

CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON
REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
BRIAN McGRAIN, CHAIR
SARAH ANTHONY
REBECCA BAHAR-COOK
TODD TENNIS
CAROL KOENIG
DON VICKERS
RANDY SCHAFFER

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MARCH 6, 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 [February 20, 2013 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. [55th District Court](#) - Resolution Authorizing the Ingham County 55th District Court Sobriety Court and/or 30th Circuit Court Family Dependency Court to Accept [Donations](#) from the Ingham County Sobriety Court Foundation
2. [Community Mental Health](#) - Resolution Authorizing the Transfer of Funds to the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) and a 2013 Contract for Accounting with [Respect Thereto](#)
3. [Health Department](#) - Resolution to Amend Administrative Support Services Agreements with County [Health Plans](#)
4. [Financial Services](#) - Resolution to Increase the Cost of the Agreement with Rehmann Robson to Conduct an [Audit](#) of Ingham County for 2012
5. [Human Resources](#)
 - a. Resolution Approving a Collective [Bargaining Agreement](#) with the Fraternal Order of Police Capitol City Lodge No. 141 - Corrections Unit
 - b. Resolution Authorizing the Establishment of a MERS [Hybrid Plan](#) for Newly Hired Employees Under the Fraternal Order of Police Capitol City Lodge No. 141 - Corrections Unit
6. [Potter Park Zoo](#) - Resolution Authorizing a Transfer of Funds and Authorization for the Potter Park Zoological Society to Provide the Management of [Seasonal Workers](#)

7. Facilities - Resolution Awarding a Contract to [Pavement Consultants, Inc.](#) to Provide Professional Asphalt Consulting and Project Management Services for the Parking Lot Replacement at the Human Services Building
8. Department of Transportation & Roads
 - a. Resolution to Authorize a Professional Services Contract with [Rowe Professional Services Company](#)
 - b. Resolution Authorizing a Contract for Supplying and Servicing [Mechanics'](#) Uniforms, Shop Towels, Floor Mats, Mops & Related Services for the Department of Transportation & Roads
 - c. Resolution Authorizing a [Waiver](#) of Ingham County's Local Purchasing Preference Policy for the Department of Transportation & Roads Maintenance Asphalt and Local Road Program Bid Lettings & Related Purchases and/or Contracts
9. Community Development Block Grant - Resolution Authorizing an Extension to a 2009 Community Development [Block Grant](#) from the Michigan State Housing Development Authority Through June 30, 2013
10. Controller/Administrator's Office - Resolution Establishing the [Budget Calendar](#) for 2014
11. Board Referrals
 - a. Letter from the Department of Health and Human Services Office of Federal Assistance Management Division of Financial Integrity Regarding their Completed [Audit](#) for January through December of 2011
 - b. Notice of Hearing from Delhi Township in Regards to an Application for Industrial Facilities Exemption Certificate by [XG Sciences, Inc.](#)

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
February 20, 2013
Minutes

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

Members Absent: None

Others Present: Teri Morton, Mike Hughes, Doug Stover, Travis Parsons, Randy Marwede, Willis Bennett, Jim Hudgins, Tom Boyd, Dan Neville, Lori Baird, Deb Brinson, Renée Branch Canady, Chuck Gray and others

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

Approval of the February 6, 2013 Minutes

The February 6, 2013 Minutes were approved as submitted.

Additions to the Agenda

11. Late – Discussion Finance Committee Schedule

Limited Public Comment

Deb Brinson introduced two new staff members: Dan Neville, Health Information System Coordinator and Lori Baird, Business Analysis. Chairperson McGrain stated that if anyone had questions on Agenda Item 5b Mr. Neville would be pleased to provide answers.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. VICKERS, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ITEMS:

5. Health Department

- a. Resolution to Accept a Grant from the Tri-County Office on Aging to Provide Personal Action Towards Health Classes
- b. Resolution to Authorize an Agreement with the Michigan Primary Care Association for BridgeIT
- c. Resolution to Authorize Agreements with Midland County Educational Services Agency for Services Associated with the Great Start to Quality Resource Center

6. Equalization

- a. Resolution Approving Entering into a Grant with the Michigan Department of Licensing and Regulatory Affairs and Appoint Douglas A. Stover as County Grant Administrator for the 2013 Remonumentation Project
- b. Resolution to Contract with Ronnie M. Lester as County Representative and Enger Surveying and Engineering for Services as Monumentation Surveyor for the Ingham County Monumentation and Remonumentation Project in 2013

7. Department of Transportation & Roads
 - a. Resolution to Authorize Approval of the Preliminary Plat of Georgetown
 - b. Resolution to Authorize the Purchase of Reflective Sign Faces and Complete Signs from Rathco Safety Supply, Inc.

8. Fair Board
 - a. Resolution Authorizing Entering into a Contract with Jordan Roofing to Replace the Roof on the Community Hall and Office at the Ingham County Fairgrounds
 - b. Resolution Authorizing Entering into a Contract with DLZ Michigan, Inc. to Provide Architectural & Engineering Services for the Main Arena Heating Project at the Ingham County Fairgrounds
 - c. Resolution to Accept \$9,000 in Matching Capital Improvement Funds from the Michigan Department of Agriculture and Rural Development

9. Parks Department - Resolution Authorizing the Transfer of 2012 Burchfield Restroom Recreation Passport Grant Matching Funds to a 2013 Lake Lansing Park-South Recreation Passport Grant Application

10. Human Resources
 - a. Resolution Approving a Collective Bargaining Agreement with the UAW Local 2256 - Technical, Office, Para-Professional and Service Employees
 - b. Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the UAW Local 2256 – Technical, Office, Para-Professional and Service Employees

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY. Absent: Comm. Koenig

1. Sheriff's Office - Resolution Authorizing Ingham County Deputies to Enter into a Rifle Purchase Program with the Ingham County Sheriff's Office

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING INGHAM COUNTY DEPUTIES TO ENTER INTO A RIFLE PURCHASE PROGRAM WITH THE INGHAM COUNTY SHERIFF'S OFFICE.

Comm. McGrain asked if employees buy their own guns. Undersheriff Spyke explained the number of rifles the County owns is limited. He then provided reasons an employee would want to own their rifle. Comm. Anthony asked for the cost of a rifle. Undersheriff Spyke stated the average is \$2,000.

(Comm. Koenig arrived at 6:05 p.m.)

MOTION CARRIED UNANIMOUSLY.

3. Facilities - Resolution Authorizing Entering into a Contract with Wide Open West (WOW) Mid-Michigan Cable to Install New Cables and Amplifiers throughout the Sheriff's Office and Jail

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH WIDE OPEN WEST (WOW) MID-MICHIGAN CABLE TO INSTALL NEW CABLES AND AMPLIFIERS THROUGHOUT THE SHERIFF'S OFFICE AND JAIL.

Comm. Schaffer suggested inmate billing should be discussed because inmates should pay for some of their care noting he will speak to the Law and Courts Chairperson. Comm. Koenig explained the State of Michigan uses a standard amount owing when they are look for reimbursement. She suggested looking into the accounts and considering a standard for the County.

Chairperson McGrain asked if cable television is a necessary upgrade. Mr. Hughes stated the cable company informed him in January that conversions will begin in February and need to be completed by April 23rd to continue service. He stated he was not pleased with the amount of notice given; however, the cable provider stated by law they only need to give 30 days' notice. He informed the Committee this does not just affect the inmates it also affects the Sheriff's Office, EOC, training center and throughout the facility. Comm. McGrain asked if there are other vendors. Mr. Hughes explained they are the sole source cable provider within the city limits of Mason who can provide the cables and amplifiers for this transition.

Comm. Tennis asked how the commissary account works. Undersheriff Spyke overviewed the account agreement with the food and commissary services vendor then described how the County generates revenue through the vendor. He explained that this revenue can only be used for certain inmate programs and security in the jail and this is within the parameters of what the Commissary account allows. Ms. Morton shared the balance of the account. Undersheriff Spyke stated that phone card sales also generate revenue and soon video visitation and email will generate revenue as well.

MOTION CARRIED UNANIMOUSLY.

2. 55th District Court - Resolution to Approve a Re-Organization within the 55th District Court

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO APPROVE A RE-ORGANIZATION WITHIN THE 55TH DISTRICT COURT.

Comm. Schaffer and Comm. Bahar-Cook briefed the Committee on the discussion that took place at the Law and Courts Committee meeting.

Judge Boyd thanked Ms. Lannoye, Mr. Neilsen, Mr. Parsons, Ms. Rutkowski, and Ms. Morton for helping move the reorganization forward. He apologized the reorganization was not completed sooner and explained the circumstances.

Judge Boyd explained that the Court Staff has been reduced from six to four over the past years and the remaining positions acquired additional duties. Furthermore, because of the elimination of its Financial Services Coordinator position duties again are being disbursed and it is necessary for the Court to reorganize. Judge Boyd informed the Committee that the two positions being changed from UAW to MCF are typically not union positions.

Comm. Tennis questioned the scoring differences between the UAW and MCF. Mr. Parsons explained decisions were based on more than the scoring differential the process also includes the scope of work. Mr. Parsons described the process Human Resources used to evaluate these positions. He then explained it would be necessary to create a new UAW classification which did not seem prudent when there is a MCF classification for the two positions. Judge Boyd and Mr. Parsons clarified there was no intent to eliminate the UAW positions. Additionally, Mr. Gray, the UAW Chairperson was engaged throughout the process.

Comm. Tennis asked if these positions are managers who can hire and fire because that is what separates the bargaining units. He questioned why these positions should be non-union. Judge Boyd stated that these employees will not sign timecards, hire, and fire or have authority to discipline but are responsible for the work and calendars. Mr. Parsons clarified that these positions fall under the confidentiality of the MCF. He explained the positions serve a judge including handling their calendar along with daily operations, case management of dockets, and composition of legal documents. Judge Boyd agreed the duties are confidential in nature and court rules must be followed. Comm. Tennis expressed his concern of eliminating people from the union.

Chairperson McGrain expressed his concern that this did not take place during the budget hearings. Judge Boyd reminded the Committee during the Budget Hearings it was mentioned that changes would need to be made to account for the elimination of the Financial Services Coordinator; however, it was not anticipated the full effect of the changes. Judge Boyd stated this was not intentional. He noted there are still savings just less. Ms. Morton also stated that during the Budget Hearings it was discussed that the elimination of the position would require changes in the department. Chairperson McGrain asked if the change will be included in the 2014 Court Budget. Judge Boyd answered yes.

MOTION CARRIED UNANIMOUSLY.

4. Veterans Affairs - Resolution to Authorize the Second Amendment to the 2013 Appropriations Resolution and the Establishment of a Veterans Clerk/Trust Fund Agent Position

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. KOENIG, TO APPROVE THE RESOLUTION TO AUTHORIZE THE SECOND AMENDMENT TO THE 2013 APPROPRIATIONS RESOLUTION AND THE ESTABLISHMENT OF A VETERANS CLERK/TRUST FUND AGENT POSITION.

Comm. Vickers asked if anything is done with Clinton and Eaton Counties. Mr. Marwede stated only Clinton County because Eaton County opened an office about three years ago. Comm. Vickers asked what percent of increased need has come from Clinton County. Mr. Marwede estimated 17% of the total services performed by this office. Chairperson McGrain asked if Clinton County pays for their portion. Mr. Marwede answered yes proportionally to the services per active case.

Comm. Schafer extended his appreciation to Mr. Marwede for helping an individual from the Williamston area stating this person is doing well and Veterans' Affairs changed his life.

Chairperson McGrain again expressed his concern that this falls outside of the budget process.

MOTION CARRIED UNANIMOUSLY.

5. Health Department

- d. Resolution to Amend the Agreements with the Lansing Area Aids Network and Community Aids Network Services as Originally Authorized in Resolution #12-347

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO AMEND THE AGREEMENTS WITH THE LANSING AREA AIDS NETWORK AND COMMUNITY AIDS NETWORK SERVICES AS ORIGINALLY AUTHORIZED IN RESOLUTION #12-347.

Comm. Bahar-Cook questioned if this is the result of dates or reduction of services. Comm. McGrain also questioned if this is a reduction of services. Ms. Brinson explained this is aligning the agreements and activities with the grants. She clarified that services are increasing. Comm. Anthony asked for more information about the enhancements. Ms. Brinson explained there are more systems of care, care management, outreach, prevention and treatment for women and children. She provided examples of treatment.

Chairperson McGrain questioned if the 4th Whereas is necessary because it could be confusing.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHAFER, TO AMEND THE RESOLUTION BY STRIKING THE 4TH WHEREAS, AS FOLLOWS:

~~WHEREAS, this amendment will result in reduced costs to the Health Department for the current year; and~~

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT.

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. VICKERS, TO SUSPEND THE BOARD RULES TO ALLOW COMM. KOENIG TO VOTE ON THE MINUTES AND CONSENT AGENDA.

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

11. Discussion - Finance Committee Schedule

Chairperson McGrain asked to make the following changes to the Finance Committee Schedule and the Committee agreed. Change the August 21, 2013 meeting date to August 22, 2013 at 6:00 pm. and change the meeting time on September 25, 2013 (Budget Hearing) from 6:00 p.m. to 5:30 p.m.

Ms. Morton stated that Ms. Bennett will remind the Committee of the changes closer to those dates.

Announcements

Comm. Bahar-Cook referenced Agenda Item 5a, stating that she is the Chairperson of the Tri-County Office on Aging then pointed out this is an exciting opportunity outside of their typical scope of work.

Public Comment

Chuck Gray, UAW, apologized for arriving late and asked if the Commissioners had any questions. He thanked the Commissioners' for their comments and concerns during the meeting. Chairperson McGrain thanked Mr. Gray for working on the reorganization within the 55th District Court. Comm. Vickers asked if the two, 55th District Court employees will be "at will" employees. Mr. Gray answered yes then explained what changes will occur and what will remain the same.

The meeting adjourned at approximately 6:49 p.m.

Respectfully submitted,

Julie Buckmaster

MARCH 6, 2013 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. 55th District Court - Resolution Authorizing the Ingham County 55th District Court Sobriety Court and/or 30th Circuit Court Family Dependency Treatment Court to Accept Donations from the Ingham County Sobriety Court Foundation

This resolution authorizes both the 55th District Court Sobriety Court and the 30th Circuit Court Family Dependency Treatment Court to accept donations from organizations, groups and individuals, including but not limited to, the Ingham County Sobriety Court Foundation in an effort to enhance both programs' operations and reduce reliance on grant and/or in-kind funding. Specifically, the Ingham County Sobriety Court Foundation is now making a \$350 donation for the 55th District Court Sobriety Court and this resolution will allow for that donation and future donations. (See attached memo for details.)

2. Community Mental Health - Resolution Authorizing the Transfer of Funds to the Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH) and a 2013 Contract for Accounting with Respect Thereto

This resolution will authorize the transfer of State Liquor tax funds to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH), to use the funds for substance abuse prevention and treatment programs. Please see the memorandum included in the agenda packet for more details.

3. Health Department - Resolution to Amend Administrative Support Services Agreements with County Health Plans

This resolution authorizes amendments to the administrative services agreements with several County Health Plans. County Health Plans have experienced reduced enrollment. As a result, several Plans have chosen to reduce services, while others have decided to bring certain functions in house to reduce costs. For this reason, several County Health Plans have proposed changes to their existing Administrative Services agreements. The end result of these amendments will be a reduction in revenue to the Health Plan Management unit of the Health Department.

4. Financial Services - Resolution to Increase the Cost of the Agreement with Rehman Robson to Conduct an Audit of Ingham County for 2012

The resolution increases the total cost of the audit by \$9,690, from \$71,375 to \$81,065 in order to accommodate the addition of the Department of Transportation and Roads. The additional \$9,690 will be charged against the department's budget.

5a. *Human Resources - Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police Capitol City Lodge No. 141 - Corrections Unit*

The resolution authorizes a collective bargaining agreement with the FOP Corrections Unit for the time period January 1, 2012 through December 31, 2014. The agreement establishes a Hybrid Pension for new hires that include a 1.5 Defined Benefit Multiplier and a 1% employer and 2% employee defined Contribution match. The agreement also includes a 1% salary reduction. Please refer to Travis Parson's memorandum for additional information.

5b. *Human Resources - Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under the Fraternal Order of Police Capitol City Lodge NO. 141 - Corrections Unit*

The resolution establishes the new Hybrid pension plan with MERS for all employees hired after January 1, 2013.

6. *Potter Park Zoo - Resolution Authorizing a Transfer of Funds and Authorization for the Potter Park Zoological Society to Provide the Management of Seasonal Workers*

The resolution authorizes the transfer of \$69,300 from the Zoo Budget to the Society in order to provide management of seasonal workers. A similar resolution was approved last year by the Board.

7. *Facilities - Resolution Awarding a Contract to Pavement Consultants, Inc. to Provide Professional Asphalt Consulting and Project Management Services for the Parking Lot Replacement at the Human Services Building*

The resolution authorizes awarding a contract to Pavement Consultants, Inc. for an amount not to exceed \$9,165 for the purpose of providing professional asphalt consulting and project management services for the replacement of the parking lot at the Human Services Building. Pavement Consultants, Inc., who submitted the lowest responsive and responsible bid, was chosen after going through a competitive bidding process, and has the recommendation of both the Purchasing and Facilities Departments. Funds are available in the Capital Improvement Budget.

8a. *Department of Transportation and Roads - Resolution to Authorize a Professional Services Contract with Rowe Professional Services Company*

The resolution authorizes a contract with Rowe to provide bridge inspection services in an amount estimated at \$25,600 for the 2013 and 2014 calendar years. Rowe was the low bidder and is not a local vendor.

8b. Department of Transportation and Roads - Resolution Authorizing a Contract for Supplying and Servicing Mechanics' Uniforms, Shop Towels, Floor Mats, Mops & Related Services for the Department of Transportation & Roads

The resolution authorizes a 3-year agreement, with a 2-year renewal, with UniFirst Corporation in an amount estimated at \$12,722. UniFirst submitted the lowest bid and is not a local vendor.

8c. Department of Transportation and Roads - Resolution Authorizing a Waiver of Ingham County's Local Purchasing Preference Policy for the Department of Transportation & Roads Maintenance Asphalt and Local Road Program Bid Lettings and Related Purchases and/or Contracts

The resolution authorizes a waiver to the County's local purchasing preference policy for asphalt paving. There are 2 main asphalt vendors in the area. One of the vendors resides in Ingham County and the other resides just over the border in Clinton County. Their competitive bids are generally very close. If the local vendor purchasing process is not waived, the Clinton County vendor would have no incentive to bid, thereby undermining the competitive process.

9. Community Development Block Grant - Resolution to Authorizing an Extension to a 2009 Community Development Block Grant from the Michigan State Housing Development Authority Through June 30, 2013

The resolution extends a 2009 Community Development Block Grant through June 2013.

10. Controller/Administrator's Office – Resolution Establishing the Budget Calendar for 2014

As provided by Public Act 621 of 1978, this resolution will establish the schedule for preparation of the 2014 budget. There are no notable changes from last year's schedule.

Memo

To: Ingham County Law Enforcement and Finance Committees
From: Da'Neese Wells
Date: 2/22/13
Subject: Resolution to accept donations from the Ingham County Sobriety Court Foundation

The 55th District Court Sobriety Court and the 30th Circuit Court Family Dependency Treatment Court would like to propose a general resolution accepting donations from organizations, groups and individuals, including but not limited to, the Ingham County Sobriety Court Foundation in an effort to enhance both programs' operations and reduce reliance on grant and/or in-kind funding.

I recommend your approval.

Thank you for your consideration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INGHAM COUNTY 55TH DISTRICT COURT SOBRIETY COURT AND/OR 30TH CIRCUIT COURT FAMILY DEPENDENCY TREATMENT COURT TO ACCEPT DONATIONS FROM THE INGHAM COUNTY SOBRIETY COURT FOUNDATION

WHEREAS, the 55th District Court Sobriety Court Program ("Sobriety Court") has since 2004 provided quality services to the citizens of Ingham County; and

WHEREAS, the 30th Circuit Court Family Dependency Treatment Court has since 2007 provided quality services to parents and children; and

WHEREAS, organizations, groups and individuals would like to donate to the sobriety court program; and

WHEREAS, in particular the Ingham County Sobriety Court Foundation has indicated they would like to donate to 55th District Court Sobriety Court and/or the 30th Circuit Court Family Dependency Treatment Court.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes acceptance of donations from the Ingham County Sobriety Court Foundation as well as other organizations, groups and individuals to the Ingham County 55th District Court Sobriety Court and/or the 30th Circuit Court Family Dependency Treatment Court.

BE IT FURTHER RESOLVED, that the Controller/Administrator will deposit these donations into the Trust and Agency account # 101-13701-676.020-ICSCF for the 55th District Court Sobriety Court and # 101-14005-967.020 - donations for the 30th Circuit Court Family Dependency Treatment Court - recorded donation.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby expresses its appreciation to the Ingham County Sobriety Court Foundation for their generous donation to the 55th District Court Sobriety Court Program.

MEMORANDUM

TO: Human Services and Finance Committees
FROM: Jared Cypher, Assistant Deputy Controller
RE: Agreement with CMH for the distribution of liquor tax revenue
DATE: February 20, 2013

This resolution will authorize the transfer of State Liquor tax funds to the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH), to use the funds for substance abuse prevention and treatment programs per the terms of the state statute, along with the accounting and auditing requirements. MCL 211.24(e), commonly known as the State Liquor Tax Law, allows Ingham County the option of retaining the entire amount of liquor tax revenue provided that these monies be used to offset property tax revenues by an equal amount, or the option of retaining one-half of the revenues and distributing the other half to the County's designated coordinating agency for substance abuse prevention and treatment services. The Board of Commissioners chose to keep one-half of the funds for the General Fund budget in 2013, and is now required to give the other half to the designated substance abuse coordinating agency for their use as described above. The expected/budgeted total distribution for 2013 is \$2,143,468 with Mid-South Substance Abuse Commission receiving \$1,071,734 and the County General Fund receiving the other half.

This is the initial contract with CMH since they became Ingham County's substance abuse coordinating agency on October 1, 2012. The contract will be a 15 month agreement, in order to pick up the final quarter of 2012 as well as all of calendar year 2013. In the event that the amount of liquor tax revenues to be disbursed to CMH exceeds the amount of the contract, this resolution provides authorization to automatically amend the contract in the appropriate dollar amount, with all other terms and conditions remaining unchanged.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE TRANSFER OF FUNDS TO THE COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMH) AND A 2013 CONTRACT FOR ACCOUNTING WITH RESPECT THERETO

WHEREAS, MCL 211.24(e), commonly known as the State Liquor Tax Law, allowed Ingham County the option of retaining the entire amount of liquor tax revenue provided that these monies be used to offset property tax revenues by an equal amount, or the option of retaining one-half of the revenues and distributing the other half to the County's designated coordinating agency for substance abuse prevention and treatment; and

WHEREAS, the Ingham County Board of Commissioners, during the 2013 budget process, chose to retain one-half of these liquor tax revenues for the General Fund and is now required to distribute the other one-half of these revenues to the designated coordinating agency, Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH), to use said funds for substance abuse prevention and treatment programs in Ingham County; and

WHEREAS, the Statute requires CMH to use said funds for substance abuse prevention and treatment programs in Ingham County; and

WHEREAS, the Department of Treasury has recommended certain accounting and/or auditing procedures to be used with respect thereto.

THEREFORE BE IT RESOLVED, that a contract be entered into with CMH in an amount not to exceed \$1,071,734 for the time period of October 1, 2012 through December 31, 2013, which provides that CMH will provide Ingham County with substance abuse services and accounting and audit reports consistent with the requirements of the Michigan Department of Treasury, demonstrating its use of funds received from Ingham County from liquor tax revenues, which use shall be in accordance with the requirements of MCL 211.24(e).

BE IT FURTHER RESOLVED, in the event that the amount of liquor tax revenues to be disbursed to CMH exceeds the amount of the contract, an amended contract in the appropriate dollar amount is authorized with all other terms and conditions remaining unchanged.

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

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

DATE: February 20, 2013

RE: Authorization for Amendments to the Administrative Services Agreements with County Health Plans

In Resolution #11-286, the Board of Commissioners authorized administrative services agreements with community-based corporations planning and operating health benefit programs for low-income, uninsured persons from October 1, 2011 through September 30, 2012, with automatic renewal. The specific set of services to be provided to each corporation was unique. Services include: Outreach and Enrollment, Customer Service, Development and Maintenance of a Provider Network, Adjudication and Payment of Claims, Case Management, and Program Management.

The revenue from these agreements was included in the Department's 2013 budget request.

The County currently has Administrative Services agreements with 15 County Health Plans.

County Health Plans have experienced reduced enrollment. As a result, several Plans have chosen to reduce services, while others have decided to bring certain functions in house, to reduce costs. For this reason, several County Health Plans have proposed changes to their existing Administrative Services agreements. The Health Officer recommends that the Board of Commissioners authorize the following amendments to the Administrative Services agreements with the following County Health Plans:

1. Barry-Eaton Health Plan Corporation – Remove financial support (\$750 per month); Increase administrative support (\$583.33 per month)
2. Branch Hillsdale St. Joseph Health Plan Corporation – Remove Executive Director services (\$18,500 per year); Add Administrative Support Services (\$2,500 per year)
3. Ingham Health Plan Corporation – Reduce PMPM to \$5.57 (both Plan A and Plan B); add \$7000 for administrative support
4. Ingham Health Plan Corporation d/b/a/ Ionia Health Plan – Remove financial support (\$416.67 per month)
5. Ingham Health Plan Corporation d/b/a Livingston Health Plan – Remove financial support (\$333.33 per month)
6. Jackson Health Plan Corporation – Remove financial support (\$416.66 per month); Increase redetermination (\$150 per month)
7. Kalamazoo County Health Plan Corporation – Remove health assessment (\$.05 PMPM – Plan B only)
8. Branch Hillsdale St. Joseph Health Plan Corporation d/b/a Lenawee Health Plan - Remove Executive Director services (\$18,500 per year); Add Administrative Support Services (\$2,500 per year)
9. Washtenaw Health Plan Corporation – Remove health assessment (\$.05 PMPM – Plan B only)

Attachment

c: Debra A. Brinson, w/attachments
John Jacobs, w/attachments
Adriena Krul Hall, w/attachments

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND ADMINISTRATIVE SUPPORT SERVICES AGREEMENTS WITH COUNTY HEALTH PLANS

WHEREAS, In Resolution #11-286, Administrative Services agreements with County Health Plan corporations were authorized for the period of October 1, 2011 through September 30, 2012, with automatic renewal; and

WHEREAS, the specific set of administrative services provided varies by corporation; and

WHEREAS, to reduce costs, County Health Plans have proposed changes to their Administrative Services agreements with the Health Department's Health Plan Management Services; and

WHEREAS, the Health Officer recommends the proposed amendments to the Administrative Services agreements by the County Health Plans.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the following amendments to the Administrative Services agreements with the following County Health Plans:

1. Barry-Eaton Health Plan Corporation – Remove financial support (\$750 per month); Increase administrative support (\$583.33 per month)
2. Branch Hillsdale St. Joseph Health Plan Corporation – Remove Executive Director services (\$18,500 per year); Add Administrative Support Services (\$2,500 per year)
3. Ingham Health Plan Corporation – Reduce PMPM to \$5.57 (both Plan A and Plan B); add \$7000 for administrative support
4. Ingham Health Plan Corporation d/b/a/ Ionia Health Plan – Remove financial support (\$416.67 per month)
5. Ingham Health Plan Corporation d/b/a Livingston Health Plan – Remove financial support (\$333.33 per month)
6. Jackson Health Plan Corporation – Remove financial support (\$416.66 per month); Increase redetermination (\$150 per month)
7. Kalamazoo County Health Plan Corporation – Remove health assessment (\$.05 PMPM – Plan B only)
8. Branch Hillsdale St. Joseph Health Plan Corporation d/b/a Lenawee Health Plan - Remove Executive Director services (\$18,500 per year); Add Administrative Support Services (\$2,500 per year)
9. Washtenaw Health Plan Corporation – Remove health assessment (\$.05 PMPM – Plan B only)

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

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

Agenda Item 4

TO: County Services and Finance Committees
FROM: Jill Rhode, Director of Financial Services
RE: Cost of 12/31/12 Audit
DATE: February 25, 2013

In 2011, the Board authorized the continuation of Rehmann Robson as the County's auditors for 2011, 2012 and 2013 at an annual cost of \$71,375. This was the same cost as of 2010 audit.

Since that time, the County has merged with the Ingham County Road Commission. Rehmann is requesting that the contract be amended by \$9,690 to cover the additional work needed to include the Road and Transportation Fund under the scope of the audit. This would increase the total cost of the audit from \$71,375 to \$81,065.

Due to the unique accounting treatment of a construction based organization, the Road and Transportation continued to operate on the accounting software of the former Road Commission. This does increase the time needed to audit this additional fund.

I am hopeful that this increase will be for the 2012 engagement only and that we will see a reduction in future years.

After discussion with the partner responsible for our engagement, I believe this increase in fee for 2012 is reasonable and recommend that the contract amendment be approved.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO INCREASE THE COST OF THE AGREEMENT WITH REHMANN ROBSON TO CONDUCT AN AUDIT OF INGHAM COUNTY FOR 2012

WHEREAS, Ingham County currently uses Rehmann Robson Certified Public Accountants to conduct its annual audit; and

WHEREAS, in June 2012, the County merged with the Ingham County Road Commission; and

WHEREAS, the Rehmann Robson is requesting an additional \$9,690 to include the Road and Transportation Fund in the County's 2012 audit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends the contract with Rehmann Robson to conduct the 2012 audit of Ingham County to increase the fee from \$71,375 to \$81,065 to include the Roads and Transportation Fund.

BE IT FURTHER RESOLVED, that this additional funding will be charged to the Roads and Transportation 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.

February 21, 2013

To: County Services and Finance Committees
From: Travis Parsons
Subject: FRATERNAL ORDER OF POLICE Capitol City Lodge No. 141
Corrections Unit – Collective Bargaining Agreement

On Wednesday, February 13, 2013, the FOP put before their members for vote Ingham County's Last Best Offer provided through the mediation process. The FOP – Corrections Unit members approved the agreement. Highlights of the agreement include the following:

- Contract Duration: through December 31, 2014
- Wages:
 - 1% salary reduction
- Steps:
 - No step progression for 2012.
 - Step progression resumes for eligible employees in 2013 on the date of ratification or on the employee anniversary date in 2013, whichever is later, to the step the employee would have progressed in 2012.
- Pension (MERS Resolutions to establish Hybrid Plan under separate Board Resolution):
 - Employees hired on or after 1/1/2013 shall participate in a MERS Hybrid pension plan: **DB** - 1.5% multiplier w/a 55/25 rider and **DC** - 2% employee contribution with a 1% employer match.
- Retiree Health:
 - Employees hired on or after 1/1/2013 shall receive single subscriber retiree health insurance at retirement, on a sliding scale based on yrs. of service.
- Retiree Life: Effective January 1, 2013, no retirees shall receive life insurance paid by the employer.
- Sick Leave:
 - Effective 1/1/2013 the employee shall earn 3.6923 hours for each pay period (ninety-six (96) hours or 12 days per year).
 - Reduced Sick Leave Cash-Out at Separation: New Hires after January 1, 2013
 - Annual Cash-Out Option: Effective 1/1/2013 the maximum annual payout shall increase to 48 hours.
- Longevity:
 - New Hires on or after January 1, 2013 are not eligible for longevity.
 - Grandfathered employees who received longevity in 2011 are frozen at the amount received in 2011 for duration of the agreement, December 31, 2014.
 - Employees eligible for their first longevity payment 2012 will receive payment in December 2013 at the frozen rate.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE
FRATERNAL ORDER OF POLICE CAPITOL CITY LODGE NO. 141 - CORRECTIONS UNIT**

WHEREAS, an agreement has been reached between representatives of Ingham County and the FOP Capitol City Lodge No. 141 for the period January 1, 2012 through December 31, 2014; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and FOP Capitol City Lodge No. 141 for the period January 1, 2012 through December 31, 2014.

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

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR
NEWLY HIRED EMPLOYEES UNDER THE FRATERNAL ORDER OF POLICE CAPITOL CITY
LODGE NO. 141 - CORRECTIONS UNIT**

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

WHEREAS, the FOP Capitol City Lodge No. 41 – Corrections Unit approved a new collective bargaining agreement that includes the establishment of a Hybrid pension plan for new hires.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the attached resolutions establishing the MERS Hybrid Pension Plan for new employees in FOP Capitol City Lodge No. 41 – Corrections Unit hired on or after January 1, 2013.

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

Agenda Item 6

TO: Finance and County Services Liaison Committees
FROM: Sherrie Graham, Director
DATE: February 14, 2013
RE: Resolution Recommending a Transfer of Funds and Authorization for the Potter Park Zoo Society to provide the Management of Seasonal Workers

Please see the attached proposed resolution authorizing the transfer of \$69,300 for seasonal wages and security. These funds will assist the society to streamline and improve the functioning of those services.

Thank you for your consideration. Please feel free to contact me at any time, if you have any questions.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A TRANSFER OF FUNDS AND AUTHORIZATION FOR THE
POTTER PARK ZOOLOGICAL SOCIETY TO PROVIDE THE
MANAGEMENT OF SEASONAL WORKERS**

WHEREAS, it is the desire of the Potter Park Zoo Board and the Zoo Management Team to work towards a successful Private/Public relationship with the Potter Park Zoological Society; and

WHEREAS, the Zoo Management Team wishes to continue to provide excellent customer service and be able to improve upon existing standards and proceed in a financially prudent manner; and

WHEREAS, the Zoo Management Team recommends that combining resources in the key customer service areas, by having all seasonal staff be hired, trained, supervised and paid by the Potter Park Zoological Society, will allow the Zoo to provide the most effective and consistent customer service; and

WHEREAS, the Zoo Management Team has identified funding within the 2013 approved Potter Park Zoo budget, which will provide for adequate staff as determined by the Zoo Director, as well as additional funds that can be transferred to other line items within the budget; and

WHEREAS, the Board of Commissioners Resolution #12-66 was approved for the transfer of funds to the Potter Park Zoo Society for the year of 2012.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Potter Park Zoological Society to provide the management of the seasonal employees at the Potter Park Zoo.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the transfer of funds for the year 2013 in the amount of \$69,300 from the Potter Park Zoo Millage to the Potter Park Zoo Society from the following line items:

- \$35,874 from admissions seasonal wages, line item #258-69200-705000-32000
- \$11,876 from parking seasonal, line item #258-69300-705000-35000
- \$21,000 from equipment seasonal, line #258-69300-705000-34600
- \$550 from shelter/wages temporary #258-69300-70500-32000

BE IT FURTHER RESOLVED, that the Controller/Administrator and the Chair of the Board of Commissioners be authorized to make the necessary transfer of funds.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: February 20, 2013

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO PAVEMENT CONSULTANTS, INC. TO PROVIDE PROFESSIONAL ASPHALT CONSULTING AND PROJECT MANAGEMENT SERVICES TO REPLACE THE PARKING LOT AT THE HUMAN SERVICES BUILDING**

The resolution before you authorizes awarding a contract to Pavement Consultants, Inc. for an amount not to exceed \$9,165.00, for the purpose of providing professional asphalt consulting and project management services for the replacement of the parking lot at the Human Services Building.

Pavement Consultants, Inc., who submitted the lowest responsive and responsible bid, was chosen, after going through a competitive bidding process, and has the recommendation of both the Purchasing and Facilities Departments. We are confident that Pavement Consultants Inc. will provide us with the quality service we need to complete this project successfully.

The funds for this project are available in the Approved CIP Line Item 631-23304-931000-2FC16 which has a balance of \$232,700.00.

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: February 20, 2013
SUBJECT: Proposal Summary for Asphalt Consulting Services

Project Description:

Proposals were solicited from qualified and experienced professional firms for the purpose of entering into a contract to provide for professional engineering and project management services for the replacement of approximately 50,000 square feet of the parking lot at the Human Service Facility.

The scope of work will include, but is not limited to, developing design and construction specifications including quality control measures, attending pre/post-bid meetings, assisting in the review and evaluation process of construction bids, conducting overall project management, conducting project close-out and field quality assurance, and ensuring that all contract specifications are met.

Proposal Summary:

Vendors contacted: 3 Local: 1
Vendors responding: 3 Local: 1

| Company | Cost | Local |
|-------------------------------|-------------|-------------------|
| Pavement Consultant, Inc. | \$9,165 | No – Eaton Rapids |
| Fitzgerald Henne & Associates | \$22,150 | Yes – Lansing |
| Structure Tec | \$29,675 | N – Kalamazoo |

Recommendation:

The Evaluation Committee recommends awarding a contract to Pavement Consulting Inc. in an amount not to exceed \$9,165. In addition to submitting the lowest responsive proposal, PCI specializes in pavement design and management and has prior experience working with the County.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO PAVEMENT CONSULTANTS, INC. TO PROVIDE PROFESSIONAL ASPHALT CONSULTING AND PROJECT MANAGEMENT SERVICES FOR THE PARKING LOT REPLACEMENT AT THE HUMAN SERVICES BUILDING

WHEREAS, the Human Services Building parking lot is in need of replacement due to deterioration over the years; and

WHEREAS, after careful review of bids, the Purchasing and Facilities Departments both agree that a contract be awarded to Pavement Consultants, Inc. who submitted the lowest responsive and responsible bid in the amount of \$9,165.00; and

WHEREAS, funds for this project are available within the approved CIP Line Item 631-23304-931000-2FC16 which has a balance of \$232,700.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Pavement Consultants, Inc., 840 South Smith Road, Eaton Rapids, MI 48827, to provide professional asphalt consulting and project management services, for the parking lot replacement at the Human Services Building, for an amount not to exceed \$9,165.00.

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

MEMORANDUM

TO: County Services and Finance Committees

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

DATE: February 21, 2013

SUBJECT: 2013 Biennial Bridge Inspection Contract

The Ingham County Department of Transportation and Roads (ICDTR) is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation (MDOT). MDOT uses biennial bridge inspection reports from all over the Michigan (state, county, city, and village) to compile a report that is submitted to the Federal Highway Administration (FHWA). Ultimately, the federal government uses the inspection data to guide decisions about federal transportation funding levels and program requirements.

In general, only structures that span 20 feet or more (abutment to abutment) are considered bridges. There are 67 structures that fit that description within the confines of ICDTR jurisdiction. Structures spanning less than 20 feet are categorized as culverts and do not require biennial bridge inspections reported to MDOT and FHWA. However, ICDTR staff and our consultants inspect culverts periodically and as necessary.

Bridge inspections are a rigorous exercise that must follow National Bridge Inspection (NBI) and MDOT standards. ICDTR only solicited proposals from MDOT pre-qualified consultants that have the required training and expertise. Even though all respondents are MDOT pre-qualified, qualification statements are solicited to expand upon the consultant's pre-qualified status, inspection expertise, and the individual team member's level of experience.

Due to the nature of the normal inspections and the fact that the initial inspection could lead to more detailed inspections and/or load analyses, the Request for Proposals was drafted as a unit price contract. The unit price contract format has served ICDTR well for the last four inspection cycles, insures that we only pay for the services we need or want, and allows us to order additional work without having to negotiate a cost after-the-fact.

The Purchasing Department advertised for biennial bridge inspection services and received seven (7) proposals. ICDTR and Purchasing Department staff reviewed the proposals and agreed to recommend that Rowe Professional Services Company, Flint, Michigan, be retained to provide the requested bridge inspections. Based on the mandated inspections the basic service fee totals \$15,650.00. With the estimate of additional services needed to fulfill our bridge inspection obligation, their fee is estimated to total \$25,600.00. The estimated total fee from next closest proposer was \$34,290.00.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the unit price proposal from Rowe Professional Services Company.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: February 21, 2013

SUBJECT: Proposal Summary – 2013 and 2014 Biennial Bridge Inspection Program for the Ingham County Department of Transportation and Roads

Project Description:

Proposals were sought from Michigan Department of Transportation prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for the 2013 and 2014 Biennial Bridge Inspection Program for the Ingham County Department of Transportation and Roads. All work shall be completed within the 24-month anniversary of the bridge’s previous inspection or within a timeframe acceptable, in writing, from the Michigan Department of Transportation.

Proposal Summary:

Vendors contacted: 28 Local: 8
 Vendors responding: 7 Local: 4

| Company Name | Local | Basic Service Fee |
|--|----------------------|-------------------|
| Rowe Professional Services Company | No - Flint | \$25,600 |
| Great Lakes Engineering Group LLC | Yes - Lansing | \$34,290 |
| HH Engineering Ltd | No - Detroit | \$35,700 |
| DLZ Michigan, Inc. | Yes - Lansing | \$41,650 |
| Fishbeck, Thompson, Carr & Huber, Inc. | Yes - Lansing | \$53,030 |
| Spalding DeDecker Associates, Inc. | No - Rochester Hills | \$73,050 |
| Bergmann Associates, Inc. | Yes - East Lansing | \$76,630 |

Local Vendors Not Responding:

C2AE, Lansing – No bid submitted due to their work load.

Other Vendors Not Responding:

Wade Trim, Taylor; Scott Civil Engineering Company, Grand Rapids; Anderson, Eckstein & Westrick, Inc., Shelby Township – No bid submitted due to their work load.

OHM Advisors, Livonia –No bid submitted due to the location of these bridges relative to OHM Advisors and the competitive nature of this work.

Hubbell, Roth & Clark, Inc., Bloomfield Hills – No bid submitted due to the location of these bridges relative to Hubbell, Roth & Clark, Inc. and the competitive nature of this work.

Recommendation:

It is the recommendation of the Evaluation Committee to award a contract to Rowe Professional Services Company based on its proposal dated February 5, 2013. Rowe Professional Services Company submitted the lowest responsive and responsible bid, and has the experience and references required for this project.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A PROFESSIONAL SERVICES CONTRACT WITH ROWE PROFESSIONAL SERVICES COMPANY

WHEREAS, the former Road Commission, now Ingham County Department of Transportation and Roads (ROAD DEPARTMENT) is required by federal law to inspect all aspects of its bridges every two years and report the results to the Michigan State Department of Transportation; and

WHEREAS, the ROAD DEPARTMENT bridge inspection data is incorporated into a report that is submitted to the Federal Highway Administration, which ultimately is used to guide decisions about federal transportation funding levels and program requirements; and

WHEREAS, the Ingham County Purchasing Department advertised for biennial bridge inspection services and received seven (7) proposals; and

WHEREAS, the ROAD DEPARTMENT and Purchasing Department staff evaluated the submitted proposals and recommend that the Board of Commissioners authorize a professional services contract with Rowe Professional Services Company, Flint, Michigan.

THEREFORE, BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Rowe Professional Services Company, 540 S. Saginaw Street, Suite 200, Flint, Michigan, based on its unit price proposal dated February 5, 2013, for 2013 & 2014 biennial bridge inspections and as-needed services.

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: February 20, 2013

SUBJECT: Proposal Summary for Uniform Rental and Cleaning Services for the Ingham County Department of Transportation & Roads

Project Description:

Proposals were sought from qualified and experienced firms for the purpose of furnishing rental uniforms, cleaning of such uniforms, rental and cleaning of area protection mats, dust mops, and towels for the Ingham County Department of Transportation & Roads for a period of three years with an option for a two-year extension. Prices will remain constant with no yearly price increases for the initial 3-year term of the contract.

Proposal Summary:

Vendors contacted: 10 Local: 2
 Vendors responding: 4 Local: 1

| Company | Local | Weekly Delivery Cost | Total Weekly Cost of all Uniforms | Total Weekly Cost of all Floor Mats | Total Weekly Cost of Shop Towels | Total Weekly Cost of Dust Mops | Total Weekly Cost of Soiled Locker Storage | Grand Total Weekly |
|----------------------------------|------------------|----------------------|-----------------------------------|-------------------------------------|----------------------------------|--------------------------------|--|--------------------|
| UniFirst Corporation | N - Pontiac | \$1.00 | \$32.60 | \$23.25 | \$20.70 | \$4.00 | \$0.00 | \$81.55 |
| Arrow Uniform LLC | N - Jackson | N/A | \$35.20 | \$31.68 | \$20.25 | \$4.00 | \$1.00 | \$92.13 |
| Gallagher Uniform | N - Battle Creek | N/A | \$18.24 | \$40.20 | \$26.50 | \$5.40 | \$4.00 | \$94.34 |
| Maurer's Textile Rental Services | Y - Lansing | \$2.00 | \$42.68 | \$29.05 | \$19.50 | \$3.80 | \$1.00 | \$98.03 |

Local Vendors Not Responding:

Sohn Linen Service, Lansing - No bid submitted since vendor is not interested in furnishing or cleaning these types of uniforms.

Recommendation:

The Evaluation Committee recommends awarding a 3-year contract with an option for a 2-year renewal to UniFirst Corporation based on its proposal dated January 29, 2013. Total value of 3-year contract is estimated to be \$12,722.

Advertisement:

The RFP was advertised in the City Pulse, El Central and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT FOR
SUPPLYING AND SERVICING
MECHANICS' UNIFORMS, SHOP TOWELS, FLOOR MATS, MOPS
& RELATED SERVICES
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Department of Transportation and Roads provides uniforms for its mechanics and fleet supervisor per their respective labor agreements, and needs services to supply mechanics' shop towels, floor mat and mop cleaning and related services for all Road Department facilities; and

WHEREAS, the Purchasing Department recently released bid packet #3-13 and received sealed, competitive bid proposals for these services for the next 3 year period beginning from date of service contract execution; and

WHEREAS, UniFirst Corporation of Pontiac, MI, submitted the lowest qualified and responsive bid for total weekly costs of \$81.55 per week for all of the services required per bid packet 3-13, as shown on the attached Proposal Summary; and

WHEREAS, both the Road Department and the Purchasing Department have reviewed all of the bid proposals received for bid packet 3-13 and recommend accepting that from UniFirst Corporation.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid, and authorizes entering into a contract with UniFirst Corporation, Pontiac, MI, for supplying and servicing mechanics' uniforms, shop towels, floor mats, mops, and related services for the Department of Transportation & Roads per bid packet 3-13 for total weekly costs of \$81.55 per week for the three year period beginning from date of service contract execution, and

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

MEMORANDUM

TO: County Services & Finance Committees

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

DATE: February 21, 2013

RE: Request & Recommendation for
Waiver to Local Purchasing Preference Policy
For the Department of Transportation & Road's
Annual Purchase of Maintenance Asphalt &
Local Road Program Contracted Paving

Ingham County's Local Purchasing Preference Policy, Resolution 05-044 updated by Resolution 10-359, provides that in a competitive bid letting, a registered local vendor (RLV), being a vendor located within Ingham County, may match and be awarded a low bid otherwise submitted by a non-local vendor (non-RLV) if the RLV's bid is within 10% of the non-RLV's low bid, assuming all other all other bid criteria are satisfied. This policy aims to increase economic activity in Ingham County by fostering more local jobs, tax revenue, business expenditure, and business relocations to the County.

For most bid lettings, this policy works as intended, especially if there is more than one RLV bidder and the cost saving advantages of competitive bidding are not impacted. In such cases the County benefits from both getting the lowest bid and doing business with local vendors.

In lettings having no RLV bidders, the policy obviously has no effect.

However for large purchase bid lettings having only one RLV bidder, the unintended consequence of imperfect competition and thus potentially paying substantially more for the low bid may result. The single RLV may bid up to 10% higher than it otherwise would, knowing it can match and take any lower bid if within 10%. In such a case, if the RLV's bid is the low bid as opened, the purchase could end up costing up to 10% more than it would have with more competitive bidding.

The Road Department annually lets at least two large scale asphalt purchases, the annual maintenance asphalt for pick-up and placement by road department crews for road surface maintenance, and one or more lettings of local road program paving contracts. Federal aid projects are let by MDOT per federal requirements. Both road department asphalt lettings involve supplying large enough quantities of asphalt, that typically the only bidders are only the two manufacturers of hot asphalt in the area, Rieth-Riley (RR) located in Mason, an RLV, and Michigan Paving & Materials Corp., (MPMC) located just north of the County Line in Clinton County. Paving contractors who do not manufacture their own asphalt, which is most paving contractors other than the two mentioned above, typically cannot bid against these two as they must purchase asphalt at retail prices from one of the two suppliers. A third supplier, Lansing Asphalt is constructing an asphalt plant, also located outside the County in Eaton County. Thus RR is and will be the only RLV in these bid lettings.

The first asphalt letting under the Local Purchasing Preference Policy was the road department's 2012 Local Road Program-contracted paving, bid #1639, in August, 2012. RR was the only bidder, as MPMC submitted a "no-bid". If this trend continues, there would be no competitive pressure on RR's pricing, which, without implying any negative connotations about RR whatsoever, could result in higher asphalt pricing. This issue was discussed at the August 21, 2012 County Services Committee meeting, at which the Committee requested me to research this issue and bring back a recommendation prior to the next asphalt bid letting. Thus this memo and attached resolution are submitted for consideration of the benefits and costs of adhering to the policy for asphalt purchases as the Road Department is close to bidding the various asphalt purchases for 2013.

The Road Department's annual maintenance asphalt purchase is typically 12,000 to 14,000 tons. 2012's prices were RR-\$50.00/ton and MPMC-\$48.90/ton. With pricing this close, we buy from both, depending on which is closer to the work being done, to save on trucking time and expense. If MPMC were to decide not to bid, and RR were to bid up to 10% higher, or more with no competition, this could add \$70,000 to our asphalt costs assuming a 10% increase on 14,000 tons of asphalt currently priced at \$50.00 per ton. With only one supplier, trucking cost would also be higher and less efficient for work in the north end of the County.

Similarly, the Local Road Program (LRP) typically lets up to approximately 8,000 tons of asphalt paving. With current pricing at about \$55.00 to \$70 per ton depending on mix type, a 10% increase would cost at least \$44,000 based on the \$55.00/ton current price.

According to a recent search of publically available tax records shown on the Ingham County Equalization Department's Tax Mapping website, Rieth-Riley, and/or an associated business unit known as Capex Land Inc., paid a total of \$48,670.52 in property taxes on a number of land parcels to all local taxing units located within the County, including the County and state education fund in the 2011 property tax year, the most recent year shown on this website. MPMC does not own any property in Ingham County.

Although employment in the asphalt industry varies considerably with work volume, and project time and location, examination of certified payrolls on recent Road Dept Local Road Program paving projects as required per both federal and county policy indicated that at the time of these weekly payrolls, 33% of RR's, (2012 Local Road Program, week 3) and 30% of MPMC's (2011 LRP, Meridian Twp, only week) crews on these projects lived in Ingham County.

Given the close proximity of both RR and MPMC to the greater Lansing area, we assume their business expenditures in the Lansing area economy are also similar. However, we have no publically accessible way of verifying this information.

Therefore, given the total potential asphalt cost increases due to possibly uncompetitive bidding exceeding property tax collections from the one RLV, generally similar percentage of each bidders' workforces living within Ingham County, and presumably similar business expenditures in the area economy, Road Department staff finds that the potential additional costs of adhering to the Local Purchasing Policy may outweigh its benefit and thus recommends waiving the policy for Road Department asphalt bid lettings.

Furthermore, maintenance asphalt is also used by road department crews doing work on the Local Road Program, whose cost is shared by Townships as required under Sec 12, subsection 15, of Act 51. As both the maintenance and LRP asphalt lettings directly affect the LRP cost and Township cost sharing, the Township members of the County Road Advisory Board discussed this issue and passed a motion at the Advisory Board's February 20, 2013, meeting recommending the Board of Commissioners waive the Local Purchasing Preference Policy on both the maintenance and LRP asphalt lettings.

As both Road Department staff and the County Road Advisory Board recommend, the Board of Commissioners is advised to waive the Local Purchasing Preference Policy for the Road Department's maintenance and LRP asphalt lettings. A proposed resolution to this effect is attached for consideration.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A WAIVER
OF INGHAM COUNTY'S LOCAL PURCHASING PREFERENCE POLICY
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS
MAINTENANCE ASPHALT AND LOCAL ROAD PROGRAM
BID LETTINGS & RELATED PURCHASES AND/OR CONTRACTS**

WHEREAS, to increase economic activity in Ingham County by fostering more local jobs, tax revenue, business expenditure, and business relocations to Ingham County, the County's Local Purchasing Preference Policy, Resolution 05-044 updated by Resolution 10-359, provides that in a competitive bid letting, a registered local vendor (RLV), being a vendor located within Ingham County, may match and be awarded a low bid otherwise proposed by a non-local vendor (non-RLV) if the RLV's bid is within 10% of the non-RLV's low bid, assuming all other all other bid criteria are satisfied; and

WHEREAS, for large purchase bid lettings having only one RLV bidder, the unintended consequence of imperfect competition and thus potentially paying substantially more for the low bid may result; and

WHEREAS, the Department of Transportation and Roads annually lets at least two large scale asphalt purchases, the annual maintenance asphalt for pick-up and placement by road department crews for road surface maintenance, and one or more lettings of local road program paving contracts, and both lettings involve supplying such large quantities of asphalt, that typically the only bidders are only the two manufacturers of hot asphalt in the greater Ingham County area, one being an RLV, and the other not; and

WHEREAS, the Road Department's annual maintenance asphalt purchase is typically up to 14,000 tons at a typical cost of approximately 50.00/ton, such that if the low bid is up to 10% higher, or more with no competition, this could add up to \$70,000 to the Road Department's asphalt costs; and

WHEREAS, with only one asphalt supplier, the Road Department's trucking cost would also be higher and less efficient for work in certain areas of the County; and

WHEREAS, the Local Road Program (LRP) typically lets up to approximately 8,000 tons of asphalt paving at current pricing of \$55.00 to \$70 per ton depending on mix type, such that a 10% increase would add at least \$44,000 based on the \$55.00/ton current price; and

WHEREAS, per resolution 12-187, the Ingham County Board of Commissioners established a County Road Advisory Board consisting of the Supervisor of each Township or their designee to advise the Road Department and the Board of Commissioners on county road issues; and

WHEREAS, both Road Department staff and the County Road Advisory Board advise that Ingham County's Local Purchasing Preference Policy, Resolution 05-044 updated by Resolution 10-359, be waived due to the above cited potential cost increases outweighing the benefits of this policy in relation to the Road Department's annual maintenance asphalt and local road program bid lettings and related purchases.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, approves waiving Ingham County's Local Purchasing Preference Policy, Resolution 05-044 updated by Resolution 10-359, in relation to the Road Department's annual maintenance asphalt and local road program bid lettings and related purchases.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes Road and Purchasing Department staff to post bid letting documents for the Road Department's annual maintenance asphalt and local road program bid lettings that do not include the County's Local Purchasing Preference Policy.

February 26, 2013

MEMORANDUM

TO: Board of Commissioners
FROM: Glen Rockey, Ingham County CDBG
RE: MSHDA Grant Amendment Request - Grant #MSC-2009-0552-HOA

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

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

MHSDA has authorized an extension of the grant term through June 30, 2013 in order to complete one project currently in process.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN EXTENSION TO A 2009 COMMUNITY DEVELOPMENT
BLOCK GRANT FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
THROUGH JUNE 30, 2013**

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

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

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

WHEREAS, the Michigan State Housing Development Authority has seen fit to extend the grant term through June 30, 2013; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the grant term extension through June 30, 2013 for the Community Development Block Grant totaling \$375,000 from the Michigan State Housing Development Authority, on behalf of Ingham County, to utilize the funds as designated in the grant agreement.

MEMORANDUM

February 22, 2013

TO: Finance Committee

FROM: Teri Morton, Budget Director

RE: Resolution Establishing the 2014 Budget Calendar

Attached is a resolution establishing the Budget Calendar for 2014. Included in this schedule is the presentation of performance measures and activity indicators to assist the Board of Commissioners in formulating its strategic goals for 2014 as well as the annual review of fees for various county services.

The liaison committees of the Board of Commissioners will review the departments' 2014 background information and make recommendations for strategic goals during the round of committee meetings starting April 18. The strategic goals for 2014 are scheduled to be recommended by the Finance Committee on April 24 and passed by the Board of Commissioners on April 30. These goals will be forwarded to departments for use in preparation of their 2014 budget requests, which will be due on May 31.

A date range is given for the Controller's budget meetings, and exact dates will be released as they become available. Liaison and Finance budget hearings were set as part of the Board Calendar. Liaison Budget hearings will be held on August 26 through 29, and the Finance Budget hearing will be held on September 25. Commissioners are invited to attend all of these meetings.

Please contact me if you have any questions.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING THE BUDGET CALENDAR FOR 2014

WHEREAS, Public Act 621 of 1978 provides that the Board of Commissioners establishes an appropriate time schedule for preparing the budget; and

WHEREAS, this Act requires that each elected official, department head, administrative office or employer of a budgetary center shall comply with the time schedule and requests for information from the Controller.

THEREFORE BE IT RESOLVED, that the attached budget calendar for the 2014 budget process be adopted.

BE IT FURTHER RESOLVED, that the County Clerk shall be directed to provide written notification of the attached budget calendar to all elected officials and department heads.

2014 BUDGET CALENDAR

- March 6 Finance Committee recommends 2014 budget calendar.
- March 12 Board of Commissioners approves 2014 budget calendar.
- April 18 - 24 Committees review fees for various county services to make recommendations for any appropriate increases to be effective January 1, 2014.
- April 18 - 23 Liaison Committees forward recommendations for strategic goals for 2014 to the Finance Committee.
- April 24 Finance Committee recommends strategic goals for 2014.
- April 30 Board of Commissioners adopts strategic goals for 2014.
- May 2 - 8 Committees make recommendations for increases to fees for various county services to be effective January 1, 2014.
- May 14 Board of Commissioners adopts increases to fees for various county services to be effective January 1, 2014.
- May 31 Department heads, agencies and community agencies submit operating and capital budgets.
- June 17 - 28 Controller holds budget meetings with departments.
- August 15 Controller's Recommended Budget distributed to full Board of Commissioners.
- Aug. 26 – 29 Liaison Committees hold hearings on operating and capital budget recommendations.
- September 25 Finance Committee holds hearing and makes operating and capital improvement budget recommendations.
- October 22 Board holds public hearing on the General Fund Budget. Board adopts operating and capital budgets and millages.



DEPARTMENT OF HEALTH & HUMAN SERVICES

AGENDA ITEM # 11a
Health Resources and Services
Administration

Rockville, MD 20857

JAN 29 2013

RECEIVED
FEB 11 2013

Board of Commissioners
Ingham County
121 East Maple Street
P.O. Box 319
Mason, Michigan 48854

CIN: A-05-12-19332

Dear Board Members:

We have completed our review of the audit report for the Ingham County for the period January 1, 2011 through December 31, 2011. This review included Health Center Cluster Grant Number H80CS00030, ARRA – Increase Services to Health Centers Grant Number H8BCS12311, ARRA – Capital Improvement Program Grant Number C81CS14439 and Recovery Act Health Center Cluster Program Grant Number H8ACS11316. The audit was performed by Rehmann Robson., Certified Public Accountants, to meet Federal audit requirements. Included in our review were the responses contained in correspondence dated August 6 and August 15, 2013 from the Director of Financial Services.

Upon review of the findings and the corrective actions taken, we have determined that the non-monetary recommendation which is assigned to HRSA and pertains to Allocation and Certification of Payroll Expenditures has been satisfactorily resolved. Nevertheless, the corrective action is subject to review during your next audit to determine its adequacy.

The finding which pertains to Allocation and Certification of Payroll Expenditures was also addressed in the prior year's audit report. If this deficiency continues to appear in subsequent audit reports future HRSA funding may be jeopardized.

The HRSA portion of this audit is considered closed. The other finding listed in Attachment A of the audit report will be resolved by the Department of Health and Human Services' Division of Systems Policy and Audit Resolution.

Thank you for your cooperation.

Sincerely,

Robert F. Noethe
Division of Financial Integrity
Office of Federal Assistance Management

RECEIVED

FEB 22 2013

DELHI CHARTER TOWNSHIP

NOTICE OF HEARING

APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE
BY XG SCIENCES, INC.
TO THE DELHI TOWNSHIP ASSESSOR AND THE LEGISLATIVE BODY OF EACH TAXING UNIT THAT
LEVIES AD VALOREM PROPERTY TAXES WITHIN THE TOWNSHIP:

XG SCIENCES, INC.
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 February 20, 2013, Delhi Charter Township received an Application for Industrial Facilities Exemption Certificate from XG Sciences, Inc. 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 19th day of March, 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