THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MARCH 20, 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 6, 2013 Minutes
Additions to the Agenda
Limited Public Comment

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

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

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

5. Purchasing - Resolution Amending the Ingham County Purchasing Policy
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
   b. Resolution Authorizing Borrowing $550,000 from the Michigan Department of Environmental Quality Brownfield Redevelopment Loan on Behalf of the Charter Township of Lansing

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

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

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

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.
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, Glen Rockey, Vince Dragonetti, Mike Pathfinder, Travis Parsons, Jim Hudgins, Bill Conklin, Carol Read, 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 20, 2013 Minutes
The February 20, 2013 Minutes were approved as submitted.

(Comm. Koenig arrived at 6:01 p.m.)

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

It was noted that the Blue Sheet shows 8a; however it is 8c that is pulled.

8c. Pulled - Department of Transportation & Roads - Resolution to Authorize a Professional Services Contract with Rowe Professional Services Company

3b. Late – Resolution to Authorize an Agreement with the Health Impact Project of the Pew Charitable Trusts

Limited Public Comment
None.

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

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**
   a. Resolution to Amend Administrative Support Services Agreements with County Health Plans
   b. Resolution to Authorize an Agreement with the Health Impact Project of the Pew Charitable Trusts

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

**MOTION CARRIED UNANIMOUSLY.**
MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. VICKERS, TO APPROVE THE ITEMS ON THE CONSENT AGENDA.

MOTION CARRIED UNANIMOUSLY.

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.

The Board Referrals were received and placed on file.

Announcements
Comm. Schafer expressed his concern that Agenda Item 8c was pulled which may cause a disadvantage to the County and the construction season. Mr. Conklin stated that if this does not go beyond the next round of meetings construction scheduling should be okay. The Committee discussed location of vendors, bidding, cost to the County and the purchasing policy. Mr. Conklin described how bidding was done in the past.

The Committee asked that the Purchasing Department provide a presentation on the local purchasing policy, response to the increase from 5% to 10% for local vendors, vendor examples similar to Agenda Item 8c, statistics, and concerns they may have. The Committee would also like Agenda Item 8c back on the Agenda in two weeks.

Comm. Schafer suggested that voting should take place regarding the Advisory Boards.

Public Comment
None.

The meeting adjourned at approximately 6:20 p.m.

Respectfully submitted,

Julie Buckmaster
MARCH 20, 2013 FINANCE AGENDA
STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1a. **Sheriff’s Office - Resolution Authorizing the Ingham County Sheriff’s Office to Contract with Delhi Township for Parks Police Services with Seasonal Part Time Deputies**

This resolution authorizes a contract for the Sheriff’s Office to provide the Charter Township of Delhi with seasonal part time Deputies to provide Law Enforcement services in Township Parks. This is the second year of the contract. The contract is for up to 1,151 hours of service at an hourly rate of $20.68 for a total cost not to exceed $23,803 for the time period of April through September 2013. (See attached material for details.)

1b. **Sheriff’s Office - Resolution to Accept State of Michigan Byrne JAG Grant Subcontract for an Ingham County Sheriff’s Deputy Position with Tri-County Metro Narcotics Unit**

This resolution authorizes acceptance of the Michigan State Police Grants & Community Services Division subcontract with the City of Lansing in the amount of $25,249 for the Sheriff’s Office Metro Conspiracy and Special Prosecution Grant for the time period of October 1, 2012 through September 30, 2013. Funds are anticipated and budgeted in the 2013 Sheriff’s Office budget. (See attached material for details.)

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

The resolution authorizes the following new fees:
- $10 fee for notarizing documents for reasons other than County Clerk filings for non-County residents.
- $5 fee for notarizing documents for reasons other than County Clerk filings for County residents.
- $15 fee for witnesses to a marriage ceremony, regardless if one or two witnesses are required.
- $2 fee for filing a nonresident’s irrevocable consent to proof of service in the context of filing a certificate of assumed name.

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

This resolution authorizes the utilization of funds included in the Health Department’s 2013 budget for the following contracts:

Cristo Rey Community Center’s TECH en La Casa Program ($12,000) to provide the community in the Lansing area with access and equity to learning and using computers and the internet and provide sound, culturally-relevant, community-building learning experiences for adults and students to penetrate a multitude of academic, employment, health and financial resources, and influencing the safety within the neighborhood

Planned Parenthood Mid and South Michigan ($20,000) to support expanding health equity efforts through a strategic and intersectional three-tiered initiative: youth programming, civic engagement, and access to reproductive healthcare/Sexually Transmitted Disease (STD) testing.
3b. **Health Department - Resolution to Authorize an Agreement with Eaton Intermediate School District to Prevent and Reduce Tobacco Use and Alcohol Abuse in Ingham County**

This resolution authorizes an agreement by which the Eaton Intermediate School District will reimburse Ingham County up to $35,800 for tobacco and alcohol prevention and reduction activities performed by the Health Department.

3c. **Health Department - 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**

This resolution extends the agreement for physician services with Sparrow for the period April 1, 2013 through March 31, 2014 in the amount of $50,000. In addition, the Health Department proposes to create a Special Part-time Medical Director position assigned to Women’s Health Services (MCF Grade C, Step 5). Sparrow has agreed to cover the cost of this position for up to 988 hours at a rate of $120.00 per hour ($118,560 per year), which includes the cost of liability coverage.

3d. **Health Department - Resolution to Authorize Amendment #3 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health**

This resolution authorizes Amendment #3 of the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). Amendment #3 will increase the budget for Comprehensive Local Health Services from $5,267,721 to $5,291,821, an increase of $24,100. The Amendment makes the following specific changes in the budget:

1. PRIME Local Learning Collaborative, an increase of $14,100 to $16,100.
2. Centralized Access Home Visiting Hub, $10,000.

4a. **Facilities - 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**

This resolution authorizes an Architectural & Engineering contract in an amount not to exceed $39,095 for the renovations to the moose & bison exhibits. Landscape Architects & Planners were the low bid and are a local vendor.

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**

This resolution authorizes a contract with L.J. Trumble Builders, LLC to provide general contracting services for renovations at the Willow Health Center. The renovations project will be performed for a total bid price of $158,718.00 which includes all alternates. A $15,000.00 contingency is also being asked for by the Facilities Department for unforeseen circumstances that may arise, for a total cost not to exceed $173,718.00. The Willow Health Center is in need of renovations due to age of the building and deterioration over time, and the renovations will improve the facility’s functionality as a clinic. Funding for this project is available through the School Based Health Center Capital Grant, accepted by the Board of Commissioners in Resolution 11-315.
5. **Purchasing - Resolution Amending the Ingham County Purchasing Policy**

At the last Committee meeting an item which would have waived the local purchasing preference provision for asphalt paving contracts at the Road Department was pulled from the agenda. This new resolution would amend our existing purchasing policy and give the Purchasing Director the authority to not apply the local purchasing preference provision in the event that it would preclude the County from obtaining a sufficient number of competitive bids or proposals, and/or where the application of the policy would result in an increase in costs.

6a. **Economic Development - Resolution Approving the Ingham County Brownfield Redevelopment Authority Brownfield at 2138 and 2148 Hamilton Road and 4695 Okemos Road in Meridian Township**

The resolution before you approves the Brownfield Plan and TIF Capture for this project. A copy of the plan is included as Exhibit A. The proposed development includes a salon, spa, commercial and multi-family residential uses.

The Developer approached the Ingham County Brownfield Redevelopment Authority (ICBRA) in December of 2012 to discuss a Brownfield Plan with a TIF Capture to address the clean-up of some contamination on the property. The estimated eligible expenses are $328,900. Based on the estimated taxable value of the completed project it will take four years of tax capture to recoup those costs. A plan was presented to the ICBRA at its meeting of January 11, 2013. The ICBRA approved the plan and recommended the Board of Commissioners approve the plan.

On February 5, 2013 the Meridian Charter Township Board held a public hearing on the Plan. On February 19, 2013 the Township adopted a resolution approving the plan. The project is in the Meridian Downtown Development District. The DDA Board also endorsed the project.

Per the requirements of the Act, the Board of Commissioners will hold a public hearing on the Plan on March 26th.

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

The resolution authorizes a 3 year janitorial contract with GDI OMNI, inc., with a 2 year renewal option, in an amount not to exceed $88,110. GDI submitted the lowest responsive and responsible bid and is a local vendor.

8a. **Human Resources - Resolution Approving a Collective Bargaining Agreement with the Ingham County Employees’ Association—Professional Employees**

The resolution authorizes a collective bargaining agreement with the ICEA Professional Employees unit for the time period January 1, 2012 through December 31, 2014. The agreement establishes a hybrid pension plan for new hires that includes 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.

8b. **Human Resources - Resolution Authorizing the Establishment of a MERS Hybrid Pension Plan for Newly Hired Employees Under the Ingham County Employee’s Association—Professional Employees**

The resolution establishes the new hybrid pension plan with MERS for all employees hired after January 1, 2013.
9a. **Controller’s Office** – Resolution Authorizing a Contract to Provide Auditing Services

(To be mailed under separate cover).

9b. **Controller’s Office** – 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).

9c. **Controller’s Office** – Resolution to Authorize an Amendment to the Contract for Legal Services with Cohl, Stoker, and Toskey, P.C.

This resolution would authorize a $52,000 increase in the contract in order to recognize the costs associated with absorbing the Ingham County Department of Transportation & Roads. The increase would be charged against the Road Fund. Please refer to my memorandum for additional details.

9d. **Controller’s Office** – Resolution Authorizing Pagegate Interface Project for the 911 Center

This resolution authorizes the expenditure of $5,510 from the 911 Emergency Telephone Dispatch Services - 911 fund balance for the costs associated with the purchase the Vision Air/Tritech CAD interface and PageGate program licenses (3) to allow fire call information to be broadcast to County Firefighters at the time of CAD entry/unit assignment through their third party applications and programs.

This project was requested by the Ingham County Fire Chief’s Association and will enhance their operations. Any costs associated with the individual Fire Departments to access this program will be their responsibility. (See attached material for details.)

**OTHER ACTION ITEMS**

The Controller’s Office does not support the following action items:

6b. **Economic Development** - Resolution Authorizing Borrowing $550,000 from the Michigan Department of Environmental Quality Brownfield Revolving Loan on Behalf of the Charter Township of Lansing

The Lansing Township Brownfield Redevelopment Authority approved a Brownfield Plan for the Former Leaseway Motorcar Transport site at 2400 W. St. Joseph Street. The Plan indicates that the redevelopment, when completed, will add $2,500,000 of taxable value. The Plan estimates that there is $550,000 in eligible activities to be reimbursed through a TIF Capture.

Per the attached request, Lansing Township is requesting that Ingham County borrow money on its behalf through a loan program administered by the Michigan Department of Environmental Quality. The money would be used to reimburse the developer for eligible clean up expenses. This loan program has a maximum payback period of 15 years with no-interest and no-payments for the first five years. The interest rate is currently 1.5%. The Township is prohibited from borrowing this money due to the statutory net indebtedness limits.

This request was supported by the Ingham County Brownfield Redevelopment Board at its meeting on March 8, 2013.
Our Economic Development Director, Sandy Gower and our Brownfield Board support the project. The Controller’s Office, however, does not support the concept of the County borrowing funds from the DEQ. The township took it upon themselves to assume ownership of this tax reverted property and as a result should be responsible for pledging their full faith and credit towards any loans related to clean up activities. In addition, this could set a bad precedent with other units of local government in the County. The county has in the past pledged our full faith and credit for water and sewer related projects that were to be paid back with local assessments, but we have never pledged our credit for this type of a loan. In particular, this request is troubling in that the County is also being asked to assume the full local match for the Waverly Road Project even though the local match should be a Lansing Township obligation.

7b. 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

On February 28, 2013 Bill Conklin received a formal request from the City of Lansing for local match on the above referenced project. The local match is currently estimated by the City of Lansing at approximately $400,000 by 2015. Mr. Conklin estimates that the local share could increase to as much as $600,000 with additional right of way acquisitions.

Please note that the resolution has been drafted based on the City of Lansing’s request. The Controller’s Office, however, does not support the City’s request. The reasons are detailed below:

- The $400,000 in local match should be the responsibility of Lansing Township not Ingham County. The County Road agency has never funded a pathways/sidewalk project and should not establish such a precedent with our local townships.

- The ICDTR currently spends approximately $2 million per year on the local road programs, surface maintenance, and our federal aid program. If Ingham County would agree to provide all or a portion of the match it would reduce the already limited amount available for these programs.

- The project could be completed at substantially less cost by substituting the pathways with sidewalks.

- The City of Lansing has suggested that the County and Lansing Township could borrow their local match from the Department of Transportation’s State Infrastructure Loan Bank. The former Road Commission did not borrow funds to pay for road projects and the County should not establish such a precedent so soon after absorbing these duties and responsibilities.
MEMORANDUM

TO: Law and Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: March 1, 2013

RE: This resolution will allow for the hiring of Seasonal part time Deputies for Delhi Township parks.

Due to the success of this program last summer the Township has again, requested this service in addition to the present contract for police services.

The Ingham County Sheriff’s Office would hire two part time Deputies to accommodate this additional service. The cost of hiring these two part time Deputies would be paid for by the Township of Delhi. These Deputies would be for Law Enforcement service in the parks and would only leave the parks in an exigent circumstance approved by a Supervisor.
Agenda Item 1a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE INGHAM COUNTY SHERIFF’S OFFICE TO CONTRACT WITH DELHI TOWNSHIP FOR PARKS POLICE SERVICES WITH SEASONAL PART TIME DEPUTIES

WHEREAS, the Charter Township of Delhi has a contract with the Ingham County Sheriff’s Office for policing services; and

WHEREAS, the Charter Township of Delhi wishes to contract with the Ingham County Sheriff’s Office for seasonal part time Deputies to provide Law Enforcement services in Delhi Township Parks; and

WHEREAS, the Township of Delhi, has identified proposed scheduling for April through September totaling 1151 hours of service at an hourly rate of $20.68 for a total of $23,803.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize a contract for the Sheriff’s Office to provide the Charter Township of Delhi, with seasonal part time Deputies to provide Law Enforcement services in Township Parks for up to 1151 hours of service at an hourly rate of $20.68 for a total cost not to exceed $23,803 for the time period of April through September 2013.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff’s Office 2013 budget and position allocation list.

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

TO: Law and Courts Committee
Finance Committee

FROM: John L. Neilsen, Deputy Controller

DATE: March 1, 2013

RE: State of Michigan BYRNE JAG Grant – Metro Squad partial funding for a Sheriff’s Deputy

The Sheriff’s Office has traditionally had two full time officers assigned to the Metro Squad and a third officer is assigned through the Delhi Contract.

This resolution will authorize the Sheriff’s Office to accept a subcontract grant award of $25,249.00 from the State of Michigan BYRNE JAG grant program for the purpose of partially funding one Ingham County Sheriff’s Deputy Position to be assigned to the Tri-County Metro Narcotics Unit.

In addition to these grant funds, the Metro Squad Governing Board approved for the first time a supplemental appropriation of $13,777 from the Metro forfeiture fund reserve. These two funding sources totaling $39,026 represent one half of the 2013 total personnel costs for a Deputy. These two revenue sources are anticipated within the 2013 Sheriff’s Office budget.

If you should have any questions, feel free to contact me.
Agenda Item 1b

Introduced by the Law Enforcement and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT STATE OF MICHIGAN BYRNE JAG GRANT SUBCONTRACT FOR AN INGHAM COUNTY SHERIFF’S DEPUTY POSITION WITH TRI-COUNTY METRO NARCOTICS UNIT

WHEREAS, the Ingham County Sheriff’s Office understands the need for strong narcotics enforcement within Ingham County and in the Tri-County area; and

WHEREAS, the Ingham County Sheriff’s Office understands the importance of collaborative efforts of other Tri-County Law Enforcement Agencies working together and assigning police officers to the Tri-County Metro Narcotics Unit, for narcotics enforcement in the area; and

WHEREAS, the Ingham County Sheriff’s Office assigns three deputies to the Tri-County Narcotics Unit on a rotating basis to assist in the enforcement of narcotics investigations; and

WHEREAS, due to recent budget cutbacks, the Ingham County Sheriff’s Office is seeking funding to maintain our current assignments with the Tri-County Metro Narcotics Unit; and

WHEREAS, the Tri-County Metro Narcotics Unit has agreed to a subcontract, from the State of Michigan BYRNE JAG Grant, of $25,249.00 to the Ingham County Sheriff’s Office to pay a portion of (1) one deputies salary and fringe benefits for the 2012/2013 fiscal year; and

WHEREAS, the City of Lansing will be the fiduciary of this grant program.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the Michigan State Police Grants & Community Services Division subcontract with the City of Lansing in the amount of $25,249.00 for the Sheriff’s Office Metro Conspiracy and Special Prosecution Grant for the time period of October 1, 2012 through September 30, 2013.

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

FROM: Barb Byrum, Ingham County Clerk

DATE: March 7, 2013

SUBJECT: Fee Proposal

I submit this resolution to account for the additional services that are now available in the Ingham County Clerk's Office.

Specifically, there are now three Notary Publics in the Mason Office, with the expectation of more (including at least one in the Lansing Branch Office). Also, I perform many marriage ceremonies and am in need of consideration in regards to the expense the County incurs when witness are not brought to ceremonies.

Finally, I submit this resolution to comply with Michigan Law in regards to non-resident consent to service.

**Proposed Fee of Notarization of Documents**
The proposed fee would allow for a fee for notarizing documents for reasons other than County Clerk filings ($5 for Ingham County Residents and $10 for non-County residents). MCL 55.28S(7) provides that the fee charged by a notary public for performing a notarial act shall not be more than $10 for any individual transaction or notarial act.

**Proposed Marriage Witness Fee**
The proposed fee is not specifically provided for by statute. However, pursuant to MCL 551.9, two witnesses are required for the solemnization of marriage ceremony. Often, County employees are brought to ceremonies in order to serve as witnesses, taking people away from their other duties.

**Proposed Fee for Filing Non-Resident’s Consent to Service of Process**
The filing of the irrevocable consent to service of process on the County Clerk, and payment of a $2 fee is required for every non-resident person who files a Certificate of Assumed Name. MCL 445.3(3) indicates:

(3) Every person who is a nonresident of this state, upon filing a certificate provided for in this act, shall file an irrevocable consent that actions may be commenced against the person in the courts of this state, by service of process or pleading authorized by the laws of this state on the county clerk in whose office the certificate and consent are filed. For the filing of the consent, the county clerk shall receive a fee of $2.00.

The purpose of filing an irrevocable consent is to ensure that Michigan Courts have personal jurisdiction over non-residents who conduct business under an assumed name. The irrevocable consent allows for a summons and complaint against the non-resident to be served upon the County Clerk.

The conservative estimated increase in General Fund revenue would be $1,500.00.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ADOPT NEW FEES FOR
THE COUNTY CLERK’S OFFICE

WHEREAS, the County Clerk has reviewed the Clerks Office operations and has identified some fees that have not been collected to reimburse the County for services rendered; and

WHEREAS, the County Clerk has confirmed with the County Attorney that these proposed fees are statutorily permissible; and

WHEREAS, the County Clerk recommends that the Board of Commissioners approve these new fees.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approve the following new fees for the County Clerk’s Office:

- $10 fee for notarizing documents for reasons other than County Clerk filings for non-County residents
- $5 fee for notarizing documents for reasons other than County Clerk filings for County residents
- $15 fee for witnesses to a marriage ceremony, regardless if one or two witnesses are required
- $2 fee for filing a nonresident’s irrevocable consent to proof of service in the context of filing a certificate of assumed name

BE IT FURTHER RESOLVED, that these fee increases shall become effective on April 1, 2013.

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

TO: Human Service Committee
   Finance Committee

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

DATE: March 7, 2013

RE: Resolution Authorizing Two Contracts to Distribute County Urban Redevelopment Funds

Ingham County has a strong and successful history of implementing community summits and cultivating citizen ownership of efforts that expand and enhance opportunities for urban redevelopment. The Ingham County Health Department (ICHD), in partnership with the Power of We Consortium (PWC), has been responsible for carrying out efforts in support of the County’s priority to “Promote Environmental Protection and Smart Growth.” Specifically, ICHD and PWC have established a mechanism to allocate the Urban Redevelopment Funds in the amount of $35,000.

This important investment of $35,000 has been used to leverage millions of dollars in federal grants (Compassion Capital Fund) and thousands of volunteer service hours (AmeriCorps) towards making our neighborhoods more attractive, vital, and responsive to our residents. Utilization of these funds has included activities such as completion of the walking trail on the south side of Lansing; match for the PWC’s Capacity Building Program for community and faith-based organizations and for the AmeriCorps program; support for the Ingham Change Initiative’s Summer Youth Program for young men of color; and support for neighborhood community organizing.

For fiscal year 2013, the ICHD, in partnership with the PWC, has chosen to support the following grant recipients in an effort to provide greater impact for these critical initiatives:

- Cristo Rey Community Center’s TECH en La Casa Program ($12,000) to provide the community in the Lansing area with access and equity to learning and using computers and the internet and provide sound, culturally-relevant, community-building learning experiences for adults and students to penetrate a multitude of academic, employment, health and financial resources, and influencing the safety within the neighborhood

- Planned Parenthood Mid and South Michigan ($20,000) to support expanding health equity efforts beyond the scope of TPIP through a strategic and intersectional three-tiered initiative: youth programming, civic engagement, and access to reproductive healthcare/Sexually Transmitted Disease (STD) testing.

I recommend that the board adopt the attached resolution and authorize contracts with Cristo Rey Community Center, and Planned Parenthood Mid and South Michigan.

c: John Jacobs w/attachment, Isaias Solis w/attachment
WHEREAS, the Ingham County Health Department is responsible for implementing activities that support the County priority to “Promote Environmental Protection and Smart Growth”; and

WHEREAS, a county allocation in the amount of $35,000 from the Board of Commissioners is intended to expand or enhance opportunities for urban redevelopment through engagement and mobilization of residents (Resolutions #06-120, #07-105, #08-116, #09-122, #10-116, #11-052, #12-18); and

WHEREAS, the purpose of the funds are to strengthen urban cores, revitalize Lansing’s neighborhoods, and curb resident movement into less developed areas, thereby preserving open land and reducing long-term negative impacts on our ecosystem; and

WHEREAS, in 2013 $30,000 was allocated via a competitive RFP process, overseen by the Investors Steering Committee of the Power of We Consortium to Cristo Rey Community Center’s TECH en La Casa program in the amount of $12,000 and to Planned Parenthood Mid and South Michigan in the amount of $20,000; and

WHEREAS, the Health Department, in partnership with the Power of We Consortium, has determined that greater impact can be made with the 2013 grant funds by allocating the aforementioned amounts to each of these two organizations to extend their initiatives; and

WHEREAS, Cristo Rey Community Center’s TECH en La Casa program and its partners will be providing the community in the Lansing area with access and equity to learning and using computers and the internet and provide sound, culturally-relevant, community-building learning experiences for adults and students to penetrate a multitude of academic, employment, health and financial resources, and influencing the safety within the neighborhood; and

WHEREAS, Planned Parenthood South and Mid-Michigan and its partners will use the funds to support expanding health equity efforts beyond the scope of TPIP through a strategic and intersectional three-tiered initiative: youth programming, civic engagement, and access to reproductive healthcare/Sexually Transmitted Disease (STD) testing.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract with Cristo Rey Community Center in the amount of $12,000 for the period of January 1, 2013 through September 30, 2013 to provide the community in the Lansing area with access and equity to learning and using computers and the internet and provide sound, culturally-relevant, community-building learning experiences for adults and students to penetrate a multitude of academic, employment, health and financial resources, and influencing the safety within the neighborhood.
BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a contract with Planned Parenthood Mid and South Michigan in the amount of $20,000 for the period of January 1, 2013 through September 30, 2013 to support expanding health equity efforts beyond the scope of TPIP through a strategic and intersectional three-tiered initiative: youth programming, civic engagement, and access to reproductive healthcare/Sexually Transmitted Disease (STD) testing.

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

TO: Human Services Committee
Finance Committee

FROM: Renée Branch Canady, Ph.D., MPA, Health Officer

DATE: March 7, 2013

RE: Resolution to Authorize an Agreement with Eaton Intermediate School District

The Health Department is strongly committed to preventing and reducing tobacco use and alcohol abuse in our community. The Department is an active member of the Ingham Substance Abuse Prevention Coalition (ISAPC) which is dedicated to effective prevention services through comprehensive collaboration. Eaton Intermediate School District (EISD) provides administrative and staff support to ISAPC.

Utilizing a grant from Mid-South Substance Abuse Commission, the EISD contracts each year with community partners, including the Health Department, to carry out activities contained in the ISAPC Implementation Plan. The Health Department has contracted with EISD community service projects since 2008.

The activities to be performed by the Health Department include:

- Coordinate a Media Training for Ingham County youth using Social Norm Messages and Create an Action plan for material distribution and outreach.

- Provide on-line festival alcohol-server training for community festival volunteers with Action Plan, Outreach Plan and Promotion Plan.

- Provide Vendor Education to 100% of licensed tobacco vendors in Ingham County and serve as agency lead on synthetic and designer drug information to community partners.

- Serves as DYTUR agency for Ingham County and conduct SYNAR compliance checks with records to CMH/CEI-CA.

- Provide tri-county awareness campaign to medical practices and pharmacies in Ingham County that encourages medication take-back options and promotes community-based strategies to prevent prescription drug abuse. Includes hosting Household Hazardous Waste collection May through September and developing an outreach plan for the community.

- Conduct Community Training for “Seeking Safety” at five new venues and develop an Implementation Plan for regional training and promotion.

- Recruit local pharmacies and law enforcement agencies to participate in medication take-back programs for all allowable aspects of medication disposal. Promote locations through community outreach plan and website.

- Conduct the second 2-days of Social Justice Training for the Regional Training Center.
These activities are highly consistent with other prevention work undertaken by the Health Department. EISD will reimburse the County for up to $35,800 for the activities. Revenue from this agreement was anticipated in the projections for the Department’s 2013 budget.

I recommend that the Board adopt the attached resolution.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH EATON INTERMEDIATE SCHOOL DISTRICT TO PREVENT AND REDUCE TOBACCO USE AND ALCOHOL ABUSE IN INGHAM COUNTY

WHEREAS, Eaton Intermediate School District provides administrative support for the Ingham Substance Abuse Prevention Coalition to collaborate and advocate for stronger prevention measures for the access and availability of tobacco and alcohol; and

WHEREAS, Ingham Substance Abuse Prevention Coalition’s Implementation Plan for FY2013 includes several outcomes targeted to prevent and reduce tobacco use and alcohol abuse in Ingham County; and

WHEREAS, the Ingham County Health Department is committed to preventing and reducing the use of tobacco and alcohol abuse; and

WHEREAS, the Ingham County Health Department has been requested to perform activities related to tobacco and alcohol prevention and reduction in the Ingham Substance Abuse Prevention Coalition’s Implementation Plan; and

WHEREAS, Eaton Intermediate School District has agreed to reimburse the County for up to $35,800 for performance of such activities; and

WHEREAS, the Health Officer recommendation that the Board of Commissioners authorize an agreement with the Eaton Intermediate School District for up to $35,800 for tobacco and alcohol prevention and reduction activities.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Eaton Intermediate School District for up to $35,800 to engage in the tobacco and alcohol prevention and reduction activities.

BE IT FURTHER RESOLVED, the contract period shall be from October 1, 2012 through September 30, 2013.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the agreement after it is approved as to form by the County Attorney.
MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

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

DATE: March 6, 2013

RE: 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

In Resolution #09-426, the Board of Commissioners authorized an agreement for physician services and medical direction for the Health Department’s Women’s Health Services with Edward W. Sparrow Hospital Association (Sparrow) for the period April 1, 2010 through March 31, 2013.

The Health Department and Sparrow would like to extend this agreement for the period April 1, 2013 through March 31, 2014. In addition, the Health Department proposes to create a Special Part-time Medical Director position assigned to Women’s Health Services (MCF Grade C, Step 5). Sparrow has agreed to cover the cost of this position for up to 988 hours at a rate of $120.00 per hour ($118,560 per year), which includes the cost of liability coverage.

The Health Department will compensate Sparrow the sum of $50,000 for physician services.

The Ingham Community Health Center Board of Directors has reviewed and supports the proposed agreement.

I recommend that that Board of Commissioners authorize the attached resolution to extend the agreement and the creation of the Special Part-time Medical Director in Women’s Health Services.

c: Deb Brinson, w/attachment
   Barb Mastin, w/attachment
   John Jacobs, w/attachment
MEMO

TO: Debbie Brinson, Chief Executive Officer/Director CHCN
FROM: Michelle Rutkowski, Human Resources Specialist
DATE: 3/4/13
RE: Analysis for new position—Director, Women’s Health

In reference to your proposal, Human Resources provides the following information:

1. We have created a new job classification titled “Director, Women’s Health”. A copy of the corresponding new job description is attached to the email accompanying this memo.

2. This new classification has been evaluated at an MCF C salary grade. The funding for this position will be supported by a grant.

3. This position will work less than 19 hours a week and will therefore be a Special Part Time position.

Please use this memo as acknowledgement of Human Resources’ participation and analysis of your proposal. If I can be of further assistance, please email or call me (887-4374).
INGHAM COUNTY
JOB DESCRIPTION

DIRECTOR, WOMEN’S HEALTH (SPECIAL PART TIME)

General Description: Under general supervision of the Chief Executive Officer/Director of the Community Health Center Network (CHCN) and in cooperation with the CHCH Medical Director, responsible for the medical direction, coordination and oversight of the medical services administered through the Women’s Health Unit. Provides leadership and guidance in developing and monitoring the Women Health Unit’s quality assurance program. Ensures patients receive health care of the highest quality while resources are utilized in the most cost-effective manner. Ensures proper functioning of day-to-day operations.

Essential Functions:
1. Provides leadership and oversight of the medical care delivered by clinical staff in the Women’s Health Unit. Participates in clinical consultations and provides medical expertise and guidance as appropriate. Supervises and audits medical staff.

2. Serves as a mentor to staff and manages the resolution of problems in the Women’s Health Unit.

3. Supervises medical providers in the Women’s Health Unit. Participates in the hiring process and oversees employee training, scheduling and evaluations. Monitors employee performance for compliance to Unit policies and expectations. Develops and recommends disciplinary action plans and participates in disciplinary actions.

4. Provides leadership within Women’s Health to achieve Unit standards. Works to ensure Unit clinical staff adhere to guidelines, protocols and procedures. Develops, modifies and updates protocols and procedure with guidance and approval from the Chief Executive Officer/Director CHCNs and the CHCN Medical Director.

5. Provides oversight of utilization and risk management activities in the Women’s Health Unit including but not limited to monitoring service utilization, adherence to corporate compliance plan, attainment of productivity targets, etc.

6. Oversees the compliance and quality improvement activities of the Women’s Health. Works with Quality Assurance team members, performs chart reviews and peer reviews.

7. May represent the Women’s Health Unit at various internal and external meetings. Represents the needs of the medically underserved and vulnerable population served in the Women’s Health Unit as requested.

8. Provides oversight and serves as collaborating physician for collaborative practice agreements with Nurse Practitioners and Physician Assistants.

9. Monitors contracts with providers to ensure compliance.
**Other Functions:**

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.  
*(The above statements are intended to describe the general nature and level of work being performed by the people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.)*

**Employment Qualifications**

**Education:**  Graduation from an accredited school of medicine is required.

**Experience:**  A minimum of 7 years of Board certification in family or internal medicine is required.  Five years of management is required.  Experience with Federally Qualified Health Centers is preferred.

**Other Requirements:**  Current DEA License, License to practice medicine in State of Michigan Board Certification in Family Practice or Internal Medicine

**Physical Requirements:**
- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- 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:**
- Works in a standard doctor’s office or medical environment.
- Exposure to communicable diseases, blood and other bodily fluids.
- May attend meetings, seminars and speaking engagements throughout the County.

*MAR 2013  
MCF C  
**Labor Market Exception*
INTRODUCED BY THE HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, Resolution #09-426 authorized an agreement for physician services and medical direction for Women’s Health Services with Edward W. Sparrow Hospital Association (Sparrow) for the period April 1, 2010 through March 31, 2013; and

WHEREAS, the Health Department and Sparrow would like to extend this agreement from April 1, 2013 through March 31, 2014; and

WHEREAS, in addition, the Health Department proposes to create a Special Part-time Medical Director position (MCF C) for Women’s Health Services; and

WHEREAS, Sparrow shall compensate the Health Department for the Medical Director position at a rate of $120.00 per hour for up to 988 hours annually, which includes the cost of liability coverage; and

WHEREAS, the Health Department shall compensate Sparrow the sum of $50,000 for physician services; and

WHEREAS, the Community Health Center Board of Directors has reviewed and supports the proposed extension of the physician services agreement; and

WHEREAS, the Health Officer recommends that that Board of Commissioners authorize the extension of the physician services and medical direction agreement with Edward W. Sparrow Hospital Association.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an extension of the agreement for physician services and medical director for Women’s Health Services with Edward W. Sparrow Hospital Association for the period April 1, 2013 through March 31, 2014.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the creation of a Special Part-time Medical Director position (MCF C), for which Sparrow will cover the cost for up to 988 hours at a rate of $120.00 per hour ($118,560 per year), which includes the cost of liability coverage for the period April 1, 2013 through March 31, 2014.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Health Department to compensate Edward W. Sparrow Hospital Association up to $50,000 for physician services for the period April 1, 2013 through March 31, 2014.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budget adjustments in the Health Department’s budget.

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

TO: Human Services Committee
    Finance Committee

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

DATE: March 8, 2013

RE: Resolution to Authorize Amendment #3 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

This is a recommendation to authorize Amendment #3 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.

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 $5,267,721 to $5,291,821, an increase of $24,100. The Amendment makes the following specific changes in the budget:

3. PRIME Local Learning Collaborative, an increase of $14,100 to $16,100.

Regarding Item 2, the State is providing funds to support the development of a Community Home Visiting Hub so that home visiting programs can collect and access enrollment data to effective and efficiently address needs of clients requiring multiple services and reducing duplicity of program efforts. This is a collaborative effort with Ingham Intermediate School District, Community Mental Health and Capital Area Community Services and the health department.

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

c: John Jacobs w/attachment
INTRODUCTION

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 Resolutions #13-20 & 13-52; 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 #3 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 $5,267,721 to $5,291,821, an increase of $24,100.

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

1. PRIME Local Learning Collaborative, an increase of $14,100 to $16,100.
2. Centralized Access Home Visiting Hub, $10,000.

BE IT FURTHER RESOLVED, that the Health Department is authorized to purchase tablets for home visiting programs in an amount not to exceed $6,000,

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 #3 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.
MEMORANDUM

TO: County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: March 4, 2013

SUBJECT: 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

The resolution before you authorizes 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.

A short form contract was approved and a Purchase Order issued for $4,910.00 to perform the tasks necessary to hold a preliminary permit hearing with the MDEQ.

This meeting required a portion of their original contract fees to be used for topographic survey, a cross section, and a rudimentary plan review to better explain the purpose to the MDEQ representative.

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

When the Purchase Order amount of $4,910.00 is deducted from the original quote of $41,005.00 a revised fee total of $36,095.00 remains. This resolution also authorizes a contingency of $3,000.00 to be used for unforeseen circumstances that may arise, for a total cost not to exceed $39,095.00.

I recommend approval of this resolution.
MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: March 4, 2013
SUBJECT: Architectural & Engineering Services Proposal Summary for the Moose & Bison Exhibits at Potter Park Zoo

Project Description:
Proposals were sought from qualified and experienced architectural and engineering firms for the purpose of entering into a contract to provide professional design and construction administration services for the renovation of the Moose and Bison Exhibits at Potter Park Zoo.

The Contractor will be responsible for working directly with select members of the Zoo and Facilities Departments to evaluate the current conditions of and make recommendations for the renovation of the two exhibits. Work will meet all state, local and federal guidelines and AZA standards. The Contractor will furnish all expertise, labor and resources for complete design and engineering services for the project in accordance with the requirements of this RFP and subsequent contract.

Proposal Summary:
Vendors contacted: 24 Local: 6
Vendors responding: 2 Local: 2

<table>
<thead>
<tr>
<th>Company</th>
<th>Phase 1 – Preliminary Design Services Cost</th>
<th>Phase 2 – Construction Services Cost</th>
<th>Total Cost</th>
<th>Local</th>
</tr>
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<tbody>
<tr>
<td>Landscape Architects &amp; Planners</td>
<td>$23,945</td>
<td>$16,380</td>
<td>$41,005</td>
<td>Yes – Lansing</td>
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<tr>
<td>C2AE</td>
<td>$82,400</td>
<td>$12,250</td>
<td>$94,650</td>
<td>Yes – Lansing</td>
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</table>

A total of 3 vendors attended the mandatory pre-proposal meeting.

Local vendors not responding:
Fishbeck, Thompson, Carr & Huber, Inc., Lansing – No bid submitted due to their work load.

Other vendors not responding:
Quinn Evans Architects, Ann Arbor – No bid submitted due to scope of work – the majority of the work will better be designed by a landscape architect and civil engineer, local to the county.

Progressive Architecture Engineering, Grand Rapids and Wigen Tincknell Meyer & Associates Architects & Planners, Saginaw – No bids submitted due to their work load.
Recommendation:
The Evaluation Committee recommends awarding a contract to Landscape Architects & Planners in a not to exceed amount of $36,095 for renovations to the Moose and Bison exhibits. Inclusive in this amount is $3,000 in contingency for any unforeseen circumstances that may arise during the project.

Prior to moving forward with our recommendation, a Purchase Order was issued for $4,910.00 to perform tasks necessary to hold a preliminary permit hearing with the MDEQ. This was required to ensure that the project could move forward without any wetland issues. MDEQ subsequently gave the County the authorization to proceed with the project.

Consultant phase costs breakdown:

<table>
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<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Landscape Architects’ Bid</td>
<td>$41,005</td>
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<tr>
<td>Add Contingency</td>
<td>$3,000</td>
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<td></td>
<td>$44,005</td>
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<tr>
<td>Deduct PO Amount</td>
<td>$4,910</td>
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<tr>
<td>Total Awarded</td>
<td>$39,095</td>
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</table>

Landscape Architects & Planners is a local vendor, licensed, insured, has other relevant experience working on projects of similar size and scope, and has previous experience working with the County.

Advertisement:
The RFP was advertised in the City Pulse, numerous construction plan houses, and posted on the Purchasing Department Web Page.
Agenda Item 4a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, the Moose and Bison exhibits are in need of renovation; and

WHEREAS, a short form contract was approved and a Purchase Order issued for $4,910.00 to perform the tasks necessary to hold a preliminary permit hearing with the MDEQ; and

WHEREAS, this meeting required a portion of their original contract fees be used for topographic survey, a cross section, and a rudimentary plan view to better explain the purpose to the MDEQ representative; and

WHEREAS, this amount of $4,910.00 was deducted from their original quote of $41,005.00 for a revised fee total of $36,095.00; and

WHEREAS, the Facilities Department is asking for a contingency of $3,000.00 for any unforeseen circumstances that may arise; 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 contract with Landscape Architects & Planners, Inc. 809 Center Street, Suite 1, Lansing, Michigan, 48906 for an amount of $36,095.00 for the renovations to the Moose and Bison exhibits as well as a $3,000.00 contingency for unforeseen circumstances, for a total cost not to exceed $39,095.00.

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: Human and County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: March 6, 2013
SUBJECT: 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 resolution before you authorizes awarding a contract to L.J. Trumble Builders, LLC to provide general contracting services for renovations at the Willow Health Center.

L.J. Trumble Builders, LLC, a registered, local vendor, who submitted the lowest responsive and responsible bid were chosen, after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments.

The renovations project will be performed for a total bid price of $158,718.00 which includes all alternates.

A $15,000.00 contingency is also being asked for by the Facilities Department for unforeseen circumstances that may arise, for a total cost not to exceed $173,718.00.

This is a grant funded project and funds are available within account # 511-61553-818000-02005.

I recommend approval of this resolution.
MEMORANDUM

TO: Human Services, County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 5, 2013
SUBJECT: Proposal Summary for Willow Health Center Renovations

Project Description:
Proposals were sought from experienced and qualified general contractors for the Willow Health Center Renovation project. The scope of work includes, but is not limited to, alterations and renovations to an existing healthcare facility, single story masonry building, approximately 5,000 square feet. The work includes abatement work, miscellaneous steel, carpentry, steel and wood doors, gypsum board partitions, resilient flooring, acoustical ceiling board, painting, door hardware, plumbing, HVAC, electrical power and lighting.

Proposal Summary:
Vendors contacted: 47 Local: 18
Vendors responding: 10 Local: 6

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<tr>
<th>Company Name</th>
<th>Base Bid</th>
<th>Alt #1 Ceiling Tiles</th>
<th>Alt #2 Cabinets</th>
<th>Alt #3 Fire Rated Glass</th>
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<td>LJ Trumble Builders LLC</td>
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<td>$4,550</td>
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<td>Laux Construction, LLC</td>
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<td>Yes - Holt</td>
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<td>Moore Trosper Construction Company</td>
<td>$179,000</td>
<td>$17,775</td>
<td>$10,329</td>
<td>$4,235</td>
<td>$211,339</td>
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<td>Neilsen Commercial Construction Company, Inc.</td>
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<td>$8,200</td>
<td>$4,300</td>
<td>$217,500</td>
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<td>Livingston Power Company LLC</td>
<td>$196,800</td>
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<td>$4,000</td>
<td>$1,100</td>
<td>$220,800</td>
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<td>SG Construction Services LLC DBA: Sorensen Gross Construction Services LLC</td>
<td>$189,000</td>
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<td>$6,300</td>
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<td>$222,420</td>
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<td>Company</td>
<td>Total Bid</td>
<td>Prevailing Wages</td>
<td>Contingency 1</td>
<td>Contingency 2</td>
<td>Total</td>
<td>Location</td>
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<td>E&amp;L Construction Group, Inc.</td>
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<td>Metro Development Corporation</td>
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<td></td>
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<td></td>
<td>No - Lansing (Clinton County)</td>
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</table>

A total of 29 vendors attended the mandatory Pre-proposal meeting.

**Local vendor not responding:**
Granger Construction, Lansing – No bid submitted due to their work load.

**Recommendation:**
The Evaluation Committee recommends awarding a contract to LJ Trumble Builders LLC in an amount not to exceed $173,718 which is reflective of the payment of prevailing wages and a $15,000 contingency for any unforeseen issues that may arise during the project. A 9% contingency was recommended by the County’s consultant.

In addition to submitting the lowest responsive and responsible proposal, LJ Trumble Builders LLC is a registered local vendor, bonded, insured, and highly referenced.

**Advertising:**
The Request for Proposals was advertised in the City Pulse, El Central, various construction plan houses, and posted on the Purchasing Department Web Page.
Intended by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, the Willow Health Center is in need of renovations due to age of the building and deterioration over time; and

WHEREAS, the Purchasing Department solicited bids for the renovations and L.J. Trumble Builders, LLC, a registered, local vendor submitted the lowest responsive and responsible bid and is recommended by the Purchasing and Facilities Departments; and

WHEREAS, the renovations project will be performed for a total bid price of $158,718.00 which includes all alternates; and

WHEREAS, a contingency of $15,000.00 is being asked for by the Facilities Department for any unforeseen circumstances that may arise with this type of renovation which brings the project to a total cost not to exceed $173,718.00; and

WHEREAS, this is a grant funded project and funds are available within account # 511-61553-818000-02005.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with L.J. Trumble Builders, LLC, 2331 North Larch Street, Lansing, Michigan 48906 to provide general contracting services for renovations at the Willow Health Center for a total cost not to exceed $173,718.00.

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: Jim Hudgins, Purchasing Director
DATE: March 11, 2013
SUBJECT: Local Purchasing Preference Policy

Believing that its purchasing policies should encourage local vendors to provide goods and/or services to Ingham County government, resulting in increased economic activity through more local jobs, tax revenues, and expenditures; and to entice business relocations to the County, in 2005, the Board of Commissioners authorized Resolution #05-044, which established a Local Purchasing Preference Policy.

This policy affords local registered vendors who operate a place of business in Ingham County, a preference when bidding on County projects. The resolution in 2005 established a 5% preference; however, in an effort to provide more local vendors the opportunity to be awarded County contracts, the BOC amended the policy in 2010 to increase the preference threshold to 10%. (Both resolutions are enclosed.)

A local vendor is defined as a vendor that operates a business within the legally defined boundaries of Ingham County. To be considered a local vendor, the vendor must provide a verifiable business address (not a PO Box) at which business is being conducted. The vendor must also agree to comply with all other policies and requirements of the County.

The policy works by allowing a local vendor who submits a responsive bid that is within 10% of the lowest responsive bid to reduce its bid to meet the lowest responsive bid, and in doing so, thereby be considered the lowest responsive bidder and subsequently recommended for the award of the contract – provided that the initial lowest responsive bid is not from another local vendor.

As shown below, for the years since the policy was enacted until late 2010, there were five (5) contracts where the Local Purchasing Preference Policy was applied and subsequently awarded to local vendors:

<table>
<thead>
<tr>
<th>Project/Year</th>
<th>Low Bid</th>
<th>Local</th>
<th>2nd Lowest Bid</th>
<th>Local</th>
<th>Within 5%</th>
<th>Awarded Contractor/$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Potter Park Zoo Entrance Sign/2007</td>
<td>Cross Lake, $42,650</td>
<td>No</td>
<td>Laux Const., $43,178</td>
<td>Yes</td>
<td>Yes</td>
<td>Laux Const., $42,650</td>
</tr>
<tr>
<td>Renovation of Our Savior Lutheran Church/2008</td>
<td>Kares Const., $755,000</td>
<td>No</td>
<td>Laux Const., $790,000</td>
<td>Yes</td>
<td>Yes</td>
<td>Laux Const., $755,000</td>
</tr>
</tbody>
</table>
Since amending the Local Purchasing Preference Policy in 2010 to increase the threshold preference to 10%, the following five (5) contracts were awarded:

<table>
<thead>
<tr>
<th>Project/Year</th>
<th>Low Bid</th>
<th>Local</th>
<th>2nd Lowest Bid</th>
<th>Local</th>
<th>Within 10%</th>
<th>Awarded Contractor/$</th>
</tr>
</thead>
<tbody>
<tr>
<td>Elevator Service/2011</td>
<td>Otis Elevator, $43,365</td>
<td>No</td>
<td>Schindler Elevator, $47,066</td>
<td>Yes</td>
<td>Yes</td>
<td>Schindler Elevator, $47,066</td>
</tr>
<tr>
<td>Roof Replacements at Burchfield Park/2011</td>
<td>Rasmusen LLC, $9,164</td>
<td>No</td>
<td>Century Const., $9,990</td>
<td>Yes</td>
<td>Yes</td>
<td>Century Const., $9,990</td>
</tr>
<tr>
<td>Portable Restrooms/2011</td>
<td>American Rentals, $5,385</td>
<td>No</td>
<td>Supreme Rental, $5,785</td>
<td>Yes</td>
<td>Yes</td>
<td>Supreme Rental, $5,385 for 5 years</td>
</tr>
<tr>
<td>Boiler Replacement Jail/2012</td>
<td>Myers Plumbing, $89,265</td>
<td>No</td>
<td>Shaw Winkler, $93,300</td>
<td>Yes</td>
<td>Yes</td>
<td>Shaw Winkler, $89,265</td>
</tr>
<tr>
<td>Roofing Fair Main Office/2013</td>
<td>Pat USA, $42,963</td>
<td>No</td>
<td>Jordan Roofing, $45,149</td>
<td>Yes</td>
<td>Yes</td>
<td>Jordan Roofing, $42,963</td>
</tr>
</tbody>
</table>

Overall, implementation of the policy has been fairly straightforward and has presented no any major administrative challenges. Most of our vendors are aware of the policy as it is contained in all formal bids/proposals, posted on our website, and discussed at length at pre-bid meetings.

Discussions have taken place over the years with regard to adding a provision in the policy that would grant a similar preference to those non-local vendors who have a certain percentage of their workforce residing in Ingham County. However, to this point, no action has been taken to add this provision.

Since the policy was enacted, the Purchasing Department has occasionally received notice from non-local vendors who are not interested in bidding on County projects because of the policy. A recent example of this is in 2012 when we solicited proposals for Health Care Consulting Services. First Person Benefit Advisors, located in Indianapolis, Indiana, declined to submit a proposal because of the County’s perceived intent to contract with a local vendor. With this
solicitation, however, we received eight (8) responses and the contract was awarded to a non-local vendor because of the lack of qualified local vendors.

Another more concerning example and one with which you are already familiar, is our attempt to solicit a sufficient number of competitive bids for the Road Department’s two large-scale annual asphalt programs: Maintenance and Local Road Paving. Historically, Rieth-Riley, a local vendor from Mason, and Michigan Paving & Materials Corp., a non-local vendor located in Lansing but in Clinton County, have been the only two manufacturers/bidders for these two programs. Other paving firms have to purchase asphalt from one of these two firms, and as such, cannot be competitive.

Last year, Michigan Paving chose not to submit a bid for the 2012 Local Road Paving program citing its concern over the County’s Local Purchasing Preference Policy – specifically that Rieth Riley may not need to bid as competitively as they may otherwise without a local purchasing preference policy. In the past, pricing for the Asphalt Maintenance Program between these two firms has been very competitive, and depending on where the work is being completed, asphalt is purchased from both firms to save on time and transportation costs. We are concerned that with limited or no competition, asphalt and transportation costs will increase.

It is therefore that we are recommending that the Local Purchasing Preference Policy be amended to include a provision not to apply the policy when it is determined that applying the policy will result in limited competition or increases in costs. We are proposing that the Director of Purchasing, after reviewing all the facts and communicating with all parties, be authorized to make the determination as to applying the policy for a specific bid or proposal. Any such decision not to apply the Policy will be communicated to the Board of Commissioners.

We recommend approval of the Resolution.
Introduces the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE INGHAM COUNTY PURCHASING POLICY

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #05-044, which amended the purchasing policies to include a provision for local purchasing preference; and

WHEREAS, the Board of Commissioners amended Resolution #05-044 to increase the preference threshold from 5% to 10% to afford local registered vendors a greater opportunity to be awarded County contracts; and

WHEREAS, the Board of Commissioners has determined it advisable to amend the policy to provide the Director of Purchasing latitude in applying the Local Purchasing Preference Provision in circumstances where the Director has determined, after conducting due diligence, that the application of the policy would not provide a sufficient number of proposals or bids and/or would yield higher costs.

THEREFORE BE IT RESOLVED, that Resolution #05-044 is hereby amended to reflect the following language:

Where the Director of Purchasing, having met with the appropriate vendors and departmental staff and gathered all information pertaining to a specific bid or proposal for the purchase of goods and/or services, concludes that the application of the Local Purchasing Preference Provision would preclude the County from obtaining a sufficient number of competitive bids or proposals, and/or where the application of the provision would result in an increase in costs, the contemplated purchase shall not be subject to the provision.

BE IT FURTHER RESOLVED, that any such determination made by the Director of Purchasing to not apply the Local Purchasing Preference Provision shall be communicated to the Board of Commissioners including reasons for non-application.
Adopted - November 9, 2010
Agenda Item No. 6

Introduced by the County Services and Finance Committees of the:

Ingham County Board of Commissioners

Resolution Amending the Ingham County Local Purchasing Preference Policy

Resolution #10-359

Whereas, the Ingham County Board of Commissioners adopted Resolution #05-044, which established a policy to amend the purchasing policies to include a provision for local purchasing preference; and

Whereas, the Board of Commissioners has determined it advisable to amend the policy to increase the preference threshold from 5% to 10% to afford local registered vendors a greater opportunity to be awarded County contracts.

Therefore be it resolved, that Resolution #05-044 is hereby amended to reflect a 10% local purchasing preference in the appropriate sections of the resolution.

County Services: County Services will meet 11/8/10

Finance: Yeas: Grebner, Tennis, Bahar-Cook, Schor, Dougan
Nays: None
Absent: Holman
Approved 11/3/10
INTRODUCED by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE PURCHASING POLICIES TO INCLUDE A PROVISION FOR LOCAL PURCHASING PREFERENCE

RESOLUTION #05-044

WHEREAS, the Board of Commissioners believes that its purchasing policies should encourage local vendors to provide goods and services to Ingham County government, resulting in increased economic activity through more local jobs, tax revenues, and expenditures, and to entice business relocations to the County.

THEREFORE BE IT RESOLVED, that the Board of Commissioners encourages all county offices, departments and courts supported by the County to utilize local vendors, wherever possible, practical, and cost effective.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby amends the Ingham County Purchasing Policies by providing a preference for registered local vendors who respond to formal bids or proposals for the purchase of goods or supplies, issued by the Ingham County Purchasing Department.

BE IT FURTHER RESOLVED, that for purposes of this policy, a registered “local vendor" (RLV) shall mean any vendor who operates a business within the legally defined boundaries of Ingham County. In order to be identified as a RLV, the vendor shall provide the Ingham County Purchasing Department with a verifiable physical business address (not a P.O. Box) at which the business is conducted.

BE IT FURTHER RESOLVED, that the RLV’s status ceases at the time that the business address is no longer valid.

BE IT FURTHER RESOLVED, that a vendor who wishes to be identified as a RLV shall also meet all other requirements of the County’s Purchasing Policies.

BE IT FURTHER RESOLVED, that a RLV who submits a responsive bid which is within 5% of the lowest responsive bid shall be given the opportunity to reduce its bid to meet the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided however, that the initial lowest responsive bid is not from another RLV.

BE IT FURTHER RESOLVED, that in the event that two (2) or more RLVs submit responsive bids which are within 5% of the lowest responsive bid, the RLV with the lowest responsive bid shall be given the opportunity to reduce their bid to meet or be less than the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided however, that the initial lowest responsive bid is not from another RLV. In the event of a tie between 2 RLVs, where all other factors are equal in the sole discretion of the Purchasing Department, and where the Purchasing Department is unable to break the tie through additional negotiations, the award of bid shall be by coin toss. However, negotiations shall be based solely upon the bid price, and the Purchasing Department shall not negotiate any changes to, or otherwise vary, the specifications, contract requirements or scope of work.
BE IT FURTHER RESOLVED, that a RLV who submits a responsive proposal which includes a cost proposal which is within 5% of the cost of the lowest responsive proposal shall be given the opportunity to reduce its proposed cost to meet the cost of lowest responsive proposal, and upon doing so, the proposal shall be evaluated as having a cost component which is the lowest; provided however, that the initial lowest responsive proposal is not from another RLV. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated. In addition, a lowered cost proposal by an RLV which is premised upon, in whole or in part, changes to or variances to the published the specifications, contract requirements or scope of work shall be considered non-responsive and will not be considered.

BE IT FURTHER RESOLVED, that in the event that two (2) or more RLVs submit responsive proposals which are within 5% of the lowest responsive proposal, and the lowest responsive proposal is not from another RLV, the RLV with the lowest responsive proposal shall be given the opportunity to reduce the cost proportion of their proposal to meet or be less than the cost component of the lowest responsive proposal. That proposal will be evaluated with the revised cost proposals. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated.

BE IT FURTHER RESOLVED, that if RLVs who are given the opportunity to reduce cost bids or proposals are unable or unwilling to reduce their bid or proposal costs to match the lowest responsive bid or proposal of a non-RLV, then the bid/proposal shall be awarded without regard to RLV status.

BE IT FURTHER RESOLVED, that RLVs who utilize non-RLVs as subcontractors for more than 50% of the work in a specific bid or proposal shall not be entitled to preference as a RLV for that specific bid or proposal.

BE IT FURTHER RESOLVED, that when a RLV submits a responsive bid or proposal which is equal to a bid or proposal submitted by a non-RLV, then the responsive bid or proposal shall be awarded to the RLV.

BE IT FURTHER RESOLVED, that the following purchases are exempt from the provisions of this policy:

1. Purchases resulting from exigent emergency conditions where any delay in completion or performance would jeopardize public health, safety or welfare of the citizens of the County, or where in the judgment of the County Controller the operational effectiveness or a significant County function would be seriously threatened if a purchase was not made expeditiously.

2. Purchases with any sole source supplier for supplies, materials, or other equipment.

3. Purchases made through the State of Michigan’s Extended Purchasing Program, or other cooperative purchasing contractual arrangements utilized by the Purchasing Department.

BE IT FURTHER RESOLVED, that any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for the local purchasing preference shall be barred from bidding on county contracts for a period of not less than three (3) years.

BE IT FURTHER RESOLVED, that nothing in this resolution shall be deemed to waive or constrain, in any manner, the sole discretion of the County, or the offices, agencies, and departments of the County in any way, including, but not limited to:

a. The right, in the exercise of sole discretion, to reject any and all bids/proposals, waive any and all informalities and/or to negotiate contract terms with the successful bidder/vendor;
b. The right, in the exercise of sole discretion, to disregard all nonconforming, nonresponsive, unbalanced or conditional bids/proposals;

c. The right, in the exercise of sole discretion, to evaluate the qualifications of the bidders/vendors, whether or not the bids comply with the prescribed requirements, and alternatives and unit prices if requested in the bid/proposal forms;

d. The right, in the exercise of sole discretion, to consider the qualifications and experience of subcontractors and other organizations (including those who are to furnish items of material or equipment), or to evaluate operation costs, maintenance considerations, performance data and guarantees of materials and/or equipment.

e. To conduct such investigation as is deemed, in the exercise of sole discretion, necessary to assist in the evaluation of any bid/proposal and/or to establish the responsibility, qualifications and financial ability of the bidders/vendors, proposed subcontractors and other persons or organizations to do the work in accord with the contract documents to the owners satisfaction and/or within the prescribed time.

f. The right, in the exercise of sole discretion, to reject the bid/proposal of any bidder/vendor who does not pass any such evaluation to the owners satisfaction;

g. The right, in the exercise of sole discretion, to reject all bids and suspend, discontinue or abandon the project/purchase, rebid the project/purchase, or change or amend the requirements of the project/purchase.

BE IT FURTHER RESOLVED, that the Purchasing Department shall include in formal Request for Bids and Proposals language pertaining to the provisions of this policy.

BE IT FURTHER RESOLVED, that the policy contained in this resolution shall be reviewed by the County Controller no later than December 2006, and that the Controller make a recommendation on any policy changes needed.

BE IT FURTHER RESOLVED, that the County Clerk shall send a copy of this resolution to all offices, agencies, and departments of Ingham County.

COUNTY SERVICES: Yeas: Celentino, Copedge, De Leon, Schor, Vickers, Severino    Nays: None
Absent: None    Approved 2/15/05

FINANCE: Yeas: Dedden, Swope, Hertel, Schor, Thomas, Dougan
Nays: None    Absent: None    Approved 2/16/05
TO: Ingham County Board of Commissioners County Services Committee and Finance Committee

FROM: Sandra Gower, Economic Development Coordinator

SUBJECT: Approval of Douglas J Redevelopment Brownfield Plan
Meridian Charter Township

DATE: March 7, 2013

Douglas J Housing-Okemos, LLC is proposing to redevelop a site in Meridian Charter Township at the corners of Hamilton Street and Okemos Road (2138 and 2148 Hamilton Road; 4695 Okemos Road). The proposed development includes a salon, spa, commercial and multi-family residential uses.

The Developer approached the Ingham County Brownfield Redevelopment Authority (ICBRA) in December of 2012 to discuss a Brownfield Plan with a TIF Capture to address the clean-up of some contamination on the property. The estimated eligible expenses are $328,900. Based on the estimated taxable value of the completed project it will take four years of tax capture to recoup those costs. A plan was presented to the ICBRA at its meeting of January 11, 2013. The ICBRA approved the plan and recommended the Board of Commissioners approve the plan.

On February 5, 2013 the Meridian Charter Township Board held a public hearing on the Plan. On February 19, 2013 the Township adopted a resolution approving the plan. The project is in the Meridian Downtown Development District. The DDA Board also endorsed the project.

Per the requirements of the Act, the Board of Commissioners will hold a public hearing on the Plan on March 26th.

The resolution before you is to approve the Brownfield Plan and TIF Capture for this project. A copy of the plan is included as Exhibit A. The TIF Capture Chart is Table 2 in the Plan.
Agenda Item 6a

Introduced by the County Services Committee and the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, the Ingham County Board of Commissioners created the Ingham County Brownfield Redevelopment Authority (ICBRA) in September 2001 (resolution #01-279) pursuant to PA 381 of 1996, as amended (the ACT) in order to promote the redevelopment of environmentally distressed, functionally obsolete, and/or blighted areas of the County; and

WHEREAS, the ICBRA has met on January 11, 2013 and recommended approval of a brownfield plan named Douglas J Redevelopment (the Plan) to redevelop deteriorating, contaminated properties in Meridian Charter Township, Michigan (the Township) identified with tax ID Numbers 33-02-02-21-405-010, 33-02-02-21-405-005, and 33-02-02-21-405-009 (the “Property”) containing 1.5 acres into a combination of commercial, retail and multi-unit residential development which will increase the County’s and the Township’s tax base while creating new jobs; and

WHEREAS, the Plan includes a Tax Increment Financing Plan to allow for the capture of taxes to reimburse for eligible expenses as described in the Plan; and

WHEREAS, the Township on February 5, 2013 held a public hearing on the plan and on February 19, 2013 approved the plan; and

WHEREAS, on March 26, 2013 the Ingham County Board of Commissioners held a public hearing on the Plan and provided notice and fully informed all taxing jurisdictions which are affected by the plan about the fiscal and economic implications of the proposed brownfield financing plan in accordance with the Act.

THEREFORE BE IT RESOLVED, that after review and consideration of the plan and the recommendation and approval of the Plan by the Board of Meridian Charter Township the Ingham County Board of Commissioners desires to proceed with approval of the plan.

BE IT FURTHER RESOLVED, that Ingham County Board of Commissioners, pursuant to the authority granted by Act does hereby approve the Brownfield Plan for the Douglas J Redevelopment in the form attached as Exhibit A.
Ingham County
Brownfield Redevelopment Authority
Brownfield Plan

Douglas J Redevelopment
2138 and 2148 Hamilton Road
and 4695 Okemos Road
Meridian Charter Township, Michigan

Brownfield Plan
January 9, 2013

Ingham County
Brownfield Redevelopment Authority
Contact: Sandra Gower, Economic Development Coordinator
Phone (517) 676-7285

Prepared with the assistance of:

Triterra
1210 N. Cedar Street, Suite A
Lansing, Michigan 48906

Approved by the Ingham County Brownfield Redevelopment Authority on

Approved by the Meridian Charter Township Board of Trustees on

Approved by Ingham County Board of Commissioners on
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FIGURES
Figure 1: Property Location Map
Figure 2: Property Boundaries Diagram
Figure 3: Boring Location and Soil Contamination Diagram

TABLES
Table 1: Legal Description of the Property
Table 2: Summary of TIF and Reimbursement of Eligible Activities

Attachment A: Summary of Known Environmental Conditions
I. INTRODUCTION

A. Plan Purpose

The Ingham County Brownfield Redevelopment Authority (Authority; ICBRA), duly established by resolution of the Ingham County Board of Commissioners, pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, MCLA 125.2651 et. seq., as amended (Act 381), is authorized to exercise its powers within the County of Ingham, Michigan. The purpose of this Brownfield Plan (the "Plan"), to be implemented by the ICBRA, is to satisfy the requirements of Act 381 for including the eligible property described below, designated as 2138 and 2148 Hamilton Road and 4695 Okemos Road, Meridian Charter Township, Michigan (the "Property"), in the ICBRA Brownfield Plan (the "Plan"). The Site consists of three parcels of land. One of the three parcels is a "facility" as defined by Part 201 of Michigan’s Natural Resources and Environmental Protection Act (P.A. 451, as amended). In accordance with Act 381, the remaining parcels included in this brownfield plan are adjacent or contiguous to the facility-designated property and are estimated to increase the captured taxable value of the facility-designated parcels. The parcels are located within the boundaries of Meridian Charter Township, Michigan.

The Plan will allow the ICBRA to use tax increment financing to reimburse Douglas J Housing - Okemos, LLC (the Developer) for the costs of eligible activities required to redevelop this site into a vibrant mixed-use development ("Development"). It is anticipated that the Developer will seek additional financial support from the Michigan Strategic Fund’s Community Revitalization Program for the projected redevelopment’s eligible investment. Any proposed redevelopment of the Site will only be economically viable with the support and approval of the local brownfield redevelopment incentives described herein.

B. Subject Property

The Property consisted of three contiguous parcels totaling approximately 1.5 acres of land. The parcel at 2138 Hamilton Road consisted of approximately 0.5 acres, developed with a commercial building and a residential dwelling. The parcel at 2148 Hamilton Road consisted of approximately 0.5 acres of vacant land. The parcel at 4695 Okemos Road consisted of approximately 0.5 acres developed with a commercial building. The Property is situated in a commercial business district with nearby residential development. A summary of the three parcels is presented in the table below:

<table>
<thead>
<tr>
<th>Address</th>
<th>Tax ID</th>
<th>Basis of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2138 Hamilton Road</td>
<td>33-02-02-21-405-010</td>
<td>Adjacent to Facility</td>
</tr>
<tr>
<td>2148 Hamilton Road</td>
<td>33-02-02-21-405-005</td>
<td>Facility</td>
</tr>
<tr>
<td>4695 Okemos Road</td>
<td>33-02-02-21-405-009</td>
<td>Adjacent to Facility</td>
</tr>
</tbody>
</table>
The general property location and boundaries are shown on Figures 1 and 2. The legal descriptions of the parcels are included in Table 1. The Property includes all tangible personal property that now or in the future comes to be owned or installed on the subject parcels.

The Property is eligible for inclusion in this Brownfield Plan in accordance with MCL 125.2652(n) because the parcels are located in Ingham County and the 2148 Hamilton Road parcel is a “facility” as defined by Part 201 of Michigan’s Natural Resources and Environmental Protection Act (P.A. 451, as amended). The presence of contaminants at levels greater than generic residential use criteria is demonstrated by the results of a site assessment presented in the following document: Baseline Environmental Assessment (BEA) dated July 12, 2012, completed for 2148 Hamilton Road, prepared by Soil and Materials Engineers, Inc. (SME). A layout of the historical sampling locations is shown on Figure 3.

C. Project Description

The redevelopment site is located in the downtown area of Meridian Charter Township. The Development project includes demolition of the three existing buildings to accommodate a new mixed used development. An approximately 25,000-square foot, three-story salon and spa will be constructed along Okemos Road. An approximately 18,000 square foot, three-story mixed-use building (retail and residential) will be constructed along Hamilton Road. The redevelopment of this Property will require eligible activities that are necessary for purchasing and preparing the Property for redevelopment (i.e., demolishing the existing buildings).

The Development will result in the redevelopment and reuse of a foreclosed, deteriorating, contaminated property in Meridian Charter Township. This Development will improve the appearance of the area, reduce potential human health and environmental impacts from site contamination, add over $3,715,000 of taxable value to the Property, and generate approximately 100 new jobs for Meridian Charter Township and Ingham County.

II. GENERAL DEFINITIONS AS USED IN THIS PLAN

All words or phrases not defined herein shall have the same meaning as such words and phrases included in Act 381.

III. BROWNFIELD PLAN

A. Description of Costs to Be Paid With Tax Increment Revenues and Summary of Eligible Activities

The Developer will be reimbursed for the costs of eligible activities necessary to prepare the Site for redevelopment. The costs of eligible activities included in, and authorized by, this Plan will be reimbursed with incremental local tax revenues generated by the Site redevelopment and captured by the ICBRA, subject to any limitations and conditions
Ingham County Brownfield Redevelopment Authority
Brownfield Plan for 2138 & 2148 Hamilton Road and 4695 Okemos Road
Meridian Charter Township, Michigan

January 9, 2013 - Page 3

described in this Plan, and the terms of a Reimbursement Agreement between the Developer and the Authority (the "Reimbursement Agreement").

The total cost of activities eligible for reimbursement from tax increment revenues is projected to be $328,900.

The eligible activities are summarized below:

ELIGIBLE ACTIVITIES

Environmental

Phase I and II ESA's, BEA, Due Care and Tank Removal $31,000

Non-Environmental

Hazardous Materials Assessment and Abatement $75,000
Demolition of Structures $175,000
Brownfield Plan $5,000

Estimated Costs of Eligible Activities $286,000

Contingency (15%) $42,900

Total Estimated Costs of Eligible Activities $328,900

The costs listed above are estimated and may increase depending on the nature and extent of unknown conditions encountered on the Property. Therefore a 15% contingency was added to the estimated costs of eligible activities. The actual cost of those eligible activities encompassed by this Plan that will qualify for reimbursement from tax increment revenues captured by the ICBRA shall be governed by the terms of a Reimbursement Agreement. No costs of eligible activities will be qualified for reimbursement except to the extent permitted in accordance with the terms and conditions of the Reimbursement Agreement and Section 2 of Act 381 of 1996, as amended (MCL 125.2652). The Reimbursement Agreement and this Plan will dictate the total cost of eligible activities subject to payment. As long as the total cost limit described in this Plan is not exceeded, line item costs of eligible activities may be adjusted after the date this Plan is approved by the Ingham County Board of Commissioners.

B. Estimate of Captured Taxable Value and Tax Increment Revenues

The 2012 taxable value of the Property is $390,631, which is the initial taxable value for this Plan. The anticipated taxable value in 2014 will be $3,715,000, based on estimates developed by the Meridian Charter Township Assessor.

The ICBRA will capture 100% of the incremental local tax revenues generated from real and personal property to reimburse the Developer for the costs of eligible activities under this Plan in accordance with the Reimbursement Agreement. The actual annual captured incremental taxable value and associated tax increment revenue will be determined by the
ICBRA. The actual increased taxable value of the land and all future taxable improvements on the Site may vary.

It is the intent of this Plan to provide for the proportional capture of all eligible tax increments in whatever amounts and in whatever years they become available until the eligible brownfield costs are repaid or 30 years, whichever is shorter. As long as eligible environmental activity costs do not exceed $328,900, the line item costs of eligible activities may be adjusted after the date of this plan is approved by Ingham County Board of Commissioners.

C. Method of Financing Plan Costs and Description of Advances by the Municipality

The Developer is ultimately responsible for financing the costs of eligible activities included in this Plan. Neither the ICBRA nor the County of Ingham will advance any funds to finance the eligible activities described in this Plan. All Plan financing commitments and activities and cost reimbursements authorized under this Plan shall be governed by the Reimbursement Agreement. The inclusion of eligible activities and estimates of costs to be reimbursed in this Plan is intended to authorize the ICBRA to fund such reimbursements. The amount and source of any tax increment revenues that will be used for purposes authorized by this Plan, and the terms and conditions for such use and upon any reimbursement of the expenses permitted by the Plan, will be provided solely under the Reimbursement Agreement contemplated by this Plan.

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

D. Maximum Amount of Note or Bonded Indebtedness

Not applicable.

E. Duration of Brownfield Plan

The duration of this Brownfield Plan for the Site shall not exceed the shorter of the following:

- Reimbursement of all eligible costs, cumulatively not to exceed $328,900 or
- 30 years total tax capture after the first year of tax capture under this Plan.

The date for beginning tax capture shall be 2014, unless otherwise amended by the ICBRA.
F. **Estimated Impact of Tax Increment Financing on Revenues of Taxing Jurisdictions**

Incremental local tax revenues generated by the redevelopment project will be captured by the ICBRA until all incurred eligible brownfield redevelopment costs are reimbursed. The impact of the ICBRA incremental tax capture on local taxing authorities is presented in Table 2.

G. **Legal Description, Property Map, Property Characteristics and Personal Property**

The Property subject to this Brownfield Plan consists of three (3) parcels located in Meridian Charter Township on the northwest corner of Okemos Road and Hamilton Road, south of Methodist Street and east of Ardmore Street. A summary of the three parcels are presented in the table below:

<table>
<thead>
<tr>
<th>Address</th>
<th>Tax ID</th>
<th>Basis of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2138 Hamilton Road</td>
<td>33-02-02-21-405-010</td>
<td>Adjacent to Facility</td>
</tr>
<tr>
<td>2148 Hamilton Road</td>
<td>33-02-02-21-405-005</td>
<td>Facility</td>
</tr>
<tr>
<td>4695 Okemos Road</td>
<td>33-02-02-21-405-009</td>
<td>Adjacent to Facility</td>
</tr>
</tbody>
</table>

The general Property location and boundaries are shown on Figures 1 and 2. The legal descriptions of the parcels are included in Table 1. The subject property includes all tangible personal property that now or in the future comes to be owned or installed on the Property by the Developer.

H. **Estimates of Residents and Displacement of Families**

No occupied residences are involved in the redevelopment, no persons reside at the Property, and no families or individuals will be displaced as a result of this development. Therefore, a demographic survey and information regarding housing in the community are not applicable and are not needed for this Plan.

I. **Plan for Relocation of Displaced Persons**

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

J. **Provisions for Relocation Costs**

No persons will be displaced as result of this development and no relocation costs will be incurred. Therefore, provision for relocation costs is not applicable and is not needed for this Plan.
K. **Strategy for Compliance with Michigan’s Relocation Assistance Law**

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

L. **Description of the Proposed Use of Local Site Remediation Revolving Fund (LSRRF)**

No funds from the ICBRA LSRRF will be used to finance or reimburse eligible activities described in this Brownfield Plan. Excess tax increment revenues generated by this redevelopment will be captured by the ICBRA for funding of its LSRRF in accordance to Public Act 381 of 1996.

M. **Other Material that the Authority or Governing Body Considers Pertinent**

There is no other material that the ICBRA or governing body considers pertinent.
FIGURES

Figure 1: Property Location Map
Figure 2: Property Boundaries Diagram
Figure 3: Boring Location and Soil Contamination Diagram
FIGURE 1
PROPERTY LOCATION

2138 / 2148 HAMILTON ROAD,
& 4695 OKEMOS ROAD
MERIDIAN CHARTER TOWNSHIP, MICHIGAN 48864

INGHAM COUNTY
T. 4 N. R 1 W., Section 21

PROJECT NUMBER: 12-1244
ADAPTED FROM DELORME 3-D TOPOQUADS

1" = ~ 2,000'
TABLES

Table 1: Legal Descriptions of the Property
Table 2: Summary of TIF and Reimbursement of Eligible Activities
<table>
<thead>
<tr>
<th>Tax ID</th>
<th>Property Address</th>
<th>Legal Descriptions</th>
</tr>
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<tbody>
<tr>
<td>33-02-02-21-405-010</td>
<td>2138 Hamilton Road</td>
<td>MP 2291 LOTS 7 &amp; 8 OF BLOCK 3 ORIG TOWN HAMILTON-OKEMOS</td>
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<tr>
<td>33-02-02-21-405-005</td>
<td>2148 Hamilton Road (vacant)</td>
<td>MP 2289 &amp; MP2290 LOTS 5 &amp; 6 BLOCK 3 OKEMOS</td>
</tr>
<tr>
<td>33-02-02-21-405-009</td>
<td>4695 Okemos Road</td>
<td>LOTS 1 &amp; 2, BLOCK 3 OKEMOS</td>
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</table>
## Table 2
Summary of TIF and Reimbursement of Eligible Activities
Douglas J Redevelopment
2138 and 2148 Hamilton Road and 4695 Okemos Road
Meridian Charter Township, MI

<table>
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<tr>
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<td><strong>TV After Improvement</strong></td>
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<td>3,715,000</td>
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### Millages

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<td>1.56</td>
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<tr>
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<td>3.8072</td>
<td>3.8072</td>
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<tr>
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<td>5.9881</td>
<td>5.9881</td>
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<td>5.9881</td>
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<tr>
<td>LOCAL SCHOOL OPERATING TAX</td>
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<td>18.992</td>
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<tr>
<td>STATE EDUCATION TAX</td>
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<td>6</td>
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<tr>
<td><strong>Total Millage</strong></td>
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### Yearly Captured Tax

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<tr>
<td>INGHAM COUNTY OPERATING</td>
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<td>63,136</td>
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<td>18,946</td>
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<td>104,790</td>
<td>104,790</td>
<td>104,790</td>
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<td>83,083</td>
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<tr>
<td><strong>Captured Taxes (Local Only)</strong></td>
<td>-</td>
<td>104,790</td>
<td>104,790</td>
<td>104,790</td>
<td>104,790</td>
</tr>
<tr>
<td><strong>Local Site Remediation Revolving Fund (LSRRF)</strong></td>
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<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
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<tr>
<td><strong>Cumulative LSRRF</strong></td>
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<td>-</td>
<td>-</td>
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### Reimbursement of Eligible Activities

<table>
<thead>
<tr>
<th></th>
<th>2013</th>
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<th>2016</th>
<th>2017</th>
</tr>
</thead>
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<tr>
<td>Remaining Local Tax Increment Reimbursement</td>
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<td>119,320</td>
<td>14,531</td>
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<tr>
<td>State/Local School Tax Increment Reimbursement</td>
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<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>
Attachment A

Summary of Known Environmental Conditions
Summary of Known Environmental Conditions
Douglas J Redevelopment
2138 and 2148 Hamilton Road and 4695 Okemos Road
Meridian Charter Township, Michigan

The above reference property (the Property) was used for residential purposes from at least 1938 to approximately 1964. In 1971 a Clark gasoline station was constructed on the 2148 Hamilton Road parcel, and operated until approximately 1986. Three underground storage tanks (USTs) were removed from the ground and the building was demolished in 1986; no evidence of a release was reported during the removal of the three USTs. In addition, a heating oil UST was reportedly installed on the Property in 1947 and used until approximately 1982. As of April 23, 2012, a fill port associated with the heating oil UST is located adjacent to the former Travelers Club restaurant.

Since 1989, 23 soil borings and nine hand auger borings were advanced on the Property to depths ranging from approximately 6 feet below grade to 24 feet below grade. These soil boring locations are depicted on Figure 3. Twenty-five soil samples were submitted for laboratory analysis of one or more of the following target analytes: volatile organic compounds (VOCs), polynuclear aromatic hydrocarbons (PAHs), cadmium, chromium and/or lead. According to a 2012 Baseline Environmental Assessment (BEA) completed by Soil and Materials Engineers, various VOCs exceeding Part 201 residential criteria were identified in the soil in only one of the 32 borings advanced on the Property. The boring where the VOCs were detected in excess of Part 201 criteria was advanced on the 2148 Hamilton Road parcel located in the vicinity of the former USTs.

A summary of contaminants detected in soil at concentrations exceeding current Michigan Department of Environmental Quality (MDEQ) Generic Residential Cleanup Criteria is presented below:

- Ethylbenzene, naphthalene, 1,2,3-trimethylbenzene, 1,2,4-trimethylbenzene and 1,3,5-trimethylbenzene (TMBs) and xylenes were measured in a soil sample at a concentration above the Part 201 Drinking Water Protection criteria.
- Ethylbenzene, TMBs and xylenes were measured in a soil sample at a concentration above the Part 201 Groundwater Surface Water Interface Protection criteria.

As a result, the Property is a “facility” as defined by Part 201 of Michigan’s Natural Resources and Environmental Protection Act (P.A. 451, as amended).
TO: County Services and Finance Committees
FROM: Sandra Gower, Economic Development Coordinator
SUBJECT: ICBRA Review of Lansing Township Request
DATE: March 8, 2013

The ICBRA at its meeting today, March 8, 2013 reviewed the request from Lansing Township asking Ingham County to borrow money on their behalf from the Michigan Department of Environmental Quality Brownfield Revolving Loan Fund. In addition to the ICBRA Board the following people were there to discuss the project: Allen Hooper, Tri-Terra (developer); J.P. Buckingham, Tri-Terra; Matt Brinkley, Lansing Township; and Steve Hayward, Lansing Township.

There was discussion on the Brownfield Plan that was approved by the Lansing Township Brownfield Redevelopment Authority concerning type of contamination and cleanup. The developer discussed his plans for the project and potential end users of the property. The property is currently owned by the Township but a purchase and sale agreement is expected to be finalized at the next Township Board meeting.

The Township representatives discussed why they are not able to borrow the money themselves. Their indebtedness cannot exceed 10% of their taxable value. They do not currently have the capacity to borrow additional money. That maximum only applies to debt that is pledged on the full faith and credit of the Township. The Township and the Developer would enter into agreements with the County to address repayment of the loan and disbursement of the funds.

The ICBRA Board discussed the purpose of this type of financing. It provides cash into the project which helps to facilitate the private financing. Without the use of TIF capture and revolving loan funds, many Brownfield projects would never be able to be completed.

The ICBRA approved the following motion:

The ICBRA supports the request from Lansing Township for the Ingham County Board of Commissioners to submit an application to the Michigan Department of Environmental Quality Brownfield Redevelopment Revolving Loan Fund for the project at 2400 W. St. Joseph Street subject to the negotiation of appropriate agreements with the Township and the Developer.

Commissioner Brian McGrain was present at the meeting; however, due to a conflict of interest he did not participate in the discussion and abstained from voting on the motion.
TO: Ingham County Board of Commissioners, County Services and Finance Committees

FROM: Sandra Gower, Economic Development Coordinator

SUBJECT: Lansing Township Request for Ingham County to Borrow Funds from the MDEQ Revolving Loan Fund

DATE: March 7, 2013

On September, 14, 2012 The Lansing Township Brownfield Redevelopment Authority approved a Brownfield Plan for the Former Leaseway Motorcar Transport site at 2400 W. St. Joseph Street. The Plan indicates that the redevelopment, when completed, will add $2,500,000 of taxable value. The Plan estimates that there is $550,000 in eligible activities to be reimbursed through a TIF Capture.

Per the attached request, Lansing Township is requesting that Ingham County borrow money on its behalf through a loan program administered by the Michigan Department of Environmental Quality. The money would be used to reimbursement the developer for the eligible expenses. This loan program has a maximum payback period of 15 years with no-interest and no-payments for the first five years. The interest rate is currently 1.5%. The Township is prohibited from borrowing this money due to the statutory net indebtedness limits.

This request is being reviewed by the Ingham County Brownfield Redevelopment Board at its meeting on March 8, 2013.

A copy of the Brownfield Plan is attached.
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 and proposes to repay Ingham County through the brownfield TIF captured by the LTBRA. As assurance of repayment, the Township could, for example, establish an escrow account equivalent to 2 years of payments. In doing so, Ingham County would be insulated from any financial obligation for a period of 7 years. Repayment terms would be codified through an interlocal agreement between the County and the LTBRA pursuant to MDEQ program requirements.
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.
Agenda Item 6b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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 the eligible brownfield expenses identified in the Plan; and

WHEREAS, the Michigan Department of Environmental Quality Brownfield Redevelopment Loan program allows for 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.

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.

BE IT FURTHER RESOLVED, that Ingham County and the Charter Township of Lansing will enter into an agreement pledging the Tax Increment Financing Capture for the repayment of the Loan.
LANSING TOWNSHIP, MICHIGAN
BROWNFIELD REDEVELOPMENT AUTHORITY
BROWNFIELD PLAN

FORMER LEASEWAY MOTORCAR TRANSPORT
2400 W. ST. JOSEPH STREET
LANSING TOWNSHIP, MICHIGAN

BROWNFIELD PLAN
SEPTEMBER 14, 2012

LANSING TOWNSHIP
BROWNFIELD REDEVELOPMENT AUTHORITY
CONTACT: MATTHEW BRINKLEY, AICP, SENIOR PLANNER

PHONE (517) 485-4063

PREPARED WITH THE ASSISTANCE OF:

Triterra
1210 N. Cedar Street, Suite A
Lansing, Michigan 48906

Approved by the Lansing Township Brownfield Redevelopment Authority on

Approved by Lansing Township Board of Trustees on
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    K. Strategy for Compliance with Michigan's Relocation Assistance Law.............. 8
    L. Description of Proposed Use of Local Site Remediation Revolving Fund (LSRRF) ................... 6
    M. Other Material that the Authority or Governing Body Considers Pertinent ......... 6

FIGURES
Figure 1: Property Location Map
Figure 2: Property Boundaries Diagram
Figure 3: Property Layout and Historical Sample Location Diagram

TABLES
Table 1: Legal Description of the Property
Table 2: Summary of TIF and Reimbursement of Eligible Activities

Attachment A: Summary of Known Environmental Conditions
I. INTRODUCTION

A. Plan Purpose

The Lansing Township Brownfield Redevelopment Authority (Authority; LTBRA), duly established by resolution of the Lansing Township Board of Trustees, pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, MCLA 125.2651 et. seq., as amended (Act 381), is authorized to exercise its powers within the County of Ingham, Michigan. The purpose of this Brownfield Plan (the “Plan”), to be implemented by the LTBRA, is to satisfy the requirements of Act 381 for including the eligible property described below, designated as 2400 W. St. Joseph Street, Lansing Township, Michigan (the “Property”), in the LTBRA Brownfield Plan (the “Plan”). The Property consists of three parcels of land totaling approximately 32.4 acres of land. One of the three parcels is a “facility” as defined by Part 201 of Michigan’s Natural Resources and Environmental Protection Act (P.A. 451, as amended). In accordance with Act 381, the remaining parcels included in this brownfield plan are adjacent or contiguous to the facility-designated property and are estimated to increase the captured taxable value of the facility-designated parcels. The parcels are located within the boundaries of Lansing Township, Michigan.

The Plan will allow the LTBRA to use tax increment financing to reimburse a Prospective Developer for the costs of eligible activities required to redevelop this site into a business park development (“Development”). Any proposed redevelopment of the Site will only be economically viable with the support and approval of the local and state brownfield redevelopment incentives described herein.

B. Subject Property

The Property presently consists of three parcels of land totaling approximately 32.4 acres of land. The Property is developed with an approximately 46,778-square foot light industrial building and an approximately 3,220-square foot warehouse. The three (3) parcels of land comprising the Property are located in Lansing Township, bounded to the north by Sober Road, to the east by Clare Street, to the west by a residential neighborhood abutting S. Rosemary Street, and to the south by I-496. A summary of the three parcels is presented in the table below:

<table>
<thead>
<tr>
<th>Address</th>
<th>Tax ID</th>
<th>Basis of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2400 W. St. Joseph St.</td>
<td>33-21-01-18-479-003</td>
<td>Facility</td>
</tr>
<tr>
<td>2400 W. St. Joseph St.(vacant)</td>
<td>33-21-01-18-479-004</td>
<td>Adjacent to Facility</td>
</tr>
<tr>
<td>2907 W. St. Joseph St.(vacant)</td>
<td>33-21-01-19-201-006</td>
<td>Adjacent to Facility</td>
</tr>
</tbody>
</table>

The general Property location and boundaries are shown on Figures 1 and 2. The legal descriptions of the parcels are included in Table 1. The subject property includes all tangible personal property that now or in the future comes to be owned or installed on the Property.
The Property is eligible for inclusion in this Brownfield Plan in accordance with MCL 125.2652(n) because the 2400 West St. Joseph Street parcel is a "facility" as defined by Part 201 of Michigan's Natural Resources and Environmental Protection Act (P.A. 451, as amended). The presence of contaminants at levels greater than generic residential use criteria is demonstrated by the results of a 2007 Annual Performance Monitoring Report prepared by Dragun Corporation. A summary of known environmental conditions is included in Attachment A. A layout of the historical sampling locations is shown on Figure 3.

C. Project Description

The redevelopment site is located in Lansing Township. The Development project includes significant demolition of interior and exterior components of the existing 46,778-square foot light industrial building and 3,220-square foot warehouse to be leased to commercial and light industrial users. The remaining property (31 acres) will be divided into various sized lots ranging from 1 to 7 acres in size. The redevelopment of this Property will require the performance of environmental activities that are necessary for purchasing and preparing the Property for redevelopment (i.e., renovating the existing buildings).

The Development will result in the redevelopment and reuse of a vacant, deteriorating, contaminated property in Lansing Township. This Development will improve the appearance of the area, reduce potential human health and environmental impacts from site contamination to nearby neighborhoods, add over $2,500,000 of taxable value to the Property, and generate approximately 200 new jobs for Lansing Township and Ingham County.

II. GENERAL DEFINITIONS AS USED IN THIS PLAN

All words or phrases not defined herein shall have the same meaning as such words and phrases included in Act 381.

III. BROWNFIELD PLAN

A. Description of Costs to Be Paid With Tax Increment Revenues and Summary of Eligible Activities

The Prospective Developer will be reimbursed for the costs of eligible environmental activities necessary to prepare the Site for redevelopment. The costs of eligible activities included in, and authorized by, this Plan will be reimbursed with incremental local and school operating tax revenues generated by the Site redevelopment and captured by the LTBRA, subject to any limitations and conditions described in this Plan, approvals of the Michigan Department of Environmental Quality (MDEQ) and Michigan Economic Growth Authority (MEGA) for school operating tax capture, and the terms of a Reimbursement Agreement between the Prospective Developer and the Authority (the
"Reimbursement Agreement"). Administrative expenses of the LTBRA will be reimbursed through capture of incremental local taxes.

The total cost of environmental activities eligible for reimbursement from tax increment revenues is projected to be $550,000.

The eligible activities are summarized below:

**ELIGIBLE ENVIRONMENTAL ACTIVITIES**

**Environmental**

- Phase I and II ESA's, BEA and Due Care Activities ........................................ $80,000
- Hazardous Materials Assessment and Abatement ........................................... $200,000
- Renovation/Demolition ...................................................................................... $260,000
- Brownfield Plan, Act 381 Work Plan, and Review Fee ...................................... $10,000

**Total Estimated Costs of Environmental Eligible Activities** .................................. $550,000

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

**B. Estimate of Captured Taxable Value and Tax Increment Revenues**

The 2012 taxable value of the Property is $0, which is the initial taxable value for this Plan. The anticipated taxable value in 2013 will be $250,000, based on estimates developed by the Prospective Developer. The actual taxable value will be determined by the Township Assessor. It is anticipated that the overall taxable value will continue to increase as the Property is completely redeveloped over a five year period.

The LTBRA will capture 100% of the incremental local tax revenues generated from real and personal property to reimburse Prospective Developer for the costs of eligible activities under this Plan in accordance with the Reimbursement Agreement. The LTBRA will capture 100% of the incremental school operating tax revenues generated from real property to reimburse the costs of eligible environmental activities pursuant to work plans approved by the MDEQ and MEGA, respectively. The actual annual
captured incremental taxable value and associated tax increment revenue will be determined by the LTBRA. The actual increased taxable value of the land and all future taxable improvements on the Site may vary.

It is the intent of this Plan to provide for the proportional capture of all eligible tax increments in whatever amounts and in whatever years they become available until the eligible brownfield costs are repaid or 5 years, whichever is shorter. As long as eligible environmental activity costs do not exceed $550,000. If the MDEQ and MEGA elect not to participate in this Project, the portion of capture related to their proportionate share will not be assumed by, made whole by, or become the responsibility of the other taxing entities without an amendment to this Plan.

C. Method of Financing Plan Costs and Description of Advances by the Municipality

Prospective Developer is ultimately responsible for financing the costs of eligible activities included in this Plan. However, the LTBRA may advance funds to finance the eligible activities associated with the environmental due diligence of the Property (i.e., Phase I ESA). All Plan financing commitments and activities and cost reimbursements authorized under this Plan shall be governed by the Reimbursement Agreement. The inclusion of eligible activities and estimates of costs to be reimbursed in this Plan is intended to authorize the LTBRA to fund such reimbursements. The amount and source of any tax increment revenues that will be used for purposes authorized by this Plan, and the terms and conditions for such use and upon any reimbursement of the expenses permitted by the Plan, will be provided solely under the Reimbursement Agreement contemplated by this Plan.

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

D. Maximum Amount of Note or Bonded Indebtedness

Additional funds may be pursued through a MDEQ Brownfield loan.

E. Duration of Brownfield Plan

The duration of this Brownfield Plan for the Site shall not exceed the shorter of the following:

- Reimbursement of all eligible costs, cumulatively not to exceed $550,000 or
- 5 years total tax capture after the first year of tax capture under this Plan.

The date for beginning tax capture shall be 2013, unless otherwise amended by the LTBRA.
F. Estimated Impact of Tax Increment Financing on Revenues of Taxing Jurisdictions

Incremental local and state tax revenues generated by the Prospective Developer redevelopment project will be captured by the LTBRA until all incurred eligible brownfield redevelopment costs are reimbursed. The impact of the LTBRA incremental tax capture on local taxing authorities is presented in Table 2.

G. Legal Description, Property Map, Property Characteristics and Personal Property

The Property subject to this Brownfield Plan consists of three parcels of land located in Lansing Township, bounded to the north by Sober Road, to the east by Clare Street, to the west by a residential neighborhood abutting South Rosemary Street, and to the south by I-496. A summary of the three parcels is presented in the table below:

<table>
<thead>
<tr>
<th>Address Description</th>
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<th>Basis of Eligibility</th>
</tr>
</thead>
<tbody>
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<td>Facility</td>
</tr>
<tr>
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</tr>
<tr>
<td>2907 W. St. Joseph St. (vacant)</td>
<td>33-21-01-19-201-006</td>
<td>Adjacent to Facility</td>
</tr>
</tbody>
</table>

The general Property location and boundaries are shown on Figures 1 and 2. The legal descriptions of the parcels are included in Table 1. The subject property includes all tangible personal property that now or in the future comes to be owned or installed on the Property by the Prospective Developer.

H. Estimates of Residents and Displacement of Families

No occupied residences are involved in the redevelopment, no persons reside at the Site, and no families or individuals will be displaced as a result of this development. Therefore, a demographic survey and information regarding housing in the community are not applicable and are not needed for this Plan.

I. Plan for Relocation of Displaced Persons

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

J. Provisions for Relocation Costs

No persons will be displaced as result of this development and no relocation costs will be incurred. Therefore, provision for relocation costs is not applicable and is not needed for this Plan.
K. **Strategy for Compliance with Michigan’s Relocation Assistance Law**

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

L. **Description of the Proposed Use of Local Site Remediation Revolving Fund (LSRRF)**

No funds from the LTBRA LSRRF will be used to finance or reimburse eligible activities described in this Brownfield Plan. Excess tax increment revenues generated by this redevelopment will be captured by the LTBRA for funding of its LSRRF in accordance to Public Act 381 of 1996.

M. **Other Material that the Authority or Governing Body Considers Pertinent**

There is no other material that the LTBRA or governing body considers pertinent.
FIGURES

Figure 1: Property Location Map
Figure 2: Property Boundaries Diagram
Figure 3: Property Layout and Historical Sample Location Diagram
FIGURE 1
PROPERTY LOCATION

2400 W. ST. JOSEPH STREET
LANSING, MICHIGAN 48917

INGHAM COUNTY
T. 4 N. R. 2 W., Sections 18 & 19

PROJECT NUMBER: 12-1213

ADAPTED FROM DELOREME 3-D TOPOQUADS

1" = ~2,000'
2400 W. St. Joseph Street
3.1 Acres

Approximate Property Boundary
TABLES

Table 1: Legal Descriptions of the Property
Table 2: Summary of TIF and Reimbursement of Eligible Activities
Table 1 – Legal Descriptions of the Property

<table>
<thead>
<tr>
<th>Tax ID</th>
<th>Property Address</th>
<th>Legal Descriptions</th>
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<tr>
<td>33-21-01-18-479-004</td>
<td>2400 W. St. Joseph Street (vacant)</td>
<td>COM SE COR LOT 334 DURANT HILLS NO 2 THENCE W 985 FT TO PRESENT W LINE OF DURANT HILLS NO. 2 TH S ALONG SAID W LINE 398 FT TO SW COR DURANT HILLS NO. 2 TH E 985 FT ALONG PRESENT S LINE DURANT HILLS NO. 2 TH N 398 FT TO POB: INC SOBERDR BEING N 60 FT OF E 870 FT THEREOF. S 278 FT OF VACATED HATHAWAY ST ALSO S 278 FT OF VACATED ALGER ST, LANSING TOWNSHIP, INGHAM CO.</td>
</tr>
<tr>
<td>33-21-01-19-201-006</td>
<td>2907 W. St. Joseph Street (vacant)</td>
<td>BEG AT A PT 1225.2 FT W &amp; 33 FT S OF NE COR SEC 19; TH W 1055 FT, TH S 772 FT TO N'LY R/W LN 1-496, TH THE FULL 4 COURSES ALG N'LY R/W LN I-496 NE'LY 951.4 FT TH E'LY 75.25 FT; TH NE'LY 130.39 FT M/L TO W LN WEST MAIN SUB; TH NE'LY TO INT N LN I-496 &amp; W LINE BRIDGE ST; TH W ALG N LN LOT 20 WEST MAIN SUB 158.2 FT; TH N ALG W LN OF SD SUB 120 FT TO POB EXC W 300 FT THEREOF. SEC 19 T4N R2W 7.36 A M/L, LANSING TOWNSHIP, INGHAM CO.</td>
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### Table 2
Summary of TIF and Reimbursement of Eligible Activities
Former Leaseway Motorcar Transport
2400 W. St. Joseph Street
Lansing Township, MI

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<td>Township Tax</td>
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</tr>
<tr>
<td>City/County Tax</td>
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<td>Soil Conservation</td>
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<td>$0</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
</tr>
<tr>
<td>Soil Improvement</td>
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<td>$0</td>
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<td>$0</td>
<td>$0</td>
<td>$0</td>
<td>$0</td>
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</tr>
<tr>
<td>Total</td>
<td>$24,000</td>
<td>$24,000</td>
<td>$24,000</td>
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<td>$24,000</td>
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<td>$24,000</td>
</tr>
</tbody>
</table>


| Local/Electric Reimbursement | $88,593 | $97,659 | $89,489 | $89,489 | $89,489 | $89,489 | $89,489 | $89,489 | $89,489 | $89,489 | $89,489 | $89,489 |
| Local/Local School Tax Increment Reimbursement | $166,403 | $166,403 | $166,403 | $166,403 | $166,403 | $166,403 | $166,403 | $166,403 | $166,403 | $166,403 | $166,403 | $166,403 |
Attachment A

Summary of Known Environmental Conditions
The Former Leaseway Motorcar Transport (the Property) was used as a trucking/transportation center from the 1940s through 2008. Past occupants of the property included Anchor Motor Freight, Leaseway, and Performance Transportation Services, Inc. As part of the trucking operations, at least five underground storage tanks (USTs) were utilized to store petroleum products. Following the removal of those tanks in the late 80s and 90s, multiple releases of petroleum products were confirmed. The property was last sampled in 2007. Free product was reported to be present at that time. A 20,000 gallon diesel fuel UST still remains at the Property. That tank was installed in 1998 and no releases have been reported from it.

Multiple environmental reports have been generated in response to the petroleum releases. Petroleum was detected in the soil and groundwater and even reported as free product. It does not appear that the complete extent of contamination has been defined at the Property. The contamination is believed to have occurred as the result of releases from the nine former USTs that were previously utilized at the Property. Based on the results of a 2007 Annual Performance Monitoring Report, prepared by Dragun Corporation, various volatile organic compounds (VOCs) were detected in the groundwater at the Property. A summary of contaminants detected in groundwater at concentrations exceeding current Michigan Department of Environmental Quality (MDEQ) Generic Residential Cleanup Criteria is presented below:

- Benzene, toluene, ethylbenzene and xylenes (BTEX), 1,2-dichloroethane, ethylene dibromide, 1,2,4-trimethylbenzene and 1,3,5-trimethylbenzene (TMBs) were measured in groundwater samples at a concentration above the Part 201 Drinking Water criteria.

- BTEX, 1,2-dichloroethane, naphthalene, 2-methylnaphthalene and TMBs were measured in groundwater samples at a concentration above the Part 201 Groundwater Surface Water Interface criteria.

As a result, the Property is a “facility” as defined by Part 201 of Michigan’s Natural Resources and Environmental Protection Act (P.A. 451, as amended).
TO: County Service and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: March 7, 2013

SUBJECT: Proposal Summary for Janitorial Services for the Ingham County Department of Transportation and Roads

Project Description:
Proposals were sought from interested and qualified vendors experienced with cleaning commercial office buildings for the purpose of entering into a 3-year agreement with an option for a 2-year renewal to provide janitorial services at three Ingham County Department of Transportation and Roads facilities. The County requested cost information for providing cleaning services three times per week including supplies.

Proposal Summary:
Vendors contacted: 24 Local: 12
Vendors responding: 8 Local: 7

<table>
<thead>
<tr>
<th>Company Name</th>
<th>3-Year Total</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>GDI OMNI Inc.</td>
<td>$88,110.00</td>
<td>Yes - East Lansing</td>
</tr>
<tr>
<td>Simply Superior</td>
<td>$144,000.00</td>
<td>No - Grand Ledge</td>
</tr>
<tr>
<td>Boling Janitorial Services Inc</td>
<td>$145,429.64</td>
<td>Yes - Lansing</td>
</tr>
<tr>
<td>Romanow Building Services</td>
<td>$149,101.65</td>
<td>Yes - Lansing</td>
</tr>
<tr>
<td>Diamond Shine Cleaning Service</td>
<td>$150,223.23</td>
<td>Yes - Mason</td>
</tr>
<tr>
<td>Dan's Services</td>
<td>$156,240.00</td>
<td>Yes - Williamston</td>
</tr>
<tr>
<td>D Squared Facilities Management Inc</td>
<td>$172,800.00</td>
<td>Yes - Lansing</td>
</tr>
<tr>
<td>Dietz Janitorial Service</td>
<td>$207,746.00</td>
<td>Yes - Holt</td>
</tr>
</tbody>
</table>

Recommendation:
The Evaluation Committee recommends awarding a 3-year contract with an option for a 2-year renewal to GDI OMNI Inc. in an amount not to exceed $88,110. The contractor will provide cleaning services three times a week as well as cleaning supplies.

In addition to providing the lowest responsive and responsible proposal, GDI is a local vendor, has been in business for over 100 years, and is highly referenced.

Advertisement:
The RFP was advertised in the City Pulse and posted on the Purchasing Department Web Page.
Agenda Item 7a

Introduced by the County Services and Finance Committees of the:

     INGHAM COUNTY BOARD OF COMMISSIONERS

     RESOLUTION AUTHORIZING A CONTRACT FOR
     JANITORIAL SERVICES & SUPPLIES
     FOR THE DEPARTMENT OF TRANSPORTATION & ROADS

WHEREAS, the Department of Transportation and Roads needs janitorial, cleaning and related services and supplies for all Road Department facilities; and

WHEREAS, the Purchasing Department recently released bid packet #18-13 and received sealed, competitive bid proposals for these services for the next 3 year period beginning from date of service contract execution; and

WHEREAS, GDI Omni, Inc., Lansing, MI, submitted the lowest qualified and responsive bid for a total 3 year cost of $88,110.00, $29,370.00 per year, for all of the services required per bid packet 18-13, as shown on the Proposal Summary; and

WHEREAS, both the Road Department and the Purchasing Department have reviewed all of the bid proposals received for bid packet 18-13 and recommend accepting that from GDI Omni, Inc.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid, and authorizes entering into a contract with GDI Omni, Inc., Lansing, MI, for janitorial, cleaning and related services and supplies for the Department of Transportation & Roads per bid packet 18-13 for a total 3 year cost of $88,110.00, $29,370.00 per year, for the three year period beginning from date of service contract execution.

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.
WHEREAS, the City of Lansing submitted a Transportation Improvement Program amendment to the Tri-County Regional Planning Commission to add the Waverly Regional Recreational Network Connection project; and

WHEREAS, total project costs are now estimated at $3.6 million including $1,039,000 in federal Transportation Enhancement Activity funds; and

WHEREAS, the project includes two phases both of which require a local match; and

WHEREAS, the second phase involves constructing pathways for the Waverly Road bridge, as well as north of the bridge, and along Old Lansing Road; and

WHEREAS, the pathways are located in Lansing Township; and

WHEREAS, on February 28, 2013 the City of Lansing Public Service Department sent a letter to the County Department of Transportation and Roads (ICDTR) and the Charter Township of Lansing requesting financial support for approximately $400,000 in local match for the second phase of the project.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners pledges county funding support not to exceed 50 percent of the local match 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 as identified in the second phase of the Waverly Regional Recreational Network Connection Project.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the ICDTR to approve construction for the project.
March 7, 2013

To: County Services and Finance Committees

From: Travis Parsons

Subject: Ingham County Employees’ Association – Professional Employees – Collective Bargaining Agreement

On Monday, March 4, 2013, the ICEA – Professional Employees reported the result of their ratification vote of the tentative agreement reached on February 15, 2013. The ICEA members approved the agreement. Highlights of the tentative agreement include the following:

- **Contract Duration:** through December 31, 2014

- **Salaries:**
  - Effective January 1, 2013 - 1% salary reduction
  - Effective January 1, 2014 – no change in 2013 scale

- **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** - 1.25% multiplier and **DC** - 1% 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.

- **Sick Leave:**
  - Employees hired on or after 1/1/2013 shall earn 3.6923 hours for each fully compensated pay period (96 hours or 12 days per year).
  - Reduced Sick Leave Cash-Out at Separation (Death or Retirement): Employees hired on or after January 1, 2013 – 25% of accrued hours up to max.

- **Vacation:**
  - Employees hired on or after 1/1/2013 shall earn vacation credits according to a reduced schedule.

- **Longevity:**
  - Employees hired on or after January 1, 2013 are not eligible for longevity.
  - Current 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.
RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE
INGHAM COUNTY EMPLOYEES’ ASSOCIATION – PROFESSIONAL EMPLOYEES

WHEREAS, an agreement has been reached between representatives of Ingham County and the ICEA – Professional Employees 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 Ingham County Employees’ Association 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.
INHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR NEWLY HIRED EMPLOYEES UNDER THE INGHAM COUNTY EMPLOYEES’ ASSOCIATION – PROFESSIONAL EMPLOYEES

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

WHEREAS, the ICEA – Professional Employees 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 MERS resolutions establishing the MERS Hybrid Pension Plan for new employees in the ICEA – Professional Employees 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.
WHEREAS, under the Municipal Employees Retirement Act of 1984, section 36(2)(a); MCL 38.1536(2)(a); Plan Document Section 36(2)(a), provides the Retirement Board (effective August 15, 1996):

shall determine and establish all of the provisions of the retirement system affecting benefit eligibility, benefit programs, contribution amounts, and the election of municipalities, judicial circuit courts, judicial district courts, and judicial probate courts to be governed by the provisions of the retirement system ... [and] to establish additional programs including but not limited to defined benefit, defined contribution, ancillary benefits, health and welfare benefits, and other post employment benefit programs (as amended by 2004 PA 490).

WHEREAS, pursuant to the Board's powers, the MERS Plan Document of 1996 was adopted effective October 1, 1996, and the Plan has been amended periodically by the Board.

WHEREAS, the MERS Plan, an agent, multiple employer, public employee pension plan, has been determined by the Internal Revenue Service to be a governmental plan that is tax qualified as a trust under Code section 401(a) and exempt from taxation under section 501(a).

WHEREAS, on March 14, 2006, the Retirement Board has authorized establishment of a Hybrid Plan, with a defined benefit (DB) and defined contribution (DC) component.

WHEREAS, new Section 19B, Benefit Program H, and related plan amendments, create a new Hybrid Program that a participating municipality or court may adopt for MERS members to be administered in whole or in part under the discretion of the Municipal Employees' Retirement Board as trustee and fiduciary, directly by (or through a combination of) MERS or MERS duly-appointed third-party administrator for the DC component.

WHEREAS, this Uniform Hybrid Program Resolution has been approved by the Retirement Board under the authority of MCL 38.1536(2)(a); Plan section 36(2)(a) declaring that the Retirement Board "shall determine . . . and establish" all provisions of the retirement system. Under this authority, the Retirement Board authorized Section 19B, Benefit Program H, which shall not be implemented unless in strict compliance with the terms and conditions of this Resolution as provided under section 19B(2):

- In the event any alteration of any provision of this section 19B, or other sections of the Plan Document related to the provisions of Benefit Program H, is made or occurs, under section 43B of the Plan Document concerning collective bargaining or under any other plan provision or law, adoption of Benefit Program H shall not be recognized, other than in accordance with this section and other sections of the Plan Document related to the provisions of Benefit Program H.

- In the event any alteration of the terms or conditions stated in this Uniform Resolution is made or occurs, it is expressly recognized that MERS and the Retirement Board, as sole trustee and fiduciary of the MERS Plan and its trust reserves, and whose authority is nondelegable, shall have
MERS Restated Uniform Hybrid Program (Benefit Program H) Resolution

no obligation or duty: to administer (or to have administered) the Benefit Program H; to authorize the transfer of any Plan assets to the Hybrid Program; or to continue administration by MERS directly or indirectly, or by any third-party administrator.

WHEREAS, concurrent with this Resolution, and as a continuing obligation, this governing body has completed and approved, and submitted to MERS, documents necessary for adoption and implementation of MERS Benefit Program H.

NOW, THEREFORE, BE IT RESOLVED that the governing body adopts MERS Benefit Program H (Hybrid Program) as provided below.

I. NEW EMPLOYEES (Plan Sec 19B(4) – (12))

Effective the first day of January 1, 2013, (to be known as the ADOPTION DATE), the County of Ingham hereby adopts Benefit Program H for (MERS municipality/court)

Gnrl ICEA ProfS - Division 12

(specify division numbers)

first hired or rehired to the division at any time on and after the Adoption Date, and optional participation for any employee or officer of this municipality otherwise eligible to participate in MERS under Section 2B(3)(a) of the Plan Document who has previously elected to not participate in MERS. The employer shall establish the transfer rule for transferred employees in the Employer Resolution Establishing a Uniform Transfer Provision. ONLY THOSE EMPLOYEES ELIGIBLE FOR MERS MEMBERSHIP (SECTIONS 2B(3) AND 3 OF THE PLAN DOCUMENT) SHALL BE ELIGIBLE TO PARTICIPATE.

(A) HYBRID PLAN CONTRIBUTIONS

• The DB Component shall be exclusively funded by the employer, with no member contributions permitted.

• For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(8) and the MERS Uniform Hybrid DC Component Adoption Agreement ("Adoption Agreement," Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.

(B) COMPENSATION AND EARNINGS

• For the DB Component, earnings shall include items of "Compensation" under Section 2A(6) of the MERS Plan Document, with the exception of the last sentence, which shall not apply.

• For the DC Component, earnings shall include items of "Compensation" under Section 2A(6) of the MERS Plan Document as provided for Benefit Program DC, which equals the Medicare taxable wages as reported by the employer on the member's federal form W-2, wage and tax statement.
(C) HYBRID PLAN VESTING

- For the DB Component, 6 year vesting is mandatory (Plan Sec 19B(5)(b)).
- For the DC Component, employee and employer contributions shall be required as allowed and specified in Plan section 19B(6) and the Adoption Agreement (Attachment 1, completed and approved and a certified copy submitted to MERS concurrent with and incorporated by reference in this Resolution). A member is immediately 100% vested in any employee contributions, and is vested in employer contributions under the employer vesting schedule.
- As provided in Section 19B(3):
  Where a member has previously acquired in the employ of any participating municipality or participating court:
  (a) not less than 1 year of defined benefit service in force (including Hybrid Program) with any participating municipality or participating court;
  (b) eligible credited service where the participating municipality or participating court has adopted the Reciprocal Retirement Act, 1961 PA 88;
  (c) at least 12 months in which employer contributions by a participating municipality or participating court have been made on behalf of the member under Benefit Program DC; such service shall be applied toward satisfying the vesting schedule for the DB Component, and for the DC Component, for employer contributions.

(D) BENEFITS UNDER HYBRID PLAN

- For the DB component:
  (1) The Benefit Multiplier (Plan Section 19B(4)) initially selected shall be irrevocable, shall not later be changed.
  (2) Final Average Compensation (FAC) shall be FAC-3 (Plan Section 19B(6)).
  (3) The Benefit shall be payable at age 60 (Plan Section 19B(5)(b)). The participating municipality or court may also allow retirement if the member or vested former member has attained age 55 years or older and has 25 or more years of credited service. Adoption of F55/25 shall be an irrevocable action and may not be subsequently changed.

☐ Check here to adopt F55/25
(4) Credited Service shall be comprised solely of the sum of (a) the total of the member's credited service (if any) under the previous DB program on the effective date of coverage under the Hybrid Plan (Plan Section 19B(16)(b)(ii); see II (E)(b)(ii) below); plus (b) credited service earned by the member after the effective date of coverage under the Hybrid Plan (Plan Section 19B(17)(b)).

- For the DC Component (Plan Section 19B(12)):
  Upon termination of membership, a vested former member or a beneficiary, as applicable, shall elect one or a combination of several of the following methods of distribution of the vested former member's or beneficiary's accumulated balance, to the extent allowed by federal law and subject to Plan Section 19B(11)(b) and procedures established by the Retirement Board:
  (1) Lump sum distribution to the vested former member or beneficiary.
  (2) Lump sum direct rollover to another eligible retirement plan, to the extent allowed by federal law.
  (3) Annuity for the life of the vested former member or beneficiary, or optional forms of annuity as determined by the Retirement Board.
  (4) No distribution, in which case the accumulated balance shall remain in the retirement system, to the extent allowed by federal law.

STOP If covering new employees only, skip II and III and go to IV on page 8. STOP
II. OPTIONAL PROVISION FOR CURRENT MERS DEFINED BENEFIT MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED (FOR TRANSFERS FROM MERS DEFINED CONTRIBUTION PROGRAM, SEE SECTION III)  
(Plan Sec 19B(13)-(16))

THIS OPTIONAL SECTION SHALL ONLY BE SELECTED WHERE THE TOTAL FUNDED PERCENT OF AGGREGATE ACCRUED LIABILITIES AND VALUATION ASSETS OF ALL RESERVES SPECIFIED IN TABLE 13 (OR SUCCESSOR TABLE) FOR THE PARTICIPATING MUNICIPALITY OR COURT, AND FOR THE AFFECTED MEMBER BENEFIT PROGRAM CLASSIFICATION(S) (DIVISION(S)) SPECIFIED IN THE MOST RECENT MERS ANNUAL ACTUARIAL VALUATION REPORT IS AT LEAST EIGHTY PERCENT (80%).

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19B(13):

all current MERS defined benefit members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.

Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of __________________________, 20___, (insert month and year) which shall be known as the "CONVERSION DATE."

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.
(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(16), the Retirement Board shall transfer the following amounts from the reserve for employee contributions and the reserve for employer contributions and benefit payments to the reserve for defined contribution plan:

(a) The member's accumulated contributions, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred from the reserve for employee contributions to the member's credit in the reserve for Benefit Program H Defined Contribution component.

(b) The funded excess present value shall be computed as the excess, if any, of the actuarial present value of the accrued benefit associated with the member's coverage under the previous benefit program, over the actuarial present value of the accrued benefit associated with the member's coverage under the defined benefit component of Benefit Program H, after such excess is multiplied by the funded level percentage selected by the governing body in subparagraph (F)(2) below (which shall not be less than 80% nor exceed 100% funded level percentage in any case). The excess, if any, of the funded excess present value over the amount specified in sub-paragraph (a) shall be transferred from the reserve for employer contributions and benefit payments to the member's credit in the reserve for Benefit Program H Defined Contribution component. For purposes of this sub-paragraph:

(i) The actuarial present values shall be computed as of 12:01 a.m. on the day the member becomes covered by Benefit Program H and shall be based on the actuarial assumptions adopted by the Retirement Board.

(ii) On the effective date of the change of the benefit program the member's credited service under Benefit Program H shall be equal to the member's credited service under the previous benefit program.

(iii) In determining final average compensation there shall not be included any accrued annual leave.

(iv) The earliest retirement date (for an unreduced benefit) assumption under the defined benefit program in effect on the effective date of the change of the benefit program shall be utilized. Likewise the earliest retirement date assumption under Benefit Program H shall be utilized.

(v) For purposes of the actuarial present value calculation, any future benefit otherwise payable under Benefit Program E or E-1 shall be disregarded.

The transfer shall be made approximately 30 calendar days after the Conversion Date, and the transfer amount shall include pro-rated regular interest at the regular Board-established rate for crediting of interest on member's accumulated contributions in the defined benefit program, measured from the Conversion Date to the actual transfer date.
(F) Per Plan Section 19B(16)(b), the Retirement Board has established the assumptions for calculation of the actuarial present value of a member's accrued benefit that may be transferred. The assumptions are:

1. The interest rate in effect as of the Adoption Date, to determine actuarial present value, shall be the Board-established investment earnings rate assumption (currently eight percent (8.00%)).

2. The funded level for the member's specific MERS division (total funded percentage of the present value of accrued benefits which shall be determined using Termination Liability under Table 12 or successor table and valuation assets of all reserves using Table 13) as of the Adoption Date from the most recent MERS annual actuarial valuation report data provided by MERS actuary. In the APV calculation, the funded level used shall be (select one of the following):

- Table 12 Termination Liability funded level for the division (not less than 80% nor to exceed 100% funded level).

- If greater than the division's funded level but not more than 100% funded level, then MERS is directed to compute the funded percentage for the transfer calculation on _______% funded basis (insert number greater than the division's Table 12 Termination Liability funded level percentage but not more than 100%). Where less than 100% funded level exists, this governing body recognizes that such direction shall increase its pension funding liability. MERS shall not implement such direction unless the governing body forwards to MERS sufficient cash up to the funded level selected for all members prior to the Conversion Date; if sufficient cash is not forwarded, then the governing body expressly covenants with MERS and directs, as a condition of this selection, to MERS billing and the governing body remitting to MERS all contributions necessary to fund the unfunded liability occasioned by the aggregate transfer of the difference between the actual funded level for the division and funded level directed above over a period of four (4) years.

III. TRANSFER OF CURRENT MERS DEFINED CONTRIBUTION PROGRAM MEMBERS WHERE HYBRID PROGRAM FOR NEW EMPLOYEES ESTABLISHED Plan Sec 19B(13) – (15), (17)

IT IS ADDITIONALLY RESOLVED, as provided in each of the following paragraphs:

(A) Effective on the Adoption Date, pursuant to Plan Section 19B(13) all current MERS defined contribution members who are members of the same employee classification described in Section I above on the Adoption Date shall be offered the opportunity to irrevocably elect coverage under Benefit Program H. Section 19B(14) specifies an employee's written election to participate shall be filed with MERS: (a) not earlier than the last day of the third month after this Resolution is adopted and received by MERS; and (b) not later than the first day of the first calendar month that is at least six months after MERS receives this Resolution. This means each eligible employee will have about 90 days to make the decision.

After MERS receives this Resolution, this governing body's authorized official and eligible employees will be advised by MERS of the election window timelines and other information to consider in making the irrevocable decision whether to participate in Benefit Program H.
Participation for those electing coverage shall be effective the first day of the first calendar month at least six (6) months after MERS' receipt of the Resolution, here designated as being the month of _______________, 20__, (insert month and year), which shall be known as the “CONVERSION DATE.”

The opportunity for current employees on the Adoption Date to participate in the Hybrid Program shall (select 1 of the following 2 choices):

☐ apply to all employees who separate from or terminate employment with this municipality after the Adoption Date and before the Conversion Date, so long as the employee does not receive a retirement allowance (including distributions from Benefit Programs DC or H) from MERS based on service for this municipality.

☐ not apply to any employee who separates from or terminates employment with this municipality after the Adoption Date.

(B) CONTRIBUTIONS shall be as provided in Section I (A) above.

(C) COMPENSATION AND EARNINGS shall be as provided in Section I (B) above.

(D) HYBRID PLAN VESTING shall be as provided in Section I (C) above.

(E) For each employee irrevocably electing to participate in Benefit Program H, then under Plan Section 19B(17), the following shall apply:

(a) The member's accumulated balance in the reserve for defined contribution plan under Benefit Program DC, if any, as of 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be transferred to the member's credit in the reserve for defined contribution plan under Benefit Program H Defined Contribution component.

(b) For purposes of calculating benefit amounts under the defined benefit component of Benefit Program H, only credited service earned after 12:01 a.m. on the day the member becomes covered by Benefit Program H shall be recognized.

IV. THIRD PARTY ADMINISTRATION

The Municipal Employees' Retirement Board retains full and unrestricted authority over the administration of MERS Benefit Program H, including but not limited to the appointment and termination of the third-party administrator, or MERS self-administration of the defined contribution program in whole or in part.
V. EFFECTIVENESS OF THIS RESOLUTION

BE IT FINALLY RESOLVED: This Resolution shall have no legal effect under the MERS Plan Document until a certified copy of this adopting Resolution shall be filed with MERS, and MERS determines that all necessary requirements under Plan Document Section 19B, this Resolution, and other applicable requirements have been met. All dates for implementation of Benefit Program H under Section 19B shall be determined by MERS from the date of filing with MERS of this Resolution in proper form and content. Upon MERS determination that all necessary documents have been submitted to MERS, MERS shall record its formal approval upon this Resolution, and return a copy to the Employer's Hybrid Program Plan Coordinator identified in Section IV (D) above.

In the event an amendatory Resolution or other action by this Governing Body is required, such Resolution or action shall be deemed effective as of the date of the initial Resolution or action where concurred in by this governing body and MERS (and the third-party administrator if necessary). Section 54 of the Plan Document shall apply to this Resolution and all acts performed under its authority. The terms and conditions of this Resolution supersede and stand in place of any prior resolution, and its terms are controlling.

I hereby certify that the above is a true copy of a Resolution adopted at the official meeting held on ______________________, 20____ (Signature of authorized official)

Please send MERS fully executed copy of:
• MERS 2010 Restated Uniform Hybrid Program (Benefit Program H) Resolution (this form, MD-043)
• MERS Restated Hybrid Plan (Defined Contribution Component) Adoption Agreement (form MD-044)
• Certified minutes stating governing body approval, and/or union contract language

Received and Approved by the Municipal Employees' Retirement System of Michigan

Dated: ______________________, 20____ (Authorized MERS signatory)
MERS Restated Hybrid Plan (Defined Contribution Component) Adoption Agreement

1134 Municipal Way Lansing, MI 48917 | 800.767.2308 | Fax 517.703.9711 | www.mersofmich.com

The Employer, a participating municipality or participating court ("court") within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Benefit Program: **Hybrid under MERS Plan Document** ("MERS Hybrid DC") as authorized by Section 19B of the Municipal Employees' Retirement System of Michigan Plan Document. All references to "Plan Document" are to sections of the MERS Plan Document; any reference to "Plan," the "MERS Plan," "Plan Participant," "Participant," or "Program," shall mean the MERS Hybrid DC Plan, unless otherwise specified.

This Adoption Agreement, together with Section 19B of the MERS Plan Document and the MERS Restated Uniform Hybrid Resolution ("Resolution"), constitute the entire MERS Benefit Program Hybrid Plan Document.

I. EMPLOYER: County of Ingham

II. EFFECTIVE DATE

1. If this is the initial Adoption Agreement relating to the MERS Defined Contribution Plan for this Division, the Effective Date of the Benefit Program here adopted shall be the first day of:
   
   **January 2013**
   
   Month and Year

2. If this is an amendment and restatement of an existing adoption agreement relating to the MERS Hybrid DC Plan for this Division, the effective date of this amendment and restatement shall be the first day of: _________________. This adoption agreement is intended to replace and serve as an amendment and restatement of the Employer's preexisting plan, which was originally effective on the first day of: _________________.
   
   Month and Year

III. ELIGIBILITY REQUIREMENTS

Only those Employees eligible for MERS Membership (Section 3 of the MERS Plan Document) shall be eligible to participate in the MERS Hybrid DC Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following group(s) of Employees are eligible to participate in the Plan:

- Genl ICEA Prof - Division 12

Specify employee classification and division numbers
MERS Restated Hybrid Plan (Defined Contribution Component)  
Adoption Agreement

IV. CONTRIBUTION PROVISIONS

1. The Employer shall contribute on behalf of each Participant J % of Earnings or $____________ for the calendar year (subject to the limitations of Sections 415(c) of the Internal Revenue Code).

2. Each Participant is required to contribute J % of Earnings for the calendar year as a condition of participation in the Plan. (Write "0" if no contribution is required.) *If other contribution options are provided, please list on separate sheet of paper and attach to Adoption Agreement.

If Employee contributions are required, an Employee shall not have the right to discontinue or vary the rate of such contributions after becoming a Plan Participant.

The Employer hereby elects to "pick up" the Mandatory/Required Employee contribution. The "pick-up" provision allows the employer to direct mandatory employee contributions to be pre-tax.

[ ] Yes  [ ] No

[Note to Employer: Picked up contributions are excludable from the Employee's gross income under Section 414(h)(2) of the Internal Revenue Code of 1986 only if they meet the requirements of Rev. Rul. 2006-43, 2006-35 I.R.B. 329. Those requirements are (1) that the Employer must specify that the contributions, although designated as Employee contributions, are being paid by the Employer in lieu of contributions by the Employee; and (2) the Employee must not have the option of receiving the contributed amounts directly instead of having them paid by the Employer to the Plan. The execution of this Adoption Agreement by the Employer shall constitute the official action required by Revenue Ruling 2006-43.]

3. Each Employee may make a voluntary (unmatched), after-tax contribution, subject to the limitations of Section 415 of the Internal Revenue Code.

4. Employer contributions and Employee contributions shall be contributed to the Trust in accordance with the following payment schedule:

[ ] Weekly  [ ] Bi-weekly  [ ] Monthly

V. EARNINGS

Earnings shall be defined as "compensation" under Section 2A(6) of the MERS Plan Document, being the Medicare taxable wages reported on the Employee's W-2 statement.
VI. VESTING PROVISION FOR EMPLOYER CONTRIBUTIONS AND NORMAL RETIREMENT AGE

The Employer hereby specifies the following vesting schedule (choose one):

- [ ] Immediate vesting upon participation
- [x] Cliff vesting: The participant is 100% vested upon a stated number of years. Stated year may not exceed maximum 5 years of service:
  
  Stated Year:   
  [ ] 1  [ ] 2  [ ] 3  [ ] 4  [x] 5

- [ ] Graded vesting percentage per year of service: Employers can select the percentage of vesting with the corresponding years of service, however the scale cannot exceed a maximum of six years of service to reach 100% vesting, nor less than the stated minimums below:

  ____% after 1 year of service.
  ____% after 2 years of service.
  ____% (not less than 25%) after 3 years of service.
  ____% (not less than 50%) after 4 years of service.
  ____% (not less than 75%) after 5 years of service.
  100% (not less than 100%) after 6 years of service.

Notwithstanding the above, a member shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited, if he/she is employed on or after his/her Normal Retirement Age. "Normal Retirement Age" shall be presumed to be age 60 (unless a different normal retirement age is here specified:______).

In addition, notwithstanding the above, in the event of disability or death, a member or his/her beneficiary shall be vested in his/her entire employer contribution account, to the extent that the balance of such account has not previously been forfeited as described in Section 19A(7) of the MERS Plan Document.

VII. Loans (not more than two) are permitted under the Program. MERS recommendation is "No," not to allow loans: loans permit your employees to borrow against their retirement account.

- [ ] Yes
- [ ] No

VIII. The Plan will accept an eligible rollover distribution from an eligible retirement plan described in Section 401(a) (including "401(k)") or 403(a) of the Code, an annuity contract described in Section 403(b) of the Code, an eligible deferred compensation plan described in Section 457(b) of the Code maintained by a state, political subdivision of a state, or any agency or instrumentality of a state or political subdivision of a state, or an individual retirement account or annuity described in Section 408(a) or 408(b) of the Code, including after-tax employee contributions, as applicable. The Plan will account separately for pre-tax and post-tax contributions and earnings thereon.
MERS Restated Hybrid Plan (Defined Contribution Component)
Adoption Agreement

IX. The Employer hereby agrees to the provisions of the MERS Uniform Defined Contribution Plan and agrees that in the event of any conflict between MERS Plan Document Section 19B and the MERS Hybrid Plan, the provisions of Section 19B shall control.

X. The Employer hereby appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan.

XI. The Employer hereby agrees to the provisions of the Plan.

XII. The Employer hereby acknowledges it understands that failure to properly fill out this Adoption Agreement may result in the ineligibility of the Plan in the DC component of the Hybrid Plan.

In Witness Whereof, the Employer hereby causes this Agreement to be executed on this ______ day of ____________, 20____.

Employer:  County of Ingham

Authorized Signature: __________________________________________

Title: Chairperson

Witness: ______________________________________________________
March 13, 2013

To: County Services and Finance Committees

From: Mary A. Lannoye, Controller/Administrator

Subject: Contract Amendment for Legal Services

The County has retained the firm Cohl, Stoker, and Toskey, P.C. for legal services since 1981. The base retainer amount of $404,750 has not been increased since 2007. Recently the County has added the 911 Dispatch Center and the Ingham County Department of Transportation and Roads.

The Road Commission reimbursed the Cohl, Stoker, and Toskey firm on an hourly basis for legal services related to labor relations. The Road Commission relied on other law firms for other legal related services. Since the County absorbed the duties of the Road Commission on June 1, 2012, the Cohl, Stoker, and Toskey law firm has absorbed almost all of their legal services. In 2010 and 2011, the Road Commission spent $61,000 and $69,000 respectively on legal services.

I am recommending that the County amend the contract with Cohl, Stoker, and Toskey by increasing the compensation by $50,000 for all legal services and $2,000 for eligible legal expenses. This increase would include labor relations, contract review, and all other legal services related to the Ingham County Department of Transportation and Roads. The increase would be charged against the Road Fund.

If you should have any questions or concerns please feel free to contact me.
RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE CONTRACT FOR LEGAL SERVICES
WITH COHL, STOKER & TOSKEY, P.C.

WHEREAS, the Board of Commissioners extended the contract for legal services with Cohl, Stoker, and Toskey (hereafter referred to as the Contractor) in Resolution #11-211; and

WHEREAS, effective June 1, 2012 the Board of Commissioners absorbed the duties of the Ingham County Road Commission; and

WHEREAS, the Contractor was reimbursed separately by the Ingham County Road Commission on an hourly basis for legal services related to labor relations; and

WHEREAS, as a newly established County department, the Contractor assumed most other legal services for the Ingham County Department of Transportation and Roads; and

WHEREAS, the Board of Commissioners would like to consolidate all legal services under one contract and adjust the Contractor’s compensation accordingly.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby amends the agreement with the Contractor for all legal services by increasing the compensation by $50,000, from $404,750 to $454,750.

BE IT FURTHER RESOLVED, that the County shall continue to reimburse the Contractor for actual litigation costs, such as filing and service process fees (includes service by certified mail), costs associated with obtaining medical records for workers compensation cases, deposition and court reporter fees, and appellate court printing costs which they are required to pay to represent the County.

BE IT FURTHER RESOLVED, that the County shall increase the reimbursement to the Contractor for all other County incurred costs and expenses, including copies, fax, long-distance telephone charges and computer research from up to $10,000 to $12,000.

BE IT FURTHER RESOLVED, that the overall $52,000 increase in contract costs shall be charged against the Road Fund.

BE IT FURTHER RESOLVED, that the Board Chairperson and the County Clerk are authorized to sign the contract.
To: Law and Courts Committee

Date: March 6, 2013

Ref: PageGate Interface purchase for Vision Air/Tritech CAD

The Ingham County 9-1-1 Center has had a request from the Ingham County Fire Chiefs to add an interface to our Vision Air CAD (Computer Aided Dispatch) system which would allow departments to get real time information directly from CAD to the firefighters, via their mobile devices (cell phones).

A few of the Fire Departments are using a program called; I am responding. They are using it as a standalone program that requires a Fire Staff member to enter a call for service, after we dispatch it to them over the radio, to send a message to the fire fighters cell phones, advising them of the type of call and location. When the fire fighter get the message on their phone, they can then respond back to the program and advise if they are able to respond and how long their response will be.

We also have Departments interested in a program called Active 911. This program also would use the interface to CAD to push a message to the Firefighters cell phones showing call information and call times. Delta Township Fire has been using this and has been very happy with the application.

The interface to CAD will allow SMS or Text messages, as well as email pushes from CAD to these or other applications that require this type of data transfer. It allows for automatic broadcasts of the fire run information to the Firefighters, eliminating their human intervention and getting call information out to them as fast as possible. As the Dispatcher assigns units to a call the broadcast message would go directly out.

Chief Richard Royston of Delhi Fire and Assistant Chief Trent Atkins have requested this interface be purchased and installed at the 9-1-1 Center, please see their letters attached. This was not a 2013 budgeted item and as such funding is being requested of 9-1-1 Funds.

The 9-1-1 Center would only purchase this interface which allows these type of messaging systems to function. Each Fire Department would be responsible for any costs of programs or applications that are needed to work with the interface.

As the 9-1-1 Director I do support the request by the Fire Departments for this purchase and would request that the Ingham County Board of Commissioners approve the use of 9-1-1 Funds for this purchase.

The Cost of this interface for our three (3) Fire Dispatch Positions is $5,510.00, with an additional yearly maintenance cost of $680.40 for 24-7 CAD support. The additional maintenance would then be added as a budget item in the 2014 budget.

Respectfully Requested,

Lance A. Langdon, Director
Ingham County 9-1-1 Central Dispatch Center
February 12, 2013

Mr. Lance Langdon, Director
Ingham County 911
710 E. Jolly Road
Lansing, MI 48910

Dear Lance,

At our monthly meetings, the Ingham County Chiefs have frequently discussed the need for a system which can send out text messages or emails to support our dispatch information. It is very helpful for paid, on-call departments such as ours, who have personnel responding from home, to be capable of receiving messages of this type as "backup" information to our normal dispatch system.

It is my understanding that the current CAD system is not capable of sending text messages or emails. As a result, you have been examining programs and found that PageGate will interface with your current CAD system to make this messaging happen.

This letter is documentation that not only me, but I am confident the entire Ingham County Chiefs group is in complete support of this purchase of PageGate so that we can receive text and email messages. Anything that our new 911 center can produce to assist and improve our dispatch procedure and emergency responses is accepted by our group with open arms.

Thank you for your efforts in trying to make this change a reality, so that our dispatch center can remain up to date in dispatch technology.

If you have any questions, or if you need support at the Board of Commissioner level, please let me know.

Sincerely,

Richard J. Royston, EFO
Chief

The mission of the Delhi Township Fire Department
is to minimize the impact of community emergencies through education, prevention and service.
February 12, 2013

To Whom It May Concern,

Please consider this letter as full support from the Lansing Fire Department on the purchase of the PageGate CAD Interface for the 911 Center. This technology will support not only Lansing Fire but other county fire departments in situational awareness of emergency operations by automating information sent to mobile devices. Receiving this information at this time requires a phone call to the dispatcher that distracts them from their critical communications with field units or additional process within the center to send pages and text messages.

Thank you for your serious consideration of this needed technology and support of the county fire departments.

Respectfully,

Trent Atkins, Assistant Fire Chief
Ingham County 911
PageGate for Three workstations Quote 9JAN13

<table>
<thead>
<tr>
<th>VisionAIR Software</th>
<th>Qty</th>
<th>Part No.</th>
<th>Price</th>
<th>Total Price</th>
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**VisionAIR Software Sub Total:** $3,402.00

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<th>VisionAIR Implementation</th>
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<td>Remote Implementation</td>
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**VisionAIR Implementation Sub Total:** $760.00

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**Third Party Products and Services Sub Total:** $1,348.00

**Quote Total Price:** $5,510.00

Agency: Ingham County 911
State: MI
Client Account Manager Thomas Blackwell

The pricing provided is based on "Pricing Assumptions". Please see the section labeled "Pricing Assumptions" for details.

<table>
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<th>First Year Maintenance – Begins a year after Product Go Live</th>
<th>Total Price</th>
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<tbody>
<tr>
<td>VisionCAD 24 x 7 Maintenance</td>
<td>$680.40</td>
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**Pricing Assumptions**

VisionAIR's pricing as provided herein is proposed based upon the following assumptions:

- The VisionAIR products & services are proposed based upon VisionAIR's best understanding of the requirements information available to VisionAIR at this time. The pricing may vary should additional information become available which alters the scope, quantity and/or schedule for the proposed products and/or services.
- All VisionAIR products & services will be provided according to VisionAIR's standard terms & conditions as defined and agreed to in VisionAIR's Software License Agreement and related attachments.
• All client-supplied services will be performed according to an agreed to Statement of Work and Project Schedule, if applicable.

• All prerequisite computer hardware, system software, peripherals, network components, etc., not provided by VisionAIR, will be provided by the Client according to VisionAIR’s recommended standards.

• The Client assumes responsibility for directing, coordinating and communicating with all third party agencies and vendors of every kind who have not been specifically documented as VisionAIR’s responsibility in the agreed to Statement of Work or other supporting pricing related documentation.

• Warranty Support for all proposed VisionAIR software products is twelve (12) months, starting at go-live for each product, or thirty (30) days following VisionAIR’s certification for go-live, whichever occurs first.

• All proposed prices shall remain valid for a period of ninety (90) days from the date of this quotation, unless otherwise extended in writing by VisionAIR.

• All proposed prices are exclusive of any sales, excise, or use taxes of any kind.

Payment Terms

Payments shall be made in accordance with the following schedule unless otherwise agreed to in writing:

Software: 90% due on delivery
10% due on Go Live

Training and Installation: Due on delivery

Project Management: 50% due on first day of training
50% due incrementally for remainder of project (% complete)

Custom Solutions: 30% upon contract signing
50% upon functional specification and design delivery
20% delivery of software

Travel: 50% due on first day of training
50% due on Product Go Live

Third Party Products & Hardware: Due on ordering
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING PAGGATE INTERFACE PROJECT FOR THE 911 CENTER

WHEREAS, the Ingham County Board of Commissioners operates the 911 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, Ingham County Fire Chiefs have requested that the 9-1-1 Center purchase an interface for the Vision Air CAD, to allow the use of various applications through a software program PageGate; and

WHEREAS, Implementation of this program will enhance the Ingham County Fire Departments Communications and response to emergencies throughout the county; and

WHEREAS, the 9-1-1 Director has obtained a quote for this program/interface from Vision Air/Tritech in the amount of $5,510.00; and

WHEREAS, the 911 Director is recommending that the Ingham County Board of Commissioners fund this request from the 911 Emergency Telephone Dispatch Services - 911 fund balance.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the expenditure of $5,510.00 from the 911 Emergency Telephone Dispatch Services - 911 fund balance for the costs associated with the purchase the Vision Air/Tritech CAD interface and PageGate program licenses (3) to allow fire call information to be broadcast to County Firefighters at the time of CAD entry/unit assignment through their third party applications and programs.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are 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/Purchase Order documents consistent with this resolution and approved as to form by the County Attorney.