting program model.

3. **Fair Office** - Resolution Authorizing an Amendment to the Lease Agreement with Crest View Horse Tack Shop at the Ingham County Fairgrounds

   The current vendors, Crest View Tack Shop, entered into a lease agreement beginning on April 1, 2004 and ending on December 31, 2011, and have been leasing on a month by month basis since December 31, 2011. The Fair Manager has negotiated an amendment to the lease extending the term and setting the rent for the premises, established at $3,240 per year ($270 per month) and the Fair Board is recommending that the proposed extension and amendment of the lease agreement be approved. The lease amendment will commence on January 1, 2013 and shall continue to December 31, 2013. It is also recommended that the current vendor pay the property tax on the leased premises billed by the City of Mason.
5. **Management Information Services - Resolution to Authorize the Purchase and Installation of Cisco’s Unified Communications System by ISI**

In reviewing the County’s current phone systems, it has been determined that supporting two separate phone systems is not cost effective. The county determined back in 2008 that the county’s phone standard would be a Cisco IP phone solution. This year the MIS department did a full review of both Cisco and Avaya to verify the best solution for Ingham County. After a full review, the CIO recommends we implement the Cisco Unified Communications System, IP phone solution provided by ISI.

The solution is essentially cost neutral over the next 5 years but in years 6-10 the County will save approximately $250,000 per year.

6a. **Financial Services - Resolution Authorizing Legal Fees for Employee Benefits with Fraser Trebilock Davis and Dunlap**

The resolution authorizes up to $10,000 in services for specialized legal work related to employee benefits.

6b. **Financial Services - Resolution to Authorize Reorganization within the Financial Services Benefits Division**

The resolution downgrades a recently vacated position Benefits and Insurance Administrator (MCF 8) and replaces it with a Benefits/Leave Analyst (MCF 7). The position will be jointly shared by Financial Services and Human Resources. In addition, the reorganization upgrades the Insurance Billing Coordinator position from an MCF 3 to a MCF 5.

7. **Facilities - Resolution Authorizing Entering into a Contract with Foster Specialty Floors to Remove and Replace the Existing Flooring in the Rhino Barn at Potter Park Zoo**

The resolution authorizes entering into a proprietary flooring contract with Foster Specialty Floors to remove and replace the existing flooring in the Rhino Barn at Potter Park Zoo. The synthetic flooring product that will be used is unique to Foster Specialty Floors and has been used in several Michigan State University large animal housing facilities with great success. The Purchasing Department did not solicit bids for this project as the product is only available through this local vendor, and comes highly recommended by Michigan State University.


The resolution awards two different contracts for pavement markings based on their unit priced bids. M&M Pavement Markings was the low bidder for the pavement markings at a total cost estimated at $402,000. P.K. Contracting was the low bidder for transverse markings and lane use symbols at a total cost estimated at $47,813. Transverse markings include such items as stop lines and crosswalks. Lane use symbols include such items as arrows and left/right turn only markings.
8b. **Department of Transportation and Roads** - **Resolution Authorizing the Purchase of One Spray-Patcher Unit**

A spray patcher unit clears debris, injects coated aggregate, and transports and heats asphalt emulsion materials necessary for the injection patching of streets and highways. The resolution authorizes the purchase of a 2012 DuraCo Durapatcher model from the low bidder, Alta Equipment for $52,403.

8c. **Department of Transportation and Roads** - **Resolution Authorizing the Purchase of One Aerial Lift on Truck Chassis**

The resolution authorizes the purchase of an Aerial Lift Chassis from the low bidder Jorgensen Ford Sales, Inc. for $140,000 less the trade in of a dump truck for $3,500.

8d. **Department of Transportation and Roads** - **Resolution Authorizing the Purchase of One Compact Self-Propelled Asphalt Paver**

The resolution authorizes the purchase from Michigan Cat for $25,500. Michigan Cat was the low bidder and is a local vendor.

9a. **Controller/Administrator’s Office** – **Resolution to Authorize a Contract for the Purpose of Conducting a Public Information and Education Program for the Ingham County 911 Emergency Telephone and Dispatch System** (Full Information on the Recommendation will be Presented at the Meeting.)

This resolution authorizes the acceptance of the Ingham County 9-1-1 Advisory Committee recommendation that the Ingham County Board of Commissioners initiate a Public Information and Education Program for the Ingham County 911 Emergency Telephone And Dispatch System in order to educate the public on the importance of communicating clear and accurate information regarding the location and nature of 911 related emergencies to the Ingham County 9-1-1 Central Dispatch Center. The Resolution would authorize surplus 9-1-1 funds be utilized to contract for the costs associated with a qualified contractor to work with the County to develop this Public Information and Education Program (See attached memo for details.)

9b. **Controller/Administrator’s Office** – **Resolution Authorizing an Amendment to Resolution 12-370 to Revise the Scope of Services for the 2013 Community Agency Agreement with Habitat for Humanity of Greater Ingham County**

This resolution would authorize a revised agreement with Habitat for Humanity of Greater Ingham County to reallocate the funds ($3,750) awarded for a box truck to instead start a leveraging account to help those families in need that do not meet the credit requirements. (See attached memo for details.)
OTHER ACTION ITEMS:

The Controller does not support the following resolution:

4. *Economic Development* - Resolution Authorizing Borrowing $550,000 from the Michigan Department of Environmental Quality Brownfield Redevelopment Loan on Behalf of the Charter Township of Lansing

This resolution was tabled by the County Services Committee at their last meeting. The resolution in this packet incorporates some of the verbal promises made by Township officials at the Committee meeting. In other words, the resolution authorizes an inter-local agreement between the County and the Township that would include the following:

- Lansing Township will place in escrow an amount equal to two years of loan payments.
- The Township will agree to assume the loan as soon as the Township’s debt level allows.
- The Township agrees to not borrow funds for any other purpose until the loan has either reverted back to the Township or is paid in full.
- The Township will assume the loan payments should the Tax Increment financing capture be insufficient to cover the loan payments.

BOARD REFERRAL:

10. *Notice of Public Hearing Regarding the Application for Industrial Facilities Exemption Certificate by MPT Lansing LLC from Delhi Township Clerk*
MEMORANDUM

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: March 1, 2013

RE: Traffic Enforcement and Compliance Grant

This resolution requests permission to participate with the Meridian Township Police Department for the Traffic Enforcement and Compliance Grant, for the amount up to $65,000.00 for the time period October 1, 2012 through September 30, 2013.

Meridian Township Police Department will reimburse Ingham County Sheriff’s Deputies overtime spent working on this grant.

The financial implications for participating in this grant for the county will be to increase Ingham County Sheriff’s Office overtime budget up to $65,000.00 for reimbursement of overtime wages for participating with Meridian Township Police Department in this grant.

This is an annual grant Ingham County Sheriff’s Office participates with Meridian Township Police Department and other area police agencies in Ingham County.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING PARTICIPATION WITH THE MERIDIAN TOWNSHIP POLICE DEPARTMENT HIGHWAY SAFETY GRANT

WHEREAS, the Meridian Township Police Department entered into a Traffic Enforcement Grant Agreement with the Michigan Department of State Police’s Office of Highway Safety Planning; and

WHEREAS, the purpose is to provide enforcement action to decrease the number of drunk driving violations and seatbelt violations by conducting random patrols, specifically for enforcement against those violations within Ingham County; and

WHEREAS, the Ingham County Sheriff’s Office wishes to participate with the Meridian Township Police Department in the operation of the Traffic Enforcement Grant acquired by the Meridian Township Police Department; and

WHEREAS, Meridian Township Police Department shall reimburse Ingham County from the grant funds for the Sheriff Deputies’ overtime wages and personnel costs not to exceed $65,000.00; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff’s Office to participate with the Meridian Township Police Department in the Traffic Enforcement grant for an amount up to $65,000.00 for the time period of October 1, 2012 through September 30, 2013.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Ingham County Sheriff’s Office 2013 budget in accordance with this resolution.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioner, the County Clerk, and the Sheriff 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: March 22, 2013

RE: Resolution to Authorize Amendment #4 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

This is a recommendation to authorize Amendment #4 of the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). The Comprehensive Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2012-2013 Agreement in Resolution #12-311 and authorized amendment # 1 in Resolution #13-20, and authorized Amendment #2 in Resolution #13-52. Amendment #3 is anticipated to be approved at the March 26 Board of Commissioner meeting.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #3 will increase the budget for Comprehensive Local Health Services from $5,291,821 to $5,300,634, an increase of $8,813. The Amendment makes the following specific changes in the budget:

1. TB Control – Directly Observed Therapy, an increase of $1,550 to $24,695.
2. Local Health Department SNAP ED, a decrease of $2,737 to $23,739.

Regarding Item 3, the State is providing funds to support the staff costs to participate in the State’s improvement processes related to the implementation of Michigan’s Maternal Infant Early Childhood Home Visiting program model.

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

cc: John Jacobs w/attachment
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 2012-2013 Agreement for the delivery of public health services under the Comprehensive Agreement process as authorized by Resolution #12-311 and amended in subsequent resolutions; 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 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH).

Be it further resolved, that the total amount of CPBC funding shall increase from $5,291,821 to $5,300,634, an increase of $8,813.

Be it further resolved, that the increase consists of the following specific changes to program budgets:

1. TB Control – Directly Observed Therapy, an increase of $1,550 to $24,695.
2. Local Health Department SNAP ED, a decrease of $2,737 to $23,739.

Be it further resolved, that the Health Officer, Renee Branch Canady, PhD, MPA, and John Jacobs, Chief Financial Officer of the Health Department, are authorized to submit Amendment #4 of the 2012-2013 CPBC grant documents electronically through the Mi-E Grants system after approval as to form by the County Attorney.

Be it further resolved, that the Controller/Administrator is authorized to amend the Health Department’s 2013 Budget in order to implement this resolution.
Agenda Item 3

TO: County Services and Finance Committee
FROM: Sandy Dargatz, Fair Manager
RE: Crest View Tack Shop Lease
DATE: March 25, 2013

Crest View Tack Shop Lease Agreement Amendment: This resolution authorizes the amendment to the lease agreement with Crest View Tack Shop located on the Ingham County Fairgrounds.

The current vendors, Edward and Marilyn Taylor, doing business as Crest View Tack Shop, entered into a lease agreement beginning on April 1, 2004 and ending on December 31, 2011, and have been leasing on a month by month basis since December 31, 2011.

The Fair Manager has negotiated an amendment to the lease extending the term and setting the rent for the premises, established at $3,240 per year ($270 per month) and the Fair Board is recommending that the proposed extension and amendment of the lease agreement be approved. The lease amendment will commence on January 1, 2013 and shall continue to December 31, 2013.

It is also recommended that the current vendor pay the property tax on the leased premises billed by the City of Mason, on Parcel No. 33-19-10-09-400-800. The property taxes to be paid by the current vendor shall include the Summer and Winter taxes. It is also recommended that the current vendor obtain and pay for at its own expense trash removal service for the leased premises. All other terms and conditions in the lease will remain unchanged.

Sandra Dargatz
Manager, Ingham County Fair
(517) 676-2857
WHEREAS, pursuant to a lease agreement dated August 13, 1982, the Ingham County Board of Commissioners, upon the recommendation of the Fair Board, authorized the construction of a pole barn structure to be used by a private vendor for the purpose of selling various horse supplies; and

WHEREAS, the current vendor is Edward and Marilyn Taylor, with a lease beginning April 1, 2004 and ending December 31, 2011; and

WHEREAS, the current vendor has leased the premises on a month to month basis since December 31, 2011; and

WHEREAS, the Fair Manager has negotiated an amendment to the lease extending the term and setting the rent for the premises, established at $3,240 per year ($270 per month); and

WHEREAS, the Fair Board is recommending that the proposed extension and amendment of the lease agreement be approved.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an amendment to the lease with Edward and Marilyn Taylor, doing business as Crest View Tack Shop, to extend the term of the lease through December 31, 2013.

BE IT FURTHER RESOLVED, that rent for the premises is established at $3,240 per year ($270 per month) effective January 1, 2013.

BE IT FURTHER RESOLVED, that the current vendor will pay the property tax on the leased premises billed by the City of Mason, on Parcel No. 33-19-10-09-400-800. The property taxes to be paid by the current vendor shall include the Summer and Winter taxes.

BE IT FURTHER RESOLVED, that the current vendor will obtain and pay for at its own expense trash removal service for the leased premises.

BE IT FURTHER RESOLVED, that all other terms and conditions of the lease agreement shall remain unchanged.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the County Clerk to sign the amendment to the lease as prepared by the County Attorney.
This item was tabled at the March 19, 2013 County Services Committee meeting. Per the discussion at the meeting a revised resolution is attached. The following provisions were added to the resolution:

- Lansing Township will place in escrow an amount equal to two years of loan payments.
- The Township will agree to assume the loan as soon as the Township’s debt level allows
- The Township agrees to not borrow funds for any other purpose until the loan has either reverted back to the Township or is paid in full
- The Township will assume the loan payments should the Tax Increment financing capture be insufficient to cover the loan payments.

If approved the County and the Township would enter into an inter-local agreement specifying the above conditions.

Also attached is a copy of the supplemental information supplied by the Township at the March 19th meeting.
Memorandum

March 6, 2013

Re: MDEQ revolving loan for brownfield redevelopment

Background
The Charter Township of Lansing is the current owner of tax-reverted property located at 2400 and 2907 West St. Joseph Street (see property description below). The properties had previously been used as a shipping terminal for automobiles produced by General Motors at several plants in the greater Lansing region. In 2007, the operator of the facility declared bankruptcy and the properties were abandoned. The bankruptcy court unsuccessfully attempted to market the properties. Real estate taxes were not paid for several years and the Township acquired the properties in 2012 through the property tax foreclosure process. Proposals for redevelopment were solicited in March of that year. A developer was selected, and the Township and developer have been working collaboratively to remove the primary obstacle to redevelopment of the properties.

Unlike other brownfield projects, the primary obstacle to redevelopment in this case is environmental contamination by hazardous materials and the estimated cost of abatement and remediation. During the period when the buildings were vacant they suffered significant theft and vandalism. The careless removal of asbestos wrapped piping by thieves caused the release of friable asbestos throughout the large building located at 2400 W. St. Joseph. Preliminary environmental studies have been conducted including Phase 1 ESA and ACM inspection.

Despite these and other significant challenges, the Township and the private sector redeveloper firmly believe that redevelopment is economically viable and would be beneficial for the neighborhood and community at large. With 30 acres of developable land served by existing urban infrastructure and transportation networks, the properties represent a unique redevelopment opportunity in the greater Lansing region. Local and national businesses have consistently expressed interest in locating there, even with minimal marketing. Based on the strength of this opportunity, the developer is committed to making substantial investments in the existing building as well as site improvements in anticipation
of future development. It is anticipated that these investments will result in a true cash value of $2,000,000 by 2014 and $5,000,000 by 2017. (The estimates only assume renovation of the existing building and development of 3 outlots—it does not assume any development of 2907 W. St. Joseph and the vacant 3 acre parcel between Hungerford and Clare Streets.) Under these assumptions the development would create at least 50 jobs within a neighborhood that has been severely impacted by the loss of 3 General Motors plants.

**Statement of need**

The expense of assessment, remediation, demolition, and due care activities is the primary obstacle to redevelopment of these properties. The Lansing Township Brownfield Redevelopment Authority (LTBRA) has approved a brownfield plan for 2400 and 2907 W. St. Joseph that will provide tax increment financing for these costs. Eligible expenses identified in the brownfield plan would be reimbursed to the developer or LTBRA, because the LTBRA does not possess the resources to pay for expenses as they are incurred—that burden would fall upon the developer in almost all cases. This would limit the ability of the developer to remediate, renovate, and return the property to beneficial income-generating use in one, seamless process; instead the developer would be forced to conduct remediation and renovation in a less efficient, incremental manner.

The Michigan Department of Environmental Quality administers a loan program that addresses the problem faced by brownfield redevelopment authorities or other public entities that lack capital resources needed to support private sector redevelopment projects. It enables local units of government and other public entities to obtain funds that can be used to capitalize local brownfield initiatives. The process is simple: the MDEQ loans a public entity the necessary funds on terms that are extremely attractive: low interest (currently 1.5%), a 15 year maximum payback period, and no-interest and no-payments for the first 5 years of the loan term. The public entity can then repay the loan using brownfield TIF revenues. The 5 year grace period affords both the public entity and private developer the time needed to complete redevelopment and begin generating income for the developer and tax revenues for the brownfield TIF district.

In order to apply for the loan, the applicant may not have exceeded its maximum statutory net indebtedness. For charter townships, the limit is 10% of total taxable value. Lansing Township’s total taxable value for 2013 is approximately $282,000,000 (down from $329,000,000 in 2010). With the 2010 issuance of revenue bonds for the construction of a parking garage, associated infrastructure and other site improvements within its Downtown Development Authority, and three successive years of reductions in taxable value, Lansing Township’s maximum allowable net indebtedness is $28,200,000 (10% of $282,000,000) while its current debt load is $32,000,000. The LTBRA would not, therefore qualify for the loan program.
Lansing Township therefore requests that Ingham County act as the applicant for the loan for the following reasons:

1. **Regional significance.** Although the property is located within Lansing Township, it is visible from I-496 and abuts a limited highway interchange. It is unlikely that anyone passing the property would be aware of the unit of government in which it is situated—only that it is obviously vacant and in deteriorating condition. In addition, the demise of the property was closely connected with the collapse of the domestic automotive industry, a collapse from which this region is just beginning to recover. New users have been identified by the developer that have a strong potential to diversify the regional economy and draw attention to an exciting story of revitalization and success rather than distress and failure.

2. **Benefit to surrounding neighborhood and community.** The property, particularly the large building, have suffered substantial theft and vandalism and are attractive nuisances that pose a threat to public health, safety, and welfare. Lansing Township provides public safety services for these properties and continued disuse and vacancy impose real and potential liabilities for Township public safety personnel. Numerous studies have found that the blighting effect of vacant properties suppresses the value of surrounding properties. Instead of a detriment to the community the expeditious redevelopment of these properties would provide significant benefits including job opportunities and an improved built environment.

3. **Fiscal benefit to taxing jurisdictions.**
   The current taxable value of these properties is $0. As such, no taxing jurisdiction will collect any revenues until the properties are returned to beneficial, taxable use. The faster that redevelopment occurs, the sooner these properties will begin generating taxes upon which local units of government, schools, and other civic institutions depend.

4. **Minimization of risk.** The loan will be paid through a brownfield TIF that has already been approved by the Lansing Township Brownfield Redevelopment Authority. That TIF is projected to generate $383,553 (only local tax capture) to $550,000 (local and school tax capture) over a 6 year period. Even assuming that the taxable value only returns to its pre-forfeiture level of $988,000, the TIF will generate $310,000 (only local tax capture) to $532,000 (local and school tax capture) over a 10 year period. The TIF could be escrowed during the first 5 years of the loan period (during which no payments are due), and then released to repay the loan.

In addition to the TIF, the Township is willing to contribute 2 years of loan payments (approximately $118,000) to an escrow account in order to ensure that County would be shielded from any liability for 7 years. Within that time, in fact within the next 3 years, it is anticipated that the Township’s taxable value will have increased enough for the Township to assume all legal liability for repayment of the loan.
These and other terms and conditions would be codified through an interlocal agreement between Lansing Township and Ingham County.

CMI Brownfield Loan Application Activities

Ingham County applies to MDEQ for CMI Brownfield loan on the behalf of Lansing Township

Ingham County and Lansing Township create and ratify an interlocal agreement defining contractual responsibilities of each party

MDEQ transfers funds to County; property is transferred to private ownership; remediation and redevelopment activities; LIBRA begins collecting TIF (2014)

CMI Brownfield Loan Repayment Activities

LTBRA escrows TIF AND proceeds from sale of property for 1st 4 years

LTBRA continues to collect TIF and repays loan
Property Description

Property Address(es):
1. 2400 W. St. Joseph Street
2. 2400 W. St. Joseph Street (vacant)
3. 2907 W. St. Joseph Street

Parcel #:
1. 33-21-01-18-479-003
2. 33-21-01-18-479-004
3. 33-21-01-19-201-006

Zoning:
The property is zoned "G" General Business. Please see Appendix A, for more detailed description of permitted and special uses, dimensional, and bulk regulations.

Future Land Use Map designations: WP2 (medium intensity, workplace oriented heavy commercial and light industrial land uses)

Land area (gross): +/- 33.32 acres

Building (gross area): +/- 50,424 square feet total; 13,698 gsf office, 36,726 gsf light industrial/commercial

Construction type: block and steel frame, brick cladding, steel and built-up roof

Utilities: All 3 parcels are served by municipal sanitary sewer, water, natural gas, electric and a variety of telecommunications.

Current use: vacant

Past uses: The property has been used as a truck maintenance facility and shipping yard for several decades.

Taxable Value: $987,700 (all from 2010-prior to tax foreclosure)
1. 2400 W. St. Joseph Street, $625,300
2. 2400 W. St. Joseph Street (vacant), $155,500
3. 2907 W. St. Joseph Street, $207,200
### Table 2: Summary of TIF and Reimbursement of Eligible Activities

**Former Leaseway Motor Transport**

Lansing Township, MI

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Total Captured TIF</strong></td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td><strong>Total Reimbursement</strong></td>
<td>6,000</td>
<td>6,000</td>
<td>6,000</td>
<td>6,000</td>
<td>6,000</td>
<td>6,000</td>
<td>6,000</td>
</tr>
</tbody>
</table>

**Table Notes:**
- **Table 2** shows the summary of TIF and reimbursement of eligible activities for Former Leaseway Motor Transport in Lansing Township, MI.
- The table includes data from 2017 to 2023.
- Total captured TIF and total reimbursement are consistent across the years.

**Footnotes:**
- Total captured TIF and total reimbursement are equal, indicating no significant change over the years.
- The data suggests a steady trend in TIF capture and reimbursement during the period under review.

---

**Table 3: Yearly Captured TIF**

<table>
<thead>
<tr>
<th><strong>Annual Total Captured TIF</strong></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Tax Increment</strong></td>
<td>$250,000</td>
<td>$250,000</td>
<td>$250,000</td>
<td>$250,000</td>
<td>$250,000</td>
<td>$250,000</td>
<td>$250,000</td>
</tr>
<tr>
<td><strong>State/local School Tax Increment</strong></td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
<td>$50,000</td>
</tr>
<tr>
<td><strong>Cumulative Captured TIF</strong></td>
<td>$300,000</td>
<td>$300,000</td>
<td>$300,000</td>
<td>$300,000</td>
<td>$300,000</td>
<td>$300,000</td>
<td>$300,000</td>
</tr>
</tbody>
</table>

**Table Notes:**
- The table provides a breakdown of annual total captured TIF across different categories.
- Local tax increment remains constant at $250,000 annually.
- State/local school tax increment also remains constant at $50,000 annually.
- Cumulative captured TIF shows a steady increase from $300,000 in 2017 to $300,000 in 2023.

**Footnotes:**
- The consistent figures indicate stable contributions from local and state/local tax increments.
- The cumulative captured TIF reflects the cumulative impact of these contributions over the years.

---

**Table 4: Cumulative Reimbursement**

<table>
<thead>
<tr>
<th><strong>Cumulative Reimbursement</strong></th>
<th>2017</th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
<th>2023</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Local Tax Increment Reimbursement</strong></td>
<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
<td>$100,000</td>
</tr>
<tr>
<td><strong>State/local School Tax Increment Reimbursement</strong></td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$20,000</td>
</tr>
<tr>
<td><strong>Cumulative Reimbursement</strong></td>
<td>$120,000</td>
<td>$120,000</td>
<td>$120,000</td>
<td>$120,000</td>
<td>$120,000</td>
<td>$120,000</td>
<td>$120,000</td>
</tr>
</tbody>
</table>

**Table Notes:**
- The table details cumulative reimbursement for local and state/local school tax increments.
- Reimbursement for both categories remains constant at $100,000 and $20,000 respectively.
- The cumulative reimbursement totals $120,000 annually.

**Footnotes:**
- Consistent reimbursement figures indicate stable rates of reimbursement.
- The cumulative reimbursement reflects the total reimbursement cumulatively over the years.
## Annual Total Captured Taxes-Local Only

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Captured by Loan Year 5-Local Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>$109,156</td>
</tr>
<tr>
<td>2014</td>
<td>$187,156</td>
</tr>
</tbody>
</table>

## Annual Total Captured Taxes-All

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Captured by Loan Year 5-All</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>$109,156</td>
</tr>
<tr>
<td>2014</td>
<td>$187,156</td>
</tr>
</tbody>
</table>

## Cumulative Captured Taxes-Local Only

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Captured by Loan Year 5-Local Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>$109,156</td>
</tr>
<tr>
<td>2014</td>
<td>$187,156</td>
</tr>
</tbody>
</table>

## Cumulative Captured Taxes-State

<table>
<thead>
<tr>
<th>Year</th>
<th>Total Captured by Loan Year 5-State</th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>$109,156</td>
</tr>
<tr>
<td>2014</td>
<td>$187,156</td>
</tr>
</tbody>
</table>

## Base TV

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TV After Improvement</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Captured Taxable Value</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

## Village Captures

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TOWNSHIP TAX</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>COUNTY TAX</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SCHL/GS/SUPPLEMENT-LOCAL Only</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SCHL/GS/SUPPLEMENT-ALL</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Village</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

## Total Village

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>TOWNSHIP TAX</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>COUNTY TAX</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SCHL/GS/SUPPLEMENT-LOCAL Only</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>SCHL/GS/SUPPLEMENT-ALL</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>Total Village</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
Parcel: 33-21-01-18-479-003

Unit Information

Lansing Township

Property Address

2400 W ST JOSEPH ST
LANSING, MI 48917

Owner Information

LANSGING CHARTER TOWNSHIP
3209 W MICHIGAN
LANSING, MI 48917

Taxpayer Information

LANSGING CHARTER TOWNSHIP
3209 W MICHIGAN
LANSING, MI 48917

Legal Information for 33-21-01-18-479-003

THAT PT OF E 1/2 OF SE 1/4 LYING S OF HILLSDALE ST-EXC E 45 FT- SEC 18, T4NR2W.

General Information for 2010 Winter

<table>
<thead>
<tr>
<th>School District:</th>
<th>3215</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taxable Value:</td>
<td>$625,300</td>
</tr>
<tr>
<td>Property Class:</td>
<td>201</td>
</tr>
<tr>
<td>Tax Bill Number</td>
<td>03056</td>
</tr>
<tr>
<td>Last Payment Date:</td>
<td>03/05/2010</td>
</tr>
<tr>
<td>Base Tax:</td>
<td>$18,660.23</td>
</tr>
<tr>
<td>Admin Fees:</td>
<td>$176.83</td>
</tr>
<tr>
<td>Interest Fees:</td>
<td>$746.41</td>
</tr>
<tr>
<td>Total Tax &amp; Fees:</td>
<td>$19,583.47</td>
</tr>
<tr>
<td>PRE/MBT %:</td>
<td>0.0000</td>
</tr>
<tr>
<td>Assessed Value:</td>
<td>$625,300</td>
</tr>
</tbody>
</table>

Tax Bill Breakdown for 2010 Winter

<table>
<thead>
<tr>
<th>Taxing Authority</th>
<th>Millage Rate</th>
<th>Amount</th>
<th>Amount Paid</th>
</tr>
</thead>
<tbody>
<tr>
<td>STATE ED TAX</td>
<td>0.000000</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>TOWNSHIP TAX</td>
<td>9.059600</td>
<td>$5,664.96</td>
<td>$0.00</td>
</tr>
<tr>
<td>COUNTY TAX</td>
<td>3.168900</td>
<td>$1,981.51</td>
<td>$0.00</td>
</tr>
<tr>
<td>OP/ NON-HOMES</td>
<td>6.876900</td>
<td>$4,300.12</td>
<td>$0.00</td>
</tr>
<tr>
<td>SCHL_OP</td>
<td>2.123100</td>
<td>$1,322.57</td>
<td>$0.00</td>
</tr>
<tr>
<td>SCHOOL DEBT</td>
<td>2.520000</td>
<td>$1,575.75</td>
<td>$0.00</td>
</tr>
<tr>
<td>CAP DIST LIBRARY</td>
<td>1.560000</td>
<td>$975.46</td>
<td>$0.00</td>
</tr>
<tr>
<td>CATA</td>
<td>2.970800</td>
<td>$1,857.64</td>
<td>$0.00</td>
</tr>
<tr>
<td>STREET LIGHTS</td>
<td>0.295000</td>
<td>$184.46</td>
<td>$0.00</td>
</tr>
<tr>
<td>LANSING TWP #1</td>
<td>0.000000</td>
<td>$792.76</td>
<td>$0.00</td>
</tr>
<tr>
<td>Admin Fees:</td>
<td>$176.83</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Interest Fees:</td>
<td>$746.41</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td>28.574300</td>
<td>$19,583.47</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

3/19/2013 10:20 AM
Parcel: 33-21-01-18-479-003

**Disclaimer:** BS&A Software provides this Web Site as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

Privacy Policy
Parcel: 33-21-01-18-479-003

Property Address
2400 W ST JOSEPH ST
LANSING, MI 48917

Owner Information
LANSING CHARTER TOWNSHIP
3209 W MICHIGAN
LANSING, MI 48917

Taxpayer Information
LANSING CHARTER TOWNSHIP
3209 W MICHIGAN
LANSING, MI 48917

Legal Information for 33-21-01-18-479-003
THAT PT OF E 1/2 OF SE 1/4 LYING S OF HILLSDALE ST-EXCE E 45 FT- SEC 18, T4NR2W.

General Information for 2010 Summer
School District: 33215
Taxable Value: $625,300
Property Class: 201
Tax Bill Number: 03023
Last Payment Date: 
Base Tax: $21,066.01
Admin Fees: $210.66
Interest Fees: $1,895.94
Total Tax & Fees: $23,172.61

Taxing Authority | Millage Rate | Amount | Amount Paid
--- | --- | --- | ---
STATE ED TAX | 6.000000 | $3,751.80 | $0.00
INGHAM ISD | 5.988100 | $3,744.35 | $0.00
SCHL OP/NON-HOME | 6.866400 | $4,293.55 | $0.00
SCHL OP/SUPLMENT | 2.133600 | $1,334.14 | $0.00
DEBT | 2.520000 | $1,575.75 | $0.00
CCC | 3.807200 | $2,380.64 | $0.00
INGHAM COUNTY | 6.374300 | $3,065.76 | $0.00

Admin Fees: $210.66
Interest Fees: $1,895.94
Totals: 33.689500 $23,172.61 $0.00
Parcel: 33-21-01-18-479-003

**Disclaimer:** BS&A Software provides this Web Site as a way for municipalities to display information online and is not responsible for the content or accuracy of the data herein. This data is provided for reference only and WITHOUT WARRANTY of any kind, expressed or inferred. Please contact your local municipality if you believe there are errors in the data.

Privacy Policy
RESOLUTION AUTHORIZING BORROWING $550,000 FROM THE MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY BROWNFIELD REDEVELOPMENT LOAN ON BEHALF OF THE CHARTER TOWNSHIP OF LANSING

WHEREAS, the Charter Township of Lansing is the current owner of tax-reverted property at 2400 and 2907 West St. Joseph Street; and

WHEREAS, the Charter Township of Lansing Brownfield Redevelopment Authority has approved a Brownfield Redevelopment Plan for this property pursuant to PA 381 of 1996; and

WHEREAS, the Charter Township of Lansing would like to assist in the redevelopment of this property by providing funding to the developer for the eligible brownfield expenses identified in the Plan; and

WHEREAS, The Charter Township of Lansing has adopted a Tax Increment Financing Plan to recover the costs of eligible brownfield expenses identified in the plan; and

WHEREAS, the Michigan Department of Environmental Quality Brownfield Redevelopment Loan program allows a governmental entity to borrow funds for eligible Brownfield Redevelopment expenses; and

WHEREAS, the Charter Township of Lansing is already at its maximum statutory indebtedness level and is unable to borrow additional funds; and

WHEREAS, the Charter Township of Lansing has agreed to place in an escrow account an amount of money equal to two years of payments of the loan, assume the loan as soon as the Township’s debt level allows, agree to not borrow funds for any other purpose until this loan has reverted back to the township or is paid in full, and will assume the loan payments should the Tax Increment Financing capture be insufficient to cover the costs of the loan payments.

THEREFORE BE IT RESOLVED, that Ingham County will on behalf of the Charter Township of Lansing borrow $550,000 from the Michigan Department of Environmental Quality Brownfield Redevelopment Loan program for the property at 2400 and 2907 West St. Joseph Street upon executing an intergovernmental agreement.

BE IT FURTHER RESOLVED, that the intergovernmental agreement will provide that the Charter Township of Lansing will place in an escrow account an amount of money equal to two years of payments of the loan, assume the loan as soon as the Township’s debt level allows, agree to not borrow funds for any other purpose until this loan has reverted back to the township or is paid in full, and will assume the loan payments should the Tax Increment Financing capture be insufficient to cover the costs of the loan payments.

BE IT FURTHER RESOLVED, that the Board of Commissioners is willing to enter into the inter-local agreement because of the unique circumstances associated with this brownfield project, especially its ties related to the economic downturn in the auto industry.

BE IT FURTHER RESOLVED, that because of these unique circumstances the Board of Commissioners is asserting that it is not establishing a precedent in terms of other local units.
To: Board of Commissioners  
From: Michael E. Ashton, CIO  
Date: March 21st, 2013  
Re: Completion of Cisco IP phone solution for Ingham County  

Dear Commissioners,

In reviewing the County’s current phone systems, it has been determined that supporting two separate phone systems is not cost effective. The county determined back in 2008 that the county’s phone standard would be a Cisco IP phone solution. This year the MIS department did a full review of both Cisco and Avaya to verify the best solution for Ingham County. After a full review, the CIO recommends we implement the Cisco Unified Communications System, IP phone solution provided by ISI.

ISI would do a full stack assessment to ensure the county sees at least the savings indicated below. ISI will do the installation and configuration of the entire phone system and will work hand in hand with MIS staff throughout the project. ISI projects the project to take approximately 4-5 months to complete.

Currently the County is paying $254,957 per year for phone service and maintenance for the existing solution. Long distance charges are about $67,000+ per year. The total yearly operating cost of the Ingham County phone system is $321,957. The five (5) year operating cost is $1,609,785. The county is currently spending approximately $120,000 – $175,000 per year on upgrading/replacing Avaya phones to Cisco IP phones as well. Factoring in replacement costs, the 5 year cost raises to $2,209,785. Years 6-10 would continue at approximately $322,000 per year.

The SPSS Avaya solution was a less expensive capital cost, but total operating cost was much higher. Avaya would cost the county $559,864.41 up front plus $88,365.40 for yearly maintenance, plus the current operating cost of $321,957. The first five (5) year cost to the county is $2,611,476.41. Years 6-10 would cost approximately $322,000 per year.

The ISI Cisco solution offers many new features and moves the county phone system to current standards and offers many more options than currently available on the existing phone systems. The Cisco solution moves the county to a true IP based phone system resulting in a lower yearly operating cost. The 5 year cost of Service would be $30,000. The full phone system implementation as recommended would cost $1,607,900.80. Cisco has also offered this at a 5 year same as cash 0% interest. The yearly cost of implementing the system would be $351,580.16. The five (5) year cost is $1,757,900.80. Years 6-10 would cost approximately $70,000 per year.

By moving forward with implementing the Cisco Unified Communications Systems solution now, Ingham County can actually start seeing some savings from the current upgrade plans and a total Return on Investment within 5 years, and net a savings of at least $250,000 per year in years 6-10.

Thank you in advanced for your consideration. If you have any questions please feel free to contact me at 517-676-7371.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE AND INSTALLATION OF CISCO’S UNIFIED COMMUNICATIONS SYSTEM BY ISI

WHEREAS, the Department of Management Information Systems recommends moving off of the 20+ year old Avaya phone system and fully implement a Cisco IP Unified Communications System; and

WHEREAS, after reviewing both Cisco and Avaya phone solutions MIS determined ISI’s Cisco Solution along with recommendations from other counties that have implemented the Cisco Unified Communications System is the best choice for Ingham County; and

WHEREAS, ISI is a registered vendor with Ingham County and currently provides Cisco products and support and is a part of the WSCA III agreement for competitive government pricing; and

WHEREAS, the cost to maintain the current dual phone systems cost the county annually $321,957; and

WHEREAS, Cisco’s Unified Communications System would cost $351,580.16 for the first 5 years and $70,000 in operating and Maintenance cost each year after year 5; and

WHEREAS, Cisco is offering the county a 0% 5 year financing offering on their system; and

WHEREAS, the cost for hardware, Maintenance, and support for 5 years is $1,607,900.80; and

WHEREAS, the Chief Information Officer recommends the purchase and implementation of the Cisco Unified Communications System by ISI under the WSCA III Contract for the purchase of $1,607,900.80 paid over 5 years at 0% financing with CISCO.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchase of Cisco’s Unified Communications System IP phones solution from ISI for a total cost of $1,607,900.80 paid from the Revolving Telephone Account 636-26600-921050.

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.
Employee benefits are a specialized area of legal work. When I have needed assistance in the past, Peter Cohl has recommended that I contact Fraser, Trebilcock, Davis & Dunlap. We have been very happy with the service we have received to date.

There are many legal issues and resulting documentation which will need to be completed in 2013 for many reasons but practically related to Federal Health Care Reform. We will need assistance throughout the year along with year-end open enrollment including guidance with the required notices which will need to be distributed to employees.

I am requesting that we be authorized to spend up to $10,000 to Fraser, Trebilcock, Davis & Dunlap to provide legal service for employee benefits during 2013. The funding for this will be provided by the Employee Benefit Fund.

If you have any 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 TO AUTHORIZE LEGAL FEES FOR EMPLOYEE BENEFITS WITH
FRASER, TREBILCOCK, DAVIS & DUNLAP

WHEREAS, Ingham County Financial Services Department is in need of specialized legal services for employee benefits

WHEREAS, Fraser Trebilcock Davis & Dunlap is familiar with the County’s benefit plans

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes $10,000 in legal services with Fraser Trebilcock Davis & Dunlap for 2013 to be paid from the Employee Benefit Fund.

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.
TO:   Board of Commissioners
FROM:  Jill E. Rhode, Financial Services Director
RE:   Financial Service Benefit Division Reorganization
DATE:   March 21, 2013

In November, 2012, the County’s Benefits and Insurance Administrator left the County to take a position with the State of Michigan. At the time of her departure, it was concluded that we did not need to fill this position as currently described.

It was determined that much of the day to day duties could be absorbed by the Insurance Billing Coordinator. Since November, she has been doing an excellent job with these duties.

After detailed discussions with Human Resources, we agreed that we need additional resources to coordinate all leave related activities including Family Medical Leave and Worker’s Compensation along with ADA related questions. Currently, much of this work is being tracked and coordinated on the Department level. We feel very strongly that it is in the County’s and our employee’s best interest for this to be centralized within the Benefit’s office.

In addition, I have been coordinating the worker’s compensation medical treatment since November and these duties will be included in this new position.

We are recommending that the following changes be made to the staffing in the Financial Services Department.

1. That the Insurance Billing Coordinator position be increased from a MCF 3 to a MCF 5 due to the added responsibilities transferred to this position.

2. That the Benefits and Insurance Administrator (MCF 8) position be eliminated

3. That a new position, Benefits/Leave Analyst (MCF 7) be added

Both of these positions are paid for from the Employee Benefit Fund and the Worker’s Compensation Fund so the cost can be spread to all Funds and Departments. Attached is a cost calculation for the change. Since the position has been vacant for part of the year, the first year savings is $39,650 and the 2014 savings is $12,492. The long term cost for making the change is only $1,124.

Attached is a resolution authorizing this change. If you have any questions or wish to discuss, please let me know.
Regarding your upcoming reorganization, HR can confirm the following information:

1. A Benefits and Insurance Administrator position number 201003 is compensated at a MCF 8 salary grade ($49,404-$59,301.)
2. Recently the Benefits and Insurance Administrator position number 201003 became vacant.
3. Since becoming vacant part of the work started to be absorbed by the Insurance Billing Coordinator.
4. As a result of the work being absorbed the Insurance Billing Coordinator has been reclassified.
5. An Insurance Billing Coordinator position number 201008 has been newly classified to be compensated at a MCF 5 salary grade (38,710-$46,467).
6. The Benefits and Insurance Administrator position number 201003 is being converted to a newly created position titled Benefits / Leave Analyst.
7. A Benefits / Leave Analyst shall be compensated at a MCF 7 salary grade ($45,144-$54,190)

Please use this memo as acknowledgement of Human Resources’ participation and analysis of your reorganization proposal. You are now ready to complete the final step in the reorganization process: contact Budgeting, write a memo of explanation and prepare a resolution.

If I can be of further assistance, please email or call me (887-4375).
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>87,397</td>
<td>81,346</td>
<td>(6,051)</td>
<td>88,896</td>
<td>45,671</td>
<td>(43,225)</td>
<td>89,374</td>
<td>70,172</td>
<td>(19,202)</td>
<td></td>
</tr>
<tr>
<td>Confidential TOPS 3 to 5</td>
<td>58,950</td>
<td>66,126</td>
<td>7,175</td>
<td>57,447</td>
<td>61,022</td>
<td>3,576</td>
<td>57,447</td>
<td>64,156</td>
<td>6,709</td>
</tr>
<tr>
<td>Total</td>
<td>146,347</td>
<td>147,472</td>
<td>1,124</td>
<td>146,343</td>
<td>106,693</td>
<td>(39,650)</td>
<td>146,821</td>
<td>134,328</td>
<td>(12,492)</td>
</tr>
</tbody>
</table>
INGHAM COUNTY
JOB DESCRIPTION

INSURANCE BILLING COORDINATOR

General Summary:
Under the supervision of the Financial Services Director, maintains employee’s health insurance benefits records with the health care provider and within the County’s payroll system monitors and tracks claims and follows-up on insurance claims that are questioned. With access to confidential Human Resources and Labor Relations material; conducts new employee orientations and the open enrollment process and explains insurance plans and benefits to employees. Responds to inquiries related to insurance coverage of employees and retirees and assists them in the processing of claims.

Essential Functions:

1. Processes additions and deletions to employee insurance programs and ensures that accurate records are kept on the County’s payroll system and with insurance provider.

2. Responds to questions of employees and retirees regarding insurance coverage. Interprets the billing of health care providers and explains coverage issues, reimbursement procedures and related insurance issues. When requested by the employee or retiree, contacts health care providers to obtain service and billing information and resolves related questions.

3. Researches unpaid claims that are questioned. Reviews provisions of the insurance plan and follow-ups with the plan administrator or carrier.

4. Processes Personnel Action Requests on employee status changes and enters the information into the payroll system and notifies the insurance provider. Maintains the payroll data base for health waivers and maintains all corrections to the employee’s fringe benefit deductions.

5. Conducts orientation session with all new employees to explain and enroll them in the County benefit programs.

6. Processes retirement or termination letters to those employees severing employment with the County and maintains such records. Explains health insurance continuation under COBRA to County employees and maintains the COBRA data base.

7. Coordinates the annual employee and retiree open enrollment process. With the assistance of the Director of Financial Service, designs the enrollment packets, conducts enrollment meetings, collects and processes enrollment forms and makes all needed adjustments to the County’s payroll system.

8. Takes, transcribes and distributes the joint/labor management Health Coalition Committee’s meeting minutes.

9. Forwards all medical bills and reports to the County’s worker’s compensation third party administrator. Maintains the injury data base in the County’s payroll system.

10. Processes liability claims with the County property and liability insurance provider.
11. Maintains the voluntary life insurance data base and process all life insurance claims.

12. Explains and assist all employees with disability issues including filing claims with the County’s disability insurance carrier.

**Other Functions:**
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

*(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)*

**Employment Qualifications:**

**Education:** This position requires a minimum of a high school graduation or equivalent and 1 year specialized college training. A preference is given for training in insurance or related area.

**Experience:** Two years of experience in a medical or insurance setting providing familiarity with medical terminology and claims processing with some data processing experience.

**Other Requirements:**
*(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)*

**Physical Requirements:**
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

*(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)*

**Working Conditions:**
- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Occasionally, travel to other sites is required and exposure to unusual elements such as inclement weather, smoke, unpleasant odors, loud noises and extreme temperatures rises.
INGHAM COUNTY
JOB DESCRIPTION

BENEFITS / LEAVE ANALYST

General Summary:
Under the supervision of the Finance Services Director in conjunction with the Human Resources Director, serves as the Worker’s Compensation and FMLA Coordinator and assists the ADA Coordinator. Responsible for all claims related to Worker’s Compensation and the Family Medical Leave Act (FMLA) policy. Will assist the ADA Coordinator to ensure compliance with the American with Disabilities Act (ADA). Work will often involve handling private/confidential information. Provides information and general guidance regarding local, state and federal laws and County policy.

Essential Functions:


14. Receives reports and maintains files for work related injuries.

15. Serves as the FMLA coordinator. Will administer FMLA paperwork, review the documentation, determines employee eligibility, make recommendations to approve or deny request, compliance with Federal Regulations.

16. Responsible for keeping all confidential FMLA records. Works with the Supervisor or Department Head tracking employees FMLA time used.

17. Assists the ADA Coordinator to ensure appropriate processes are in place to provide prompt resolutions of complaints and inquiries from County employees, as well as the public regarding compliance with the American with Disabilities Act (ADA). Investigates, gathers information, conducts interviews, coordinates ergonomic assessments and prepares an analysis for the ADA Coordinator.

18. Fields employee ergonomic concerns, evaluates solutions makes recommendation, possible with the consultation from third party ergonomic specialist.

19. Maintains data on all worker’s compensation, FMLA, disability and accommodations and the resolutions of each, evaluates data and may generate compiled reports from data collected.

20. Develops and facilitates training sessions as requested by Department Managers in regards to FMLA and ADA.

21. Explains and assist all employees with leave procedures in accordance with County policies and collective bargaining agreements.

22. Acts as the HIPAA Privacy Official. Establishes privacy policies in compliance with HIPAA and trains staff. Implements complaint process and establishes systems to monitor regulatory compliance.
23. Assists the Human Resources Specialist with arranging safety training activities, facilitating inspections and ensuring MIOSHA compliance. Helps assist with monitoring and maintaining required records, postings and other OSHA/MIOSHA requirements.

24. Provides information and general guidance regarding local, state and federal laws. Examples include FMLA, ADA, FLSA, EEO, HIPAA, Worker’s Compensation, OSHA and MIOSHA.

Other Functions:
- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to but not limited to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education: A Bachelor’s Degree in Business Administration, Human Resources, Risk Management, Public Administration or a related field is required.

Experience: A minimum of 2 years experience in FMLA, Worker’s Compensation/Safety and handling ADA requests is required.

Other Requirements:
Demonstrate proficiency in Microsoft Word and Excel.

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Physical Requirements:
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- Ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

Working Conditions:
- The work environment is a typical office setting where sensory experience includes uniform temperatures, conversational noise and everyday office activities.
- Occasionally, travel to other sites is required and exposure to unusual elements such as inclement weather, smoke, unpleasant odors, loud noises and extreme temperatures rises.

MCF 7
March 18, 2013
Introduces by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE REORGANIZATION WITHIN THE
FINANCIAL SERVICES BENEFITS DIVISION

WHEREAS, the Financial Services Department would like to reorganize its Benefit’s Division to provide more resources to Worker’s Compensation and other leave related activities

WHEREAS, the Financial Services Department has had a vacancy in a position within the benefit division since November 2012; and

WHEREAS, the Human Resources Department has drafted new job descriptions to more accurately reflect the duties and responsibilities of the new Benefits/Leave Analyst and the existing Insurance Billing Coordinator; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners grants authorization to implement the Financial Service’s departmental reorganization as follows:

- Position 201003 Benefits and Insurance Administrator (MCF 8) be eliminated
- Position 201008 Insurance Billing Coordination (MCF 3) be changed to (MCF 5)
- A new position titled Benefits/Leave Analyst (MCF 7) be established

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

TO: County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: March 21, 2013
SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH FOSTER SPECIALTY FLOORS TO REMOVE AND REPLACE THE EXISTING FLOORING IN THE RHINO BARN AT POTTER PARK ZOO

The resolution before you authorizes entering into a proprietary flooring contract with Foster Specialty Floors to remove and replace the existing flooring in the Rhino Barn at Potter Park Zoo.

The synthetic flooring product that will be used is unique to Foster Specialty Floors and has been used in several Michigan State University large animal housing facilities with great success.

The Purchasing Department did not solicit bids for this project as the product is only available through this local vendor, and comes highly recommended by Michigan State University.

The funds for this project are available in the Potter Park Zoo Millage # 258-69900-977000-12107.

I recommend approval of this resolution.
Agenda Item 7

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH FOSTER SPECIALTY FLOORS TO REMOVE AND REPLACE THE EXISTING FLOORING IN THE RHINO BARN AT POTTER PARK ZOO

WHEREAS, the flooring is failing and in need of replacement; and

WHEREAS, the synthetic flooring product that will be used is unique to Foster Specialty Floors and has been used in several Michigan State University large animal housing facilities with great success; and

WHEREAS, the Purchasing Department did not solicit bids for this project as the product is only available through this local vendor, and comes highly recommended by Michigan State University; and

WHEREAS, both the Purchasing and Facilities Departments recommend awarding a proprietary flooring contract to Foster Specialty Floors; and

WHEREAS, funds for this project are available in the Potter Park Zoo Millage # 258-69900-977000-12107.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorize entering into a proprietary flooring contract with Foster Specialty Floors 30681 Wixom Road PO Box 930382 Wixom, Michigan 48393 for the removal and replacement of the flooring in the Rhino Barn for a not to exceed cost of $24,000.00.

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 Committee  
Finance Committee

From: Robert Peterson, Director of Engineering  
Department of Transportation & Roads

Date: March 19, 2013

Subject: 2013 Pavement Marking Contracts

This memo contains a recommendation for the Board of Commissioners to accept the unit price bid results for the Road Department’s annual Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program.

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

The Purchasing Department advertised and received three bids for each of the pavement marking items – Waterborne Pavement Markings and Cold Plastic Common Text & Symbols. This year’s recommended bidder for Waterborne Pavement Markings is **M&M Pavement Markings, Inc., Grand Blanc, Michigan**. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled $402,000.00. Their unit prices and total costs are in-line with those received last year and fit within the 2013 Road Department budget.

This year’s recommended bidder for Cold Plastic Common Text & Symbols is **P.K Contracting, Inc., Troy, Michigan**. They were the low bidder and submitted unit prices that, when applied to the estimated quantities, totaled $47,812.60. Their unit prices and total costs are in-line with those received last year and fit within the 2013 Road Department budget.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the unit price bid results for Waterborne Pavement Markings from M&M Pavement Markings, Inc., Grand Blanc, Michigan and Cold Plastic Common Text & Symbols from P.K Contracting, Inc., Troy, Michigan.
MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: March 21, 2013

SUBJECT: Proposal Summary for the 2013 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program for the Ingham County Department of Transportation & Roads

Project Description:
Proposals were sought from experienced contractors for the purpose of entering into a contract to provide pavement markings for the 2013 Countywide Waterborne Pavement Marking & Cold Plastic Common Text & Symbol Pavement Marking Program. The contractor will be responsible for providing all necessary machinery, tools, labor, apparatus and other means of construction, do all work and furnish all the materials.

Proposal Summary:
Vendors contacted: 4  Local: 0
Vendors responding: 3  Local: 0

<table>
<thead>
<tr>
<th>Company</th>
<th>Waterborn Pavement Marking - Longitudinal Lines</th>
<th>Cold Plastic Pavement Marking - Common Text &amp; Symbols</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>M&amp;M Pavement Markings Inc</td>
<td>$402,000.00</td>
<td>$63,438.00</td>
<td>No, Grand Blanc</td>
</tr>
<tr>
<td>P.K. Contracting</td>
<td>$437,731.25</td>
<td>$47,812.60</td>
<td>No, Troy</td>
</tr>
<tr>
<td>R.S. Contracting Inc</td>
<td>$503,750.00</td>
<td>$49,113.00</td>
<td>No, Casco Township</td>
</tr>
</tbody>
</table>

Recommendation:
It is the recommendation of the Evaluation Committee to award one contract to M&M Pavement Marking, Inc. at unit prices quoted in its March 8, 2013 response to RFP #35-13 – Waterborne Pavement Markings; and one contract to P.K Contracting, Inc. at unit prices quoted in its March 18, 2013 response to RFP #35-13 – Cold Plastic Common Text & Symbols.

Advertisement:
The RFP was advertised in the City Pulse, El Central and posted on the Purchasing Department Web Page.
WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for a vast array of contractor applied pavement markings, on behalf of the Road Department; and

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

WHEREAS, the bid unit prices and total estimated cost are accounted for in the Road Department’s 2013 road maintenance budget; and

WHEREAS, the Director of Purchasing and the Road Department, Director of Engineering recommend that the Board of Commissioners accept the unit price bid results for Waterborne Pavement Markings and Cold Plastic Common Text & Symbols and authorize contracts with the responsive low bidders.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with M&M Pavement Marking, Inc., Grand Blanc, Michigan, at unit prices quoted in its March 18, 2013 response to Ingham County’s Request for Proposals #35-13 – Waterborne Pavement Markings.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with P.K Contracting, Inc., Troy, Michigan, at unit prices quoted in its March 18, 2013 response to Ingham County’s Request for Proposals #35-13 – Cold Plastic Common Text & Symbols.

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: Jim Hudgins, Director of Purchasing

DATE: March 21, 2013

SUBJECT: Proposal Summary for one Spray Injection Patch Unit for the Department of Transportation and Roads

Project Description:
Proposals were sought for one Spray Injection Patch Unit to clear debris, inject coated aggregate, and transport and heat asphalt emulsion materials necessary for the injection patching of streets and highway.

Proposal Summary:
Vendors contacted: 5 Local: 2
Vendors responding: 5 Local: 2

<table>
<thead>
<tr>
<th>Company _</th>
<th>New Model _</th>
<th>New Model Cost _</th>
<th>Demo Model _</th>
<th>Demo Model Cost _</th>
<th>Demo Model Hours _</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Cat</td>
<td>Rosco RA2000</td>
<td>$65,000.00</td>
<td>Rosco RA2000</td>
<td>$50,275.00</td>
<td>597</td>
<td>Y - Mason</td>
</tr>
<tr>
<td>Alta Equipment</td>
<td>DuraCo Durapatcher 125DJT</td>
<td>$57,673.00</td>
<td>2012 DuraCo Durapatcher 125DJT</td>
<td>$52,403.00</td>
<td>89</td>
<td>N - Wixom</td>
</tr>
<tr>
<td>Equipment Marketing</td>
<td>Total Patcher Vortex</td>
<td>$68,200.00</td>
<td>Total Patcher Vortex</td>
<td>$67,200.00</td>
<td>100</td>
<td>N - Cloverdale</td>
</tr>
<tr>
<td>National Highway Maintenance System</td>
<td>Craftco Magnum</td>
<td>$52,999.50</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N - Akron</td>
</tr>
<tr>
<td>Southeastern Equipment</td>
<td>Schwarze SP550</td>
<td>$54,314.50</td>
<td>Schwarze Road Patcher Truck Unit</td>
<td>$95,000.00</td>
<td>615</td>
<td>Y - Holt</td>
</tr>
</tbody>
</table>

Recommendation:
It is the recommendation of the Evaluation Committee to issue a purchase order to Alta Equipment in the amount of $52,403.00 for the (Demo Model) 2012 DuraCo Durapatcher 125DJT.

Advertisement:
The RFP was posted on the Department of Transportation and Roads Web Page.
WHEREAS, the Department of Transportation and Roads needs to purchase one additional spray-patch unit for additional road maintenance capacity; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in capital road equipment expenditures funds for this purchase as it is also included in the 2012 road equipment plan; and

WHEREAS, bids for spray patch units were solicited per Bid Packet 42-13 and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase a 2012 DuraCo Durapatcher model 125DJT demonstrator spray patching unit having 89 hours of demonstration use from Alta Equipment of Wixom, Michigan at a cost of $52,403.00.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of a 2012 DuraCo Durapatcher model 125DJT demonstrator spray patching unit having 89 hours of demonstration use from Alta Equipment of Wixom, Michigan at a cost of $52,403.00.

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.
MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 21, 2013
SUBJECT: Proposal Summary for an Aerial Lift on Truck Chassis for the Ingham County Department of Transportation and Roads

Project Description:
Proposals were sought for one new Aerial Lift on Truck Chassis for the Department of Transportation and Roads. This will be a one-time order with delivery (F.O.B. destination) required to the Department of Transportation and Roads.

Proposal Summary:
Vendors contacted: 14 Local: 3
Vendors responding: 5 Local: 2

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Truck Model</th>
<th>Aerial Lift Model</th>
<th>Trade-In Option</th>
<th>Total Cost for one New Unit Delivered</th>
<th>Total Cost for one New Unit Delivered Less Trade-In</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jorgensen Ford Sales Inc.</td>
<td>2013 Ford F-750: Cummins 6.7 ISB 200 horsepower</td>
<td>Versalift Model VST-6000I</td>
<td>$3,500</td>
<td>$140,000</td>
<td>$136,500</td>
<td>No – Detroit</td>
</tr>
<tr>
<td>D&amp;K Truck Company</td>
<td>2014 Freightliner M2 106: Cummins 6.7 ISB 200 horsepower</td>
<td>Versalift Model VST-6000I</td>
<td>$3,500</td>
<td>$146,727</td>
<td>$143,227</td>
<td>Yes – Lansing</td>
</tr>
<tr>
<td>LaFontaine Ford of Lansing</td>
<td>2013 Ford F-750: Cummins 6.7 ISB 200 horsepower</td>
<td>Versalift Model VST-6000I</td>
<td>$1,000</td>
<td>$146,584.20</td>
<td>$145,584.20</td>
<td>Yes – Lansing</td>
</tr>
<tr>
<td>Dueco Inc.</td>
<td>2013 Ford F-750: Cummins 6.7 ISB 200 horsepower</td>
<td>Terex TL-Series</td>
<td>$0</td>
<td>$149,885</td>
<td>$149,885</td>
<td>No – Waukesha, WI</td>
</tr>
<tr>
<td>Altec Industries Inc.</td>
<td>2014 Freightliner M2 106: Cummins 6.7 ISB 200 horsepower</td>
<td>Altec</td>
<td>$1,000</td>
<td>$154,945 (For Freightliner Chassis deduct $6294.00)</td>
<td>$153,945</td>
<td>No – Indianapolis, IN</td>
</tr>
<tr>
<td>Altec Industries Inc.</td>
<td>2014: Maxxforce DT 215 horsepower</td>
<td>Altec</td>
<td>$1,000</td>
<td>$161,269</td>
<td>$160,269</td>
<td>No – Indianapolis, IN</td>
</tr>
</tbody>
</table>
**Recommendation:**
It is the recommendation of the Evaluation Committee to issue a purchase order to Jorgensen Ford Sales Inc. in amount of $136,500.00 (total new unit cost $140,000.00 minus our trade – in $3,500.00, a 1991 Ford 700 5 CYD self-loading dump-truck having 110,500 miles and no longer used by the Road Department) for the 2013 Ford F-750 Truck with the Versalift VST-6000I.

**Advertisement:**
The RFP was advertised in the City Pulse and posted on the Purchasing Department Web Page.
Intended by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF
ONE AERIAL LIFT ON TRUCK CHASIS
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS

WHEREAS, the Department of Transportation and Roads needs to purchase one additional aerial personnel lift truck for additional tree maintenance capacity; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in capital road equipment expenditures funds for this purchase as it is also included in the 2013 road equipment plan; and

WHEREAS, bids for aerial personnel lift trucks were solicited per Bid Packet 29-13 and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase a new 2013 Ford F-750 truck chassis with Cummins 6.7 ISB 200 horsepower engine and an attached Versalift Model VST-6000i personnel lift from Jorgensen Ford Sales Inc. of Detroit, Michigan at a cost of $136,500, net of $3,500 trade in value offered by Jorgenson Ford for a 1991 Ford F-700 5 CYD self-loading dump-truck having 110,500 miles and no longer used by the Road Department.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of a new 2013 Ford F-750 truck chassis with Cummins 6.7 ISB 200 horsepower engine and an attached Versalift Model VST-6000i personnel lift from Jorgensen Ford Sales Inc. of Detroit, Michigan at a cost of $136,500, net of $3,500 trade in value offered by Jorgenson Ford for a 1991 Ford F-700 5 CYD self-loading dump-truck having 110,500 miles and no longer used by the Road Department.

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.
MEMORANDUM

TO:       County Services and Finance Committees
FROM:    Jim Hudgins, Director of Purchasing
DATE: March 21, 2013
SUBJECT: Proposal Summary for One Used Self-Propelled Asphalt Paver

Project Description:
Proposals were sought for one used Self-Propelled Asphalt Paver for the Department of Transportation and Roads.

Proposal Summary:
Vendors contacted: 8       Local: 3
Vendors responding: 2       Local: 1

<table>
<thead>
<tr>
<th>Company</th>
<th>Yr./Make/Model</th>
<th>Hours on Unit</th>
<th>Total Cost</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan Cat</td>
<td>2007 Bomag, #815</td>
<td>1,673</td>
<td>$25,500</td>
<td>Y – Mason</td>
</tr>
<tr>
<td>Alta Equipment</td>
<td>2008 John Deere, #4239</td>
<td>827</td>
<td>$66,500</td>
<td>N – Byron Center</td>
</tr>
</tbody>
</table>

Recommendation:
It is the recommendation of the Evaluation Committee to issue a purchase order to Michigan Tractor & Machinery Co. DBA: Michigan Cat in the amount of $25,500 for the 2007 Bomag #815 used asphalt paver.

Advertisement:
The RFP was advertised in the City Pulse, The New Citizens Press and posted on the Purchasing Department Web Page.
RESOLUTION AUTHORIZING THE PURCHASE OF
ONE COMPACT SELF-PROPELLED ASPHALT PAVER
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS

WHEREAS, the Department of Transportation and Roads needs to replace its existing compact asphalt paver used for small area road maintenance paving, which has aged and obsolesced past the point of efficient productivity, but which will be kept as a back-up unit; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in capital road equipment expenditures funds for this purchase as it is also included in the 2013 road equipment replacement plan; and

WHEREAS, bids for replacement, compact, self-propelled asphalt pavers were solicited per Bid Packet 25-13 and evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase a used model year 2007 Bomag model 815 self-propelled compact asphalt paver having 1673 hours of usage from Michigan Cat, Mason, Michigan at a cost of $25,500.00; and

WHEREAS, Road Department staff has inspected the recommended unit, and finds that it will provide most if not all of the service life and functionality of new unit, which would cost approximately 8 times as much as the recommended unit.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid, and authorizes the purchase of one used model year 2007 Bomag model 815 self-propelled compact asphalt paver having 1673 hours of usage from Michigan Cat, Mason, Michigan at a cost of $25,500.00.

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.
Agenda Item 9a

TO: Ingham County Law & Courts and Finance Committees
FROM: John L. Neilsen, Deputy Controller
DATE: March 22, 2013
RE: Resolution To Authorize A Contract For The Purpose Of Conducting A Public Information And Education Campaign For The Ingham County 911 Emergency Telephone And Dispatch System

Commissioners:

At the Law & Courts Meeting on February 28, 2013, the Ingham County 9-1-1 Advisory Committee presented the “Advisory Report to the Ingham County 9-1-1 Advisory Committee Regarding Findings and Recommendations of the Advisory Operations Committee”.

The Report was the culmination of the review of three 9-1-1 incidents previously reported by the media. As you will recall the County assigned the task to the Ingham County 9-1-1 Advisory Committee to review the three reported incidents and to report back to the County after their review and deliberations with any recommendations they may have.

One of the key recommendations to the Ingham County Board of Commissioners was to initiate a Public Information and Education Program for the Ingham County 911 Emergency Telephone and Dispatch System in order to educate the public on the importance of communicating clear and accurate information regarding the location and nature of 911 related emergencies to the Ingham County 9-1-1 Central Dispatch Center.

The report was adopted as presented and copies were e-mailed to all Commissioners.

The Law & Courts Committee further directed the Controller/Administrator to conduct a Professional Services selection process to identify a qualified contractor for this program.

Professional proposals have been received.

Our intent is to have a recommendation at the Law & Courts Meeting on March 28, 2013.

If you should have any questions, please feel free to contact me.
Agenda Item 9a

Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR THE PURPOSE OF CONDUCTING A PUBLIC INFORMATION AND EDUCATION CAMPAIGN FOR THE INGHAM COUNTY 911 EMERGENCY TELEPHONE AND DISPATCH SYSTEM

WHEREAS, Ingham County operates a 911 Emergency Telephone Dispatch Center; and

WHEREAS, the Ingham County 9-1-1 Advisory Committee recently recommended that the Ingham County Board of Commissioners initiate a Public Information and Education Campaign for the Ingham County 911 Emergency Telephone and Dispatch System; and

WHEREAS, the purpose of the campaign is to educate the public on the importance of communicating clear and accurate information regarding the location and nature of 911 related emergencies to the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners Law & Courts Committee accepted and approved the recommendations from the Ingham County 9-1-1 Advisory Committee, and directed the Controller/Administrator to conduct a Professional Services selection process to identify a qualified contractor for this program; and

WHEREAS, the Ingham County Controller/Administrator has obtained quotes from reputable media vendors to perform a Public Information and Education Program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves up to $ ----------- ------ to contract with ------------------------ to conduct a Public Information and Education Program for the Ingham County 911 Emergency Telephone And Dispatch System to be completed during the time period of ---- ---------------- .

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and County Clerk are authorized to sign any contract documents consistent with this resolution subject to the approval as to form by the County Attorney.
This resolution would authorize a revised 2013 Community Agency agreement with Habitat for Humanity of Greater Ingham County (HFHGI) to reallocate the funds previously awarded for a box truck in the amount of $3,750. Instead, HFHGI would like to start a leveraging account to help those families in need that do not meet the credit requirements, requiring HFHGI to pay for the materials up front. Currently, HFHGI has had to turn away 1 family in the past year that was in need of a wheelchair ramp because their debt to income was too high and the HFHGI board of directors felt that the family would not be able to make monthly payments to reimburse the affiliate for the cost. These reallocated funds could go towards paying for those materials up front for this family, while the family would reimburse HFHGI on a monthly basis, this reimbursed money would go back into the account to help another family in need in the future.

HFHGI is also in the process of applying for an additional grant from the Granger Foundation that would increase the balance of this leveraging account to $10,000…which includes the $3,750 from the ICCA Grant. This money will only be used to help those families in need of a major home repair, such as wheelchair ramps, roof replacement or repair, etc.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION 12-370 TO REVISE THE SCOPE OF SERVICES FOR THE 2013 COMMUNITY AGENCY AGREEMENT WITH HABITAT FOR HUMANITY OF GREATER INGHAM COUNTY

WHEREAS, Resolution 12-370 authorized Community Agency Agreements for 2013; and

WHEREAS, $3,750 was allocated to Habitat for Humanity of Greater Ingham County for the purchase of a truck; and

WHEREAS, Habitat for Humanity of Greater Ingham County has proposed to utilize the funds for a different purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners amends resolution 12-370 to authorize a revised agreement with Habitat for Humanity of Greater Ingham County to allow the utilization of the $3,750 previously authorized for a truck, to instead start a leveraging account to help those families in need that do not meet the credit requirements.

BE IT FURTHER RESOLVED, that all other terms and conditions set forth in Resolution 12-370 are unchanged.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign any necessary contract documents after review and approval as to form by the County Attorney.
DELHI CHARTER TOWNSHIP

NOTICE OF HEARING

APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE
BY MPT LANSING LLC
TO THE DELHI TOWNSHIP ASSESSOR AND THE LEGISLATIVE BODY OF EACH TAXING UNIT THAT
LEVIES AD VALOREM PROPERTY TAXES WITHIN THE TOWNSHIP:

MPT LANSING LLC
DELHI TOWNSHIP ASSESSOR
CATA
CAPITAL AREA DISTRICT LIBRARY
CAPITAL CITY AIRPORT AUTHORITY
HOLT BOARD OF EDUCATION
INGHAM COUNTY BOARD OF COMMISSIONERS
INGHAM INTERMEDIATE SCHOOL BOARD
LANSING COMMUNITY COLLEGE BOARD OF TRUSTEES
STATE TAX COMMISSION

PLEASE TAKE NOTICE, that on March 8, 2013, Delhi Charter Township received an
Application for Industrial Facilities Exemption Certificate from MPT Lansing LLC. A complete
copy of the Application and attachments may be obtained upon request from the Delhi
Township Community Development Department by calling 517-694-8281 or by e-mail at:
tracy.miller@delhitownship.com.

PLEASE TAKE FURTHER NOTICE, that the Township Board of Delhi Charter Township
shall afford an opportunity for hearing on the referenced Application on the 2nd day of April,
2013, at 8:00 p.m., held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan,
in the Charter Township of Delhi, Ingham County.

Evan Hope, Township Clerk