

CHAIRPERSON
DEB NOLAN

VICE-CHAIRPERSON
REBECCA BAHAR-COOK

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MAY 8, 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 [April 24, 2013 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution Authorizing Ingham County Sheriff's Office to Participate in the [Military Surplus 1033 Program](#)
 - b. Resolution Authorizing Amending the Ingham County Sheriff's Office Secondary [Road Patrol Grant](#)
2. Clerk's Office - Resolution to Authorize Entering into an Agreement with [ImageSoft](#) to Implement Office Automation and Imaging for the County Clerk's Office
3. Facilities
 - a. Resolution Authorizing Entering into a Contract with [Laux Construction, LLC](#) to Provide Tuck-Pointing Services for Exterior Repairs at the Human Services Building Maintenance Garage and Ingham County Family Center
 - b. Resolution Authorizing Entering into a Contract with [Laux Construction, LLC](#) for the Removal of the Gymnasium Stage at the Ingham County Family Center
 - c. Resolution Authorizing Entering into a Contract with [C2AE](#) for Architectural and Engineering (A&E) Design Services for the Replacement of One Roof at the Sheriff's Office and the Roof of Pavilion #2 at Potter Park Zoo
 - d. Resolution Authorizing Entering into a Contract with [Myers Plumbing & Heating](#) to Provide the Labor and Materials to Install a Vestibule Cabinet Heater at Entrance #3 in the Human Services Building
 - e. Resolution Authorizing Entering into a Contract with [J.H. Construction](#) for the Removal and Replacement of the Steps on the East Side of the Mason Courthouse
4. Health Department - Resolution to Authorize [Amendment #5](#) to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

5. Department of Transportation & Roads
 - a. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of Sand and **Gravel** for the Department of Transportation & Roads
 - b. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of 29A **Aggregate** for the Department of Transportation & Roads
 - c. Resolution Authorizing the Purchase of 2013 Seasonal Requirements of Smooth-Lined Corrugated Polyethylene Pipe & Helically Corrugated Steel **Pipe** for the Department of Transportation & Roads
 - d. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of **Bituminous** Surface Mixture for the Department of Transportation & Roads
 - e. Resolution Authorizing the Purchase of 2013 Seasonal Requirement of Asphalt **Emulsions** for the Department of Transportation & Roads
6. Parks - Resolution Authorizing a Reciprocal Arrangement Between the **Parks and Fair**
7. Controller/Administrator's Office - Resolution Updating **Various Fees** for County Services
8. Economic Development Corporation - **PA 88** Discussion
9. Board Referral - Letter from **Delhi Charter Township** Regarding Notice of Public Hearing for an Application for Industrial Facilities Exemption Certificate by Scitex, LLC

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
April 24, 2013
Minutes

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

Members Absent: Todd Tennis and Randy Schafer

Others Present: Teri Morton, Doug Stover, Sandra Dargatz, Jim Hudgins, Bill Conklin, Willis Bennett, John Jacobs, Ms. McAloon Lampman, Ralph Beebe, Lance Langdon 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 April 3, 2013 Minutes

The April 3, 2013 Minutes were approved as submitted.

Additions to the Agenda

- 3a. Additional Material – 2013 Ingham County Assessed and Equalized Totals; and 2012 to 2013 Ingham County Equalized and Taxable Values
8. Pulled - Economic Development Corporation - Resolution Authorizing Borrowing \$550,000 from the Michigan Department of Environmental Quality Brownfield Redevelopment Loan on Behalf of the Charter Township of Lansing. **The County Services Committee voted on the attached substitute resolution and the resolution failed with a 3 to 4 vote.**
8. Additional Material – Letter from the Charter Township of Lansing withdrawing the request for assistance.
- 9b. Substitute - Controller/Administrator's Office - Resolution Establishing Priorities to Guide the Development of the 2014 Budget and Activities of County Staff. **A substitute resolution is attached.**

Limited Public Comment

None.

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

2. Sheriff's Office/Office of Homeland Security & Emergency Management - Resolution to Enter into a Contract with the City of Lansing and to Accept the FY2011 & FY2012 Homeland Security Grant Program Funds for the Regional Planner Grant

3. Equalization/Tax Mapping
 - a. Resolution to Adopt the 2013 County Equalization Report as Submitted with the Accompanying Statements
 - b. Resolution Designating County Representatives at State Tax Commission Hearings

5. Fair - Resolution Authorizing Entering into a Contract with T.V. Concessions to Provide Concession Services for the Ingham County Fairgrounds Main Arena Building for Non-Fair Events

6. Health Department - Resolution to Authorize an Agreement for Call Center Services at the Health Department

7. Department of Transportation & Roads
 - a. Resolution to Approve Proposed 2013 Ingham County Bridge Funding Applications for Submission to the Local Bridge Program Manager
 - b. Resolution to Approve a Second Party Agreement Between MDOT and the Ingham County Department of Transportation and Roads and a Third Party Agreement Between Meridian Township and the Ingham County Department of Transportation and Roads in Relation to Federally Funded Road Project Located on Marsh Road Between Tihart Road and Grand River Avenue
 - c. Resolution to Approve a Second Party Agreement with MDOT and a Third Party Agreement with Meridian Township for the Ingham County Department of Transportation and Roads in Relation to a Federally Funded Enhancement Project on Okemos Road - Jolly Road to Clinton Street, Meridian Township
 - d. Resolution to Approve a Second Party Agreement Between MDOT and the Ingham County Department of Transportation and Roads and a Third Party Agreement Between Delhi Township and the Ingham County Department of Transportation and Roads in Relation to a Federally Funded Enhancement Project from Willoughby Road to the Jolly & Aurelius Road Intersection
 - e. Resolution to Approve a Second Party Agreement Between MDOT and the Ingham County Department of Transportation and Roads and a Third Party Agreement Between Meridian Township and the Ingham County Department of Transportation and Roads in Relation to a Bridge Replacement Project for the Van Atta Road Over the Red Cedar River
 - f. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Department of Transportation and Roads in Relation to Federally Funded Road Project Located on Zimmer Road Between the CN Railroad and Haslett Road

9. Controller/Administrator's Office
 - d. Resolution Authorizing 911 Funds to Participate in a Microwave Project for the 911 Center

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

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

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

1. Treasurer - Resolution to Renew Service Contracts for the Purpose of Conducting Title Searches

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO RENEW SERVICE CONTRACTS FOR THE PURPOSE OF CONDUCTING TITLE SEARCHES.

Comm. Vickers questioned the contract year and who approves this annually. Comm. Koenig stated the 2nd WHEREAS needs clarification. Ms. Morton will speak with the Treasurer and clarify what year this is of a 5-year contract, that the Committee is authorizing a 1-year option, and who has the authority to exercise the option in future years. The Committee agreed they would like to have clarification of the 2nd WHEREAS and identify who is responsible for the annual review.

MOTION CARRIED with Comm. Vickers Voting “no”. Absent: Comm. Tennis and Comm. Schafer

4. Animal Control - Resolution to Authorize the County to Seek Architectural/Engineering Proposals to Conduct a Building Assessment of the Ingham County Annex Facility in Mason

MOVED BY COMM. KOENIG, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION TO AUTHORIZE THE COUNTY TO SEEK ARCHITECTURAL/ENGINEERING PROPOSALS TO CONDUCT A BUILDING ASSESSMENT OF THE INGHAM COUNTY ANNEX FACILITY IN MASON.

Ms. McAloon Lampman introduced Ralph Beebe who is a 501 3 c Board Member.

Comm. Vickers asked what the annex building is now being used for. Ms. McAloon Lampman answered storage. Comm. Vickers asked if both buildings will be used. Ms. McAloon Lampman explained it is the decision of the County; however, there are discussions of using the existing shelter as an annex building.

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

9. Controller/Administrator’s Office
 - a. First Quarter 2013 Budget Adjustments and Contingency Fund Update and Resolution Authorizing Adjustments to the 2013 Ingham County Budget

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. VICKERS, TO APPROVE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2013 INGHAM COUNTY BUDGET.

Ms. Morton reviewed the larger adjustments in the Health Department, Health Plan Management and Ingham Health Plan. The Committee discussed capital improvements, outstanding projects, legacy costs, contingency and re-authorization.

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

- b. Resolution Establishing Priorities to Guide the Development of the 2014 Budget and Activities of County Staff

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2014 BUDGET AND ACTIVITIES OF COUNTY STAFF.

Ms. Morton pointed out the changes made by the Controller's Office, Law & Courts Committee, Human Services Committee and County Services Committee.

Comm. Bahar-Cook expressed her concern that assessments should be done since the passage of the millage, CHINN study and implementation of juvenile justice programs.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO AMEND THE RESOLUTION, ITEM 5, 4E, ADD A PERIOD AFTER ADJUDICATION THEN ADD THE SENTENCE "IMPLEMENT AN INDEPENDENT ASSESSMENT OF THE SUCCESS OF THE INGHAM COUNTY JUVENILE JUSTICE PROGRAMS EVERY 3 YEARS BEGINNING IN 2014., STRIKE "INCLUDING", AND CHANGE "EXPLORING" TO "EXPLORE"; AND AS FOLLOWS:

- e. Provide Appropriate Treatment and Sanctions for at Risk Juveniles

Continue to maximize use of Juvenile Justice Millage funds to implement the Chinn Study so as to provide the most appropriate community based programming for juvenile offenders and juveniles at risk of adjudication. **Implement an independent assessment of the success of the Ingham County Juvenile Justice Programs every 3 years beginning in 2014.** Explore the cost benefits of providing a male group home.

Comm. Anthony asked for the rationale for doing this every three years. Comm. Bahar-Cook stated she felt that annually is expensive, five years is too long and changes do occur. Comm. Vickers asked if the CHINN study has been updated. Comm. Bahar-Cook stated that needs to be done and the assessments are to figure out if programs are working as intended. Comm. Bahar-Cook stated she would like to know what the graduation rates are and the effectiveness of the programs.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comm. Tennis and Comm. Schafer

(Comm. Koenig left at 6:23 pm)

Chairperson McGrain stated he would like to split the 2nd bullet point.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO AMEND THE RESOLUTION, 2ND WHEREAS, STRIKE THE 2ND BULLET POINT AND REPLACING WITH THE TWO FOLLOWING BULLET POINTS:* PROVIDING A QUALITY TRANSPORTATION SYSTEM NETWORK INCLUDING ROADS AND *PROVIDING A SUITABLE AND ECOLOGICALLY SENSITIVE DRAINAGE SYSTEM"; AS FOLLOWS:

WHEREAS, Ingham County services are focused on these long-term objectives:

- *Enhancing access to county records
- ~~*Providing suitable roads and drains~~
- * Providing a quality transportation network including roads**
- * Providing a suitable and ecologically sensitive drainage system**
- *Providing recreational opportunities
- *Fostering economic well being
- *Promoting environmental protection and smart growth
- *Preventing and controlling disease
- *Promoting accessible health care
- *Assisting in meeting basic needs
- *Fostering appropriate youth development
- *Supporting public safety
- *Assuring judicial processing
- *Providing appropriate sanctions for adult offenders
- *Providing appropriate treatment and sanctions for at-risk juveniles; and

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comms. Tennis, Schafer and Koenig

The committee discussed the meaning of the word “appropriate” and its inference to different individuals, as well as, adding “evidence based” to sanctions and treatments.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. VICKERS, TO AMEND THE RESOLUTION, 2ND WHEREAS ADD EVIDENCE BASED BEFORE THE WORD APPROPRIATE IN THE LAST 2 BULLET POINTS AND STRIKING THE WORD “APPROPRIATE” AFTER FOSTERING; AS FOLLOWS:

WHEREAS, Ingham County services are focused on these long-term objectives:

- *Enhancing access to county records
- ~~*Providing suitable roads and drains~~
- * Providing a quality transportation network including roads**
- * Providing a suitable ecologically sensitive drainage system**
- *Providing recreational opportunities
- *Fostering economic well being
- *Promoting environmental protection and smart growth
- *Preventing and controlling disease
- *Promoting accessible health care
- *Assisting in meeting basic needs
- *Fostering ~~appropriate~~ youth development
- *Supporting public safety
- *Assuring judicial processing
- *Providing appropriate **evidence based** sanctions for adult offenders
- *Providing appropriate **evidence based** treatment and sanctions for at-risk juveniles; and

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comms. Tennis, Schafer and Koenig

Chairperson McGrain stated that as he becomes more aware of the function of the Department of Transportation and Roads, millage money for mass transit and airport operations he would like to encourage planning beyond maintaining roads. He suggested an openness or consideration for transportation alternatives keeping the future in mind.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO AMEND THE RESOLUTION, ITEM 5F, AFTER THE 5TH BE IT FURTHER RESOLVED, ADD “BE IT FURTHER RESOLVED, AS PART OF OTHER ROUTINE AND LONG RANGE PLANNING PROCESSES TRANSPORTATION ALTERNATIVES (SUCH AS MASS TRANSIT AND NON-MOTORIZED) WILL BE GIVEN CONSIDERATION WHEN ALLOWABLE”; AS FOLLOWS:

(5th) BE IT FURTHER RESOLVED, that Ingham County will develop a plan to increase road maintenance services if an increase in operating revenue from the Michigan Transportation Fund is approved.

BE IT FURTHER RESOLVED, as part of other routine and long range planning processes transportation alternatives (such as mass transit and non-motorized) will be given consideration when allowable”

Comm. Bahar-Cook questioned if funds are available. Chairperson McGrain stated this is not one or the other but looking toward the future such as the complete streets. It’s about thinking ahead of time about bike lines or a shoulder when resurfacing a road. Comm. Vickers stated he sees very few bicycles in the country. Chairperson McGrain stated it would be more about special transportation needs in the more rural areas. Transit funding was discussed along with long term objectives.

THIS WAS ACCEPTED AS A FRIENDLY AMENDMENT. Absent: Comms. Tennis, Schafer and Koenig

MOTION TO APPROVE THE RESOLUTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Comms. Tennis, Schafer and Koenig

- c. Resolution Updating Various Fees for County Services

Chairperson McGrain stated this is for discussion only.

Comm. Vickers expressed his concern of the fees addressed in line items 86, 87, and 88 which is similar to 102, 103, and 104 asking why there is a difference. Mr. Jacobs will clarify these fees.

Comm. Vickers stated he would like to see jail fees raised to 100%. The Committee discussed jail fees and bail.

Announcements

Comm. Bahar-Cook announced the State is looking into increasing the amount of Child Care Funds that the County could have access to.

Chairperson McGrain was pleased to announce the Governor and Mayor were at the Allen Neighborhood Center for a press release to support the Food Hub. He acknowledged the contributions from the General Motors Foundation and Habitat for Humanity.

Public Comment

None.

The meeting adjourned at approximately 6:46 p.m.

Respectfully submitted,

Julie Buckmaster

MAY 8, 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 Ingham County Sheriff's Office to Participate in the Military Surplus 1033 Program*

This resolution authorizes the Ingham County Sheriff's Office to participate in the Military Surplus 1033 program in order to identify, utilize or obtain at no charge a variety of military surplus equipment that is suitable for local law enforcement use. In this instance the Ingham County Sheriff's Office is authorized to temporarily take possession of two Humvee style vehicles for use by the Special Regional Tactical (SRT) Team and expand the Sheriff's Office vehicle fleet by two. All Ingham County procurement and property disposition policies will apply for any equipment of which the County takes permanent possession. (See attached memo for details.)

1b. *Sheriff's Office - Resolution Authorizing Amending the Ingham County Sheriff's Office Secondary Road Patrol Grant*

This resolution authorizes amending the Michigan State Police Office of Highway Safety Planning P.A. 416 Secondary Road Patrol grant contract by increasing the contract by \$13,860 to increase the grant budget to \$321,071 for the 2012/13 fiscal year. (See attached memo for details.)

2. *Clerk's Office - Resolution to Authorize Entering into an Agreement with ImageSoft to Implement Office Automation and Imaging for the County Clerk's Office*

This resolution authorizes the purchasing of services with ImageSoft for office automation and imaging of the County Clerk's office for \$18,800, paid from the contingency fund. There is currently \$316,769 in the 2013 Contingency Fund.

3a. *Facilities - Resolution Authorizing Entering into a Contract with Laux Construction, LLC to Provide Tuck-Pointing Services for Exterior Repairs at the Human Services Building Maintenance Garage and Ingham County Family Center*

This resolution authorizes entering into a contract with Laux Construction, LLC, to provide tuck-pointing services at two County facilities: 1) exterior repairs at the HSB Maintenance Garage for a not to exceed cost of \$6,800.00 plus a \$2,500.00 contingency, and 2) exterior repairs at the ICFC for a not to exceed cost of \$57,139.00 plus an \$8,500.00 contingency for a complete total cost of \$74,939.00. Funds are available within the Capital Improvement Plan Budget.

3b. *Facilities – Resolution Authorizing Entering into a Contract with Laux Construction, LLC for the Removal of the Gymnasium Stage at the Ingham County Family Center*

This resolution authorizes entering into a contract with Laux Construction, LLC for the removal of the gymnasium stage at the Ingham County Family Center for a not exceed cost of \$17,595.00. This stage is being removed for safety reasons and funds are available within the Capital Improvement Plan Budget.

3c. *Facilities – Resolution Authorizing Entering into a Contract with C2AE for Architectural and Engineering (A&E) Design Services for the Replacement of One Roof at the Sheriff's Office and the Roof of Pavilion #2 at Potter Park Zoo*

This resolution authorizes an agreement with C2AE for A&E design services for the replacement of one roof at the Sheriff's Office at a cost not to exceed \$6,800.00 and the roof of Pavilion #2 at Potter Park Zoo at a cost not to exceed \$7,500.00. Both of the roofs are old, deteriorating and in need of replacement.

3d. *Facilities – Resolution Authorizing Entering into a Contract with Myers Plumbing & Heating to Provide the Labor and Materials to Install a Vestibule Cabinet Heater at Entrance #3 in the Human Services Building*

This resolution authorizes awarding a contract to Myers Plumbing & Heating to provide labor and materials to install a vestibule cabinet heater at entrance #3, in the Human Services Building at a cost not to exceed \$6,900.00. Currently there is not a heater at that entrance and each time the door is utilized, the vestibule fills with cold air with no system in place to remove it. The funds for this project are available in the approved CIP Line Item, which has a balance of \$15,000.00 for vestibule heaters.

3e. *Facilities – Resolution Authorizing Entering into a Contract with J.H Construction for the Removal and Replacement of the Steps on the East Side of the Mason Courthouse*

This resolution authorizes a contract with J.H Construction to remove and replace the steps on the East side of the Mason Courthouse. The steps have deteriorated and pose a danger to guests and employees of the courthouse. Funding for the project is available within line item #245-90212-931000-3FC11. The cost of the project is \$6,171.45 plus a \$1,200.00 contingency for any unseen circumstances that may arise for a total not to exceed cost of \$7,371.45.

4. *Health Department - Resolution to Authorize Amendment #5 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health*

Amendment #5 will increase the budget for Comprehensive Local Health Services from \$5,291,821 to \$5,421,279, an increase of \$129,458. The amendment makes the following specific changes in the budget:

1. PRIME Local Learning Collaborative, an increase of \$2,400 to \$18,500.
2. Public Health Emergency Preparedness \$37,058.
3. Centralized Access Home Visiting HUB II, \$90,000.

Please see the attached memorandum for further details.

5a. Department of Transportation and Roads - Resolution Authorizing the Purchase of 2013 Seasonal Requirement of Sand and Gravel for the Department of Transportation & Roads

This resolution authorizes the purchase of various types of sand and gravel on an as-needed, unit price basis from three vendors with various delivery options, based on Road Department staff's judgment as to which supplier and delivery method is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method.

5b. Department of Transportation and Roads - Resolution Authorizing the Purchase of 2013 Seasonal Requirement of 29A Aggregate for the Department of Transportation & Roads

This resolution authorizes the purchase on an as-needed, unit price basis of 29A slag from Edw. C. Levy Co., and of 29A crushed natural aggregate from three other vendors as shown in the resolution, based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on availability of required material, with preference based on lowest bid unit price.

5c. Department of Transportation and Roads - Resolution Authorizing the Purchase of 2013 Seasonal Requirements of Smooth-Lined Corrugated Polyethylene Pipe & Helically Corrugated Steel Pipe for the Department of Transportation & Roads

This resolution authorizes the purchase on an as-needed, unit price basis of smooth lined corrugated polyethylene pipe from Advanced Drainage Systems, and helically corrugated steel pipe—both galvanized and aluminized coated, from Contech Engineered Solutions, LLC.

5d. Department of Transportation and Roads - Resolution Authorizing the Purchase of 2013 Seasonal Requirement of Bituminous Surface Mixture for the Department of Transportation & Roads

This resolution authorizes the purchase of bituminous surface mixture (asphalt) on an as-needed, unit price basis from all three respondents to RFP #45-13 based on Road Department staff's judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material

5e. Department of Transportation and Roads- Resolution Authorizing the Purchase of 2013 Seasonal Requirement of Asphalt Emulsions for the Department of Transportation & Roads

This resolution authorizes the purchase of the various types of asphalt emulsions on an as-needed, unit price basis from Terry Materials Inc. based on their lowest qualified bid for each and all of the various types of asphalt emulsions, and to Rieth-Riley Construction Co. for local pick-up of SS-1h, when in the judgment of Road Department staff this is in the best interest of the County to save overall costs by minimizing transportation for small loads.

6. Parks – *Resolution Authorizing a Reciprocal Arrangement between the Parks and Fair*

This resolution authorizes a reciprocal arrangement where between July 1, 2013 and the last day of the Fair a \$1.00 off admission to the 2013 Ingham County Fair will be printed on every vehicle entrance receipt at Lake Lansing Park-South, Hawk Island, and Burchfield Parks. In addition, the Fair Booklet will include a \$1.00 off coupon for refreshments from any park food concession at any Ingham County Park.

7. Controller/Administrator's Office – *Resolution Updating Various Fees for County Services*

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2013, for the Park and Zoo winter seasonal fees on November 1, 2013, and for all other departments on January 1, 2014. If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$160,000. Any additional revenue will be recognized in the 2014 Controller Recommended Budget.

DISCUSSION ITEM:

8. Economic Development – *Public Act 88*

BOARD REFERRAL:

9. Letter from Delhi Charter Township Regarding Notice of Public Hearing of an Application for Industrial Facilities Exemption Certificate by Scitex, LLC

Agenda Item 1a

TO: Law & Courts and Finance Committee

FROM: Allan Spyke, Under Sheriff

DATE: April 25, 2013

RE: Military Surplus 1033 Program

The Ingham County Sheriff's Office wishes to continue its participation in the United States Military Surplus 1033 Program.

As you are aware, the Sheriff's Office has previously acquired Military Surplus Rifles for Law Enforcement use. Recently, the military has offered surplus military vehicles for Law Enforcement use. Our current need for these vehicles would be with the Ingham County Special Regional Tactical Team, which is comprised of police officers from Ingham County Sheriff's Office, Michigan State University Police Department, East Lansing Police Department, and the Meridian Township Police Department. The vehicles available for our use are two Humvee style vehicles, which could be used for the transport and deployment of police officers and equipment in these tactical situations. This is an excellent opportunity for the Sheriff's Office and County to obtain equipment at no cost. To be utilized by us until it is no longer needed or replaced, at which time it is returned to the Military.

Additionally the Military Surplus 1033 Program is offering assorted other excess military equipment which could be a valuable asset to the Sheriff's Office, including cold weather gear, duty bags, thermal underwear, etc. The Sheriff's Office will continue to explore military surplus items that become available and would be a benefit to our operations.

The Sheriff's Office will provide a list to the Ingham County Purchasing Office of all items received through the Military Surplus 1033 Program. That list will identify which items will become County Property and which items must be returned to the Military. As an example, guns and vehicles need to be returned to the Military after we no longer have any use for them. Whereas the previously mentioned softer items can become County property.

Presently Deputy James Every is our liaison with the United States Military regarding our access to the 1033 Program. If you have any questions, please do not hesitate to contact either myself or Deputy James Every.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING INGHAM COUNTY SHERIFF'S OFFICE TO PARTICIPATE
IN THE MILITARY SURPLUS 1033 PROGRAM**

WHEREAS, the Ingham County Sheriff's Office has the ability to participate in the Military Surplus 1033 program which allows law enforcement agencies to utilize military surplus to their benefit; and

WHEREAS, the Military Surplus 1033 program that offers Military surplus from several different branches of the Military; and

WHEREAS, the Purchasing Director concurs that the Military Surplus 1033 program meets the standards of the Ingham County Procurement policy; and

WHEREAS, the Sheriff's Office participates in the regional Special Regional Tactical (SRT) Team and the SRT Team has been looking for Humvee style vehicles to enhance the transport and deployment of Police in special tactical situations; and

WHEREAS, the Sheriff's Office has identified and been awarded two Humvee style former Military police vehicles available at a Military base in Columbus Ohio for pickup; and

WHEREAS, these vehicles would remain titled to and property of the US Government and would have to be returned to the Military once the Sheriff's office and SRT Team want to dispose of them; and

WHEREAS, the only cost to Ingham County would be for the normal vehicle maintenance and diesel fuel costs to operate the two Humvees which will be housed at the Ingham County Sheriff's Office; and

WHEREAS, the Ingham County Sheriff's Office wishes to participate in this Military Surplus 1033 program in order to identify and obtain a variety of military surplus equipment that is suitable for local law enforcement use.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to participate in this Military Surplus 1033 program in order to identify, utilize or obtain at no charge a variety of military surplus equipment that is suitable for local law enforcement use.

BE IT FURTHER RESOLVED, that all Ingham County procurement and property disposition policies will apply for any equipment that the County takes permanent possession of.

BE IT FURTHER RESOLVED, that the Ingham County Sheriff's Office is authorized to temporarily take possession of two Humvee style vehicles for use by the Special Regional Tactical (SRT) Team and expand the Sheriff's Office vehicle fleet by two.

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

Agenda Item 1b

TO: Law & Courts and Finance Committee

FROM: Major Joel Maatman

DATE: April 25, 2013

RE: OHSP Secondary Road Patrol Grant

The Ingham County Sheriff's Office has received an additional \$13,860 in PA 416 Secondary Road Patrol Grant funding for the fiscal 2012 year. The Sheriff's Office is requesting permission to accept this additional funding to be used to pay salaries of P.A. 416 Deputies.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AMENDING THE INGHAM COUNTY SHERIFF'S OFFICE
SECONDARY ROAD PATROL GRANT**

WHEREAS, the Ingham County Sheriff's Office yearly, receives from the Office of Highway Safety Program, P.A. 416 grants to pay for Secondary Road Patrol Deputies; and

WHEREAS, the Ingham County Sheriff's Office was notified that there is a surplus of funding for the 2012 P.A. 416 grant; and

WHEREAS, the Ingham County Sheriff's Office was been awarded an additional \$13,860 in 2012 P.A. 416 Grant funding for the 2012/13 fiscal year; and

WHEREAS, the Ingham County Sheriff's Office wishes to accept this additional funding of \$13,860 to be used to pay salaries of the Secondary Road Patrol Deputies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amending the Michigan State Police Office of Highway Safety Planning P.A. 416 Secondary Road Patrol grant contract by increasing the contract by \$13,860 to increase the grant budget to \$321,071 for the 2012/13 fiscal year.

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

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

Ingham County Management Information Services
Michael E. Ashton, Chief Information Officer - Email: mashton@ingham.org

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: April 26, 2013
Re: County Clerk Imaging Project

Dear Commissioners,

Management Information Systems along with the Ingham County Clerk's office has completed a review of the Clerk's Office imaging system. The County Clerk and CIO visited Ottawa County to review their implementation of electronic filing and office automation using ImageSoft. After further review it has been determined that the ImageSoft solution would allow more features and provide better service to the citizens of Ingham County.

The county is heavily invested into ImageSoft with the PA's Office, Friend of the Court, Probate Court, Sheriff's office and several other county departments. Utilizing ImageSoft for the clerk's office will also allow for more electronic collaboration with county departments and provide more efficient services to other county departments as well.

The cost for a complete analysis review of the Clerk's processes to help ensure the most efficient system is quoted to be around \$18,800. Ingham County Clerk Barb Byrum and CIO Michael Ashton recommend the county move forward with its continued office automation and imaging projects with imageSoft. Funding will come from the county's contingency fund.

Thank you in advanced for your consideration. If you have any questions please feel free to contact me at 517-676-7371.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH IMAGESOFT TO IMPLEMENT OFFICE AUTOMATION AND IMAGING FOR THE COUNTY CLERK'S OFFICE

WHEREAS, the Department of Management Information Systems recommends moving forward with the county imaging and automation efforts; and

WHEREAS, the county clerk's office would like to enhance the services to Ingham County citizens; and

WHEREAS, Image soft is the current added value reseller of the county's current office Automation and imaging systems; and

WHEREAS, the cost to complete a full analysis of the County Clerk's office process is expected to cost \$18,800; and

WHEREAS, continued yearly licensing and support cost of estimated around \$8,000 per year; and

WHEREAS, the current county clerk's imaging systems currently cost \$14,000 per year; and

WHEREAS, a return on investment is expected to be received within three years and yearly cost savings of around \$7,000 in licensing and support after implementation; and

WHEREAS, the Chief Information Officer recommends entering into a agreement with ImageSoft, the current county vendor to complete the analysis and design of the clerk's office automation system.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the purchasing of services with ImageSoft for office automation and imaging of the county Clerk's office for \$18,800 paid from the contingency fund.

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

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

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 24, 2013

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LAUX CONSTRUCTION, LLC TO PROVIDE TUCK-POINTING SERVICES FOR EXTERIOR REPAIRS AT THE HUMAN SERVICES BUILDING MAINTENANCE GARAGE AND INGHAM COUNTY FAMILY CENTER

The resolution before you authorizes entering into an agreement with Laux Construction, LLC to provide Tuck-pointing services for exterior repairs at both the Human Services Building (HSB) Maintenance Garage and the Ingham County Family Center (ICFC).

The HSB Maintenance Garage brick veneer has sustained a substantial amount of deterioration from salts and moisture and the ICFC building exterior has experienced a considerable amount of deterioration caused by an attempt to remove graffiti, through sandblasting.

The purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments that a contract be awarded to Laux Construction, LLC who submitted the lowest responsive and responsible bid in the amount of \$74,939.00 to provide Tuck-pointing services for exterior repairs at the HSB Maintenance Garage and the ICFC.

Due to the type of project the Facilities Department is asking for a \$2,500.00 contingency for the HSB Maintenance Garage and an \$8,500.00 contingency for the ICFC.

The HSB Maintenance Garage project will be completed for a base bid cost of \$3,870.00 plus alternate #2 being \$2,930.00 as well as a \$2,500.00 contingency for a total cost not to exceed \$9,300.00. Funds totaling \$16,274.00 are available from CIP line item 631-23304-931000-2FC15 which was approved for HSB Maintenance Garage Tuck-pointing.

The ICFC project will be completed for a base bid cost of \$53,909.00 plus alternate #3 being \$3,230.00 as well as an \$8,500.00 contingency for a total cost not to exceed \$65,639.00. Funds totaling \$77,216.00 are available from CIP line item 264-66400-931000-2FC01 which was approved for ICFC Tuck-pointing.

Both projects will be competed for a total cost of \$74,939.00.

I recommend approval of this resolution.

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 23, 2013

SUBJECT: Proposal Summary for the Ingham County Family & Human Services Garage Exterior Repairs

Project Description:

Proposals were sought from experienced and qualified firms for the purpose of entering into a contract to make exterior repairs to the Ingham County Family Center and the Human Services Building. Scope of work includes brick staining, tuck pointing, and joint sealant application.

Proposal Summary:

Vendors contacted: 23 Local: 5
 Vendors responding: 6 Local: 2

Company	Base Bid	Alt #2 ¹	Alt #3 ²	Total	Bid Bond	Local
Laux Construction, LLC	\$57,779	\$2,930	\$3,230	\$63,939	Yes	Yes - Holt
Cusack's Masonry Restoration	\$59,870	\$6,130	\$7,500	\$73,500	Yes	No - Hubbardston
National Restoration Inc	\$68,800	\$8,000	\$4,500	\$81,300	Yes	No - Milford
M One Limited DBA: Mark 1 Restoration Services	\$64,240	\$16,850	\$14,325	\$95,415	Yes	No - Detroit
Moore Trosper	\$99,900	\$4,800	\$10,000	\$114,700	Yes	Yes - Holt
Grunwell-Cashero Co	\$126,965	\$6,187	\$47,312	\$180,464	Yes	No - Detroit

¹ Alternate #2 – Replacement of Doors

² Alternate #3 – Repair Soffits

A total of 12 vendors attended the mandatory Pre-proposal meeting.

Recommendation:

The Evaluation Committee recommends awarding a contract to Laux Construction, LLC. The cost of the project is \$63,939 which is reflective of the payment of prevailing wages plus an \$11,000 contingency for any unseen circumstances that may arise for a total not to exceed cost of \$74,939.

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

Advertising:

The Request for Proposals was advertised in the City Pulse, The New Citizens Press, various construction plan houses, and posted on the Purchasing Department Web Page.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH
LAUX CONSTRUCTION, LLC TO PROVIDE TUCK-POINTING SERVICES FOR
EXTERIOR REPAIRS AT THE HUMAN SERVICES BUILDING MAINTENANCE GARAGE
AND INGHAM COUNTY FAMILY CENTER**

WHEREAS, the Human Services Building (HSB) Maintenance Garage and the exterior of the Ingham County Family Center (ICFC) are need of repair due to deterioration over time; and

WHEREAS, the HSB Maintenance Garage brick veneer has sustained a substantial amount of deterioration from salts and moisture; and

WHEREAS, the ICFC building exterior has experienced a considerable amount of deterioration caused by an attempt to remove graffiti, through sandblasting; and

WHEREAS, after careful review of bids the Purchasing and Facilities Departments both agree that a contract be awarded to Laux Construction, LLC who submitted the lowest responsive and responsible bid in the amount of \$74,939.00 to provide Tuck-pointing services for exterior repairs at the HSB Maintenance Garage and the ICFC; and

WHEREAS, due to the type of project the Facilities Department is asking for a \$2,500.00 contingency for the HSB Maintenance Garage and an \$8,500.00 contingency for the ICFC; and

WHEREAS, the HSB Maintenance Garage base bid is \$3,870.00 plus alternate #2 being \$2,930.00 for a total of \$6,800.00; and

WHEREAS, the ICFC base bid is \$53,909.00 plus alternate #3 being \$3,230.00 for a total of \$57,139.00; and

WHEREAS, the funds for the HSB Maintenance Garage are available within CIP Line Item 631-23304-931000-2FC15 which has a balance of \$16,274.00 for HSB Garage Tuck-pointing; and

WHEREAS, the funds for the ICFC are available within CIP Line Item 264-66400-931000-2FC01 which has a balance of \$77,216.00 for ICFC Tuck-pointing.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Laux Construction, LLC, 4218 Charlar Drive, Holt, Michigan 48842 to provide Tuck-pointing services for exterior repairs at the HSB Maintenance Garage for a not to exceed cost of \$6,800.00 plus a \$2,500.00 contingency and for exterior repairs at the ICFC for a not to exceed cost of \$57,139.00 plus an \$8,500.00 contingency for a complete total cost of \$74,939.00.

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: Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 18, 2013

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LAUX CONSTRUCTION, LLC FOR THE REMOVAL OF THE GYMNASIUM STAGE AT THE INGHAM COUNTY FAMILY CENTER**

The resolution before you authorizes awarding a contract to Laux Construction, LLC, for the removal of the gymnasium stage at the Ingham County Family Center.

The stage is no longer used and is dangerous to children that are playing in the gym; they are running into it as well as using it as a hiding place.

Laux Construction, LLC who submitted the lowest responsive and responsible bid of \$17,595.00, were chosen after going through a competitive bidding process, and have the recommendation of both the Purchasing and Facilities Departments.

Funding for the project is available within the Juvenile Justice Millage Fund #264-66400-976000-3FC03.

I recommend approval of this resolution.

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 23, 2013
SUBJECT: Proposal Summary for the Ingham County Family Center Gymnasium Stage Removal

Project Description:

Proposals were sought from experienced and qualified firms for the purpose of entering into a contract to remove the gymnasium stage at the Ingham County Family Center. The scope of work includes, but is not limited to, removal of the wood framed stage, divider wall and hardwood flooring; subsequent installation of new VCT flooring and resilient base and painting of CMU walls; relocation of existing exit lights, receptacles, power panel, lighting control panel, and network lighting switches; disconnecting the existing inoperable ventilation system; and touching up adjacent surfaces and associated ancillary work.

Proposal Summary:

Vendors contacted: 42 Local: 15
Vendors responding: 4 Local: 4

Table with 4 columns: Company Name, Base Bid, Bid Bond, Local. Rows include Laux Construction, LLC (\$17,595), L.J. Trumble Builders (\$21,989), Century Construction Inc (\$28,255), and Moore Trosper Construction Co (\$32,842).

A total of 7 vendors attended the mandatory Pre-proposal meeting.

Local vendor not responding:

Nielsen Commercial Construction Company, Holt – Bid returned to vendor because it did not include a bid bond.

Recommendation:

The Evaluation Committee recommends awarding a contract to Laux Construction, LLC in an amount not to exceed \$17,595 which is reflective of the payment of prevailing wages. In addition to submitting the lowest responsive and responsible proposal, Laux Construction, LLC is a registered local vendor, bonded, insured, and highly referenced.

Advertising:

The Request for Proposals was advertised in the City Pulse, The New Citizens Press, various construction plan houses, and posted on the Purchasing Department Web Page.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH LAUX
CONSTRUCTION, LLC FOR THE REMOVAL OF THE GYMNASIUM STAGE AT THE
INGHAM COUNTY FAMILY CENTER**

WHEREAS, the stage is no longer being used, it is dangerous and in the way of the children playing in the gym;
and

WHEREAS, removing the stage will allow for a safer environment for which the children can play; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Laux Construction, LLC, who submitted the lowest responsive and responsible bid for the removal of the gymnasium stage at the Ingham County Family Center, for a not to exceed cost of \$17,595.00; and

WHEREAS, the funds for this project are available within the Juvenile Justice Millage #264-66400-976000-3FC03 which has a balance of \$20,000.00 for stage removal.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorize entering into a contract with Laux Construction, LLC., 4218 Charlar Drive, Holt, Michigan 48842 for the removal of the gymnasium stage at the Ingham County Family Center for a not exceed cost of \$17,595.00.

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: Law & Courts County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 24, 2013

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH C2AE FOR ARCHITECTURAL AND ENGINEERING (A&E) DESIGN SERVICES FOR THE REPLACEMENT OF ONE ROOF AT THE SHERIFF'S OFFICE AND THE ROOF OF PAVILION #2 AT POTTER PARK ZOO

The resolution before you authorizes entering into an agreement with C2AE for A&E design services for the replacement of one roof at the Sheriff's Office and the roof of Pavilion #2 at Potter Park Zoo.

Both of the roofs are old, deteriorating and in need of replacement.

The Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to C2AE who submitted the lowest responsive and responsible bid to provide A&E design services for the replacement of one roof at the Sheriff's Office for a not to exceed cost of \$6,800.00 and the roof of pavilion #2 at Potter Park Zoo for a not to exceed cost of \$7,500.00.

Funds for the Sheriff's Office roof are available in the Building Improvement Fund #245-30199-976000-2FC11 which has a balance of \$36,290.00 for Sheriff's Office roof replacement.

Funds for the Pavilion #2 roof replacement are available in the Leasehold Improvement Fund #258-69900-977000-1208Z which has a balance of \$100,000.00 for the Pavilion #2 roof.

I recommend approval of this resolution.

MEMORANDUM

TO: Law & Courts, County Services and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: April 23, 2013
SUBJECT: Architectural & Engineering Services for Replacement of Two Roofs

Project Description:

Proposals were sought from qualified and experienced architectural and engineering firms for the purpose of entering into a contract to provide evaluation, design, and construction administration services for the replacement of two roofs one at the Sheriff’s Office and the other at the Tiger Den Pavilion at Potter Park Zoo.

The contractor will be responsible for working directly with the Facilities Department to evaluate the current conditions of and make recommendations for the two buildings. Work will meet all state, local and federal guidelines and 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 RFP #33-13 Architectural & Engineering Services for Replacement of Two Roofs and subsequent contract.

Proposal Summary:

Vendors contacted: 70 Local: 20
Vendors responding: 8 Local: 5

Company Name	Sheriff’s Office Roof	Potter Park Zoo Pavilion Roof	Alt 1: brick chimney	Total	Local
Capital Consultants, Inc DBA: C2AE	\$6,800	\$6,700	\$800	\$14,300	Yes - Lansing
Roger L. Donaldson, AIA P.L.C.	\$6,050	\$8,000	\$760	\$14,810	Yes - Holt
GAV Associates Inc.	\$5,850	\$8,350	\$1,000	\$15,200	No - Flint
Straub Pettitt Yaste Architects	\$6,100	\$9,600	\$300	\$16,000	No - Clawson
DLZ Michigan, Inc.	\$8,800	\$7,600	\$500	\$16,900	Yes - Lansing
Professional Service Industries, Inc. (PSI)	\$11,150	\$10,850	\$1,000	\$23,000	Yes - Lansing
Hobbs+Black Associates, Inc.	\$7,932	\$19,166	\$2,510	\$29,608	Yes - Lansing
Building Technology Associates, Inc. (BTA)	\$13,686	\$20,284	\$4,000	\$37,970	No - Oak Park

A total of 11 vendors attended the mandatory pre-proposal meeting.

Local vendors not responding:

Keystone Design Group, Lansing – No bid submitted, no reason provided.

K L Design Group, LLC., East Lansing – No bid submitted due to scheduling conflicts.

Other vendors not responding:

TowerPinkster, Kalamazoo; Integrated Architecture, Grand Rapids; Wigen Tincknell Meyer & Associates Architects & Planners, Saginaw; and Diekema Hamann Architture & Engineering, Kalamazoo – No bid submitted due to their work load.

Schley Architects, Kalamazoo – No bid submitted due to scale of project and magnitude of local preference incentive makes it difficult to be competitive.

Recommendation:

The Evaluation Committee recommends awarding a contract to Capital Consultants, Inc DBA: C2AE in an amount not to exceed \$14,300. In addition to submitting a responsive bid, Capital Consultants, Inc DBA: C2AE 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, The New Citizens Press, numerous construction plan houses, and posted on the Purchasing Department Web Page.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH C2AE FOR ARCHITECTURAL AND ENGINEERING (A&E) DESIGN SERVICES FOR THE REPLACEMENT OF ONE ROOF AT THE SHERIFF'S OFFICE AND THE ROOF OF PAVILION #2 AT POTTER PARK ZOO

WHEREAS, the Sheriff's Office and Pavilion #2 roofs are old and deteriorating and are in need of replacement; and

WHEREAS, after careful review of bids the Purchasing and Facilities Departments both agree that a contract be awarded to C2AE, who submitted the lowest responsive and responsible bid to provide Architectural and Engineering (A&E) design services for the replacement of one roof at the Sheriff's Office for \$6,800.00 and the roof of Pavilion #2 at Potter Park Zoo for \$7,500.00; and

WHEREAS, funds for the Sheriff's Office roof replacement are available in the Building Improvement Fund #245-30199-976000-2FC11 which has a balance of \$36,290.00 for Sheriff's Office roof replacement; and

WHEREAS, funds for the Pavilion #2 roof replacement are available in the Leasehold Improvement Fund #258-69900-977000-1208Z which has a balance of \$100,000.00 for the Pavilion #2 roof.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with C2AE 725 Prudden Street, Lansing, Michigan 48906 to provide A&E design services for the replacement of the roof at the Sheriff's Office for a cost not to exceed \$6,800.00 and the Pavilion #2 roof at Potter Park Zoo for a cost not to exceed \$7,500.00.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 15, 2013

SUBJECT: RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MYERS PLUMBING & HEATING TO PROVIDE LABOR AND MATERIALS TO INSTALL A VESTIBULE CABINET HEATER AT ENTRANCE #3 IN THE HUMAN SERVICES BUILDING

The resolution before you authorizes awarding a contract to Myers Plumbing & Heating to provide labor and materials to install a vestibule cabinet heater at entrance #3, in the Human Services Building. Currently there is not a heater at that entrance and each time the door is utilized, the vestibule fills with cold air with no system in place to remove it.

The Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Myers Plumbing & Heating who submitted the lowest responsive and responsible bid to provide labor and materials to install a vestibule cabinet heater at entrance #3, in the Human Services Building, for a not to exceed cost of \$6,900.00.

The funds for this project are available in the approved CIP Line Item 631-23304-976000-3FC04 which has a balance of \$15,000.00 for vestibule heaters.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 25, 2013

SUBJECT: Proposal Summary for the Installation of a Vestibule Cabinet Heater at the Human Services Building Entrance #3

Project Description:

Proposals were sought from vendors to provide labor and materials to install a vestibule cabinet heater at entrance #3 in the Human Services Building.

Proposal Summary:

Vendors contacted: 3 Local: 2
Vendors responding: 3 Local: 2

Company Name	Total	Local
Myers Plumbing & Heating Inc.	\$6,900	No – Lansing, Clinton County
John E. Green Company	\$8,950	Yes – Mason
T.H. Eifert Inc.	\$12,480	Yes – Lansing

Recommendation:

The Evaluation Committee recommends awarding a contract to Myers Plumbing & Heating Inc. The cost of the project is \$6,900. Myers Plumbing & Heating Inc. submitted the lowest responsive and responsible proposal.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH
MYERS PLUMBING & HEATING TO PROVIDE THE LABOR AND MATERIALS
TO INSTALL A VESTIBULE CABINET HEATER AT ENTRANCE #3 IN THE
HUMAN SERVICES BUILDING**

WHEREAS, entrance #3 does not currently have a vestibule cabinet heater; and

WHEREAS, each time the door is utilized, that area fills with cold air and there is no system in place to remove it; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Myers Plumbing & Heating who submitted the lowest responsive and responsible bid to provide labor and materials to install a vestibule cabinet heater at entrance #3 in the Human Services Building for a not to exceed cost of \$6,900.00; and

WHEREAS, the funds for this project are available within CIP Line Item 631-23304-976000-34C04 which has a balance of \$15,000.00 for vestibule heaters.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorize entering into a contract with Myers Plumbing & Heating 16825 Industrial Parkway Lansing, Michigan 48906 to provide labor and materials to install a vestibule cabinet heater at entrance #3 in the Human Services Building for a not exceed cost of \$6,900.00.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 18, 2013

SUBJECT: **RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH J.H CONSTRUCTION FOR THE REMOVAL AND REPLACEMENT OF THE STEPS ON THE EAST SIDE OF THE MASON COURTHOUSE**

The resolution before you authorizes awarding a contract to J.H Construction to remove and replace the steps on the East side of the Mason Courthouse.

The steps have deteriorated and pose a danger to guests and employees of the courthouse.

J.H Construction, a local company, 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.

Funding for the project is available within line item #245-90212-931000-3FC11. The cost of the project is \$6,171.45 plus a \$1,200.00 contingency for any unseen circumstances that may arise for a total not to exceed cost of \$7,371.45.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 23, 2013
SUBJECT: Proposal Summary for the Replacement of the Mason Courthouse Steps

Project Description:

Proposals were sought from experienced and qualified general contractors for the removal and replacement of the steps on the east side of the Mason Courthouse.

Proposal Summary:

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

Company Name	Total	Local
JH Construction	\$6,171.45	Yes - Mason
Hosford Brothers Concrete Inc.	\$9,172.00	Yes - East Lansing
Able Concrete Inc.	\$9,958.00	Yes - Lansing

Recommendation:

The Evaluation Committee recommends awarding a contract to JH Construction. The cost of the project is \$6,171.45 plus a \$1,200.00 contingency for any unseen circumstances that may arise for a total not to exceed cost of \$7,371.45. JH Construction is a local vendor and submitted the lowest responsive and responsible proposal.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH J.H.
CONSTRUCTION FOR THE REMOVAL AND REPLACEMENT OF THE STEPS ON
THE EAST SIDE OF THE MASON COURTHOUSE**

WHEREAS, the steps have deteriorated and are in need of repair to ensure the safety of guests and employees of the courthouse; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to J.H. Construction who submitted the lowest responsive and responsible bid for the removal and replacement of the steps on the East side of the Mason Courthouse; and

WHEREAS, the cost for the project will be \$6,171.45 and due to the type of project, the Facilities Department is asking for a \$1,200.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, funding for this project is available within line item #245-90212-931000-3FC11.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorize entering into a contract with J.H. Construction 1167 South Aurelius Road, Mason, Michigan 48854 for the removal and replacement of the steps on the East side of the Mason Courthouse for a cost of \$6,171.45 plus a \$1,200.00 contingency for any unsean circumstances that may arise for a total not to exceed cost of \$7,371.45.

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 Services Committee
Finance Committee

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

DATE: April 25, 2013

RE: Resolution to Authorize Amendment #5 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health

This is a recommendation to authorize Amendment #5 of the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH). The Comprehensive Agreement is the annual process whereby the MDCH transmits State and Federal funds to Ingham County to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2012-2013 Agreement in Resolution #12-311 and authorized amendment # 1 in Resolution #13-20, and authorized Amendment #2 in Resolution #13-52. Amendment #3 in Resolution # 13-140 and Amendment #4 in Resolution #13-163.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. Amendment #5 will increase the budget for Comprehensive Local Health Services from \$5,291,821 to \$5,421,279 increase of \$129,458. The Amendment makes the following specific changes in the budget:

4. PRIME Local Learning Collaborative, an increase of \$2,400 to \$18,500.
5. Public Health Emergency Preparedness 37,058.
6. Centralized Access Home Visiting HUB II, \$90,000.

Regarding Item #3: the State is providing funds to support the creation of a Maternal Infant Early Childhood Home Visiting (MIECHV) HUB for Ingham County. The HUB is a single place or process for people to access services and where outreach, intake, screenings, assessments and referrals take place in order to better distribute services and Ingham Health Plan Corporation was selected to be the Home Visiting HUB. The Health Department will act as the fiduciary.

Power of We Consortium will act as the Convener for the MIECHV and will support the project through maintenance of functioning network of all community partner agencies needed to reach MIECHV goals, and will facilitate agreements between the MIECHV HUB and all partner agencies for data sharing and other functions, such as making referrals.

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

c: John Jacobs w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #5 TO THE 2012-2013 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

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

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

WHEREAS, the MDCH and Ingham County have entered into a 2012-2013 Agreement for the delivery of public health services under the Comprehensive Agreement process as authorized by Resolution #12-311 and amended in subsequent resolutions; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #5 to the 2012-2013 Comprehensive Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,291,821 to \$5,421,279, an increase of \$129,458.

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

1. PRIME Local Learning Collaborative, an increase of \$2,400 to \$18,500.
2. Public Health Emergency Preparedness \$37,058.
3. Centralized Access Home Visiting HUB II, \$90,000.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes a subcontract agreement with the Ingham Health Plan Corporation to be the Maternal Infant Early Childhood Home Visiting (MIECHV) HUB for Ingham County, in the amount of \$79,163 for the period of May 1, 2013 through September 30, 2013.

BE IT FURTHER RESOLVED, that an amount of up to \$10,837 shall be allocated to the Power of We Consortium, act as the convener for the project for the period of May 1, 2013 through September 30, 2013.

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 #5 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.

BE IT FURTHER RESOLVED, that the Board of Commissioners Chairperson is authorized to sign the subcontract agreement with Ingham Health Plan Corporation, after review by the County attorney.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: April 25, 2013
 SUBJECT: Proposal Summary for Processed Road Gravel and 2NS Sand

Project Description:

Proposals were sought from qualified and experienced companies for the purpose of furnishing pricing for Processed Road Gravel and 2NS Sand for the Ingham County Department of Transportation and Roads.

Proposal Summary:

Vendors contacted: 16 Local: 2
 Vendors responding: 4 Local: 2

**Prices per Ton*

Vendor	21AA	22A	23A	2NS Sand	21AA	22A	23A	21AA	22A	23A	2NS Sand	Local
	Stockpiled Gravel			Stockpiled	Delivered/Spread			Delivered Gravel			Delivered	
Carrick Trucking Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No - Houghton Lake
Sunrise Aggregates LLC.	\$9.65	\$4.25	\$4.25	\$2.85	\$13.15	\$7.85	\$7.85	\$12.40 ¹	\$7.10	\$7.10	\$5.60	Yes - Dansville
Carl Schlegel Inc.	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	No Bid	\$12.15	\$8.85	\$8.85	\$7.50	No - Lansing (Clinton County)
Stoneco	No Bid	\$4.00	\$4.00	No Bid	No Bid	\$12.00	\$12.00	No Bid	\$10.00	\$10.00	No Bid	Yes - Lansing

**Price per Cubic Yard*

Vendor	22A	23A
	Stockpiled Gravel	
Carrick Trucking Inc.	\$5.35	\$5.35
Sunrise Aggregates LLC.	No Bid	No Bid
Carl Schlegel Inc.	No Bid	No Bid
Stoneco	\$6.00	\$6.00

Recommendations:

Due to the distance between the worksites and garages, and product availability, the Evaluation Committee is recommending multiple contracts for the various categories of material being purchased. The vendors being recommended and associated costs are highlighted in bold in the above tables. Having this flexibility ensures that we are purchasing quality materials, in required quantity and at the lowest prices while minimizing transportation costs. Orders will be processed with preference to the lowest bidder inclusive of transportation costs. Stoneco is not being recommended due to its pit being located in St. Johns.

¹Sunrise Aggregates LLC., a local vendor, has agreed to match Carl Schlegel Inc.'s bid of \$12.15/ton for 21AA Delivered/Spread, a non-local vendor, in accordance with the Local Purchasing Preference Policy.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF
2013 SEASONAL REQUIREMENT OF SAND AND GRAVEL
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Department of Transportation and Roads (Road Department) annually purchases approximately 10,000 to 15,000 tons of various types of processed road gravel and sand for use in various road maintenance operations; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for various types of processed road gravel and sand were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #31-13, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase the various types of sand and gravel, with associated delivery methods, on an as-needed, unit price basis from the three bidders shown in the table below based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the purchase of various types of sand and gravel on an as-needed, unit price basis from the three respondents to RFP #31-13 shown in the table below with the various delivery options also shown, based on Road Department staff’s judgment as to which supplier and delivery method is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method.

****Prices per Ton***

Vendor	21AA	22A	23A	2NS Sand	21AA	22A	23A	21AA	22A	23A	2NS Sand
	Stockpiled Gravel			Stockpiled	Delivered/Spread			Delivered Gravel			Delivered
Sunrise Aggregates LLC.	\$9.65	\$4.25	\$4.25	\$2.85	\$13.15	\$7.85	\$7.85	\$12.15	\$7.10	\$7.10	\$5.60
Carl Schlegel Inc.								\$12.15	\$8.85	\$8.85	\$7.50

****Price per Cubic Yard***

Vendor	22A	23A
	Stockpiled Gravel	
Carrick Trucking Inc.	\$5.35	\$5.35

BE IT FURTHER RESOLVED, that the Department of Transportation and Roads and Purchasing Department are hereby authorized to execute purchase orders with all three above listed suppliers and purchase the various types of sand and gravel material as needed and budgeted.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: April 25, 2013
 SUBJECT: Proposal Summary for 29A Slag and 29A Crushed Natural Aggregate

Project Description:

Proposals were sought from qualified and experienced companies for the purpose of furnishing and delivering 29A Slag and 29A Crushed Natural Aggregate for the Ingham County Department of Transportation and Roads.

Proposal Summary:

Vendors contacted: 16 Local: 2
 Vendors responding: 6 Local: 2

**Prices per Ton*

Vendor	29A Slag delivered to Western Garage	29A Slag delivered to Eastern Garage	29A Crushed Natural Aggregate delivered to Western Garage	29A Crushed Natural Aggregate delivered to Eastern Garage	Local
EDW C. Levy Co.	\$23.59	\$21.91	No Bid	No Bid	No - Dearborn
Aggregate Industries	No Bid	No Bid	\$15.63	\$16.18	No - Grass Lake
Sunrise Aggregates LLC.	\$24.50	\$24.50	\$17.30	\$17.30	Yes - Dansville
Gerken Materials Inc.	No Bid	No Bid	\$18.15	\$18.65	No - Adrian
Stoneco of Michigan / CYDI	No Bid	No Bid	\$19.00	\$19.00	Yes - Lansing
Verplank Trucking Co.	\$29.20	\$30.20	No Bid	No Bid	No - Ferrysburg

Recommendations:

29A Slag:

It is the recommendation of the Evaluation Committee to award the contract for 29A Slag delivered to the Western and Eastern Garages to Edw. C. Levy Co. at \$23.59/ton and \$21.91/ton respectively.

29A Crushed Gravel:

For the 29A Crushed Gravel contract, it is the recommendation of the Evaluation Committee to award multiple contracts to Aggregate Industries, Sunrise Aggregates LLC., and Gerken Materials Inc. at the prices quoted in their responses. Awarding multiple contracts provides the Road Department the flexibility to ensure adequate product availability and quality, and also minimizes transportation costs with respect to proximity to the worksite and garages. Orders will be processed with preference to Aggregate Industries, followed by Sunrise Aggregates LLC., and then Gerken Materials Inc.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF
2013 SEASONAL REQUIREMENT OF 29A AGGREGATE
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Department of Transportation and Roads (Road Department) annually purchases approximately 18,000 tons of grade 29A slag and natural aggregates for use in road chip-sealing and various other road maintenance operations; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for 29A slag and natural aggregate were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #32-13, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase on an as-needed, unit price basis 29A slag from Edw. C. Levy Co., and 29A crushed natural aggregate from the three next three bidders shown in the table below based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on availability of required material, with preference based on lowest bid unit price.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the purchase on an as-needed, unit price basis of 29A slag from Edw. C. Levy Co., and of 29A crushed natural aggregate from the three next three bidders shown in the table below based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on availability of required material, with preference based on lowest bid unit price.

**Prices per Ton*

Vendor	29A Slag delivered to Western Garage	29A Slag delivered to Eastern Garage	29A Crushed Natural Aggregate delivered to Western Garage	29A Crushed Natural Aggregate delivered to Eastern Garage
Edw. C. Levy Co.	\$23.59	\$21.91		
Aggregate Industries			\$15.63	\$16.18
Sunrise Aggregates LLC.			\$17.30	\$17.30
Gerken Materials Inc.			\$18.15	\$18.65

BE IT FURTHER RESOLVED, that the Department of Transportation and Roads and Purchasing Department are hereby authorized to execute purchase orders with all four above listed suppliers and purchase the 29A slag from Edw. C. Levy Co., and 29A crushed natural aggregate from the three next three bidders shown in the table above as needed and budgeted.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 25, 2013

SUBJECT: Proposal Summary for Smooth-lined Corrugated Polyethylene Pipe and Helically Corrugated Steel Pipe

Project Description:

Proposals were sought from qualified and experienced companies for the purpose of furnishing the Ingham County Department of Transportation and Roads 2013 season’s requirements of Smooth-lined Corrugated Polyethylene Pipe and Helically Corrugated Steel Pipe.

Proposal Summary:

Vendors contacted: 15 Local: 1
 Vendors responding: 5 Local: 2

Company Name	Local
Advanced Drainage Systems	No - Owosso
Contech Engineered Solutions	Yes - Mason
Jensen Bridge & Supply Company	No - Sandusky
St. Regis Culvert Inc	No - Charlotte
Sunshine Products of Mid-Michigan LLC	Yes - Dansville

Item 1: Smooth-lined Corrugated Polyethylene Pipe and Couplers

<i>Pipe Diameter</i>	Price per Linear ft.		
	Jensen Bridge & Supply Company	Sunshine Products of Mid-Michigan LLC	Advanced Drainage Systems
6 Inch	No Bid	\$2.00	\$1.57
8 Inch	No Bid	\$2.95	\$2.78
10 Inch	No Bid	\$3.65	\$3.19
12 Inch Self Coupling	\$6.32	\$4.95	\$4.32
15 Inch Self Coupling	\$8.85	\$6.25	\$6.16
18 Inch Self Coupling	\$13.57	\$9.70	\$8.38
24 Inch Self Coupling	\$20.87	\$14.90	\$14.65
30 Inch Self Coupling	No Bid	\$22.05	\$21.48
36 Inch Self Coupling	No Bid	\$27.60	\$26.64

<i>Solid Sleeve Couplers</i>	Price Each	
	Sunshine Products of Mid-Michigan LLC	Advanced Drainage Systems
6 Inch	\$1.95	\$2.80
8 Inch	\$4.30	\$3.56

10 Inch	\$4.85	\$5.25
12 Inch	\$5.30	\$5.94
15 Inch	\$7.80	\$9.88
18 Inch	\$10.35	\$16.84
24 Inch	\$16.15	\$23.74
30 Inch	\$42.50	\$55.19
36 Inch	\$113.85	\$76.79

Item 2: Helically Corrugated Galvanized Type 1 Coated Steel Pipe and Couplers

<i>Galvanized Pipe Diameter</i>	<i>Gage</i>	Price per Linear ft.		
		Contech Engineered Solutions	Jensen Bridge & Supply Company	St. Regis Culvert Inc
8 Inch Galvanized	18	\$6.50	No Bid	\$7.60
8 Inch Galvanized	16	\$6.50	\$6.24	No Bid
8 Inch Galvanized	14	No Bid	No Bid	No Bid
12 Inch Galvanized	16	\$6.05	\$11.29	\$5.95
12 Inch Galvanized	14	\$7.26	\$17.31	\$7.60
12 Inch Galvanized	12	\$9.68	\$23.73	\$10.80
15 Inch Galvanized	16	\$7.26	\$14.43	\$7.60
15 Inch Galvanized	14	\$9.08	\$21.46	\$9.25
15 Inch Galvanized	12	\$12.10	\$26.66	\$13.00
18 Inch Galvanized	16	\$9.08	\$16.98	\$9.25
18 Inch Galvanized	14	\$10.89	\$25.64	\$10.90
18 Inch Galvanized	12	\$14.52	\$36.18	\$15.25
24 Inch Galvanized	16	\$11.50	\$23.45	\$11.45
24 Inch Galvanized	14	\$14.52	\$34.62	\$14.20
24 Inch Galvanized	12	\$19.97	\$49.73	\$20.50
30 Inch Galvanized	16	\$14.52	\$31.35	\$14.25
30 Inch Galvanized	14	\$18.15	\$43.87	\$17.60
30 Inch Galvanized	12	\$22.99	\$57.63	\$22.95
36 Inch Galvanized	14	\$19.55	\$39.75	\$21.80
36 Inch Galvanized	12	\$24.78	\$51.16	\$28.65
48 Inch Galvanized	14	\$29.65	\$71.20	\$31.40
48 Inch Galvanized	12	\$39.60	\$98.04	\$41.75
60 Inch Galvanized	12	\$53.36	\$183.82	\$62.60
72 Inch Galvanized	10	\$93.80	\$254.44	\$119.80

<i>Aluminized Type 2 Pipe Diameter</i>	<i>Gage</i>	Price per Linear ft.		
		Contech Engineered Solutions	Jensen Bridge & Supply Company	St. Regis Culvert Inc
8 Inch Spiral Aluminized Type 2	14	No Bid	No Bid	No Bid
12 Inch Spiral Aluminized Type 2	14	\$7.15	\$17.13	\$12.45
15 Inch Spiral Aluminized Type 2	14	\$9.98	\$21.46	\$15.60
18 Inch Spiral Aluminized Type 2	14	\$11.97	\$25.64	\$18.75
24 Inch Spiral Aluminized Type 2	14	\$15.97	\$34.62	\$24.90
30 Inch Spiral Aluminized Type 2	14	\$19.97	\$43.87	\$31.10
36 Inch Spiral Aluminized Type 2	14	\$21.50	\$51.16	\$37.40
48 Inch Spiral Aluminized Type 2	14	\$43.56	\$62.22	\$49.80
60 Inch Spiral Aluminized Type 2	12	\$58.70	\$122.36	\$85.95
72 Inch Spiral Aluminized Type 2	12	\$103.18	\$145.91	\$132.00

Connecting Bands	Gage	Width	Price Each		
			Contech Engineered Solutions	Jensen Bridge & Supply Company	St. Regis Culvert Inc
8 Inch Galvanized	18	12"	\$9.00	No Bid	\$10.00
8 Inch Galvanized	16	12"	\$9.00	\$12.48	No Bid
8 Inch Galvanized	14	12"	\$9.00	No Bid	No Bid
12 Inch Galvanized	16	12"	\$10.25	\$22.58	\$11.00
12 Inch Galvanized	14	12"	\$10.25	\$34.62	No Bid
12 Inch Galvanized	12	12"	\$10.25	\$47.46	No Bid
12 Inch Galvanized	16	24"	\$14.00	\$22.58	\$21.00
12 Inch Galvanized	14	24"	\$14.00	\$34.62	No Bid
12 Inch Galvanized	12	24"	\$14.00	\$47.46	No Bid
15 Inch Galvanized	16	12"	\$12.50	\$28.86	\$14.00
15 Inch Galvanized	14	12"	\$12.50	\$42.92	No Bid
15 Inch Galvanized	12	12"	\$12.50	\$53.32	No Bid
15 Inch Galvanized	16	24"	\$16.00	\$28.86	\$22.00
15 Inch Galvanized	14	24"	\$16.00	\$42.92	No Bid
15 Inch Galvanized	12	24"	\$16.00	\$53.32	No Bid
18 Inch Galvanized	16	24"	\$18.00	\$33.96	\$24.50
18 Inch Galvanized	14	24"	\$18.00	\$51.28	No Bid
18 Inch Galvanized	12	24"	\$18.00	\$72.36	No Bid
24 Inch Galvanized	16	24"	\$24.00	\$46.90	\$27.50
24 Inch Galvanized	14	24"	\$24.00	\$69.24	No Bid
24 Inch Galvanized	12	24"	\$24.00	\$99.46	No Bid
30 Inch Galvanized	16	24"	\$30.00	\$62.70	\$34.00
30 Inch Galvanized	14	24"	\$30.00	\$87.74	No Bid
30 Inch Galvanized	12	24"	\$30.00	\$115.26	No Bid
36 Inch Galvanized	14	24"	\$38.00	\$79.50	\$46.00
36 Inch Galvanized	12	24"	\$38.00	\$102.32	No Bid
48 Inch Galvanized	14	24"	\$60.00	\$142.40	\$105.00
48 Inch Galvanized	12	24"	\$60.00	\$196.08	No Bid
60 Inch Galvanized	12	24"	\$110.00	\$367.64	\$165.00
72 Inch Galvanized	10	24"	\$200.00	\$508.88	\$225.00
12 Inch Aluminized	14	24"	\$14.50	\$34.62	\$15.00
24 Inch Aluminized	14	24"	\$30.00	\$69.24	\$22.00

Recommendation:

It is the recommendation of the Evaluation Committee to award the Smooth-lined Corrugated Polyethylene Pipe portion of RFP#46-13 Smooth-lined Corrugated Polyethylene Pipe and Helically-Corrugated Steel Pipe to Advanced Drainage Systems at unit prices quoted in its April 17, 2013 response and to award the Corrugated Steel Pipe portion to Contech Engineered Solutions at unit prices quote in its April 9, 2013 response.

Advanced Drainage Systems was the low bid on virtually every item the Road Department uses. Additionally, the pipe and couplers that the Road Department has on hand are ADS compatible whereas past research has shown that the brand supplied by Sunshine Products is not compatible. Contech Engineered Solutions was the overall low bid, and they are a local Mason company which makes material pickup and delivery convenient.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF
2013 SEASONAL REQUIREMENTS OF
SMOOTH-LINED CORRUGATED POLYETHYLENE PIPE
& HELICALLY CORRUGATED STEEL PIPE
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Department of Transportation and Roads (Road Department) annually purchases approximately 3500 lineal feet of various sizes of both smooth lined corrugated polyethylene pipe and helically corrugated steel pipe—both galvanized and aluminized coated, for use as road drainage culverts and piping; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for both smooth lined corrugated polyethylene pipe and helically corrugated steel pipe—both galvanized and aluminized coated, were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #46-13, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase on an as-needed, unit price basis smooth lined corrugated polyethylene pipe from Advanced Drainage Systems, and helically corrugated steel pipe—both galvanized and aluminized coated, from Contech Engineered Solutions, LLC, as shown in the tables below.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the purchase on an as-needed, unit price basis of smooth lined corrugated polyethylene pipe from Advanced Drainage Systems, and helically corrugated steel pipe—both galvanized and aluminized coated, from Contech Engineered Solutions, LLC, as shown in the tables below:

Item 1: Smooth-lined Corrugated Polyethylene Pipe and Couplers

<i>Pipe Diameter</i>	Advanced Drainage Systems (\$/L Ft.)
6 Inch	\$1.57
8 Inch	\$2.78
10 Inch	\$3.19
12 Inch Self Coupling	\$4.32
15 Inch Self Coupling	\$6.16
18 Inch Self Coupling	\$8.38
24 Inch Self Coupling	\$14.65
30 Inch Self Coupling	\$21.48
36 Inch Self Coupling	\$26.64

<i>Solid Sleeve Couplers</i>	Advanced Drainage Systems (\$/Each)
6 Inch	\$2.80
8 Inch	\$3.56
10 Inch	\$5.25
12 Inch	\$5.94
15 Inch	\$9.88
18 Inch	\$16.84
24 Inch	\$23.74
30 Inch	\$55.19
36 Inch	\$76.79

Item 2: Helically Corrugated Galvanized Type 1 Coated Steel Pipe and Couplers

<u><i>Galvanized Pipe Diameter</i></u>	<u><i>Gage</i></u>	Contech Engineered Solutions (\$/L Ft.)
8 Inch Galvanized	18	\$6.50
8 Inch Galvanized	16	\$6.50
8 Inch Galvanized	14	
12 Inch Galvanized	16	\$6.05
12 Inch Galvanized	14	\$7.26
12 Inch Galvanized	12	\$9.68
15 Inch Galvanized	16	\$7.26
15 Inch Galvanized	14	\$9.08
15 Inch Galvanized	12	\$12.10
18 Inch Galvanized	16	\$9.08
18 Inch Galvanized	14	\$10.89
18 Inch Galvanized	12	\$14.52
24 Inch Galvanized	16	\$11.50
24 Inch Galvanized	14	\$14.52
24 Inch Galvanized	12	\$19.97
30 Inch Galvanized	16	\$14.52
30 Inch Galvanized	14	\$18.15
30 Inch Galvanized	12	\$22.99
36 Inch Galvanized	14	\$19.55
36 Inch Galvanized	12	\$24.78
48 Inch Galvanized	14	\$29.65
48 Inch Galvanized	12	\$39.60
60 Inch Galvanized	12	\$53.36
72 Inch Galvanized	10	\$93.80

<i>Aluminized Type 2 Pipe Diameter</i>	<i>Gage</i>	Contech Engineered Solutions (\$/L Ft.)
8 Inch Spiral Aluminized Type 2	14	
12 Inch Spiral Aluminized Type 2	14	\$7.15
15 Inch Spiral Aluminized Type 2	14	\$9.98
18 Inch Spiral Aluminized Type 2	14	\$11.97
24 Inch Spiral Aluminized Type 2	14	\$15.97
30 Inch Spiral Aluminized Type 2	14	\$19.97
36 Inch Spiral Aluminized Type 2	14	\$21.50
48 Inch Spiral Aluminized Type 2	14	\$43.56
60 Inch Spiral Aluminized Type 2	12	\$58.70
72 Inch Spiral Aluminized Type 2	12	\$103.18

<i>Connecting Bands</i>	<i>Gage</i>	<i>Width</i>	Contech Engineered Solutions (\$/Each)
8 Inch Galvanized	18	12"	\$9.00
8 Inch Galvanized	16	12"	\$9.00
8 Inch Galvanized	14	12"	\$9.00
12 Inch Galvanized	16	12"	\$10.25
12 Inch Galvanized	14	12"	\$10.25
12 Inch Galvanized	12	12"	\$10.25
12 Inch Galvanized	16	24"	\$14.00
12 Inch Galvanized	14	24"	\$14.00
12 Inch Galvanized	12	24"	\$14.00
15 Inch Galvanized	16	12"	\$12.50
15 Inch Galvanized	14	12"	\$12.50
15 Inch Galvanized	12	12"	\$12.50
15 Inch Galvanized	16	24"	\$16.00
15 Inch Galvanized	14	24"	\$16.00
15 Inch Galvanized	12	24"	\$16.00
18 Inch Galvanized	16	24"	\$18.00
18 Inch Galvanized	14	24"	\$18.00
18 Inch Galvanized	12	24"	\$18.00
24 Inch Galvanized	16	24"	\$24.00
24 Inch Galvanized	14	24"	\$24.00
24 Inch Galvanized	12	24"	\$24.00
30 Inch Galvanized	16	24"	\$30.00
30 Inch Galvanized	14	24"	\$30.00
30 Inch Galvanized	12	24"	\$30.00
36 Inch Galvanized	14	24"	\$38.00
36 Inch Galvanized	12	24"	\$38.00
48 Inch Galvanized	14	24"	\$60.00
48 Inch Galvanized	12	24"	\$60.00
60 Inch Galvanized	12	24"	\$110.00
72 Inch Galvanized	10	24"	\$200.00
12 Inch Aluminized	14	24"	\$14.50
24 Inch Aluminized	14	24"	\$30.00

BE IT FURTHER RESOLVED, that the Department of Transportation and Roads and Purchasing Department are hereby authorized to execute purchase orders with Advanced Drainage Systems for smooth lined corrugated polyethylene pipe, and Contech Engineered Solutions, LLC, for helically corrugated steel pipe—both galvanized and aluminized coated, as shown in the tables above, as needed and budgeted.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 25, 2013
SUBJECT: Proposal Summary for Bituminous Surface Mixture

Project Description:

Proposals were sought from qualified and experienced companies for the purpose of furnishing the Ingham County Department of Transportation and Roads its 2013 season’s requirements of Bituminous Surface Mixture No. 13A and 36A.

Proposal Summary:

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

Company Name	Bituminous Mix 13A		Bituminous Mix 36A		Total Bid Price	Plant Location	Local
	Unit Price	Est. Total Amount	Unit Price	Est. Total Amount			
Lansing Asphalt / Division of Superior Asphalt, Inc.	\$47.00	\$470,000	\$50.00	\$50,000	\$520,000	3888 S. Canal, Lansing MI	N
Michigan Paving & Materials Company	\$48.90	\$489,000	\$53.00	\$53,000	\$542,000	16777 Wood St, Lansing MI	N
Rieth Riley Construction Co., Inc.	\$49.00	\$490,000	\$54.75	\$54,750	\$544,750	Kipp Rd, Mason OR Creys Rd, Lansing	Y

Recommendation:

Due to the distance between the worksites and garages, and product availability, the Evaluation Committee is recommending multiple unit price contracts with Lansing Asphalt / Division of Superior Asphalt, Inc.; Michigan Paving & Materials Company; and Rieth Riley Construction Co., Inc. Orders will be processed with preference to the lowest bidder, Lansing Asphalt / Division of Superior Asphalt, Inc., as the first choice whenever logistically practical and desired material is available. Having this flexibility ensures that we are purchasing quality materials, in required quantity and at the lowest prices while minimizing transportation costs.

In accordance with Resolution #13 – 119, the Local Purchasing Preference Policy was not applied in this solicitation as the Purchasing Director determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals, since there were only three vendors identified, and of those, only one was local, Rieth Riley Construction Co, Inc.

Advertisement:

The RFP was advertised in the City Pulse, The Michigan Bulletin, posted on the Michigan Infrastructure and Transportation Association (MITA) Web Page, and Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF
2013 SEASONAL REQUIREMENT OF BITUMINOUS SURFACE MIXTURE
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Department of Transportation and Roads (Road Department) annually purchases approximately 10,000 to 15,000 tons of bituminous surface mixture (asphalt) for placement by Road Department crews in various road maintenance operations and in the Local Road Program; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for maintenance asphalt were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #45-13, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase asphalt on an as-needed, unit price basis from all 3 responding bidders based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the time and availability of required material.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the purchase of bituminous surface mixture (asphalt) on an as-needed, unit price basis from all three respondents to RFP #45-13 based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on combination of bid unit price, supplier proximity to the work being performed at the given time and availability of required material, as shown in the following table:

Company Name	Bituminous Mix 13A		Bituminous Mix 36A		Total Bid Price	Plant Location
	Unit Price	Est. Total Amount	Unit Price	Est. Total Amount		
Lansing Asphalt / Division of Superior Asphalt, Inc.	\$47.00	\$470,000	\$50.00	\$50,000	\$520,000	3888 S. Canal, Lansing MI
Michigan Paving & Materials Company	\$48.90	\$489,000	\$53.00	\$53,000	\$542,000	16777 Wood St, Lansing MI
Rieth Riley Construction Co., Inc.	\$49.00	\$490,000	\$54.75	\$54,750	\$544,750	Kipp Rd, Mason OR Creys Rd, Lansing

BE IT FURTHER RESOLVED, that the Department of Transportation and Roads and Purchasing Department are hereby authorized to execute purchase orders with all three above listed suppliers and purchase asphalt material as needed and budgeted.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 25, 2013
SUBJECT: Proposal Summary for Emulsified Asphalt

Project Description:

Proposals were sought from qualified and experienced companies for the purpose of furnishing the Ingham County Department of Transportation and Roads 2013 season’s requirements of Emulsified Asphalt.

Proposal Summary:

Vendors contacted: 15 Local: 1
Vendors responding: 3 Local: 1

Vendor	SS-1H Plant Pickup	HFRS-2 Delivery	HFRS-2M Delivery	AE-90 Plant Pickup	Detention Rate	Total Cost for SS-1H	Total Cost for HFRS-2	Total Cost for HFRS-2M	Total Cost for AE-90	Local
Terry Asphalt Materials Inc ¹	\$2.05	\$1.88	\$2.07	\$1.91	\$90.hr after 3 hr.	\$6,150	TBD	\$724,500	\$38,200	No - Alma
Rieth - Riley Construction	\$3.00	No Bid	No Bid	No Bid	N/A	\$9,000	\$0.00	\$0.00	\$0.00	Yes - Mason
Bit - Mat Products	\$2.08	No Bid	\$2.23	\$2.08	\$90.hr after 3 hr.	\$6,240	\$0.00	\$780,500	\$41,600	No - Bay City

¹Terry Asphalt quoted TS-SP and TS-WP as an alternative to AE-90.

TS-SP \$1.88 per gallon

TS-WP \$1.98 per gallon

Recommendation:

It is the recommendation of the Evaluation Committee to award a contract to Terry Asphalt Materials Inc. for all requested emulsions at unit prices quoted in its April 8, 2013. Terry Asphalt Materials Inc. was the low bidder and has proven to provide a quality product along with delivery as scheduled.

Additionally, it is the recommendation to award Rieth - Riley Construction for SS-1H, (tack) at \$3.00 per gallon quoted in its April 9, 2013 response. The reason for this recommendation is to allow small quantity pickup, (under 500 gallons) by the Road Department’s crews as needed. Without on-site emulsion storage, they often need to purchase SS-1H in small quantities to maintain efficiency in the paving operation, especially when transitioning to or from chip seal.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE PURCHASE OF
2013 SEASONAL REQUIREMENT OF ASPHALT EMULSIONS
FOR THE DEPARTMENT OF TRANSPORTATION & ROADS**

WHEREAS, the Department of Transportation and Roads (Road Department) annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program in the following approximate, estimated quantities and for the following purposes: SS-1h for asphalt pavement tack (bond) coat—3,000 gallons, HFRS-2M for chip-sealing sealer—350,000 gallons, HFRS-2 for chip-sealing sealer—as needed where HFRS-2M may not be necessary, AE-90 for spray-patching oil—20,000 gallons; and

WHEREAS, the Department of Transportation and Roads adopted 2013 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for the various types of asphalt emulsions were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #43-13, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase the various types of asphalt emulsions on an as-needed, unit price basis from Terry Materials Inc. based on their lowest qualified bid for each and all of the various types of asphalt emulsions as shown in the table below, and to Rieth-Riley Construction Co. for local pick-up of SS-1h, also as shown below.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the purchase of the various types of asphalt emulsions on an as-needed, unit price basis from Terry Materials Inc. based on their lowest qualified bid for each and all of the various types of asphalt emulsions as shown in the table below, and to Rieth-Riley Construction Co. for local pick-up of SS-1h, when in the judgment of Road Department staff this is in the best interest of the County to save overall costs by minimizing transportation for small loads, also as shown in the following table:

Vendor	SS-1H Plant Pick up	HFRS-2 Delivery	HFRS-2M Delivery	AE-90 Plant Pickup	Detention Rate	Total Cost for SS-1H	Total Cost for HFRS-2	Total Cost for HFRS-2M	Total Cost for AE-90
Terry Asphalt Materials Inc ¹	\$2.05	\$1.88	\$2.07	\$1.91	\$90/hr after 3 hr.	\$6,150	TBD	\$724,500	\$38,200
Rieth - Riley Construction	\$3.00	No Bid	No Bid	No Bid	N/A	\$9,000	\$0.00	\$0.00	\$0.00

BE IT FURTHER RESOLVED, that the Department of Transportation and Roads and Purchasing Department are hereby authorized to execute purchase orders accordingly with Terry Materials Inc. and Rieth-Riley Construction Co., and purchase asphalt emulsions as needed and budgeted.

INGHAM COUNTY PARKS DEPARTMENT

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

MEMO

DATE: April 24, 2013
TO: County Services and Finance Committees
FROM: Willis Bennett, Director
RE: Resolution Authorizing a Reciprocal Arrangement Between the Parks & Fair

The Fair and Parks Directors determined it would be mutually beneficial to both venues to offer a coupon for refreshments at the Parks and reduced entry to the Ingham County Fair.

This resolution authorizes a reciprocal arrangement where between July 1, 2013 and the last day of the Fair a \$1.00 off admission to the 2013 Ingham County Fair will be printed on every vehicle entrance receipt at Lake Lansing Park-South, Hawk Island, and Burchfield Parks. In addition, the Fair Booklet will include a \$1.00 off coupon for refreshments from any park food concession at any Ingham County Park.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A RECIPROCAL ARRANGEMENT
BETWEEN THE PARKS AND FAIR**

WHEREAS, the Fair and Parks Directors have determined it would be mutually beneficial to offer a coupon for reduced refreshments at the Parks and reduced entry to the Ingham County Fair.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a reciprocal arrangement between the Parks and Fair where from July 1, 2013 through the end of the Fair a \$1.00 off admission to the 2013 Ingham County Fair will be printed on every vehicle entrance receipt at Lake Lansing, Hawk Island, and Burchfield Parks.

BE IT FURTHER RESOLVED, as a part of this arrangement the Ingham County Fair will provide space in their Fair Booklet advertising the Ingham County Parks and as a part of this advertisement a coupon will be included for use at any Ingham County Park offering \$1.00 off refreshments from any Parks Department operated food concession.

MEMORANDUM

TO: Finance and Liaison Committees

FROM: Mary Lannoye, Controller

DATE: April 26, 2013

SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2013, for the Park and Zoo winter seasonal fees on November 1, 2013, and for all other departments on January 1, 2014. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at the previous round of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$160,000. Any additional revenue will be recognized in the 2014 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller's Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution 02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the consumer price index, a rate of 2.4%, was used for the cost increase factor due to the continuous decline in budgets; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in Attachments A and B at the rates established effective January 1, 2014 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2013 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2013.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions 05-166 and 05-242.

ATTACHMENT A: FEES WHICH ARE ADJUSTED

County Services Committee

Loc of Svc	Fee Description	2013 Fee	2014 Fee	Target %
BOC	FOIA Request Copies	\$0.16	\$0.17	100%
Drain Comm.	Photography	\$265.00	\$275.00	100%
Drain Comm.	Topography	\$535.00	\$550.00	100%
Drain Comm.	Floodplain/wetland	\$105.00	\$110.00	100%
Drain Comm.	Preliminary Comm. Site Plan Review	\$655.00	\$670.00	75%
Drain Comm.	Preliminary Plat Review	\$655.00	\$670.00	75%
Drain Comm.	Plat and Commercial Drainage Review			
Drain Comm.	Plat and Commercial Drainage Review - First acre	\$655.00	\$670.00	100%
Drain Comm.	Re-submission Admin fee	\$210.00	\$220.00	100%
Drain Comm.	Plat Drain Administration Fee	\$2,200.00	\$2,300.00	75%
Drain Comm.	Drain Crossing Permits, Review (Commercial)	\$470.00	\$480.00	100%
Drain Comm.	Tap in Permit - Residential	\$95.00	\$100.00	75%
Drain Comm.	Tap-in Permit - Commercial	\$385.00	\$390.00	75%
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	\$570.00	\$580.00	100%
Drain Comm.	Soil Erosion (12 mo.) - Commercial- each additional acre	\$57.00	\$58.00	100%
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less	\$500	\$510.00	100%
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre	\$50.00	\$51.00	100%
Drain Comm.	Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less	\$430.00	\$440.00	100%
Drain Comm.	Soil Erosion (6 mo.) - Commercial- each add'l acre	\$43.00	\$44.00	100%
Drain Comm.	Escrow account-1/2 acre or less	\$535.00	\$550.00	100%
Drain Comm.	Escrow account - 1/2 to 1 acre	\$1,600.00	\$1,650.00	100%
Drain Comm.	Escrow account - 1 to 5 acres	\$3,200.00	\$3,300.00	100%
Drain Comm.	Escrow account - 5 to 10 acres	\$5,300.00	\$5,500.00	100%
Drain Comm.	Escrow account - each add'l 10 acres	\$2,600.00	\$2,700.00	100%
Drain Comm.	Soil Erosion Permit-Residential-12 mo.	\$240.00	\$250.00	100%
Drain Comm.	Soil Erosion Permit - 9 month duration	\$235.00	\$240.00	75%
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	\$295.00	\$300.00	75%
Drain Comm.	Violation and Cease&Desist Order	\$280.00	\$285.00	100%
Equalization	Digitally Produced Paper Maps- Parcel Layer			
Equalization	34" x 44"	\$36.00	\$37.00	100%
Equalization	Digitally Produced Paper Maps - Parcel layer w/2005 Digital Photo Layer			
Equalization	17" x 22"	\$36.00	\$37.00	100%
Equalization	22" x 34"	\$48.00	\$49.00	100%
Equalization	28" x 40"	\$60.00	\$61.00	100%
Equalization	34" x 44"	\$72.00	\$74.00	100%
Equalization	Custom Maps	\$67.00	\$69.00	100%
Parks	Administrative/Office Fees			
Parks	Cancellation Fee (for all park reservations)	\$15.00	\$20.00	100%
Parks	Shelters - 60 Person Capacity			
Parks	Burchfield Deer Run	\$60.00	\$75.00	100%
Parks	Burchfield Pine Knoll	\$60.00	\$75.00	100%

ATTACHMENT A: FEES WHICH ARE ADJUSTED

County Services Committee (cont'd)

Loc of Svc	Fee Description	2013 Fee	2014 Fee	Target %
Parks	Cabanas - Mini semi permanent shelters/30 p cap. - NEW			
Parks	Hawk Island	NEW	\$75.00	100%
Parks	Lake Lansing South	NEW	\$75.00	100%
Parks	Burchfield	NEW	\$75.00	100%
Parks	Wedding Gazebo - NEW			
Parks	Lake Lansing Wedding Gazebo	NEW	\$250.00	100%
Parks	Boating Fees			
Parks	Boat Launch - Daily NEW	NEW	\$5.00	100%
Parks	Boat Launch - Annual NEW	NEW	\$50.00	100%
Parks	Snow Tube Rental -Burchfield			
Parks	Burchfield - Tube Rental (2 hours)	\$1.00	\$2.00	100%
Parks	Utility Vehicle/Golf Cart Rental - NEW FEE			
Parks	1/2 day = up to 4 hours	NEW	\$50.00	100%
Parks	full day = up to 8 hours	NEW	\$100.00	100%
Law & Courts Committee				
Loc of Svc	Fee Description	2013 Fee	2014 Fee	Target %
Animal Control	Enforcement/Dog License Fees			
Animal Control	Sterilized - Delinquent	\$40.00	\$45.00	25%
Animal Control	Un-Sterilized	\$60.00	\$65.00	75%
Animal Control	Un-Sterilized - Delinquent	\$130.00	\$135.00	75%
Animal Control	Un-Sterilized - 3 year License	\$145.00	\$150.00	75%
Animal Control	Boarding Fee-Dangerous Animals	\$67.00	\$70.00	100%
Animal Control	Adoption Fee			
Animal Control	Puppies(age-four months or less)	\$106.00	\$110.00	75%
Animal Control	Kittens(age-four months or less)	\$49.00	\$59.00	75%
Animal Control	Animal Redemption			
Animal Control	Animal Redemption - 3rd offense	\$94.00	\$100.00	100%
Animal Control	Animal Redemption - after 3rd offense	\$147.00	\$150.00	100%
Animal Control	Euthanasia Fee	\$125.00	\$100.00	100%
Animal Control	Owner Pick-up Fee	\$40.00	\$44.00	100%
Animal Control	Rabies Decap	\$40.00	\$50.00	100%
Animal Control	Tranqu. at-large fee	\$40.00	\$45.00	100%
Animal Control	Spay/neuter deposit-Owners redeeming pet	\$75.00	\$78.00	100%
Pros Atty	Diversion - Felony Offender	\$770.00	\$780.00	50%
Pros Atty	Costs-eligible convictions - Guilty Plea	\$105.00	\$106.00	75%
Pros Atty	Costs for eligible convictions - Trial	\$210.00	\$220.00	10%
Jail	Day Rate	\$52.44	\$52.81	100%
Sheriff	Costs for Command (2) per hour	\$62.35	\$62.79	100%

ATTACHMENT A: FEES WHICH ARE ADJUSTED

Human Services Committee

Loc of Svc	Fee Description	2013 Fee	2014 Fee	Target %
Comm. Health	INS Vaccination Verif Form I-693	\$36.00	\$37.00	100%
Comm. Health	Immigration Physical Exams	\$180.00	\$190.00	100%
Imm. Clinic	Internat'l Travel Consult	\$59.00	\$60.00	100%
OYC	Consultation Request (per hr.)	\$69.00	\$71.00	100%
OYC	Agency Training Request- Base, 1.5 hr.	\$205.00	\$210.00	100%
OYC	Agency Training Request- Base, 2.5 hr.	\$340.00	\$350.00	100%
OYC	Agency Training Request- Base, 3.0 hr.	\$420.00	\$430.00	100%
OYC	Agency Training Request- Base, 5.0 hr.	\$675.00	\$685.00	100%
OYC	Agency Train. Request- Base, 2.5 hr, each add.	\$20.00	\$21.00	100%
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	\$25.00	\$28.00	100%
OYC	OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)	\$30.00	\$33.00	100%
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	\$65.00	\$68.00	100%
OYC	OYC - Advanced Training - 10 hrs./per person	\$105.00	\$108.00	100%
OYC	OYC - Administrator Training - 16 hrs./per person	\$133.00	\$136.00	100%
Env. Health	FIXED FOOD SERVICE ESTAB-PROFIT			
Env. Health	FSE Initial License incl.2 hrs Plan Rev	\$1,300.00	\$1,320.00	50%
Env. Health	FSE Restricted License Renewal (w/o PR)	\$650.00	\$660.00	50%
Env. Health	FSE Initial License (Mobile)	\$460.00	\$470.00	50%
Env. Health	MOBILE UNIT RENEWAL LICENSE (4 hours)	\$230.00	\$235.00	50%
Env. Health	FSE Renewal Lic -At least \$750,000	\$1,050.00	\$1,100.00	50%
Env. Health	FSE Renewal Lic-At least \$500,000,less than \$750,000	\$880.00	\$900.00	50%
Env. Health	FSE Renewal Lic-At least \$250,000,less than \$500,000	\$685.00	\$700.00	50%
Env. Health	FSE Renewal Lic-Less than \$250,000	\$480.00	\$500.00	50%
Env. Health	FSE Non-profit License Renewal	\$240.00	\$250.00	25%
Env. Health	Fixed Food Svc Estab Nonprofit - INITIAL License incl. 2 hr plan rev	\$650.00	\$675.00	25%
Env. Health	Reinstatermt of Susp FSE	\$580.00	\$600.00	100%
Env. Health	Surchrge-Fail submit plans/chg own	\$575.00	\$600.00	100%
Env. Health	Critical Follow-up Inspection fee	\$135.00	\$140.00	100%
Env. Health	Special food svc estab surchrng 2nd step of formal hearing	\$500.00	\$510.00	100%
Env. Health	Special food svc estab surchrng 3rd step of formal hearing	\$1,000.00	\$1,020.00	100%
Env. Health	Seasonal Renewal License, FSE			
Env. Health	FSE Seasonal Renewal -Gross sales exc. \$750,000	\$650.00	\$660.00	50%
Env. Health	FSE Seasnl renewal- at least \$500,000,less \$750,000	\$530.00	\$540.00	50%
Env. Health	FSE Seasnl Renewal -at least \$250,000,less \$500,000	\$410.00	\$420.00	50%
Env. Health	FSE Seasonal renewal -less than \$250,000	\$290.00	\$300.00	50%
Env. Health	FSE - DOE Schools Program - Production Kitchen	\$520.00	\$530.00	50%
Env. Health	FSE - DOE Schools Program - Satellite Kitchen	\$330.00	\$340.00	50%
Env. Health	Change of Ownership of FSE	\$385.00	\$395.00	50%
Env. Health	Initl Lic Fee Exmpt(plan revw only) Govt	\$220.00	\$230.00	50%
Env. Health	late renewal - additional	\$130.00	\$135.00	100%

ATTACHMENT A: FEES WHICH ARE ADJUSTED

Human Services Committee (cont'd)

Loc of Svc	Fee Description	2013 Fee	2014 Fee	Target %
Env. Health	STFU (Special Transitory Food Unit)			
Env. Health	Initial STFU license Incl. Plan Review *	\$321.00	\$350.00	50%
Env. Health	STFU late inspection request	\$150.00	\$160.00	100%
Env. Health	TEMPORARY LICENSE			
Env. Health	Temp FSE - Non-Profit	\$110.00	\$115.00	25%
Env. Health	Temp Nonprf FSE-Ops Beg Bef Licg (double)	\$220.00	\$230.00	25%
Env. Health	Temp FSE- Preparation Type - For Profit	\$225.00	\$230.00	50%
Env. Health	Temp FSE-Ops Began Before Licg (double)	\$450.00	\$460.00	50%
Env. Health	Temp FSE-each add'l lic.after 2 at 1 loc	\$73.00	\$75.00	50%
Env. Health	Temp Event Inspection Request - Late Fee	\$430.00	\$460.00	100%
Env. Health	VENDING			
Env. Health	Vending:1-3 Licensable Mach. in Same Loc.	\$80.00	\$85.00	50%
Env. Health	Vending: 4-6 Licensable Mach. in Same Loc.	\$105.00	\$110.00	50%
Env. Health	Vending: 7-10 Licensable Mach. in Same Loc.	\$140.00	\$150.00	50%
Env. Health	Surcharge-Failure to apply for vending license- Fee	\$190.00	\$195.00	100%
Env. Health	POOL			
Env. Health	Public Pool Inspection	\$230.00	\$235.00	100%
Env. Health	DHS LICENSING			
Env. Health	DHS Licensing Inspection - municipal	\$215.00	\$220.00	100%
Env. Health	DHS Licensing Inspection - well & septic	\$355.00	\$360.00	100%
Env. Health	DHS Licensing - well & septic only	\$135.00	\$140.00	100%
Env. Health	DHS Initial Licensing Plan Review	\$405.00	\$410.00	100%
Env. Health	BODY ART (TATTOO)			
Env. Health	Body Art Business Initial License	\$575.00	\$600.00	50%
Env. Health	Body Art License Renewal	\$200.00	\$225.00	50%
Env. Health	Body Art Lic-late renewal-additional	\$135.00	\$140.00	50%
Env. Health	Body Art w/o initial license/reinstatement of revoked	\$575.00	\$590.00	50%
Env. Health	Reinstmt of Susp Body Art License (fine)	\$215.00	\$220.00	100%
Env. Health	Body Art Initial License after July 1	\$295.00	\$300.00	100%
Env. Health	Body Art Temp License (1-14 days)	\$105.00	\$110.00	100%
Env. Health	DEMAND PROGRAM (per hour)			
Env. Health	Sewage Inspection (Only)	\$800.00	\$825.00	100%
Env. Health	Well (Only) Inspection -private	\$590.00	\$600.00	100%
Env. Health	Combined Well & Septic Inspection	\$1,130.00	\$1,150.00	100%
Env. Health	Vacant Land Evaluation	\$570.00	\$580.00	100%
Env. Health	On-Site Sewage repair/replace	\$800.00	\$825.00	100%
Env. Health	Well Repair	\$300.00	\$325.00	100%
Env. Health	Altern On-site Sewage Syst Plan Rewv	\$430.00	\$440.00	100%
Env. Health	Subdivision Evaluation of Preliminary Plat	\$360.00	\$370.00	100%
Env. Health	Septic or Well ownershp trsfr,not installed at time of transfer	\$190.00	\$195.00	100%
Env. Health	Combined Well & Septic Repair	\$915.00	\$950.00	100%
Env. Health	BATHING BEACHES			
Env. Health	Bathing Area Operational Permit	\$230.00	\$235.00	100%
Env. Health	Sanitary Surv for Prop. Bathg Beach	\$460.00	\$470.00	100%

ATTACHMENT A: FEES WHICH ARE ADJUSTED

Human Services Committee (cont'd)

Env. Health	CAMPGROUNDS			
Env. Health	Campground Inspection 0-99 Sites	\$155.00	\$160.00	100%
Env. Health	Campground Inspection 100-199 Sites	\$235.00	\$240.00	100%
Env. Health	Campground Inspection 200+ Sites	\$310.00	\$320.00	100%
Env. Health	Campground 0-99 sites -after July 1 fine for late inspection - 150%	\$232.00	\$240.00	100%
Env. Health	Campground 100-199 Sites after July 1 fine for late inspection 150%	\$352.00	\$360.00	100%
Env. Health	Campground 200+ Sites after July 1 fine for late inspection 150%	\$465.00	\$480.00	100%
Env. Health	Campground 0-99 Sites after Sept 1 fine for late inspection 200%	\$310.00	\$320.00	100%
Env. Health	Campground 100-199 Sites after Sept 1 fine for late inspection 200%	\$470.00	\$480.00	100%
Env. Health	Campground 200+ Sites fine for late inspection after Sept 1 - 200%	\$620.00	\$640.00	100%
Env. Health	MISC EH PROGRAMS			
Env. Health	Type II Non Community - Sanitary Survey	\$450.00	\$470.00	100%
Env. Health	POINT OF SALE PROGRAM			
Env. Health	Point of Sale- appl processing fee	\$200.00	\$205.00	100%
Env. Health	Waste Treatment Inspection by ICHD (excludes pumping fees)	\$235.00	\$240.00	100%
Env. Health	Well Inspection by ICHD (includes water samples for bacteria and partial chemicals)	\$165.00	\$170.00	100%
Env. Health	TOBACCO PROGRAM			
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing	\$275.00	\$285.00	100%
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing	\$320.00	\$330.00	100%
Env. Health	License- Tobacco Sales- 1yr.- Vend. Mach.	\$320.00	\$330.00	100%
Env. Health	Tobacco -Temporary Sampling Permit Fee	\$125.00	\$130.00	100%
Env. Health	Tobacco -Temporary Sampling Permit Fee - Late Notice Fee (Less than 30 days before event)	\$200.00	\$205.00	150%
Env. Health	License- Tobacco Sales- 1yr.- Retailer-East Lansing - Late Fee	\$420.00	\$450.00	150%
Env. Health	License- Tobacco Sales- 1yr.- Retailer- Non-East Lansing - Late Fee	\$500.00	\$525.00	150%
Env. Health	Tobacco Change of Ownership Fee - Non - East Lansing	\$145.00	\$150.00	100%
Env. Health	Tobacco Chge of Ownership Fee-E.Lansing	\$125.00	\$130.00	100%
Env. Health	Tobacco Failure to change ownership	\$180.00	\$185.00	100%
Env. Health	POLLUTION PREVENTION PROGRAM			
Env. Health	Cat 1: 0-500 Gal report fee	\$62.50	\$70.00	50%
Env. Health	Cat 2: 501-5000 Gal report fee	\$125.00	\$140.00	50%
Env. Health	Cat 3: 5001 Gal report fee	\$187.50	\$210.00	50%
Env. Health	Cat 1: 0-500 Gal Inspection fee	\$125.00	\$140.00	50%
Env. Health	Cat 2: 501-5000 Gal Inspection fee	\$200.00	\$230.00	50%
Env. Health	Cat 3: 5001 plus Gal Inspection fee	\$300.00	\$340.00	50%
Vet. Affairs	County User Fee	\$25.00	\$25.60	100%

ATTACHMENT B: FEES FOR WHICH AN ADJUSTMENT IS RECOMMENDED

ATTACHMENT B: FEES FOR WHICH AN ADJUSTMENT IS RECOMMENDED				
Law & Courts Committee				
Circuit Court	Felony Case Costs	\$625.00	\$635.00	100%
Circuit Court	Show Cause - Probation	\$125.00	\$130.00	100%
Family Division	Delinquency Court Costs	\$225.00	\$230.00	100%
Family Division	Tether	\$25.00	\$30.00	25%
Family Division	Traffic - Fail to Appear	\$24.00	\$25.00	25%
FOC	FOC Bench Warrants	\$250.00	\$260.00	100%

Public Act 88

Usage in Ingham County

Proposal

Draft January 15, 2013

Background

In 1913, the legislature of the state of Michigan enacted Public Act 88, allowing for tax collection for the “Advertisement of Agricultural Advantages.” The full text of the Act consists of only one sentence/section:

AN ACT empowering the board of supervisors of any of the several counties of the state of Michigan to levy a special tax, or by appropriating from the general fund for the purpose of advertising the agricultural advantages of the state or for displaying the products and industries of any county in the state at domestic or foreign expositions, for the purpose of encouraging immigration and increasing trade in the products of the state, and advertising the state and any portion thereof for tourists and resorters, and to permit the boards of supervisors out of any sum so raised, or out of the general fund, to contribute all or any portion of the same to any development board or bureau to be by said board or bureau expended for the purposes herein named.

PA 88 funds may be used for the purposes of advertising agricultural and industrial advantages, exhibitions of products and industries, encouraging trade in Michigan products, and advertising for tourists. PA 88 funds may be used to advertise County parks or the County Fair for tourists, but not for the regular operational costs of the parks or Fair. PA 88 funds may also be used for MSU Extension programs, to the extent they involve advertising or exhibitions. PA 88 funds may be allocated to a non-profit organization or development bureau, pursuant to a contract between the County and the non-profit/development organization.

Public Act 88 allows counties in Michigan to levy a millage not to exceed 5 cents on every \$100 of taxable value (0.0500). This special tax levy is not subject to a vote of the electorate, because the authorization under Act 88 predates the Headlee Amendment.

In researching the recent implementations of this Act, we are aware of only two counties which have enacted this Act: Washtenaw County (0.0170 authorized in 2009; generates approximately \$256,000 annually, which funds Washtenaw County’s economic development agency, SPARK) and Gratiot County (0.339 authorized in 2010, increased to 0.447 in 2011; generates approximately \$380,000, which funds Greater Gratiot Development Inc and MSU Extension).

There is, of course, a need to support these kinds of activities in Ingham County. Ingham County, along with the remainder of the state of Michigan, has experienced a long-term economic

downturn. This is evidenced by unemployment rates higher than the national average, high rates of mortgage and tax foreclosure, decreasing property tax values, stagnant growth rates, and other economic indicators. PA 88 presents an opportunity to raise revenues for the purposes of attracting economic investment to our community. Positive results yielded by appropriate use of PA 88 could result in increased employment opportunities, increased property values, and increased income levels for our county residents.

Beginning in late 2009, Brian McGrain was made aware of the opportunities afforded by PA 88 as well as the discussions that were taking place in other communities to make use of the Act. He and Andy Schor began exploring what implementation of PA 88 might look like in Ingham County. A number of meetings were held individually with stakeholders, such as LEAP, the Greater Lansing Chamber of Commerce, Prima Civitas, the cities of Lansing and East Lansing, organized labor, and the Small Business Administration of Michigan, among others. A series of group meetings were held, during which the Act was presented and discussion took place about the region's economic development needs and what priorities were in greatest need of financial support. The last of these meetings took place in early 2012. While there was some consensus around the need for additional support for economic development resources, opinions were varied as to the best way to divvy up resources.

Subsequent conversations took place directly with economic development professionals in Ingham County. The conversations revolved around looking at regional studies, such as *Greater Lansing Next: A Plan for Regional Prosperity*, and marrying the goals set forward in those studies to the activities that could be supported by PA 88. Draft plans were created and used for further discussion in the late Summer of 2012. Continued conversations took place, but due to other issues coming before the Board of Commissioners, full discussion on PA 88 could not take place.

Proposal

Based on these subsequent conversations, we are advancing the following as a proposal for PA 88 and its implementation in Ingham County. Funds generated via PA 88 will be allocated in the following manner:

I. Allocation to support Ingham County Economic Development Corporation (EDC)

Ingham County currently supports its Economic Development Corporation (EDC) and Brownfield Redevelopment Authority (BRA) operations through general fund dollars. Supplemental funding (approximately half) is paid for by contracts coming from smaller municipalities in Ingham County, for which the EDC/BRA staff person serves as a contract employee of sorts. EDC/BRA staff is on the frontlines of generating economic investment into our County, and is a most natural fit for being funded by PA 88. At a smaller millage level, the EDC/BRA office would be partially funded by PA 88. At a larger millage level, the potential exists to "refund" these smaller tax-funded contracts, resulting in some tax savings that could potentially cause this portion of this plan to be tax-neutral. If the level of funding set aside for this particular funding area exceeds operational need, then additional funding will be used to support efforts to provide public relations on behalf of Ingham County; specifically, to increase knowledge of programs and opportunities available to those residing in and choosing to do business in Ingham County.

Proposed allocation: 10% of millage

II. Allocation to support Investment/Reinvestment in Ingham County

A key component of PA 88 funding will be devoted to direct investment and reinvestment in businesses in our community. Whether these businesses be in the initial stage of development, looking to expand their operations, or moving their goods beyond our own borders, PA 88 funding will be able to provide a base of support to them. Some funding will be used to support the network of business incubators that is being developed in Ingham County. The incubators are showing promise in allowing start-up businesses to gain their footing while honing their products and making plans for expansion. While they are showing early promise and have indeed generated some outside financial support, they will be in continued need of sustainable funding to allow them to increase the number of start-ups they can provide services to. A small portion will also be set aside to support export/import manufacturing goods assistance. This funding will assist existing companies in Ingham County in tapping into the worldwide marketplace, both as they obtain goods for use in their enterprises and also as they seek to sell finished products beyond our state's borders. Finally, the largest portion of this component will be dedicated to providing revolving loan dollars to support business development and expansion in Ingham County. It is the County's intent to only furnish these dollars for investment if the local business community will provide matching dollars. These components will be administered by LEAP, for general usage as described. It is anticipated that LEAP would be asked to create an annual plan, to be approved by the County Services committee, for allocation of this funding.

Proposed allocation: 40% of millage

III. Allocation to support Agricultural Investment

Obviously, PA 88 can be used to fund opportunities to support Ingham County's diverse agricultural sector. Specifically, these funds could be used for MSU Extension programs, to the extent they involve advertising or exhibitions, or for supporting agricultural processing assistance or agricultural incubation. This component will be administered by MSU Extension, for usage in support of these activities. It is anticipated that MSU Extension would be asked to create an annual plan, to be approved by the Human Services committee, for allocation of this funding.

Proposed allocation: 10% of millage

IV. Allocation to support Cultural Economic Development

There is a growing realization amongst economic development professionals that cultural economic development – leveraging our creative talent and cultural assets to spur economic growth and community prosperity – is just as important as traditional economic development, as it can play an important role as an influencer of business development and expansion decisions. Cultural economic development is most often associated with the arts community; though, this goes beyond a traditional understanding of the arts, and can

incorporate arts and cultural festivals, history and historic preservation, community branding, and encouraging travel and tourism. This component will be administered by the Greater Lansing Arts Council, with the intent of funding being used to support programming directed towards cultural economic development. The Board of Commissioners already has an existing relationship with the Arts Council, as a portion of funding received from the Hotel/Motel tax supports their efforts. It is anticipated that the Arts Council would be asked to create an annual plan, to be approved by the County Services committee, for allocation of this funding.

Proposed allocation: 10% of millage

V. Allocation to support Ingham County Land Bank

Ingham County has made a substantial investment in its Land Bank, as a solution to dealing with the vast number of mortgage and tax foreclosures which have come into its possession. Over the past few years, federal financial support has greatly increased the number of these properties that were demolished or redeveloped. However, substantial federal funding will no longer be available to the Land Bank after 2013. In the meantime, the Land Bank will continue to possess a significant inventory of property. The Land Bank will continue to be an important asset to the community, as it prevents neighborhood deterioration by targeting limited redevelopment dollars into areas where investment can make a positive difference. It also serves an important role as a preventer of detrimental investment by speculators. In order to continue to deal with properties entering and exiting its system, and to encourage innovative programming, a portion of PA 88 funding will be used to support Land Bank activities. Funding will be used as a combination of general operating support (and can be used to relieve other County dollars used to support these activities) and support to encourage innovative disposition of properties. The Land Bank Board, comprised of the County Treasurer and four County Commissioners, will approve of a plan for investment of this component.

Proposed allocation: 30% of millage

Total allocation: 100% of millage

The Ingham County Board of Commissioners, in the Spring of 2013, will conduct public hearings (on the advice of its staff and legal counsel) on PA 88 and this proposal. An anticipated vote on implementation of the Act would take place in April or May of 2013. The tax levy at the agreed upon amount will be implemented at the first possible time following an affirmative vote of the Board of Commissioners.

Tax revenue table

A tax revenue table is provided to demonstrate amounts generated at different millage level steps. For instance, at a millage rate of 0.1, nearly \$750,000 would be generated. It must also be noted that these amounts were figured using taxable values from last year; as values have increased over the past year, these amounts will be slightly higher than what is shown. Cost to a homeowner at a rate of 0.1, assuming a home with a value of \$100,000, would be about \$5 per year.

Population (2010 Census)	280,895	280,895	280,895	280,895	280,895
Households	108,723	108,723	108,723	108,723	108,723
Millage	0.10000	0.20000	0.30000	0.40000	0.50000
Est. County Taxable Val.	\$ 7,404,482,311	\$ 7,404,482,311	\$ 7,404,482,311	\$ 7,404,482,311	\$ 7,404,482,311
Sample Home Value	100,000	100,000	100,000	100,000	100,000
Cost to Homeowner*	\$ 6.81	\$ 13.62	\$ 20.43	\$ 27.24	\$ 34.05
Est. Generated Amount	\$ 740,448	\$ 1,480,896	\$ 2,221,345	\$ 2,961,793	\$ 3,702,241
	0.1	0.2	0.3	0.4	Max .5
Levy Generated Funds	\$ 740,448	\$ 1,480,896	\$ 2,221,345	\$ 2,961,793	\$ 3,702,241

If Ingham County were to pursue a millage rate of 0.3, the estimated income generated would be about \$2,300,000. Cost to a homeowner with a home valued at \$100,000 would be about \$15 per year, or about \$1.25 per month. Using the percentages as presented above, the following allocation would occur:

\$230,000: Allocation to support Ingham County Economic Development Corporation (EDC)

\$920,000: Allocation to support Investment/Reinvestment in Ingham County

\$230,000: Allocation to support Agricultural Investment

\$230,000: Allocation to support Cultural Economic Development

\$690,000: Allocation to support Ingham County Land Bank

\$2,300,000 TOTAL

RECEIVED
APR 03 2013

DELHI CHARTER TOWNSHIP

NOTICE OF HEARING

APPLICATION FOR INDUSTRIAL FACILITIES EXEMPTION CERTIFICATE
BY SCITEX, LLC

TO THE DELHI TOWNSHIP ASSESSOR AND THE LEGISLATIVE BODY OF EACH
TAXING UNIT THAT LEVIES AD VALOREM PROPERTY TAXES WITHIN THE
TOWNSHIP:

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

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

PLEASE TAKE FURTHER NOTICE, that the Township Board of Delhi Charter Township shall afford an opportunity for hearing on the referenced Application on the 7th day of May 2013, at 7:45p.m., held at the Community Services Center, 2074 Aurelius Road, Holt, Michigan, in the Charter Township of Delhi, Ingham County.

Evan Hope, Township Clerk