

CHAIRPERSON
VICTOR CELENTINO

VICE-CHAIRPERSON
BRIAN McGRAIN

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

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

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, JULY 16, 2014 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 [June 18, 2014 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office
 - a. Resolution Authorizing Participation with the Michigan Department of Human Services for a One Year Pilot Project for the [Transportation of Specific Juveniles](#)
 - b. Resolution to Authorize a Contract with G & L Process Services, Inc. to Provide [Civil Process Service](#) for the Ingham County Sheriff's Office
 - c. Resolution to Amend the Delhi Township Police Services Contract by Continuing a [School Resource Officer](#)
2. Treasurer - Resolution to Apply for the Community Development [Block Grant Funding](#) from the Michigan State Housing Development Authority in the Amount of \$280,000
3. Circuit Court - Family Division
 - a. Resolution Authorizing an Amendment to the 30th Circuit Court 2014/15 Child Care Fund Budget for the [First Step Program](#) and Subcontracting with Highfields, Inc. for the Parenting Wisely Curriculum
 - b. Resolution for Authorization to Enter into a Three Year Contract with Various [Residential Placements](#)
4. Prosecutor's Office - Resolution to Authorize a [Juvenile Accountability Grant](#) from the Capital Region Community Foundation and Subcontract with the Resolution Services Center of Central Michigan
5. Community Corrections Advisory Board - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into Program [Subcontracts](#) for FY 2014-2015
6. 9-1-1 Center - Resolution Authorizing an Equipment Maintenance Contract Amendment with [Harris Corporation](#) for the Ingham County Public Safety Radio System Microwave Equipment
7. Big Brothers Big Sisters - Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the [Community Coalition](#) for Youth Capital Area Mentoring Partnership Program for 2014

8. Health Department
 - a. Resolution to Authorize a 2014-2015 Agreement with the [City of Lansing](#)
 - b. Resolution to Renew the Lease Agreement for the [WIC Satellite Clinic](#) Located at the Head Start Site at 1107 East Grand River Avenue
 - c. Resolution to Authorize an Agreement with [Ingham Health Plan](#) Corporation to Provide Outreach and Enrollment to the Uninsured through the Registration and Enrollment Unit
 - d. Resolution to Authorize an Amendment to the [Healthy Start Grant](#)
9. Ingham Health Plan - Resolution to Submit to the Electorate a [Special Millage](#) for Continuing Health Services for Low Income Uninsured Families and Adults Living in Ingham County
10. Economic Development Department - Resolution Authorizing Submission of a [Community Development Block Grant](#) Application for \$300,000 for the Training of New Employees at Orchid Orthopedic Solutions, LLC
11. Farmland and Open Space Preservation Board - Resolution Amending Resolution #13-302 Authorizing a Continued Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct [Mapping Services](#) for the Farmland and Open Space Preservation Board
12. Facilities Department
 - a. Memo Regarding Emergency [Water Heater Replacement](#) at the Human Services Building
 - b. Resolution Awarding a Contract to Clark Construction for the Installation of a [Protective Barrier Wall](#) between the Clerk's Counter and the Public Area at the Veteran's Memorial Courthouse
13. Potter Park Zoo
 - a. Resolution Authorizing the 2014 Potter Park Zoo Seasonal Employee [Wage Schedule](#)
 - b. Resolution Authorizing a Transfer of Funds for the New [Red Panda Exhibit](#)
 - c. Resolution Authorizing Potter Park Zoo Funding for the [Moose Exhibit](#)
14. Road Department
 - a. Resolution Authorizing a Contract with Gallagher Asphalt Corporation for [Item I](#) of the 2014 Local Road Program Bid Packet #82-14 Hot In Place Recycling of Various Streets, Meridian Township
 - b. Resolution Authorizing a Contract with Michigan Paving and Materials Co. for [Item II](#) of the 2014 Local Road Program Bid Packet #82-14 Asphalt Overlay & Miscellaneous Repairs of Various Meridian Township Local Roads
 - c. Resolution Authorizing a Contract with Gallagher Asphalt Corp. for [Item III](#) of the 2014 Local Road Program Bid Packet #82-14 Hot In Place Recycling of Boynton Street, Lansing Township
 - d. Resolution Authorizing a Contract with Michigan Paving and Materials Co. for [Item IV](#) of the 2014 Local Road Program Bid Packet #82-14 Asphalt Overlay & Miscellaneous Repairs of Various Lansing Township Local Roads
 - e. Resolution to Reject Bid Received from Gallagher Asphalt Corp. for [Item V](#) of Bid Packet #82-14 Hot In Place Recycling of Kinawa Road, Okemos to Dobie Roads, Meridian Township
 - f. Resolution Authorizing a Contract with Michigan Paving and Materials Co. for [Item VI](#) of Bid Packet #82-14 Asphalt Recycling & Overlay and Miscellaneous Repairs of Kinawa Road, Okemos to Dobie Roads, Meridian Township

- g. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for **Item VII** of the 2014 Local Road Program Bid Packet #82-14 Asphalt Crushing, Shaping, Resurfacing & Repairs of the Streets of Lamoreaux No. 3 Subdivision, Delhi Township
 - h. Resolution to Approve Local Road Agreement with **Leslie Township** for the Ingham County Road Department
 - i. Resolution to Approve Local Road Agreement with **Lansing Township** for the Ingham County Road Department
 - j. Resolution to Approve Local Road Program Agreement with **Delhi Township** for the Ingham County Road Department
 - k. Resolution to Approve Local Road Agreement with **Alaiedon Township** for the Ingham County Road Department
 - l. Resolution to Approve Local Road Agreement with **Aurelius Township** for the Ingham County Road Department
 - m. Resolution to Approve Local Road Agreement with **Ingham Township** for the Ingham County Road Department
 - n. Resolution to Approve Local Road Agreement with **Meridian Township** for the Ingham County Road Department
 - o. Resolution to Approve Local Road Agreement with **Williamstown Township** for the Ingham County Road Department
 - p. Resolution to Approve Local Road Agreement with **Locke Township** for the Ingham County Road Department
15. Human Resources Department
- a. Resolution Authorizing and Clarifying **Pension Benefits** for the Fraternal Order of Police, Capital City Lodge No.141 – 911 Non-Supervisory Unit
 - b. Resolution Approving a Collective **Bargaining Agreement** with Local 512 Office and Professional Employees International Union - Supervisory Unit
 - c. Resolution Authorizing the Establishment of a MERS **Hybrid Plan** for Newly Hired Employees Under Local 512 Office and Professional Employees International Union - Supervisory Unit
16. Board of Commissioners - Resolution to Submit to the Electorate a **Special Millage** Question for a Countywide System of Trails and Parks
17. Controller/Administrator's Office
- a. Resolution to Authorize **Budget Adjustments** for 2014 Based on the Annual Evaluation of the County's Financial Reserve Policy
 - b. Resolution to Adopt the **2015 Juvenile Justice** Community Agency Process Calendar
 - c. Resolution to Amend a **Legal Services** Agreement with Cohl, Stoker and Toskey, P.C.

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
June 18, 2014
Draft - Minutes

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

Members Absent: Randy Schafer, Todd Tennis and Don Vickers.

Others Present: Eric Schertzing, Teri Morton, Bill Conklin, Linda Vail, Barb Whitney, Missy Challiss and Ryan Buck.

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

Approval of the June 4, 2014 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE MINUTES OF THE JUNE 4, 2014 MEETING AS PRESENTED.

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

Additions to the Agenda

None.

Substitutes –

6. Human Services Committee
 - a. Resolution Authorizing a New Agreement with the Arts Council of Greater Lansing for the Distribution of Hotel/Motel Tax Revenues for the Arts
 - b. Resolution Authorizing the Use of Contingency Funds for an Agreement with the City of Lansing to Provide Assistance to Former Residents of the Life O' Riley Mobile Home Park

Limited Public Comment

Missy Challis, Local 44 ICEA Public Health Nurses President, introduced herself to the Committee.

Chairperson Koenig asked how many people Local 44 represented.

Ms. Challis answered 19 people were currently represented.

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

1. Sheriff's Office - Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2014 Local Jag Grant
2. Treasurer - Resolution to Acquire Service Contracts for the Purpose of Developing the Building Deconstruction and Materials Reuse Market Analysis
3. Register of Deeds - Resolution to Contract with Legal Services of South Central Michigan to Take Client Referrals from Ingham County Register of Deeds and Ingham County Treasurer
5. Health Department
 - b. Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program
 - c. Resolution to Authorize Amendments #3 and #4 to the 2013-2014 Comprehensive Agreement with the Michigan Department of Community Health
 - d. Resolution to Authorize Subcontracts to Partners in the "Building Networks" Initiative Using Funds from the National Association of County and City Health Officials (NACCHO)
 - e. Resolution to Authorize an Agreement with the Michigan Public Health Institute (MPHI) to Implement the Michigan Pathways to Better Health Grant
 - f. Resolution to Authorize the Appointment of Barbara Mastin to the Deputy Health Officer/Executive Director, Community Health Services Position
7. Road Department
 - a. Resolution to Approve Local Road Agreement with Bunker Hill Township for the Ingham County Road Department
 - b. Resolution to Approve Local Road Agreement with Wheatfield Township for the Ingham County Road Department
 - c. Resolution to Execute Waterborne Centerline Pavement Marking Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville

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

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

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

4. Innovation & Technology - Resolution to Approve the Renewal of the Munis Software Annual Support Agreement from Tyler Technologies

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO APPROVE THE RENEWAL OF THE MUNIS SOFTWARE ANNUAL SUPPORT AGREEMENT FROM TYLER TECHNOLOGIES.

Commissioner Bahar-Cook asked for clarification on the fee increase because she had heard different numbers.

Teri Morton, Budget Director, stated that Michael Ashton, Chief Information Officer, was dissatisfied with the 5% increase, that Mr. Ashton contacted Tyler Technologies, and Mr. Ashton received a letter from Rebecca Trask that stated Tyler Technologies would change the increase from 5% to 2.25%.

Discussion.

After discussion, Comm. McGrain suggested a friendly amendment be made to the resolution as follows:

WHEREAS, the payment totaling ~~\$143,850.47~~ **\$140,082.97** for annual support is due for the 2014/2015 time period; and

WHEREAS, the annual contract amount proposed by Tyler Technologies is a ~~5%~~ **2.25%** increase from the prior year; and

WHEREAS, this annual payment had been planned for and budgeted and will provide the application support and upgrades needed to maintain current applications; and

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the renewal of the Munis Software Annual Support Agreement with Tyler Technologies for the time period of July 1, 2014 through June 30, 2015 in an amount not to exceed ~~\$143,850.47~~ **\$140,082.97** for the annual support for the County's Munis Software System.

BE IT FURTHER RESOLVED, the total cost of ~~\$143,850.47~~ **\$140,082.97** will be paid from the approved IT Contract Maintenance Fund (636-95800-932020).

THIS WAS CONSIDERED A FRIENDLY AMENDMENT.

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

5. Health Department
 - a. Resolution to Issue a Purchase Order to Farber Specialty Mobile units for the Manufacture of a Mobile Dental Unit

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION TO ISSUE A PURCHASE ORDER TO FARBER SPECIALTY MOBILE UNITS FOR THE MANUFACTURE OF A MOBILE DENTAL UNIT.

Discussion.

Commissioner Bahar-Cook asked how many people the mobile unit was expected to serve, did the County have a dentist hired already, and whether the mobile unit was going to be used more for emergencies or preventative care.

Linda Vail, Health Officer, stated that the mobile unit would provide both restorative and preventative care. She further stated that the mobile unit's goal was to bring dental care to children in schools.

Commissioner Bahar-Cook requested that she be provided information about the estimated number of people the mobile unit was expected to serve and information regarding the dentist that would be associated with this mobile unit.

Ms. Vail stated that she would provide the requested information.

Commissioner Bahar-Cook asked if the mobile unit was only going to work at public schools.

Ms. Vail stated she did not know.

Commissioner Bahar-Cook requested that she be provided information regarding the type of schools the mobile unit was going to work at.

Ms. Vail stated that she would provide the requested information.

Commissioner Anthony asked if there were any Michigan vendors that could supplied the County with the mobile unit.

Ms. Vail stated that there were no vendors in Michigan.

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

5. Health Department

- g. Resolution to Authorize a Realignment of Health Department Programs and Administrative Structure

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO AUTHORIZE A REALIGNMENT OF HEALTH DEPARTMENT PROGRAMS AND ADMINISTRATIVE STRUCTURE.

Discussion.

Commissioner Bahar-Cook asked what the UAW's current position was on this Resolution.

Ms. Vail stated that she met with Sally Auer, UAW, regarding this Resolution and the UAW now supported it.

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

6. Human Services Committee

- a. Resolution Authorizing a New Agreement with the Arts Council of Greater Lansing for the Distribution of Hotel/Motel Tax Revenues for the Arts

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING A NEW AGREEMENT WITH THE ARTS COUNCIL OF GREATER LANSING FOR THE DISTRIBUTION OF HOTEL/MOTEL TAX REVENUES FOR THE ARTS.

Barb Whitney, Arts Council of Greater Lansing, thanked the Committee for its support over the years.

Commissioner Bahar-Cook asked that staff provide a 12-month report on the Arts Council's activities.

Ms. Whitney stated that the Arts Council was required to provide 6-month and 12-month reports to the County and that a 6-month report was coming due soon. She further stated that she could provide the report to the Committee.

Ms. Morton stated that Ms. Whitney could forward the report to Becky Bennett, Board Coordinator, who could then forward the report to the commissioners.

Commissioner Bahar-Cook asked how the Arts Council evaluated whether to award a grant or not.

Ms. Whitney stated that there was an application process with a scoring system that determined whether an applicant would be awarded a grant.

Commissioner McGrain suggested that Ms. Whitney include all the commissioners on any Arts Council email updates.

Commissioner Anthony stated that during last Monday's Human Services Committee meeting, Commissioner Nolan requested a more formal presentation about the history of the Arts Council's funding and budgets.

Commissioner McGrain requested that any formal presentation be shared with all the commissioners, not just those who served on the Human Services Committee.

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

6. Human Services Committee

- b. Resolution Authorizing the Use of Contingency Funds for an Agreement with the City of Lansing to Provide Assistance to Former Residents of the Life O' Riley Mobile Home Park

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION AUTHORIZING THE USE OF CONTINGENCY FUNDS FOR AN AGREEMENT WITH THE CITY OF LANSING TO PROVIDE ASSISTANCE TO FORMER RESIDENTS OF THE LIFE O' RILEY MOBILE HOME PARK.

Commissioner McGrain stated that Dr. Joan Johnson Jackson, Lansing's Human Relations and Community Services Department Director, gave a great presentation on the Life O'Riley situation. He further stated that we had asked for a budget breakdown from Lansing. Commissioner McGrain stated that he was uncomfortable with proceeding with this resolution until a budget was provided by Lansing.

Commissioner Bahar-Cook stated that she preferred to move forward with the resolution and take the issue up more fully at the next Board of Commissioners meeting.

Discussion.

Commissioner Anthony stated that she was in favor of not moving the resolution forward.

Commissioner McGrain stated that he was on the fence about it now.

Discussion.

Ms. Morton stated that Jared Cypher, Deputy Controller, had been in contact with Dr. Jackson regarding the issue of providing a budget.

Commissioner McGrain stated that he worked on the fringes of the Life O'Reilly situation. He further stated that it would be money well spent.

Chairperson Koenig asked whether this money was urgently needed.

Discussion.

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

7. Road Department

- d. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Road Department in Relation to Road Rehabilitation Projects for Hagadorn Road From 0.58 Miles South of Harper Road to Holt Road and Meridian Road from Vaughn Road to M-36

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. BAHAR-COOK, TO APPROVE THE RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT

BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO ROAD REHABILITATION PROJECTS FOR HAGADORN ROAD FROM 0.58 MILES SOUTH OF HARPER ROAD TO HOLT ROAD AND MERIDIAN ROAD FROM VAUGHN ROAD TO M-36.

Commissioner McGrain requested an explanation of the projects' funding sources.

Bill Conklin, Road Department Managing Director, presented on funding sources, including the federal Rural Surface Transportation Program, which was also known as STP. He further presented on Urban STP and STP Safety along with further category breakdowns.

Discussion.

Commissioner Bahar-Cook requested that the Committee receive a detailed explanation via email.

Chairperson Koenig asked when the project on Hagadorn would get north of Jolly Road.

Mr. Conklin stated before the Hagadorn project could begin, the Department would have to work on the Bennett Road project between Hagadorn and Okemos Road and also work on Kinawa to Dobie first. He further stated that the millings produced from those two projects would be taken to the Hagadorn project. Mr. Conklin stated that the millings would be deposited on Hagadorn, north of Jolly Road, for 1000 feet to build up the grade, which in effect would resurface and repair Hagadorn.

Chairperson Koenig asked when the Hagadorn project would get underway.

Mr. Conklin stated that the project would occur in July and August.

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

Commissioner Bahar-Cook asked if Committee had to move a resolution in order to discuss it.

Chairperson Koenig answered that a resolution had to be moved.

8. Controller/Administrator's Office - Resolution to Amend a Legal Services Agreement with Cohl, Stoker and Toskey, P.C.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION TO AMEND A LEGAL SERVICES AGREEMENT WITH COHL, STOKER AND TOSKEY, P.C.

Chairperson Koenig stated the County Attorney's Westlaw bill was unusually high lately. She also gave an overview of how Westlaw contracts were typically fashioned. Chairperson Koenig stated that she wanted a breakdown of all the County Attorney's expenses.

Discussion.

Chairperson Koenig stated that Tim Dolehanty, Controller/Administrator, stated that they would keep an eye on any bills as they would come in.

Commissioner Bahar-Cook stated that a cap of \$35,000 on expenses should be put into this resolution, or some similar amount.

Discussion.

Chairperson Koenig stated that she expected a representative from the County Attorney to be present at today's Committee meeting.

Commissioner Anthony asked if there had been a jump in the number of legal opinions.

Chairperson Koenig answered in the affirmative.

Discussion.

Ms. Morton stated that there has been higher arbitration costs lately. She further stated that Human Resources would soon have access to a database of old cases, which would lower research costs.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO TABLE THE RESOLUTION TO AMEND A LEGAL SERVICES AGREEMENT WITH COHL, STOKER AND TOSKEY, P.C.

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

Ms. Morton stated that the County Attorney believed that the County Services Committee had tabled the resolution and that was why they did not attend today's Committee meeting.

Announcements

None.

Public Comment

Eric Schertzing, Treasurer, presented on the resolution to acquire service contracts for the purpose of developing the building deconstruction and materials reuse market analysis, which was Agenda Item Number 2. He stated that the first task was to determine whether there was a market in this region to support the endeavor. Treasurer Schertzing stated that the Land Bank had many properties that would be ideal for deconstruction. He further stated that there may be job training opportunities as well. Treasurer Schertzing stated that there was a large amount of cash sitting in the delinquent tax fund, which had risen due to the housing crisis. He presented on the

successes that have occurred in Chicago. Treasurer Schertzing stated that he did not quite know the exact model that would or could exist in this area.

Discussion.

Treasurer Schertzing stated that they found that in Chicago, 90% of the revenue came from board lumber. He further stated that this was encouraging. Treasurer Schertzing stated that deconstruction was more expensive than demolition. He further stated that the value that could be derived from the deconstructed materials could make up for that expense.

Chairperson Koenig asked if there were any Michigan-based deconstruction projects underway currently.

Treasurer Schertzing stated that Detroit had a small program underway.

Discussion.

Commissioner Bahar-Cook stated that she had received constituent calls in support of this initiative.

Chairperson Koenig stated that we should think bigger. She further stated that we should build a regional recycling facility to increase both the amount and types of materials that could be recycled.

Treasurer Schertzing stated that this regional recycling idea was outside the scope of the resolution.

Commissioner Bahar-Cook asked when they stopped providing recycling services in the out-county.

Ms. Morton stated that it had been stopped for a long time.

Discussion.

Treasurer Schertzing stated that the good news was your Treasurer, through prudent, fiscal, and managerial skill, had been able to assemble monies that could go to worthy projects like the regional recycling idea or other projects. He cautioned that there needed to be a balance. Treasurer Schertzing stated that what he thought was unique about the deconstruction materials idea was that resources had been accumulating because of the challenges presented by the housing situation. He further stated that tax foreclosure activity had gone up this year and would not go down much in the foreseeable future.

Discussion.

The meeting was adjourned at approximately 6:41 p.m.

JULY 16, 2014 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 Participation with the Michigan Department of Human Services for a One Year Pilot Project for the Transportation of Specific Juveniles*

This resolution authorizes entering into an Agreement with the Michigan Department of Human Services for the Ingham County Sheriff's Office to participate with the Michigan Department of Human Services in a one year pilot project for the transportation of specific in-custody juvenile inmates, for an amount up to \$2,500.00, for the time period of August 1, 2014 through July 31, 2015. The pilot project is for the Ingham County Sheriff's Office to provide transportation for the specific in-custody juveniles under the care of the Michigan Department of Human Services when requested throughout Ingham County and its contiguous Counties. The MI-DHS has requested this arrangement in an effort to find a safer method for their staff and in-custody juveniles to be transported to secure locations. The Sheriff's Office intends to use off duty officers to provide these services on an infrequent basis and will be reimbursed the associated overtime expenses and vehicle mileage. (See attached memo for details)

- 1b. *Sheriff's Office - Resolution to Authorize an Agreement with G & L Process Service, Inc. to Provide Civil Process Service for the Ingham County Sheriff's Office*

This resolution authorizes entering into a contract with G & L Process Services, Inc. to serve civil process or process requiring seizure or attachment of property pursuant to the Michigan Court Rules and Statutes. The term of the contract is from June 30, 2014 through January 1, 2017. This contract replaces the former contract agreement with T & C Process Servers that was in place for over 20 years. The principals of that company have retired and sold the business to long term employees. No County funds are used for this contract, the fees to be charged by G & L Process Services, Inc. are statutorily set by Michigan Law and are paid by those requesting the service to be delivered. (See attached memo for details)

- 1c. *Sheriff's Office - Resolution to Amend the Delhi Township Police Services Contract by Continuing a School Resource Officer*

This resolution authorizes amending the current Police Services Contract Agreement with the Charter Township of Delhi effective August 1, 2014 through December 31, 2014 by increasing the contract by \$47,768. This will continue the Deputy Sheriff/School Resource Office contract position at the Sheriff's Office for the duration of this contract through the end of the year subject to the availability of contract funds. The position is assigned to the Holt School System. The Deputy Sheriff/School Resource Officer was added to the main contract several years ago and is a collaborative effort between the Holt School System, Delhi Township, and Ingham County. There is agreement among all parties to add this position to the main contract renewal effective January of 2015. (See attached memo for details)

2. Treasurer - Resolution to Apply for the Community Development Block Grant Funding from the Michigan State Housing Development Authority in the Amount of \$280,000

Ingham County is eligible to receive a \$280,000 Community Development Block Grant through the Michigan State Housing Development Authority for rehabilitation of single family homes. The home must be the primary residence of the program applicant, and homeowner eligibility is contingent on income guidelines. Rehabilitation work can include such items as septic systems, wells, windows and doors, siding, roofing, electrical and plumbing repairs. The County Treasurer estimates these funds will allow for rehabilitation of seven homes. Board approval of this resolution is required in order to obtain these funds.

3a. Circuit Court - Family Division - Resolution Authorizing an Amendment to the 30th Circuit Court 2014/15 Child Care Fund Budget for the First Step Program and Subcontracting with Highfields, Inc. for the Parenting Wisely Curriculum

This resolution authorizes approval of the request from the 30th Circuit Court Family Division to amend the Family Division's 2014/15 Child Care Fund budget by increasing it by \$ 16,800 for the First Step Program. It further authorizes accepting \$8,400 from Highfields, Inc. for the local match to be used for the implementation of the Parenting Wisely curriculum as well as entering into a subcontract with Highfields, Inc. in an amount not to exceed \$16,800 for the Parenting Wisely Program for the time period of August 1, 2014 through September 30, 2015. (See attached memo for details)

3b. Circuit Court - Family Division - Resolution for Authorization to Enter into a Three Year Contract with Various Residential Placements

This resolution would authorize three year agreements with various residential placement facilities for the care and treatment services of Court adjudicated youth for the time period of October 1, 2014 through September 30, 2017. The attached list of residential placement facilities outlines the amount and/or ranges of the various per diems as negotiated by the Court for the duration of these agreements. The annual expenditure cap will be the amount of funds that are approved within the Family Court portion of the Private Institutions Child Care Fund during the County budget process for each of the three years. (See attached memo for details)

4. Prosecutor's Office - Resolution to Authorize a Juvenile Accountability Grant from the Capital Region Community Foundation and Subcontract with the Resolution Services Center of Central Michigan

This resolution authorizes entering into a grant award contract from the Capital Region Community Foundation in the amount of \$4,000 with a county match of \$2,185 already budgeted for 2014 for a total program cost of \$6,185 for the "Juvenile Accountability and Restorative Justice Project." In addition, a subcontract between Ingham County and the Prosecutor is approved with the Resolution Services Center, in the amount of \$6,185, for Juvenile Accountability and Restorative Justice programming for the time period of May 30, 2014 through May 30, 2015. The "Juvenile Accountability and Restorative Justice Project" diverts low-level juvenile offenders (those charged with certain ticket offenses and school disciplinary violations) into a program that uses restorative justice interventions, as well as a weekend skill-building seminar, to assist youthful offenders in the Lansing schools. This is similar to the "Juvenile Accountability Incentive Block Grant" (JAIBG) program that the Prosecuting Attorney's Office and County operated from 1998 through 2012. (See attached memo for details)

5. *Community Corrections Advisory Board - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into Program Subcontracts and Creating a Special Part Time Pretrial Services Investigator Position for FY 2014-2015*

This resolution authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2014-2015 in the amount of \$218,498 in CCAB Plans and Services and administration funds, \$21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of \$239,667 and for the use of an estimated 34 residential beds per day for a value amounting to \$589,475 for the time period of October 1, 2014 through September 30, 2015. It also authorizes a variety of other subcontracts for CCAB programming and continuation of a special part-time (19 hours per week) Pretrial Services Investigator position not to exceed \$25,683. All the programming is subject to the availability of grant funding. (See attached memo for details)

6. *9-1-1 Center - Resolution Authorizing an Equipment Maintenance Contract Amendment with Harris Corporation for the Ingham County Public Safety Radio System Microwave Equipment*

This resolution authorizes amending the current maintenance contract with Harris Corporation Public Safety Radio System for an additional \$10,315.55 for the time period of August 1, 2014 through September 30, 2015 for the costs associated with the maintenance of the MDR800 Alcatel Microwave from the 911 Center to the Board of Water and Light (BWL) prime site including annual preventative maintenance and equipment repair. This will cover the newer microwave currently not covered by warranty through the balance of the current overall infrastructure maintenance contract. The expenditure of \$10,315.55 will come from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance. (See attached memo for details)

7. *Big Brothers Big Sisters - Resolution to Authorize a Contract with Big Brothers Big Sisters Michigan Capital Region to Provide Administrative Oversight and Programming Leadership to the Community Coalition for Youth Capital Area Mentoring Partnership Program for 2014*

This resolution authorizes an agreement in the amount of \$11,000 with Big Brothers Big Sisters to assume responsibility of the CCY Capital Area Mentoring Partnership (CAMP) program for the remainder of 2014. Capital Area United Way previously held this responsibility, and a discussion regarding this transition was held at a Human Services Committee meeting in June.

8a. *Health Department - Resolution to Authorize a 2014-2015 Agreement with the City of Lansing*

This resolution authorizes an agreement with the City of Lansing. For the period of July 1, 2014 through June 30, 2015, the City of Lansing will provide Ingham County with \$70,000 to support the following services:

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

8b. *Health Department - Resolution to Renew the Lease Agreement for the WIC Satellite Clinic Located at the Head Start Site at 1107 East Grand River Avenue*

This resolution renews the lease agreement with Capital Area Community Services (CACS) to continue to lease the space in the Grand River Head Start building to provide services to clients of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) in the north area of the City of Lansing. The

agreement requires the Health Department to pay \$300 per month to CACS for use of space in the Grand River Head Start building, located at 1107 E. Grand River to provide WIC services. Approximately 700 clients are served out of this clinic which is open two days per week. The term of the proposed lease agreement is June 1, 2014 to May 31, 2017.

8c. *Health Department - Resolution to Authorize an Agreement with Ingham Health Plan Corporation to Provide Outreach and Enrollment to the Uninsured through the Registration and Enrollment Unit*

This resolution accepts \$20,000 from IHP to hire two -- temporary Community Health Workers (CHW). The CHWs will provide support to the Registration and Enrollment (R&E) Division, enrolling consumers into IHP, Healthy Michigan Plan (Medicaid) and the Health Exchange. CHWs will build upon existing ICHD relationships with Ingham county rural residents through presentations on the different available health care benefits and enrollment into health coverage. Additionally, CHWs will also provide outreach and enrollment to the uninsured refugees, non-documented and young adult individuals throughout the county. The term of the proposed agreement will be July 1, 2014 to September 30, 2014.

8d. *Health Department - Resolution to Authorize an Amendment to the Healthy Start Grant*

This resolution accepts an additional \$132,500 from HRSA for the Healthy Start Project and extends the grant period through August 31, 2014. The additional funds will be used for various subcontracts (see Health Department memorandum) in support of the Healthy Start project and to retain current grant-funded staff for the duration of the grant period.

10. *Economic Development Department - Resolution Authorizing Submission of a Community Development Block Grant Application for \$300,000 for the Training of New Employees at Orchid Orthopedic Solutions, LLC*

Ingham County is eligible to receive a \$300,000 Community Development Block Grant to provide training for 35 new employees at Orchid Orthopedic Solutions, LLC in Delhi Township. At least 51% of the new employees will be persons with low to moderate income. Orchid Orthopedic manufactures medical devices such as hip replacements. Board approval of this resolution is required in order to obtain these funds.

11. *Farmland and Open Space Preservation Board - Resolution Amending Resolution #13-302 Authorizing a Continued Contract with Michigan State University Remote Sensing and Geospatial Information Systems to Conduct Mapping Services for the Farmland and Open Space Preservation Board*

The Ingham County Farmland Preservation Board (FOSP Board) wishes to continue a contract with Michigan State University Remote Sensing and Geographic Information Systems (MSU RS&GIS) in the Geography Department for mapping services. The FOSP Board and the County Board of Commissioners annually approves the selection criteria for ranking applications received by the FOSP Program. The purpose of the selection criteria is to prioritize properties for protection through the purchase of a conservation easement. The end product of the selection criteria is a qualitative score that is used to objectively rank and prioritize properties for protection.

MSU RS & GIS developed models for selection criteria in 2013. The Ingham FOSP Board would like to contract with MSU RS&GIS to implement the models they developed by scoring and ranking future applications. The contract includes mapping services to identify soil groupings and proximities to existing services on individual parcels over a three-year period beginning July 1, 2014 and ending June 30, 2017. The total cost of this agreement will not exceed \$20,000 per year.

12b. *Facilities Department - Resolution Awarding a Contract to Clark Construction for the Installation of a Protective Barrier Wall between the Clerk's Counter and the Public Area at the Veteran's Memorial Courthouse*

The Facilities Department seeks authorization to award a contract to Clark Construction for installation of a protective barrier wall between the clerk's counter and the public area at the Veteran's Memorial Courthouse. Funding for the project is available within the approved CIP, and will not exceed \$16,140.

13a. *Potter Park Zoo - Resolution Authorizing the 2014 Potter Park Zoo Seasonal Employee Wage Schedule*

Recent adjustments to minimum wage requirements caused the Parks Department to alter wages paid to certain employees. The Potter Park Zoo Board would like to maintain equity between similarly scored Parks Department employees and Potter Park Zoo employees. The Zoo Board proposes the following changes:

2014 WAGE RATE
(current schedule)

	<u>1st Year</u>	<u>2nd Year</u>
Public Safety/Park Rangers	10.37	11.60
Maintenance Workers	7.75	8.00

2014 WAGE RATE
(effective August 23, 2014)

	<u>1st Year</u>	<u>2nd Year</u>
Public Safety/Park Rangers	10.37	11.60
Maintenance Workers	8.15	8.40

This adjusted schedule will become effective upon approval of the Board of Commissioners.

13b. *Potter Park Zoo - Resolution Authorizing a Transfer of Funds for the New Red Panda Exhibit*

Potter Park Zoo officials recently learned that red panda exhibit is located too close to a big cat exhibit, resulting in health and breeding challenges for the red pandas. The Zoo will not be eligible to receive a female red panda for breeding purposes until their exhibit is relocated. A section of the Feline Primate House was repurposed to accommodate the spider monkeys. With suitable renovations, the present spider monkey exhibit, located away from the big cats, can serve as a new home for the red pandas. Potter Park Zoo proposes to cancel the previously authorized Bongo Exhibit project and reassign that \$50,000 allocation to the new Red Panda Exhibit.

13c. *Potter Park Zoo - Resolution Authorizing Potter Park Zoo Funding for the Moose Exhibit*

Potter Park Zoo recently acquired a moose and hopes to raise funds for construction of a new moose habitat. Willow the moose has been housed at the clinic since her arrival and will soon outgrow that area. Zoo officials seek Board approval to use of up to \$500,000 from the Potter Park Zoo millage fund balance to construct and equip, as necessary, a moose exhibit within the Duck Pond area of the Zoo in a manner consistent with the amended Potter Park Zoo Master Plan. It is hoped that \$400,000 of this commitment will be repaid to the Zoo millage fund through fund raising efforts over the next five years.

14a. *Road Department - Resolution Authorizing a Contract with Gallagher Asphalt Corporation for Item I of the 2014 Local Road Program Bid Packet #82-14 Hot In Place Recycling of Various Streets, Meridian Township*

Meridian Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on various roads in Meridian Township because of normal deterioration. Act 51 of 1951 requires funds expended by the Road Department to be matched by funds from other sources - typically the Townships. Projects and their proposed treatments are selected by Road Department staff and the respective Townships based on the needs and conditions of the roads.

Project bids recommended for approval require separate contracts and thus involve separate resolutions, as they involve differing work and/or are in different townships. The projects involve pavement recycling and asphalt resurfacing on various streets, as listed in applicable resolutions. A few submitted bids were higher than cost estimates, so resolutions to accept those proposals are contingent upon the Township accepting, modifying, or rejecting the bid.

Gallagher Asphalt Corporation of Thornton, Illinois submitted the lowest responsive and responsible bid for this project at \$292,511.98. The Road Department requests establishment of a 10% contingency fund (\$29,251.20) for any additional work the township may request and for unidentified and unforeseen problems that may occur. Any additional cost will be funded by Meridian Township as cited in the previously approved township agreement.

14b. *Road Department - Resolution Authorizing a Contract with Michigan Paving and Materials Co. for Item II of the 2014 Local Road Program Bid Packet #82-14 Asphalt Overlay & Miscellaneous Repairs of Various Meridian Township Local Roads*

Michigan Paving and Materials Company of Lansing, Michigan submitted the lowest responsive and responsible bid for this project at \$626,234.50. The Road Department requests establishment of a 10% contingency fund (\$62,623.45) for any additional work the township may request and for unidentified and unforeseen problems that may occur. Any additional cost will be funded by Meridian Township as cited in the previously approved township agreement.

14c. *Road Department - Resolution Authorizing a Contract with Gallagher Asphalt Corp. for Item III of the 2014 Local Road Program Bid Packet #82-14 Hot In Place Recycling of Boynton Street, Lansing Township*

Lansing Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on various roads in Lansing Township because of normal deterioration.

Gallagher Asphalt Corporation of Thornton, Illinois submitted the lowest responsive and responsible bid for this project at \$10,794.30. The Road Department requests establishment of a 10% contingency fund (\$1,079.43) for any additional work the township may request and for unidentified and unforeseen problems that may occur. Any additional cost will be funded by Lansing Township as cited in the previously approved township agreement.

14d. Road Department - Resolution Authorizing a Contract with Michigan Paving and Materials Co. for Item IV of the 2014 Local Road Program Bid Packet #82-14 Asphalt Overlay & Miscellaneous Repairs of Various Lansing Township Local Roads

Michigan Paving and Materials Company of Lansing, Michigan submitted the lowest responsive and responsible bid for this project at \$75,990.75. The Road Department requests establishment of a 10% contingency fund (\$7,599.08) for any additional work the township may request and for unidentified and unforeseen problems that may occur. Any additional cost will be funded by Lansing Township as cited in the previously approved township agreement.

14e. Road Department - Resolution to Reject Bid Received from Gallagher Asphalt Corp. for Item V of Bid Packet #82-14 Hot In Place Recycling of Kinawa Road, Okemos to Dobie Roads, Meridian Township

The Road Department recommends that the Board of Commissioners formally reject a bid from Gallagher Asphalt Corporation for hot in place recycling and related work on Kinawa Road in Meridian Township. This recommendation was made upon a determination that it will be more advantageous for the County to award a single contract in conjunction with a separate project (see Agenda Item 14f, below).

14f. Road Department - Resolution Authorizing a Contract with Michigan Paving and Materials Co. for Item VI of Bid Packet #82-14 Asphalt Recycling & Overlay and Miscellaneous Repairs of Kinawa Road, Okemos to Dobie Roads, Meridian Township

The Road Department seeks to resurface Kinawa Road from Okemos Road to Dobie Road in Meridian Township along with Bennett Road from Hagadorn Road to Okemos Road. Funding for the Bennett Road project falls under a federal aid project. The Kinawa Road project is not on the federal aid project list and therefore will not become a federal aid project anytime soon.

The Department recently received notice of additional Crumb Rubber Modified Asphalt (CRMA) research trial grant funding in the amount of approximately \$177,000. Road Department staff recommends the County utilize additional CRMA funds by adding the Kinawa Road resurfacing project to the Bennett-Kinawa corridor project. This action eliminates the need for hot in place recycling and related work on Kinawa Road (see Agenda Item 14e, above). No township funds are involved in this project, therefore there is no corresponding resolution for a township agreement for the Kinawa project.

Michigan Paving and Materials Company, of Lansing, Michigan submitted the lowest responsive and responsible bid for this project at \$437,703.50. The Road Department requests establishment of a 10% contingency fund (\$43,770.35) for unidentified and unforeseen problems that may occur.

14g. Road Department - Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item VII of the 2014 Local Road Program Bid Packet #82-14 Asphalt Crushing, Shaping, Resurfacing & Repairs of the Streets of Lamoreaux No. 3 Subdivision, Delhi Township

In response to a formally submitted petition, Delhi Township wishes to initiate an asphalt crushing, shaping, resurfacing and miscellaneous repair project on the streets of Lamoreaux No. 3 Subdivision. This work is necessary because of normal pavement deterioration over time. These repairs will be funded through a Special Assessment District as part of the 2014 Local Road Program (see Agenda Item 14j, below).

Rieth-Riley Construction Co., of Mason, Michigan submitted the lowest responsive and responsible bid for this project at \$342,974.50. The Road Department requests establishment of a 10% contingency fund (\$34,297.45) for any additional work the township may request and for unidentified and unforeseen problems that may occur. Any additional cost will be funded by Delhi Township as cited in the township agreement.

14h. Road Department - Resolution to Approve Local Road Agreement with Leslie Township for the Ingham County Road Department

Leslie Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 local road program. These projects involve asphalt wedging and maintenance pads where necessary and single course chip-sealing at a total estimated cost of \$49,467.84. A County Road Department allocation of \$24,733.92 was reserved for local road improvements in Leslie Township.

14i. Road Department - Resolution to Approve Local Road Agreement with Lansing Township for the Ingham County Road Department

Lansing Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 local road program. These projects involve asphalt wedging and maintenance pads where necessary and single course chip-sealing at a total estimated cost of \$77,000. A County Road Department allocation of \$40,000 was reserved for local road improvements in Lansing Township.

14j. Road Department - Resolution to Approve Local Road Program Agreement with Delhi Township for the Ingham County Road Department

Delhi Township seeks improvements to the local roads of Lamoreaux No. 3 subdivision, a total distance of approximately one mile. Improvements include existing pavement crushing and shaping, asphalt re-paving, with curb and gutter repair and manhole adjustment where necessary and other related work at a total estimated cost of \$320,000. With approval of the Board of Commissioners, the Road Department will initiate improvements per bids recently let and to be approved by way of a separate resolution (see Agenda Item 14g, above). The Township will pay the entire cost of proposed improvements by way of a Special Assessment District (SAD), subject to an affirmative vote of the Township Board on August 6, 2014.

14k. Road Department - Resolution to Approve Local Road Agreement with Alaiedon Township for the Ingham County Road Department

Alaiedon Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 local road program. These projects involve asphalt wedging and maintenance pads where necessary and single course chip-sealing at a total estimated cost of \$137,000. A County Road Department allocation of \$30,000 was reserved for local road improvements in Alaiedon Township.

14l. Road Department - Resolution to Approve Local Road Agreement with Aurelius Township for the Ingham County Road Department

Aurelius Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 local road program. These projects involve asphalt wedging and maintenance pads where necessary and single course chip-sealing at a total estimated cost of \$70,000. A County Road Department allocation of \$24,606.57 was reserved for local road improvements in Aurelius Township.

14m. Road Department - Resolution to Approve Local Road Agreement with Ingham Township for the Ingham County Road Department

Ingham Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 local road program. These projects involve asphalt wedging and maintenance pads where necessary and single course chip-sealing at a total estimated cost of \$44,400. A County Road Department allocation of \$22,200 was reserved for local road improvements in Ingham Township.

14n. Road Department - Resolution to Approve Local Road Agreement with Meridian Township for the Ingham County Road Department

Meridian Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 local road program. These projects involve asphalt wedging and maintenance pads where necessary and single course chip-sealing at a total estimated cost of \$920,000. A County Road Department allocation of \$115,000 was reserved for local road improvements in Meridian Township.

14o. Road Department - Resolution to Approve Local Road Agreement with Williamstown Township for the Ingham County Road Department

Williamstown Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 local road program. These projects involve asphalt wedging and maintenance pads where necessary and single course chip-sealing at a total estimated cost of \$30,000. A County Road Department allocation of up to \$30,000 was reserved for local road improvements in Williamstown Township.

14p. Road Department - Resolution to Approve Local Road Agreement with Locke Township for the Ingham County Road Department

Locke Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2014 local road program. These projects involve asphalt wedging and maintenance pads where necessary and single course chip-sealing at a total estimated cost of \$99,400. A County Road Department allocation of \$44,400 was reserved for local road improvements in Locke Township.

15a. Human Resources Department - Resolution Authorizing and Clarifying Pension Benefits for the Fraternal Order of Police, Capital City Lodge No.141 – 911 Non-Supervisory Unit

The 9-1-1 Non-Supervisory collective bargaining unit (Fraternal Order of Police, Capital City Lodge No. 141), Human Resources Department, and Corporation Counsel seek to amend Article 25 of the recently approved collective bargaining agreement to correct and clarify the pension benefits under the Municipal Employees' Retirement System (MERS). This amendment would take place in the form of a Letter of Agreement incorporated by reference in the draft Resolution.

15b. Human Resources Department - Resolution Approving a Collective Bargaining Agreement with Local 512 Office and Professional Employees International Union - Supervisory Unit

On Monday, June 16, 2014, OPEIU members voted in favor of a tentative labor agreement through December 31, 2015. A proposed resolution is offered for Board (employer) approval of the Agreement.

15c. Human Resources Department - Resolution Authorizing the Establishment of a MERS Hybrid Plan for Newly Hired Employees Under Local 512 Office and Professional Employees International Union - Supervisory Unit

In conjunction with approval of the labor agreement with OPEIU, it is necessary to adopt a resolution to establish the MERS Hybrid pension plan for this unit.

17a. Controller/Administrator's Office - Resolution to Authorize Budget Adjustments for 2014 Based on the Annual Evaluation of the County's Financial Reserve Policy

This resolution will authorize budget adjustments consistent with the County's Financial Reserve Policy. The annual evaluation of the policy is included in the attached memo.

17b. Controller/Administrator's Office - Resolution to Adopt the 2015 Juvenile Justice Community Agency Process Calendar

This resolution authorizes the adoption of the 2015 Juvenile Justice Community Agency Process calendar to establish time lines and a budget amount for the process. This will be the ninth Juvenile Justice Community Agency process. The Judiciary Committee has traditionally recommended \$100,000 (on an annual basis) out of JJM funds for this program. However, last year in consideration of the flat/declining revenues for the JJM millage which had declined approximately 4% from the 2013 budget to the 2014 estimate, the Committee determined that they would reduce the 2014 allocation by the same 4% from \$ 100,000 to \$ 96,000 in the 2014 process. (See attached memo for details)

17c. Controller/Administrator's Office - Resolution to Amend a Legal Services Agreement with Cohl, Stoker and Toskey, PC

Cohl, Stoker and Toskey, P.C., acting a corporation counsel for Ingham County, regularly incurs costs related to County business including copies, fax, long-distance telephone charges and computer research. Resolution 11-211 set an annual limit of \$10,000 on such expenses, but actual expenses exceeded this limit by \$5,700 in 2012 and \$10,606 in 2013. These expenses were written off by Cohl, Stoker and Toskey, P.C. In recognition of this trend, Cohl, Stoker and Toskey, P.C. seeks an amendment to the Legal Services Agreement to allow for full reimbursement of these expenses. Discussion at a recent Finance Committee meeting produced an alternate option that would reset the cap at \$35,000.

OTHER ITEMS:

9. Ingham Health Plan - Resolution to Submit to the Electorate a Special Millage for Continuing Health Services for Low Income Uninsured Families and Adults Living in Ingham County

This resolution places a renewal of the Health Services Millage on the ballot for the November 2014 general election. The millage would be renewed for a period of 5 years (2015-2019) at a rate of 0.52 mills. In the first year the millage is expected to generate \$3,425,803. Funds will continue to be utilized to provide basic health care services to Ingham County residents whose individual income is less than \$28,000, and who are not eligible for Medicaid under the Federal Affordable Care Act, and who do not have medical insurance.

12a. Facilities Department - *Memo Regarding Emergency Water Heater Replacement at the Human Services Building*

A serious leak was recently discovered in a water heater at the Human Services Building. The water heater is at least 15 years old and there is no repair option. A complete failure of the heater will mean no hot water in the building. Among other negative challenges this scenario presents, Meals on Wheels would have to discontinue their service until the unit is replaced. An emergency purchase order was issued to Myers Plumbing and Heating for a total cost of \$27,900. As required by County policy, the Facilities Department provided a memorandum explaining this purchase.

16. Board of Commissioners - *Resolution to Submit to the Electorate a Special Millage Question for a Countywide System of Trails and Parks*

The Trails and Parks Millage Task Force recently completed its work to review and recommend action on a recreational trails and parks millage proposal. Consistent with past practice and upon recommendation of the Task Force, the proposed millage resolution was referred to corporation counsel for review and comment. Counsel suggested several changes to the proposed ballot text, and Resolutions that reflect both versions of the millage question are submitted for review and consideration of the Committee. Note that it will be necessary for the Board to settle on final ballot language at the July 22 meeting in order to comply with statutory election deadlines.

MEMORANDUM

TO: Law & Courts Committee
Finance Committee

FROM: Chief Deputy Greg S. Harless

DATE: June 26, 2014

RE: Transportation of Specific Juveniles for the Michigan Department of Human Services

This resolution requests permission for the Ingham County Sheriff's Office to enter into a 1 year pilot project with the Michigan Department of Human Services for the transportation of specific in-custody juveniles who are under the care of the Department of Human Services. The MI-DHS has requested this arrangement in an effort to find a safer method for their staff and in-custody juveniles to be transported to secure locations.

The Sheriff's Office will not be utilizing on-duty Field Services Deputies to complete these transports. Transports for the MI-DHS will be pre-arranged whenever possible and deputies shall be compensated on an overtime basis for the assignments. Transports by Ingham County Sheriff's Deputies shall be within Ingham County and its contiguous Counties. The agreement is for one Deputy to be present in a marked Sheriff's Office vehicle and one MI-DHS case worker for each transport of the specific juveniles. The Sheriff's Office shall bill the MI-DHS on a monthly basis for overtime expenses and vehicle mileage.

The MI-DHS expects these transports to be infrequent and a \$2,500.00 budget has been established and the agreement will be reviewed after one year to determine whether or not to continue the Transportation arrangement.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING PARTICIPATION WITH THE
MICHIGAN DEPARTMENT OF HUMAN SERVICES FOR A ONE YEAR PILOT PROJECT FOR
THE TRANSPORTATION OF SPECIFIC JUVENILES**

WHEREAS, the Michigan Department of Human Services seeks to enter into a one (1) year pilot project for the transportation of specific juveniles; and

WHEREAS, the purpose of the pilot project is for the Ingham County Sheriff's Office to provide transportation for the specific in-custody juveniles under the care of the Michigan Department of Human Services when requested throughout Ingham County and its contiguous Counties; and

WHEREAS, the Ingham County Sheriff's Office wishes to participate in the one (1) year pilot project with the Michigan Department of Human Services for the transportation of specific in-custody juveniles; and

WHEREAS, the Michigan Department of Human Services shall reimburse Ingham County for the Sheriff Deputies' overtime wages and transportation costs not to exceed \$2,500.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to participate and contract with the Michigan Department of Human Services in the pilot project for the transportation of specific in-custody juvenile inmates, for an amount up to \$2,500.00, for the time period of August 1, 2014 through July 31, 2015.

BE IT FURTHER RESOLVED, that the Controller is authorized to amend the Ingham County Sheriff's Office 2014 and 2015 budget in accordance with this resolution.

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

M E M O R A N D U M

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: June 25, 2014

RE: Ingham County Sheriff's Office Civil Division Contract Agreement

This resolution requests permission for the Ingham County Sheriff's Office to enter into a contract agreement with G & L Process Services, Inc. to provide Civil Process service for the office.

The contract runs from June 30, 2014 thru January 1, 2017. There is NO cost to the Sheriff's Office for this agreement. It only replaces a former contract agreement with T & C Process Servers.

Fees charged by G & L Process Services, Inc. are statutorily set by Michigan Law.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH G & L PROCESS SERVICES, INC. TO PROVIDE CIVIL PROCESS SERVICE FOR THE INGHAM COUNTY SHERIFF'S OFFICE

WHEREAS, the Ingham County Sheriff's Office, by state statutes, must provide civil process service for county residences; and

WHEREAS, for over twenty years T & C Process Services has contracted with the Ingham County Sheriff's Office to provide this service; and

WHEREAS, T & C Process Services is ending their business the end of June 2014; and

WHEREAS, Ingham County Sheriff's Office is requesting to enter into a contract agreement with G & L Process Services, Inc.; and

WHEREAS, the owner and CEO of G & L Process Services, Inc. has worked for T & C Process Services for over ten years; and

WHEREAS, the contract agreement between the Ingham County Sheriff's Office and G & L Process Services, Inc. has been reviewed and authorized by Cohl, Stoker & Toskey P.C.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with G & L Process Services, Inc. from June 30, 2014 through January 1, 2017.

BE IT FURTHER RESOLVED, the contract with G & L Process Services, Inc. is to serve civil process requiring seizure or attachment of property pursuant to the Michigan Court Rules and Statutes so providing.

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

Agenda Item 1c

TO: Law & Courts and Finance Committees
FROM: Under Sheriff Allan Spyke
DATE: July 1, 2014
RE: School Resource Officer – Delhi Township

The attached resolution will allow the Deputy Sheriff assigned to the Holt Public Schools to be funded through the end of 2014.

In 2015, the position will be built into the new police service contract. Delhi Township funds the position.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND THE DELHI TOWNSHIP POLICE SERVICES CONTRACT
BY CONTINUING A SCHOOL RESOURCE OFFICER**

WHEREAS, the Charter Township of Delhi and the Holt Public Schools have collaborated to fund a Deputy Sheriff; and

WHEREAS, both entities have agreed this Deputy Sheriff will be titled School Resource Officer; and

WHEREAS, the primary duties of the School Resource Officer will be at the Holt Public Schools and school related activities; and

WHEREAS, the Deputy Sheriff/School Resource Officer will continue this assignment through December 31, 2014 when it will be added to the Delhi Police Contract budget; and

WHEREAS, the Ingham County Sheriff's Office and Budget office have determined the cost to be \$47,768 for August 1, 2014 to December 31, 2014.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves amending the current Police Service Contract for the Charter Township of Delhi effective August 1, 2014 through December 31, 2014 by increasing the contract to \$47,768.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners approves adding one contract Deputy Sheriff Position to the Sheriff's Office roster for the duration of this contract subject to the availability of contract funds.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners directs the Controller/Administrator and Budget Office to make the necessary adjustments to the Ingham Sheriff's Office 2014 Budget and Position Allocation list.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the Sheriff to sign all necessary contract documents consistent with this Resolution upon review and approval as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPLY FOR THE COMMUNITY DEVELOPMENT BLOCK GRANT
FUNDING FROM THE MICHIGAN STATE HOUSING DEVELOPMENT AUTHORITY
IN THE AMOUNT OF \$280,000**

WHEREAS, Ingham County government has long term objectives to foster economic well-being and assist their citizens in meeting basic needs; and

WHEREAS, Ingham County has been invited by the Michigan State Housing Development Authority to apply for the Community Development Block Grant designed to provide financial assistance to home owners to make physical improvements to their residential home; and

WHEREAS, the Ingham County Treasurer is requesting permission to apply for the Community Development Block Grant funding on behalf of Ingham County from the Michigan State Housing Development Authority in the amount of \$280,000; and

WHEREAS, the grant will rehabilitate approximately seven single family homes in various areas of the County; and

WHEREAS, no project costs will be incurred prior to a formal grant award, completion of the environmental review procedures and formal written authorization to incur costs is received from the Michigan State Housing Development Authority.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes submission of an application from the Ingham County Treasurer for the Community Development Block Grant in the amount of \$280,000 to provide financial assistance to home owners to make physical improvements to their residential home within Ingham County.

MEMORANDUM

TO: Law & Courts Committee
Finance Committee

FROM: Maureen Winslow

DATE: July 1, 2014

RE: Resolution to Accept Funds from Highfields, Inc.

The Family Division submits this resolution requesting approval from the Board of Commissioners to accept funds from Highfields, Inc. to pay for the implementation of the Parenting Wisely curriculum for the First Step Program. The First Step Program is the name of the Specialty Court working with parents who have been brought before the Circuit Court Family Division due to educational neglect. Parents may face one or more barriers which get in the way of their children attending school in accordance with the law. When one of those barriers has to do with the mother and/or father ineffectively parenting their children, the Parenting Wisely curriculum is an appropriate treatment plan designed to teach parents how to make better decisions.

Highfields, Inc. will pay for the costs of implementing Parenting Wisely which would include the costs associated with a part time Highfields employee and the materials for the Parenting Wisely curriculum. Highfields Inc. intends to provide the money through an endowed trust left to them to be used on education attendance programs.

Parenting Wisely is an evidence based cognitive behavioral program. The program consists of 7 structured lessons that can take place in the client's home. The pilot will include up to 32 parents, beginning on August 1, 2014 and run through September 30, 2015.

The cost of this pilot program will be \$16,800. Highfields, Inc. will provide to Ingham County \$8,400. Since this program meets the requirements of the Child Care Fund, the Family Division's budget will need to be amended to include the Parenting Wisely program and the funds associated with it in order to receive 50% reimbursement.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AMENDMENT TO THE 30TH CIRCUIT COURT 2014/15 CHILD CARE FUND BUDGET FOR THE FIRST STEP PROGRAM AND SUBCONTRACTING WITH HIGHFIELDS, INC. FOR THE PARENTING WISELY CURRICULUM

WHEREAS, the Ingham County Circuit Court Family Division manages the First Step Program, a Specialty Court designed to eliminate barriers that exist for parents who are brought before the court due to allegations of educational neglect; and

WHEREAS, Highfields, Inc. is interested in partnering with the Court to provide cognitive behavioral education to parents in the First Step program by using an evidence based curriculum called Parenting Wisely; and

WHEREAS, Parenting Wisely would be included in the treatment plan for educational neglect cases in which a lack of effective parenting is viewed as one of the barriers; and

WHEREAS, there will be no cost to Ingham County to implement Parenting Wisely as Highfields, Inc. will use funds from their resources to pay for this initiative and the Court will include it in the Family Division's Child Care Fund Budget for 50% reimbursement from the State of Michigan; and

WHEREAS, piloting the Parenting Wisely curriculum in the First Step Program will have a cost not to exceed \$16,800 with the funds coming from Highfields, Inc. and 50% reimbursement from the State of Michigan's Child Care Fund; and

WHEREAS, the pilot will run August 1, 2014 through September 30, 2015 and it is anticipated that up to 32 parents will receive the Parenting Wisely curriculum.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the request of the 30th Circuit Court Family Division to amend the Family Division's 2014/15 Child Care Fund budget by increasing it by \$16,800 for the First Step Program.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes accepting \$8,400 from Highfields, Inc. for the local match to be used for the implementation of the Parenting Wisely curriculum to parents in the Ingham County Circuit Court Family Division's First Step program.

BE IT FURTHER RESOLVED, that the Controller is directed to make the necessary budgetary amendments to the Family Division's Child Care Fund Budget, increasing it by \$16,800.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a subcontract with Highfields, Inc. in an amount not to exceed \$16,800 for the Parenting Wisely Program for the time period of August 1, 2014 through September 30, 2015.

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

MEMORANDUM

To: Ingham County Law & Courts Committee
Ingham County Finance Committee

From: Sara Deprez

Date: July 2, 2014

Re: Resolution for Authorization to Enter into a Three Year Contracts with Various Residential Placements

This resolution would authorize entering into three year contracts with the various residential placements that the Court utilizes for the care and treatment of adjudicated youth. The proposed contracts time frame is October 1, 2014 to September 30, 2017. Historically, the Court has done yearly contracts, but in 2011, the Juvenile Division requested entering into three year contracts with the treatment providers. This has worked well. Given that the current contracts will soon expire, we are requesting permission to again enter into three year contracts.

This resolution would only allow the County to enter into the agreements with the placements; however, each year the Juvenile Division will need to address the line item amount in the subsequent budget years.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR AUTHORIZATION TO ENTER INTO A THREE YEAR CONTRACT
WITH VARIOUS RESIDENTIAL PLACEMENTS**

WHEREAS, the Ingham County Circuit Court Family Division would like to enter into three year contracts with various residential placement facilities for the purpose of providing treatment intervention to adjudicated delinquent youth; and

WHEREAS, three year contracts allow for the County to better forecast residential costs for the coming budget years; and

WHEREAS, the Court, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate treatment facility; and

WHEREAS, a list of residential placement facilities and per diems is attached to this resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with the attached list of residential placement facilities for the care and treatment services of Court adjudicated youth not to exceed the per diems listed in the same attachment for the time period of October 1, 2014 through September 30, 2017.

BE IT FURTHER RESOLVED, the funds for these placements will come from the Family Division's Private Institution line item within the Child Care Fund.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any contract documents on behalf of the County after approval as to form by the County Attorney.

Residential Placements

Placement Name	Per diem costs, not to exceed
Highfields	\$200
Lakeside	Range from \$190 to \$210
Boys Town	Range from \$130 to \$405
Glen Mills	Range from \$154 to \$178
Angel House	\$235
Mingus	\$230
Woodward	Range from \$140 to \$200
Clarinda	\$140
Normative	\$230
Abraxas	\$400
Wolverine	\$325
Turning Point	\$315
St. Vincent's	\$250
Muncie	\$181
Wedgwood	Range from \$190 to \$375
Midwest Center for Youth and Families	\$425
Sunny Crest Youth Ranch	\$175
Maurice Spear	\$155
New Hope	\$195
Havenwyck	\$260
Pine Rest	\$315
Mountain Home	\$215
D.A. Blodgett	\$75
Starr Commonwealth	Range from \$56 to \$231
Rite of Passage	\$200

Agenda Item 4

TO: Law and Courts & Finance Committees
FROM: Scott Hughes, Prosecutor's Office
DATE: June 24, 2014

The Ingham County Prosecutor's Office has been awarded a \$4,000 grant by the Capital Region Community Foundation, for the purpose of continuing its "Juvenile Accountability and Restorative Justice Project." The Project diverts low-level juvenile offenders (those charged with certain ticket offenses and school disciplinary violations) into a program that uses restorative justice interventions, as well as a weekend skill-building seminar, to assist youthful offenders in the Lansing schools as well as the city.

This approach is similar to that undertaken during the previous "Juvenile Accountability Incentive Block Grant" (JAIBG) program that the county operated from 1998-2012. The county fell "out of formula" to be an eligible applicant, and as such this alternative funding approach has kept the project operational. The county's match (16% of the program's operating cost) is from the line item that was used to provide matching funds under the previous JAIBG program.

The program's budget and service plan are the same as that approved by the Board in 2012.

Introduced by Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A JUVENILE ACCOUNTABILITY GRANT FROM
THE CAPITAL REGION COMMUNITY FOUNDATION AND SUBCONTRACT WITH
THE RESOLUTION SERVICES CENTER OF CENTRAL MICHIGAN**

WHEREAS, the Ingham County Prosecutor's Office applied and has been approved for funding for the continuation of the "Juvenile Accountability and Restorative Justice Project" from the Capital Region Community Foundation; and

WHEREAS, the grant is for \$4,000, with a county match of \$2,185, a Resolution Services Center match of \$1,815, and a City of Lansing match of \$6,000; and

WHEREAS, this is a continuation of a program that was originally authorized by Resolution #12-294; and

WHEREAS, the Resolution Services Center (formerly Dispute Resolution Center) of Central Michigan has provided quality services to Ingham County youth through the Juvenile Accountability Block Grant by providing early intervention for low-level juvenile offenders with ticket offenses; and

WHEREAS, the services provided by the Resolution Services Center of Central Michigan through the Juvenile Accountability Block Grant and the subsequent continuation program titled the "Ingham County Juvenile Accountability and Restorative Justice Project" save court resources by managing juvenile ticket offenses that would otherwise be submitted to the Circuit Court-Family Division; and

WHEREAS, the City of Lansing's financial involvement in this project will consist of a separate sub-contract between the City of Lansing and the Resolution Services Center of Central Michigan; and

WHEREAS, the Resolution Services Center's financial involvement as a funder of the program will be handled internally by the Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a grant award contract from the Capital Region Community Foundation in the amount of \$4,000 with a county match of \$2,185 already budgeted for in 2014 for a total program cost of \$6,185 for the Juvenile Accountability and Restorative Justice Project.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves entering into a subcontract between the Ingham County Prosecutor and the Resolution Services Center of Central Michigan in the amount of \$6,185 for Juvenile Accountability and Restorative Justice programming for the time period of May 30, 2014 through May 30, 2015.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments in the 2014 and 2015 Prosecuting Attorney's Office budget.

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

Agenda Item 5

TO: Law & Courts and Finance Committees

FROM: Mary Sabaj
Community Corrections Manager

DATE: July 1, 2014

RE: 2014-2015 State Funding Application, MDOC Contract, Sub-contracts for Community Corrections Programs

This Resolution approves submission of the MDOC-Office of Community Alternatives Grant Application and entering into a contract with the MDOC and vendor subcontracts for Community Corrections programs for the period of October 1, 2014 through September 30, 2015 contingent upon entering a contract with MDOC and funding availability.

The Application and subsequent grant award provides funding for the following Community Corrections programming and special part-time position in the amounts shown below:

- Special part-time Pretrial Services Investigator to target incarcerated defendants for community supervision provided by 30th Circuit Court Pretrial Services (\$25,683.) Includes \$26,337 for Sentinel electronic monitoring for Pretrial defendants \$ 52,020
- Relapse Prevention & Recovery Program provided by C-E-I Community Mental Health \$ 47,200
- Cognitive Change Groups provided by National Council On Alcoholism \$ 23,936
- Program Referral & Gatekeeper Services provided by Community Corrections staff \$ 12,500
- Day Reporting services provided by Northwest Initiative - ARRO \$ 32,420
- Community Corrections Administration \$ 50,422
- **Plans and Services Total** **\$218,498**

- Residential Treatment Services for OUIL III convicted who meet DDJR-CTP funding criteria – 1.23 beds Projected: \$ 21,169

- 34 Residential Substance Abuse Treatment beds to be provided by CEI- Community Mental Health – House of Commons, National Council on Alcoholism – Glass House and Holden House and other out- of- county programs Projected: \$589,475
- **Residential Services Total** **\$610,644**

- **TOTAL** **\$829,142**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION AND ENTERING INTO A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND ENTERING INTO PROGRAM SUBCONTRACTS FOR FY 2014-2015

WHEREAS, the State Community Corrections Advisory Board, the Ingham County Board of Commissioners, and the City of Lansing approved the original Ingham County/City of Lansing Community Corrections Comprehensive Plan; and

WHEREAS, the State Community Corrections Advisory Board for FY 2014-2015; and

WHEREAS, the FY 2014-2015 Application provides for the continuation of the following CCAB Plans and Services programming Relapse Prevention and Recovery (\$47,200); Gatekeeper services (\$12,500) to be provided by the CCAB Staff Consultant; Cognitive Change Groups (\$23,936) to be provided by National Council on Alcoholism, and for Day Reporting services (\$32,420) to be provided by Northwest Initiative – ARRO; and, Sentinel, Inc. Electronic Monitoring Services for Pretrial defendants (\$26,337) for a subcontract program total of \$136,190; and

WHEREAS, the FY 2014-2015 Application also provides funding for a special part-time Pretrial Services Investigator (\$25,683) to enhance the community supervision capacity of 30th Circuit Court Pretrial Services and for CCAB Administration in the amount of \$50,422 for a Plans and Services total of \$218,498 for the time period of October 1, 2014 through September 30, 2015; and

WHEREAS, the FY 2014-2015 grant award provides Ingham County with the use of a projected 34 residential beds with M.D.O.C. contracting directly with residential providers rather than with local jurisdictions for a projected value of \$589,475 and another 1.23 beds per day funded with Drunk Driver Jail Reduction – Community Treatment Program (DDJR-CTP) grant funds in the amount of \$21,169; and

WHEREAS, pursuant to the FY 2014-2015 Application, residential services are to be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, and CEI-CMH House of Commons; and

WHEREAS, pursuant to the FY2014-2015 grant award, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

WHEREAS, the Subcontractors for Plans and Services programming are willing and able to provide the services that the County requires.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2014-2015 in the amount of \$218,498 in CCAB Plans and Services and administration funds, \$21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of \$239,667 and for the use of an estimated 34 residential beds per day for a value amounting to \$589,475 for the time period of October 1, 2014 through September 30, 2015.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2014 through September 30, 2015 with the National Council on Alcoholism for the actual cost of Cognitive Change groups not to exceed \$23,936; with CEI Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed \$47,200; with Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed \$32,420; and with Sentinel, Inc. for electronic monitoring for Pretrial defendants not to exceed \$26,337.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the continued funding of a special part-time (19 hours per week) Pretrial Services Investigator position at the ICEA PRO06 salary grade not to exceed \$25,683.

BE IT FURTHER RESOLVED, that entering into the subcontracts and maintaining the Pretrial Services Investigator position are contingent upon entering into the Agreement with the State.

BE IT FURTHER RESOLVED, that the subcontracts and Pretrial Services Investigator position are contingent throughout the subcontract period on the availability of grant funds from the State of Michigan for these purposes.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts\subcontracts consistent with this resolution subject to approval as to form by the County Attorney.

Memorandum

To: Law & Courts and Finance Committees

From: Lance Langdon, Director 9-1-1

Date: July 2, 2014

Reference: Request to add radio system microwave link to Harris Corp., maintenance agreement.

With the opening of the new 9-1-1 Center 2 years ago, the 9-1-1 Center radios were connected to the Ingham County Public Safety Radio System, through a microwave link between the 9-1-1 center and the BWL transmit site. This equipment was part of the construction project and it was not part of the equipment that has been part of our ongoing maintenance contact with Harris. As this equipment is now two years old, it does require that maintenance work be completed to assure that it is in top working order to maintain our radio communications.

The attached resolution is to add the new (2012) microwave equipment to our existing maintenance agreement with Harris from August 1, 2014 until the expiration of the current maintenance agreement; September 30, 2015. It also requests that funds be allocated from the 9-1-1 fund to cover the costs, as it had not been added as part of the current budget.

I recommend your approval of this resolution.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN EQUIPMENT MAINTENANCE CONTRACT AMENDMENT
WITH HARRIS CORPORATION FOR THE INGHAM COUNTY PUBLIC SAFETY RADIO SYSTEM
MICROWAVE EQUIPMENT**

WHEREAS, the Ingham County Board of Commissioners operates the Ingham County Public Safety Radio System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, after two years of operations of the consolidated 9-1-1 Center the Director has identified the need for additional equipment to be added to the current service/maintenance agreement with Harris Corporation; and

WHEREAS, the Public Safety Radio System uses a microwave system to transmit radio signals from the 9-1-1 Center to the main transmit site, this equipment is not on the maintenance-service plan and is in need of preventative maintenance and repair at various times; and

WHEREAS, the 9-1-1 Director has obtained pricing for the microwave equipment be added to the current maintenance agreement, from August 1 – September 30, 2014 (\$1473.65) and from October 1, 2014 through September 30, 2015 (\$8,841.90), and is requesting 9-1-1 Funds totaling \$10,315.55.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract amendment to the existing Harris Corporation Public Safety Radio System maintenance contract for an additional \$10,315.55 for the time period of August 1, 2014 through September 30, 2015 for the costs associated with the maintenance of the MDR800 Alcatel Microwave from the 9-1-1 Center to the Board of Water and Light (BWL) prime site including annual preventative maintenance and equipment repair (no tower services).

BE IT FURTHER RESOLVED, that the expenditure of \$10,315.55 will come from the 9-1-1 Emergency Telephone Dispatch Services 9-1-1 fund balance.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary transfers that are consistent with this resolution.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT WITH BIG BROTHERS BIG SISTERS MICHIGAN CAPITAL REGION TO PROVIDE ADMINISTRATIVE OVERSIGHT AND PROGRAMMING LEADERSHIP TO THE COMMUNITY COALITION FOR YOUTH CAPITAL AREA MENTORING PARTNERSHIP PROGRAM FOR 2014

WHEREAS, the Ingham County/City of Lansing Youth Violence Prevention Coalition was established in 1994 by former Mayor David Hollister and former Ingham County Board of Commissioners Chairperson, Jean McDonald, in response to a dramatic increase in youth violence and delinquency in Ingham County during the 1990's; and

WHEREAS, the coalition, since renamed the Community Coalition for Youth (CCY), is a collaborative effort between Ingham County and the City of Lansing; and

WHEREAS, CCY targets its collective efforts on a number of community-based initiatives focusing on youth violence and delinquency prevention; and

WHEREAS, Resolution #02-194, the Ingham County Board of Commissioners recognized that the Ingham County/City of Lansing Youth Violence Prevention Coalition as the appropriate body for advising the Board of Commissioners in the implementation of the comprehensive strategy for preventing and treating delinquency; and

WHEREAS, Resolution #02-194 also directed the Ingham County/City of Lansing Youth Violence Prevention Coalition to continue to advise the Ingham County Board of Commissioners regarding policies and programs involving the juvenile justice system; and

WHEREAS, CCY has adopted a comprehensive strategy to advance youth mentoring to close educational opportunity and achievement gaps to increase high school graduation and post-secondary completion rates, prevent and reduce violence and delinquency, and provide opportunities for civic engagement, entrepreneurship, and career and professional development to support the next generation of parents and leaders; and

WHEREAS, the structure to further mentoring for Ingham County youth has been formed by CCY and is called the Capital Area Mentoring Partnership (CAMP); and

WHEREAS, previously this contract was held by Capital Area United Way (CAUW) and is now being transitioned to Big Brothers Big Sisters Michigan Capital Region; and

WHEREAS, the Ingham County budget includes \$27,000 as the County's share of funding for CCY in the fiscal year 2014.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a contract with Big Brothers Big Sisters Michigan Capital Region for the period July 1, 2014 through December 30, 2014 in an amount not to exceed \$11,000 as Ingham County's share of funding to provide administrative oversight and programmatic leadership according to the scope of services described in Attachment A.

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

Attachment A:

Community Coalition for Youth
Scope of Work
July 2014 – December 2014

1. Plan Year: July 1, 2014 – December 31, 2014

2. Project: Capital Area Mentoring Partnership

3. Project Goals:

In consideration of an \$11,000 contract with Ingham County, Big Brothers Big Sisters Michigan Capital Region proposes to facilitate the Capital Area Mentoring Partnership's in:

- Developing and adopting universal child safety standards
- Developing and implementing shared outcome measurements
- Develop a capacity building plan for 2014/2015

4. Planned Activities:

Big Brothers Big Sisters Michigan Capital Region will facilitate a monthly meeting of the Capital Area Mentoring Partnership members. CAMP meetings will be scheduled on a set date and time each month. Monthly meeting will include a pre-determined agenda that will address the three project goals listed above.

5. Outcome Measurements:

- 80% of the partnership's membership will adopt child safety standards.
- 80% of the partnership's membership will begin utilizing joint outcome measures.

6. Program Evaluation:

On a quarterly basis, Big Brothers Big Sisters Michigan Capital Region will report progress toward project goals, outcome measurements and contract funds.

7. Staffing:

Big Brothers Big Sisters Michigan Capital Region will be staffed primarily by Kelly Young, Program Director.

Memorandum

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 1, 2014

RE: 2014-2015 Agreement with the City of Lansing

As in previous years, the City of Lansing is proposing to provide financial support for various services provided by or through the Ingham County Health Department that benefit Lansing residents. For this year's agreement the City is offering \$70,000. The supported services include:

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

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

c: John Jacobs w/attachment
Debbie Edokpolo w/attachment
Barb Mastin w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A
2014-2015 AGREEMENT WITH THE CITY OF LANSING**

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

WHEREAS, the City of Lansing is proposing to provide such support for the 2014-2015 fiscal year; and

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

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

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

BE IT FURTHER RESOLVED, that the period of the agreement shall be July 1, 2014 through June 30, 2015.

BE IT FURTHER RESOLVED, that the City of Lansing shall provide \$70,000 to support the following services:

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

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 10, 2014

RE: Authorization to Renew the Lease Agreement with Capital Area Community Services, Inc. for Space to Provide WIC Services

This is a recommendation to authorize an agreement with Capital Area Community Services (CACCS) to continue to lease the space in the Grand River Head Start building to provide services to clients of the Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) in the north area of the City of Lansing.

The agreement requires the Health Department to pay \$300 per month to CACCS for use of space in the Grand River Head Start building, located at 1107 E. Grand River Avenue, Room #109, to provide WIC services. Approximately 700 clients are served out of this clinic which is open two days per week. The term of the proposed lease agreement is June 1, 2014 to May 31, 2017.

I recommend that the Board of Commissioners adopt the attached resolution and authorize the lease agreement with CACCS.

Attachment

c: Debbie Edokpolo w/attachment
Regina Traylor w/attachment
John Jacobs w/attachment
Traci Bolton w/ attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RENEW THE LEASE AGREEMENT FOR THE WIC SATELLITE CLINIC
LOCATED AT THE HEAD START SITE AT 1107 EAST GRAND RIVER AVENUE**

WHEREAS, the Ingham County Health Department's Women, Infants and Children (WIC) Clinic carries a caseload over 7,300 participants; and

WHEREAS, WIC participant data show that 1,492 WIC participants live in the 48906 and 48912 zip code area near the Grand River Head Start; and

WHEREAS, the Head Start Program enrolls a number of children whose mothers are eligible for WIC services; and

WHEREAS, all Head Start children are WIC eligible, and the collaboration between Head Start and Health Department staff would be beneficial to both agencies; and

WHEREAS, in Resolution #11-116, the Board of Commissioners authorized a lease agreement with Capital Area Community Services to occupy space at the Head Start building located at 1107 Grand River Avenue, Room #109, for a satellite WIC Clinic; and

WHEREAS, the term of the lease expired on May 31, 2014; and

WHEREAS, Capital Area Community Services has proposed to renew the lease agreement for a total amount of up to \$10,800 (\$300 per month) for the period of June 1, 2014 through May 31, 2017; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the renewal of the lease agreement to occupy space at the Head Start building located at 1107 Grand River Avenue, Room #109, for a satellite WIC Clinic to serve North Lansing.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes a lease agreement with Capital Area Community Services to occupy space at the Head Start building located at 1107 Grand River Avenue, Room #109, for a satellite WIC Clinic to serve North Lansing.

BE IT FURTHER RESOLVED, that the term of the lease shall be June 1, 2014 through May 31, 2017 for a total amount up to \$10,800.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 10, 2014

RE: Resolution to Authorize an Agreement with Ingham Health Plan Corporation

This is a recommendation to authorize an agreement with Ingham Health Plan Corporation (IHP) to partner with the Health Department's Registration and Enrollment (R&E) Unit to provide outreach and enrollment services to the uninsured in Ingham and Rural Ingham County.

The R&E unit assesses the eligibility of families and individuals and assists them in applying for a variety of health programs including health insurance exchanges, Healthy Michigan Plan (Medicaid) and Ingham Health Plan. The R&E unit services are provided at the Human Services Building. This funding will support two new temporary staff to provide services in the community.

IHP would like to provide the Health Department an amount of up to \$20,000 to hire two -- temporary Community Health Workers (CHW). The CHWs will provide support to the Registration and Enrollment (R&E) Division, enrolling consumers into IHP, Healthy Michigan Plan (Medicaid) and the Health Exchange. CHWs will build upon existing ICHD relationships with Ingham county rural residents through presentations on the different available health care benefits and enrollment into health coverage. Additionally, CHWs will also provide outreach and enrollment to the uninsured refugees, non-documented and young adult individuals throughout the county.

The term of the proposed agreement shall be July 1, 2014 to September 30, 2014.

I recommend that the Board of Commissioners authorize an agreement with IHP for the period of July 1, 2014 through September 30, 2014.

Attachment

c: Debbie Edokpolo
John Jacobs w/attachment
Jane Noice w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH INGHAM HEALTH PLAN CORPORATION TO PROVIDE OUTREACH AND ENROLLMENT TO THE UNINSURED THROUGH THE REGISTRATION AND ENROLLMENT UNIT

WHEREAS, the Health Department's Registration & Enrollment Unit assesses the eligibility of families and individuals and assists them in applying for a variety of health programs, including health insurance exchanges, Healthy Michigan Plan (Medicaid), and the Ingham Health Plan; and

WHEREAS, the Ingham Health Plan Corporation will provide the Health Department up to \$20,000 in support of outreach and enrollment services; and

WHEREAS, funds will be used to support two temporary Community Health Workers (CHW) in the Registration & Enrollment Unit; and

WHEREAS, the CHWs will provide presentations on the different available health care benefits and enrollment into health coverage; and

WHEREAS, the CHWs will provide outreach and enrollment services to the uninsured refugees and individuals throughout the county; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with the Ingham Health Plan Corporation for outreach and enrollment services.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement between the Health Department and the Ingham Health Plan Corporation for outreach and enrollment services.

BE IT FURTHER RESOLVED, that the period of the agreement shall be July 1, 2014 through September 30, 2014.

BE IT FURTHER RESOLVED, that an amount of up to \$20,000 shall be used to hire two temporary Community Health Workers to provide outreach and enrollment services for the period the of agreement.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the Health Department budget.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, Health Officer

DATE: July 2, 2014

RE: Resolution to Authorize an Amendment to the Healthy Start Project Agreement

The Health Department received a grant award from the U.S. Department of Health and Human Services (HRSA) in support of the Healthy Start Project in the amount of \$965,000. This grant was authorized in Resolution #12-285, amended in Resolutions #13-350, and #14-092.

The Health Department's Healthy Start Project is designed to reduce infant mortality and disparities in infant mortality for African Americans living in Ingham County. This project is heavily focused on outreach in the community.

HRSA has awarded an additional amount of \$132,500 for the Healthy Start Project and has extended the grant period through August 31, 2014.

The additional funds will be used:

- 1) Dr. Crystal Tyler, Michigan Public Health Institute (MPHI) has an extensive background in Maternal Infant Health. Dr. Tyler will provide the following services: process and outcome evaluation in conjunction with national performance indicators; data analysis; technical assistance of the web-based data collection program; revision of previously developed survey instruments; and attendance at the Healthy Start Staff and Consortium meetings. The subcontract agreement shall be for the period of June 1, 2014 through August 31, 2014 in an amount up to \$15,000.
- 2) A breastfeeding media campaign and outreach to promote breastfeeding, and increase healthy messaging to improve infant mortality. The campaign will include videography, Public Service Announcements, infomercials and transcription to be used for publication. The subcontract agreement shall be for the period of June 1, 2014 through August 31, 2014 in an amount up to \$40,000.
- 3) The Infant Mortality Coalition serves as the Community Action Network, a coalition requirement of the grant. This phase of programming will include; promoting awareness of the coalition, increasing membership and stakeholder involvement, and increasing community participation in the coalition events. Promotion materials are necessary for both print and media outreach. The Healthy Start Project would like to contract for production of these materials to be completed by August 31, 2014 in an amount up to \$25,000.

- 4) Lansing Housing Commission provides classroom space and support to assist with meeting logistics for the Health Education sessions as well as four stipends for community residents to assist with project development. In order to continue through the extension, the Healthy Start Project would like to contract with Lansing Housing Commission from June 1, 2014 through August 31, 2014 in the amount of \$7,500.
- 5) Staffing – In continuation of the Healthy Start grant, current Healthy Start project staff will be retained until August 31, 2014 in current capacity.
 - 2.0 FTE Public Health Advocate UAW-D
 - Existing .5 FTE (paid for out of Healthy Start grant)
 - Existing 1.0 FTE (paid for out of Healthy Start grant)
 - Vacant .5 FTE
 - 1.5 FTE Health Educator ICEA PRO-7
 - .5 FTE Senior Public Health Nurse PHN 4

I recommend that the Board of Commissioners authorize the amendment to the Healthy Start Grant to accept additional funding and extend the grant period through August 31, 2014.

c: John Jacobs w/attachment
Regina Traylor w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO THE HEALTHY START GRANT

WHEREAS, the infant mortality rate, the rate at which babies less than one year of age die, is often viewed as an overall indicator of a community's health; and

WHEREAS, African American women bear an undue disease burden with disproportionately high rates of infant mortality, with rates of 17.8 per 1,000 live births, as compared to the White infant mortality rate of 8.0 per 1,000 live births; and

WHEREAS, in Resolution #12-285 a grant agreement was authorized from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project and the Health Department was awarded an amount of up to \$965,000 for the period June 1, 2012 through May 31, 2014; and

WHEREAS, the grant agreement was amended in Resolutions #13-350 and #14-092; and

WHEREAS, HRSA has awarded an additional amount of \$132,500 for the Healthy Start Project and has extended the grant period through August 31, 2014; and

WHEREAS, the Health Officer recommends that the Board authorize an amendment to the Healthy Start Grant agreement with HRSA which includes additional funding up to \$132,500 and extends the grant period through August 31, 2014.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to the Healthy Start Grant agreement with HRSA which includes additional funding up to \$132,500 and extends the grant period through August 31, 2014.

BE IT FURTHER RESOLVED, that a subcontract agreement is authorized with Dr. Crystal Tyler, in an amount up to \$15,000 with an agreement period of June 1, 2014 through August 31, 2014, to provide the following services: process and outcome evaluation in conjunction with national performance indicators, data analysis, technical assistance of the web-based data collection program, revision of previously developed survey instruments, and attendance at the Healthy Start Staff and Consortium meetings.

BE IT FURTHER RESOLVED, that \$40,000, with an agreement period of June 1, 2014 through August 31, 2014, shall be used for a breastfeeding media campaign and outreach to promote breastfeeding and increase healthy messaging to improve infant mortality with a campaign that will include videography, Public Service Announcements, infomercials, and transcription to be used for publication.

BE IT FURTHER RESOLVED, that a subcontract is authorized with Firecracker Marketing and Promotions for an amount of up to \$25,000 for media outreach services, production of these materials shall be completed by August 31, 2014.

BE IT FURTHER RESOLVED, in order to continue through the extension, the Healthy Start Project would like to amend the contract with Lansing Housing Commission which will provide classroom space and support to assist with meeting logistics for the Health Education sessions; as well as four stipends for community residents to assist with project development with an agreement period of June 1, 2014 through August 31, 2014 in the amount of \$7,500.

BE IT FURTHER RESOLVED, funding will be used to continue to support current Healthy Start project staff through August 31, 2014 in current capacity.

- 2.0 FTE Public Health Advocate UAW-D
 - Existing .5 FTE (paid for out of Healthy Start grant)
 - Existing 1.0 FTE (paid for out of Healthy Start grant)
 - Vacant .5 FTE
- 1.5 FTE Health Educator ICEA PRO-7
- .5 FTE Senior Public Health Nurse PHN 4

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to adjust the Health Department's budget.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary documents consistent with this resolution on behalf of the County after approval as to form by the County Attorney.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE FOR CONTINUING HEALTH SERVICES FOR LOW INCOME UNINSURED FAMILIES AND ADULTS LIVING IN INGHAM COUNTY

WHEREAS, the Board of Commissioners desire to continue to provide funding for healthcare services for low income, uninsured families and adults residing in Ingham County; and

WHEREAS, the Board of Commissioners has provided the financial stability necessary for sound planning through the facilitation of a local-federal funding match arrangement since 1998; and

WHEREAS, the current funds available through the federal funding are not sufficient to continue to provide access to medically necessary services for low income, uninsured residents in Ingham County; and

WHEREAS, health services for low income uninsured families and adults are of substantial benefit to the citizens of the County of Ingham.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate in the election to be held on November 4, 2014.

INGHAM COUNTY HEALTH SERVICES RENEWAL MILLAGE

For the purpose of reauthorizing and continuing a millage at the same millage level previously approved by the voters in 2012 for funding of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than \$28,000 and who do not have medical insurance, including use of these funds to help pay for access to doctor visits, generic medications, and essential care such as preventative testing and treatment for cancer, diabetes, heart disease and other serious illnesses for low-income residents, shall the previously approved millage above the constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be continued and renewed at up to 0.52 mills (\$0.52 per thousand dollars of state taxable valuation) for a period of five years (2015-2019), inclusive?

If levied in full, this millage would raise an estimated \$3,425,803 in the first calendar year.

YES

NO

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the November 4, 2014 ballot and to be prepared and distributed in the manner required by law.

Agenda Item 10

TO: County Services Committee

FROM: Sandra Gower, Economic Development Coordinator

SUBJECT: Community Development Block Grant Application for Orchid Orthopedic Solutions, LLC

DATE: July 1, 2014

Attached is a resolution authorizing the submission of a CDBG grant application on behalf of Orchid Orthopedic Solutions, LLC. The grant will provide \$300,000 for the training of 35 new employees at their facilities in Delhi Township. At least 51% of the new employees will be persons with low to moderate income. Orchid Orthopedic Solutions, LLC manufactures medical devices such as hip replacements. The company is adding \$4,500,000 of new equipment. There is no local match required.

A public hearing is scheduled for July 22, 2014.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING SUBMISSION OF A
COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR \$300,000 FOR THE
TRAINING OF NEW EMPLOYEES AT ORCHID ORTHOPEDIC SOLUTIONS, LLC**

WHEREAS, Ingham County government has long term objectives to foster economic well-being and assist their citizens in meeting basic needs; and

WHEREAS, Ingham County has been invited by the Michigan Economic Development Corporation to apply for a Community Development Block Grant the training of thirty-five (35) new employees at Orchid Orthopedic Solutions, LLC in Delhi Township, Michigan; and

WHEREAS, Orchid Orthopedic Solutions, LLC is expanding their operation with the purchase and installation of new machinery and equipment with a value of \$4,500,000; and

WHEREAS, this expansion will necessitate the hiring of thirty-five (35) new employees who will require extensive training to be able to operate the new machinery and equipment; and

WHEREAS, no matching funds are required of Ingham County; and

WHEREAS, the proposed project is consistent with the Ingham County Community Development Plan as described in the application; and

WHEREAS, this project will support Orchid Orthopedic Solutions creation of 35 new jobs of which at least 51% will be filled by persons of low to moderate income; and

WHEREAS, no project costs will be incurred prior to a formal grant award, completion of the environmental review procedures, and formal written authorization to incur costs is received from the Michigan Economic Development Corporation; and

WHEREAS, the Ingham County Board of Commissioners will hold a public hearing on this application on July 22, 2014 to provide citizens an opportunity to review and comment on the proposed application.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the submission of an application for a Community Development Block Grant in the amount of \$300,000 for training funds for thirty-five (35) new jobs at Orchid Orthopedic Solutions, LLC.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign the Part 2 application, all attachments, the Grant Agreement as recommended by the Controller and approved as to form by the County Attorney, and all payment requests.

MEMORANDUM

To: County Services and Finance Committee

Date: June 10, 2014

From: Stacy Byers, Director FOSP Board

RE: **RESOLUTION AMENDING RESOLUTION # 13-302 AUTHORIZING A CONTINUED CONTRACT WITH MICHIGAN STATE UNIVERSITY REMOTE SENSING AND GEOSPATIAL INFORMATION SYSTEMS TO CONDUCT MAPPING SERVICES FOR THE FARMLAND AND OPEN SPACE PRESERVATION BOARD**

Project Description

The Ingham County Farmland Preservation Board wishes to continue a contract with MSU RS&GIS in the Geography Department for mapping services. The FOSP Board and the County Board of Commissioners annually approves the selection criteria for ranking applications received by the FOSP Program. The purpose of the selection criteria is to prioritize properties for protection through the purchase of a conservation easement. The end product of the selection criteria is a qualitative score that is used to objectively rank and prioritize properties for protection.

MSU RS&GIS completed the development of the models for the selection criteria in 2013. The Ingham FOSP Board would like to contract with MSU RS&GIS to implement the models they developed by scoring and ranking future applications. The intent of the contract would also include mapping services to identify soil groupings and proximities to existing services on individual parcels.

MEMORANDUM

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: June 6, 2013

SUBJECT: Proposal Summary for a GIS Contractor for the Farmland and Open Space Preservation Board

(For reference purposes)...

Project Description:

The Farmland and Open Space Preservation Board is charged with Scoring and Ranking landowner applications based on criteria developed by the FOSP Board and approved by the BOC on an annual basis. The scoring criteria is an objective method for prioritizing applications based on specific characteristics such as size, soil, proximity to services etc. Much of the scoring criteria is based on data that must be developed and analyzed. The Ingham County FOSP Board sought a contractor to find/develop data pertinent to the selection criteria and to develop a system for prioritizing applications based on that data using Geospatial data or GIS. The contractor will report back to the FOSP a “score” after analyzing the data and farm characteristics, which the FOSP Board will use to rank the applications. Furthermore, the awarded contractor will create objective, repeatable and accurate GIS methods that will quickly sort through considerable amounts of geospatial data and score parcels according to the approved selection criteria and staff.

Proposal Summary:

Remote Sensing & GIS Research and Outreach Services (East Lansing)	
Data Preparation	\$3,360
Criteria Adjustment	\$1,230
Geospatial Model Development, Adjustment and Implementation	\$8,060
Metadata and Summary Report	\$1,790
Digital Map Creation	\$770
Additional: Land Cover Mapping (Total cost based on area of interest)	\$70/square mile
Total Estimated Cost, minus Land Cover Mapping	\$15,210

The Purchasing Department was unable to locate another firm interested in bidding on this project.

Recommendation:

The Evaluation Committee recommends awarding a contract to Remote Sensing & GIS Research and Outreach Services at unit prices quoted in its November 6, 2012 response.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #13-302 AUTHORIZING A CONTINUED CONTRACT WITH MICHIGAN STATE UNIVERSITY REMOTE SENSING AND GEOSPATIAL INFORMATION SYSTEMS TO CONDUCT MAPPING SERVICES FOR THE FARMLAND AND OPEN SPACE PRESERVATION BOARD

WHEREAS, the Ingham County Board of Commissioners adopted the Ingham County Farmland Purchase of Development Rights Ordinance in July 2004; and

WHEREAS, the Ingham County Farmland Purchase of Development Rights Ordinance authorized the establishment of the Ingham County Farmland and Open Space Preservation Board to oversee the Farmland Preservation Program; and

WHEREAS, the voters of Ingham County approved a millage for Farmland and Open Space Preservation in August 2008; and

WHEREAS, the Selection Criteria approved for ranking applications to the FOSP Program, requires numerous data sets, such as soils, parcel size, geographic location, proximity to other protected properties, to calculate an objective score; and

WHEREAS, in 2013 the Purchasing Department sought proposals from experienced GIS Contractors, and after review and evaluation, the Evaluation Team recommended that a contract be awarded to Michigan State University Remote Sensing and Geographical Information Systems (MSU RS & GIS), who were determined to be the most qualified candidates; and

WHEREAS, the Ingham County FOSP Board would like to amend the current contract to continue using MSU RS & GIS for mapping services in the future; and

WHEREAS, the cost of this service is estimated at approximately \$20,000.00 per year for three years beginning July 1, 2014, ending June 30, 2017, and the FOSP Board has money in the budget to cover this expense.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a three year contract with MSU RS & GIS, not to exceed \$20,000.00 per year for three years beginning July 1, 2014 and ending June 30, 2017 for the purpose of data collection and preparation, geospatial modeling and the development of land use cover maps.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary documents 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: July 1, 2014

SUBJECT: Emergency Water Heater Replacement at the Human Services Building

This memo is to inform you of an emergency purchase that was made prior to receiving approval from the County Services and Finance Committees.

The water heater in the Human Services Building is at least 15 years old. It is checked annually for problems that require our attention. In January of 2014 an annual check-up was performed and no problems were found.

The water heater is now leaking and there is no repair option. If it completely fails there will be no hot water and among other issues, Meals on Wheels will have to discontinue their service until the unit is replaced. An emergency purchase order has been issued to Myers Plumbing & Heating for a total cost of \$27,900.00.

Funds for this purchase are available in Line Item 631-23304-931000 for Human Services Building Maintenance.

Both the Controller and Facility Director approved this purchase.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 30, 2014

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO CLARK CONSTRUCTION FOR THE INSTALLATION OF A PROTECTIVE BARRIER WALL BETWEEN THE CLERK'S COUNTER AND THE PUBLIC AREA AT THE VETERAN'S MEMORIAL COURTHOUSE**

The resolution before you authorizes awarding a contract to Clark Construction to install a protective barrier wall between the clerks counter and the public area at the Veteran's Memorial Courthouse, for a not to exceed cost of \$16,140.00.

Clark Construction, a local company who submitted the lowest quote, has the recommendation of both the Purchasing and Facilities Departments.

Funding for the project is available within the approved CIP Line Item #245-26710-976000-4FC11 for separation wall / VMC clerk's counter.

I recommend approval of this resolution.

MEMORANDUM

TO: County Service and Finance Committees
FROM: Jim Hudgins, Director, Purchasing Department
DATE: July 2, 2014
SUBJECT: Proposal Summary for a Separation Wall in the Clerk's Office.

Project Description:

The Ingham County Purchasing Department sought quotes for a separation wall in the Clerk's Office at the Veterans Memorial Courthouse for security purposes.

Proposal Summary:

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

Company	Cost	Local Preference
Clark Construction Company, 3535 Moores River Drive, Lansing, MI 48911	\$16,140.00	Yes
Laux Construction, 4218 Charlar Drive, Holt, MI 48842	\$25,500.00	Yes
LJ Trumble, 2331 N. Larch, Lansing MI 48906	No Bid Reason: Current Workload	Yes

Recommendation:

The Evaluation Committee recommends awarding a contract to Clark Construction Company, a local vendor, in an amount not to exceed \$16,140, which is inclusive of the payment of prevailing wages. In addition to submitting the lowest responsive proposal, Clark Construction Company is licensed, bonded and insured, and has other relevant experience working on projects of similar size and scope.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AWARDING A CONTRACT TO CLARK CONSTRUCTION FOR THE
INSTALLATION OF A PROTECTIVE BARRIER WALL BETWEEN THE CLERK'S COUNTER
AND THE PUBLIC AREA AT THE VETERAN'S MEMORIAL COURTHOUSE**

WHEREAS, when the clerks at the Veteran's Memorial Courthouse serve the public the space between them is open and this has the potential to cause a serious safety issue; and

WHEREAS, the installation of a protective barrier wall would provide safety and security for County employees; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both agree that the contract be awarded to Clark Construction who submitted the lowest responsive and responsible bid of \$16,140.00 for the installation of a protective barrier wall in the clerk's area at the Veteran's Memorial Courthouse; and

WHEREAS, funds for this project are available in the approved CIP Line Item 245-26710-976000-4FC11 which has a balance of \$35,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Clark Construction, 3535 Moores River Drive, Lansing, Michigan 48911 to install a protective barrier wall between the clerk's counter and the public area for a not to exceed cost of \$16,140.00 to provide safety and security for County employees in the clerk's area while they are serving the public.

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

MEMORANDUM

TO: PPZ Advisory Board, County Services and Finance Committees
FROM: Sherrie Graham, Zoo Director
DATE: June 10, 2014
SUBJECT: Seasonal Employee Wage Schedule

Potter Park and Potter Park Zoo need to establish a seasonal wage schedule. Although we are now our own department, it is important to keep this schedule equitable with the Parks Department because of similar positions and job descriptions of these seasonal employees.

We are proposing mirroring the wage rates of the Parks Department.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE 2014 POTTER PARK ZOO
SEASONAL EMPLOYEE WAGE SCHEDULE**

WHEREAS, the Potter Park Zoo Board needs to establish seasonal wage rates; and

WHEREAS, the Potter Park Zoo Board would like to maintain equity between the Parks Department and the Potter Park Zoo; and

WHEREAS, the Potter Park Zoo Board would also like to mirror the Parks Department wage amendment schedule due to the adoption of the new minimum wage for employees within the State of Michigan which is effective September 1, 2014.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the Potter Park Zoo seasonal wage rates as shown below:

2014 WAGE RATE
(current schedule)

	<u>1st Year</u>	<u>2nd Year</u>
Public Safety/Park Rangers	10.37	11.60
Maintenance Workers	7.75	8.00

2014 WAGE RATE
(effective August 23, 2014)

	<u>1st Year</u>	<u>2nd Year</u>
Public Safety/Park Rangers	10.37	11.60
Maintenance Workers	8.15	8.40

BE IT FURTHER RESOLVED, the 2014 Potter Park Zoo seasonal wage rate schedule will become effective upon approval of the Board of Commissioners.

MEMORANDUM

To: PPZ Advisory Board, County Services and Finance Committees
FROM: Sherrie Graham, Zoo Director
DATE: June, 10 2014
SUBJECT: Capital Improvement Project Line Item Transfer

Over the past couple of years our red pandas have had some health issues and have failed to breed. In consulting with the Red Panda SSP, we have learned our current exhibit is located too close to our big cats. They will not send us a female for breeding purposes until we move the exhibit. We have repurposed a section of the Feline Primate House to accommodate the spider monkeys and so their present space will be ready to make suitable renovations and create a new home for our red panda, away from the big cats. If we want to breed red pandas it is imperative to proceed with this renovation as soon as possible. The Bongo Exhibit, Project Code 1408, included in the 2014 CIP has \$50,000 budgeted. The repairs to this exhibit are primarily cosmetic. Their current home threatens neither the welfare nor the breeding of the Bongos. Therefore, we would like to cancel the Bongo Exhibit project and transfer the money therein to the renovation of the new Red Panda Exhibit.

We are proposing a line item transfer of \$50,000 to complete this new exhibit.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A TRANSFER OF FUNDS FOR
THE NEW RED PANDA EXHIBIT**

WHEREAS, the Red Panda Species Survival Plan (SSP) will not allow Potter Park Zoo to receive a female Red Panda for breeding until the current exhibit is moved; and

WHEREAS, the proposed changes to the bongo exhibit budgeted for within the 2014 Capital Improvement budget are primarily cosmetic and have no impact on the breeding or welfare of the Bongos; and

WHEREAS, the Potter Park Zoo Board supported this transfer of funds at their June 11, 2014 meeting.

THEREFORE BE IT RESOLVED, the Board of Commissioners approves the transfer of \$50,000 currently in the Capital Improvement Project, Bongo Exhibit, line item 258-69900-977000-1408Z, to the Red Panda Project, line item 258-69900-977000-1411Z.

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

MEMORANDUM

TO: PPZ Advisory Board, County Services and Finance Committees
FROM: Sherrie Graham, Zoo Director
DATE: June 11, 2014
SUBJECT: Funding for the Moose Exhibit

Before I began as the Director of Potter Park Zoo, the DNRs of both Alaska and Michigan along with other governmental entities had approved Potter Park Zoo as the recipient of up to three orphaned Alaskan Moose. We received our first moose in August of 2013. Willow lived quite comfortably in the clinic area for nine months. She has outgrown that area and was put out on exhibit in the old ostrich/oryx exhibit on May 30. Currently half grown and weighing in at around 400 pounds, she will be able to stay in this area for about the next 9-12 months. By that time she will need a bigger exhibit.

An amendment to the Master Plan will allow for our new moose exhibit to be placed in the current duck pond area. Architectural and engineering services for the renovations estimate the cost to be \$480,315.22. This money will be raised through philanthropy and CIP allocations. However, in order to complete a more suitable home for our growing moose and be prepared for the next male moose who will be coming later this summer, we need to begin construction on this exhibit as soon as possible.

We are proposing a \$500,000 advance from the Potter Park Zoo fund balance. Funds would be transferred from the fund balance line item #258-69200-818000-69800 to a new project code designated for the moose exhibit as a one-time transfer. We are also proposing \$400,000, of this commitment will be paid back to the Potter Park Zoo Fund over a five year period.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING POTTER PARK ZOO
FUNDING FOR THE MOOSE EXHIBIT**

WHEREAS, the Potter Park Zoo Master Plan includes the development of a Moose Exhibit within the North American area; and

WHEREAS, Resolution #12-350 was adopted by the Board of Commissioners on October 23, 2012 which amended the Master Plan to relocate the Moose Exhibit to the Duck Pond area; and

WHEREAS, the engagement of Landscape Architects & Planners, Inc. was approved in Resolution #13-118 on March 26, 2013 to provide architectural and engineering services for the renovations to the Moose Exhibit; and

WHEREAS, the preliminary cost estimate for the Moose Exhibit totaled \$480,315.22; and

WHEREAS, potential donors identified for this project have not yet contributed; and

WHEREAS, the Moose, Willow, came from Alaska on August 27, 2013 and has been housed at the clinic since her arrival and will be outgrowing her area soon; and

WHEREAS, Willow will be moved temporarily to the Oryx/Ostrich Exhibit to provide more space as she grows throughout the summer of 2014; and

WHEREAS, for the welfare of Willow a larger space will be necessary by the Spring of 2015; and

WHEREAS, recent statutory changes enacted by the State of Alaska to prohibit orphan moose exports in the near future have caused Potter Park Zoo to accelerate plans to acquire a male moose in order to establish a breeding pair.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the use of up to \$500,000 from the Potter Park Zoo millage fund balance to construct and equip, as necessary, a Moose Exhibit within the Duck Pond area of the Zoo in a manner consistent with the amended Potter Park Zoo Master Plan.

BE IT FURTHER RESOLVED, millage funds shall be transferred from fund balance line item #258-69200-698010 to a new project code designated for the moose exhibit as a one-time transfer.

BE IT FURTHER RESOLVED, that \$400,000 for this commitment will be paid back to the Potter Park Zoo Millage Fund over a five year period through fund raising efforts pursued by Potter Park Zoological Society.

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

MEMORANDUM

TO: County Services and Finance Committees

FROM: William Conklin, Managing Director, Road Department

DATE: July 2, 2014

SUBJECT: Bid Package 82-14, 2014 Local Road Program Bid Recommendations & Resolutions

The annual Local Road Program involves both contracted, outsourced road construction and Road Department crew-performed work to complete construction and heavy maintenance on the county local (as opposed to primary) road system. As discussed in a prior cover memo for Township match funding agreements, PA 51 of 1951 requires Act 51 funds expended by the Road Department on local roads is to be matched by funds from other sources - typically the Townships. Agreements with Townships, on both the current and prior meeting agendas, have been submitted for approval for this purpose. Projects and their proposed treatments are selected by Road Department staff and the respective Townships, based on the needs and conditions of the roads.

At the bottom of this memo you will find a bid tabulation for all bids received for each of the 7 projects and attached are recommended resolutions to award contracts to bidders on various projects to be constructed by contractors. All of the bidders are MDOT pre-qualified, well experienced and equipped for their type of work. These are projects that require more asphalt paving and/or other types of work than the Road Department is equipped to perform economically. The bid tabulation and resolutions reflect bids received for Ingham County Bid Packet #82-14, which included 7 separate projects or “items” to bid on. The project bids recommended for approval will require separate contracts and thus involve separate resolutions, as they involve differing work and/or are in differing townships. The projects involve pavement recycling and asphalt resurfacing on various streets, listed in the resolutions, within Meridian, Delhi, and Lansing Townships.

Note that due to some bids coming in higher than estimates, the resolutions for accepting the bids include language for accepting these bids contingent upon the various Townships also accepting, modifying, or rejecting these bids at their respective upcoming Township Board meetings. We request and recommend that the Board of Commissioners approve these resolutions contingent upon the respective Townships’ approvals of these bids in order to save time in executing contracts for these projects and thus get the projects completed within the current construction season, as the next opportunity for Board of Commissioner approval of the bids would not be until the August meeting. The respective contracts will then be prepared commensurate with the final scope of the respective projects as approved by the respective Townships.

One of the projects included in this year’s local road bid package is actually a primary road, Kinawa Road, Okemos to Dobie Roads in Meridian Township. Resurfacing of this road is proposed as it is in need, Bennett Road, Hagadorn to Okemos Roads, is being resurfaced under a federal aid project this year, and resurfacing Kinawa would complete this heavily used east-west primary corridor, which also serves several schools in the area. Furthermore Kinawa Road is not on the federal aid project list and thus would not become a federal aid project anytime soon. Additionally we received notice recently that additional Crumb Rubber Modified Asphalt (CRMA) research trial grant funding in the amount of approximately \$177,000 is available in 2014 from the

Michigan Department of Environmental Quality (MDEQ) that another county could not use. CRMA grant funding and trial CRMA is also being used on the adjacent Bennett road project. Thus staff recommends using this additional CRMA match opportunity to add Kinawa Road to the completion of resurfacing in the heavily used Bennett-Kinawa corridor. Therefore we added a local bid letting for Kinawa Road to the local road program bid package, 82-14. The remainder of the Kinawa Road project is being funded by the Road Department (County Road Fund) from available 2014 budget we have for primary road maintenance. No township funds are involved in this project, therefore there is no corresponding resolution for a township agreement for the Kinawa project.

Also note that on the projects involving Hot In Place Recycling (HIPR), which is a type of pavement recycling done to improve the existing pavement prior to resurfacing with new asphalt, typically a separate bid is let and contract awarded for the HIPR work as this is work typically performed by contractors specializing in this type of work. However on the Kinawa Road project, the HIPR was bid both separately and in with the general asphalt resurfacing bid to have the flexibility to award the HIPR work on Kinawa either separately or in with the general asphalt resurfacing contact. Based on the bids received, items V and VI for the Kinawa Road project, staff is recommending approval only of the general asphalt resurfacing bid, item VI, which includes HIPR, and rejection of the separate HIPR bid for Kinawa Road, item V.

Approval of the attached resolutions is therefore recommended.

Company Name:		Gallagher Aspahl	MI Paving & Materials	Rieth Riley
Local Vendor:		No	No	Yes
ITEM I	Total	\$292,511.98	No bid	No bid
ITEM II	Total	No Bid	\$626,234.50	\$683,935.75
ITEM III	Total	\$10,794.30	No Bid	No Bid
ITEM IV	Total	No Bid	\$75,990.75	\$76,268.45
ITEM V	Total	\$90,882.00	No Bid	No Bid
ITEM VI	Total	No Bid	\$437,703.50	\$487,316.80
ITEM VII	Total	No Bid	\$363,000.00	\$342,974.50

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH GALLAGHER ASPHALT CORPORATION
FOR ITEM I OF THE 2014 LOCAL ROAD PROGRAM BID PACKET #82-14
HOT IN PLACE RECYCLING OF VARIOUS STREETS, MERIDIAN TOWNSHIP**

WHEREAS, Meridian Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the various streets listed below in Meridian Township, due to normal deterioration over time; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with Meridian Township to fund these repairs under the 2014 Local Road Program; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #82-14, Item I; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Gallagher Asphalt Corporation, Thornton, Illinois, submitted the lowest responsive and responsible bid at \$292,511.98, for Item I of Bid Packet #82-14, which is for the hot in place recycling phase of this project; and

WHEREAS, a contingency is being requested in the amount of 10%, \$29,251.20, for any additional work the township may request and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved, and

WHEREAS, the scope of the project may need to be reduced to fit available Township budget, which may be determined by the Meridian Township Board of Trustees at a future meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Gallagher Asphalt Corporation, Thornton, Illinois, for the Hot In Place recycling and related work as specified in the Ingham County Road Department's Bid Packet # 82-14, Item I, for the low bid cost with 10% contingency of \$321,763.18, or as reduced per direction to be received from Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH MICHIGAN PAVING AND MATERIALS CO.
FOR ITEM II OF THE 2014 LOCAL ROAD PROGRAM BID PACKET #82-14
ASPHALT OVERLAY & MISCELLANEOUS REPAIRS
OF VARIOUS MERIDIAN TOWNSHIP LOCAL ROADS**

WHEREAS, Meridian Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing, failed pavement area replacement, and miscellaneous curb and sidewalk ramp repairs are needed on the Meridian Township local roadways listed under this resolution due to normal deterioration over time; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with Meridian Township to fund these repairs under the 2014 Local Road Program; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #82-14, Item II; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Michigan Paving and Materials Co., of Lansing, Michigan, submitted the lowest responsive and responsible bid at \$626,234.50, for Item II of Bid Packet #82-14; and

WHEREAS, a contingency is being requested in the amount of 10%, \$62,623.45, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved; and

WHEREAS, the scope of the project may need to be reduced to fit available Township budget, which is to be determined by the Meridian Township Board of Trustees at a future meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Michigan Paving and Materials Co., of Lansing, Michigan, for the asphalt resurfacing, repairs, and related work as specified in the Ingham County Road Department's Bid Packet #82-14, Item II, for the low bid cost with 10% contingency of \$688,857.95, or as reduced per direction to be received from Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.

2014 Meridian Township Local Road Program

Section	Street	From	To	Length (ft)	Width (ft)	HIPR/Resurface (SYD)	Crush, Shape, Resurface (SYD)
5	E Golfridge	Longview	Park Lake Rd	1109	27	3327	
5	E & W Longview	S of Golfridge		2200	27	6600	
9	Westminster	Haslett Rd	Barnsbury	1440	33	5280	
10	Benson	Haslett Rd	N end	1310	33	4803	
11	Franklin (not incl stub)	Marsh Rd	Hallendale	3260	variable		8776
11	Hallendale	300' at Franklin		300	20		667
11	Academic Way	Haslett Rd	N end	890	22	2176	
16	Banyon-Burcham	Jo Pass	Okmeos Rd	1725	33	6325	
20	Comanche	Mt. Hope Rd	Sequoia Trail	600	27	1800	
22	Oakwood-Hillside	Forest Hill	Northview	2430	22	5940	
22, 27	Manitou	Birchwood	Hamilton	4315	27	12945	
28	Southport Circle	Sower Blvd	N end	583	27	1749	
29	Comanche	Copperhill	Mt. Hope Rd	1340	33	4913	
33	Raliegh	Sandlewood	Belding	1575	27	4725	
33	Sandlewood	Tamarack	Ashland	320	27	960	
			Totals	23397		61543	9443
			Total Miles	4.4			

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH GALLAGHER ASPHALT CORP.
FOR ITEM III OF THE 2014 LOCAL ROAD PROGRAM BID PACKET #82-14
HOT IN PLACE RECYCLING OF BOYNTON STREET, LANSING TOWNSHIP**

WHEREAS, Lansing Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on Boynton Street, Willow Road to Snow Glen Street, Lansing Township, due to normal deterioration over time; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with Lansing Township to fund these repairs under the 2014 Local Road Program; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #82-14, Item III; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Gallagher Asphalt Corporation, Thornton, Illinois, submitted the lowest responsive and responsible bid at \$10,794.30, for Item III of Bid Packet #82-14, which is for the Hot In Place recycling phase of this project; and

WHEREAS, a contingency is being requested in the amount of 10%, \$1,079.43, for any additional work the township may request and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved; and

WHEREAS, the scope of the project may need to be reduced to fit available Township budget, which may be determined by the Lansing Township Board of Trustees at a future meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Gallagher Asphalt Corporation, Thornton, Illinois, for the Hot In Place recycling and related work as specified in the Ingham County Road Department's Bid Packet #82-14, Item III, for the low bid cost with 10% contingency of \$11,873.73, or as reduced per direction to be received from Lansing Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH MICHIGAN PAVING AND MATERIALS CO.
FOR ITEM IV OF THE 2014 LOCAL ROAD PROGRAM BID PACKET #82-14
ASPHALT OVERLAY & MISCELLANEOUS REPAIRS OF
VARIOUS LANSING TOWNSHIP LOCAL ROADS**

WHEREAS, Lansing Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing, failed pavement area replacement, and miscellaneous curb and sidewalk ramp repairs are needed on the Lansing Township local roadways listed under this resolution due to normal deterioration over time; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with Lansing Township to fund these repairs under the 2014 Local Road Program; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #82-14, Item IV; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Michigan Paving and Materials Co., of Lansing, Michigan, submitted the lowest responsive and responsible bid at \$75,990.75, for Item IV of Bid Packet #82-14; and

WHEREAS, a contingency is being requested in the amount of 10%, \$7,599.08, for any additional work the township may request and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved; and

WHEREAS, the scope of the project may need to be reduced to fit available Township budget, which is to be determined by the Lansing Township Board of Trustees at a future meeting and/or Road department crews may perform certain work items of the contract at less than low bid cost to have the project fit available budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Michigan Paving and Materials Co., of Lansing, Michigan, for the asphalt resurfacing, repairs, and related work as specified in the Ingham County Road Department's Bid Packet #82-14, Item IV, for the low bid cost with 10% contingency of \$83,589.83, or as reduced per direction to be received from Lansing Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.

LANSING TOWNSHIP 2014 LOCAL ROAD PROJECTS:

Street	From	To	Length (ft)
Boynton	Willow	Snow Glen	871
Foster	Marguerite	Woodruff	350
Marguerite	at Hayford		150
		Total	1371
		Total Miles	0.3

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO REJECT BID RECEIVED FROM GALLAGHER ASPHALT CORP.
FOR ITEM V OF BID PACKET #82-14 HOT IN PLACE RECYCLING OF KINAWA ROAD,
OKEMOS TO DOBIE ROADS, MERIDIAN TOWNSHIP**

WHEREAS, resurfacing of Kinawa Road, a primary road, Okemos to Dobie Roads in Meridian Township, is proposed as it is in need of resurfacing; and

WHEREAS, Bennett Road, Hagadorn to Okemos Roads, is being resurfaced under a federal aid project this year, and resurfacing Kinawa would complete this heavily used east-west Bennett-Kinawa Roads primary corridor, which also serves several schools in the area; and

WHEREAS, Kinawa Road is not on the federal aid project list and thus would not become a federal aid project anytime soon; and

WHEREAS, The Road Department received notice recently that additional Crumb Rubber Modified Asphalt (CRMA) research trial grant funding in the amount of approximately \$177,000 is available in 2014 from the Michigan Department of Environmental Quality (MDEQ) that another county could not use, which will help fund the resurfacing of Kinawa Road; and

WHEREAS, The remainder of the Kinawa Road project is being funded by the Road Department from available 2014 County Road Fund budget for primary road maintenance; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for a separate work item to perform Hot In Place Recycling (HIPR) on the Kinawa Road project, being Item V of Bid Packet #82-14, prior to a general contract to resurface Kinawa Road, being Item VI of Bid Packet #82-14; and

WHEREAS, The Road department also received bids for the general asphalt resurfacing and other miscellaneous repairs on the Kinawa Road project, which bid also included a work item bid for HIPR as part of this general project, being Item VI of Bid packet #82-14; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments and both Departments were in agreement that it will be more advantageous to the County to only award a contract on Item VI of Bid Packet 82-14 and reject the bid for Item V of the same bid packet; and

WHEREAS, Gallagher Asphalt Corporation, Thornton, Illinois, submitted the only bid for Item V of Bid Packet #82-14, at \$90,882.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners rejects the bid from Gallagher Asphalt Corporation, Thornton, Illinois, for the hot in place recycling and related work on Kinawa Road, Okemos to Dobie Roads, Meridian Township, as specified in the Ingham County Road Department's Bid Packet #82-14, Item V.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH MICHIGAN PAVING AND MATERIALS CO.
FOR ITEM VI OF BID PACKET #82-14 ASPHALT RECYCLING & OVERLAY AND
MISCELLANEOUS REPAIRS OF KINAWA ROAD, OKEMOS TO DOBIE ROADS,
MERIDIAN TOWNSHIP**

WHEREAS, resurfacing of Kinawa Road, a primary road, Okemos to Dobie Roads in Meridian Township, is proposed as it is in need of resurfacing; and

WHEREAS, Bennett Road, Hagadorn to Okemos Roads, is being resurfaced under a federal aid project this year, and resurfacing Kinawa would complete this heavily used east-west Bennett-Kinawa Roads primary corridor, which also serves several schools in the area; and

WHEREAS, Kinawa Road is not on the federal aid project list and thus would not become a federal aid project anytime soon; and

WHEREAS, The Road Department received notice recently that additional Crumb Rubber Modified Asphalt (CRMA) research trial grant funding in the amount of approximately \$177,000 is available in 2014 from the Michigan Department of Environmental Quality (MDEQ) that another county could not use, which will help fund the resurfacing of Kinawa Road; and

WHEREAS, The remainder of the Kinawa Road project is being funded by the Road Department from available 2014 County Road Fund budget for primary road maintenance; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #82-14, Item VI; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Michigan Paving and Materials Co., of Lansing, Michigan, submitted the lowest responsive and responsible bid at \$437,703.50, for Item VI of Bid Packet #82-14; and

WHEREAS, a contingency is being requested in the amount of 10%, \$43,770.35, for any additional work found necessary, and/or unidentified and unforeseen problems that may occur during construction.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Michigan Paving and Materials Co., of Lansing, MI, for the asphalt recycling and resurfacing, miscellaneous repairs, and related work as specified in the Ingham County Road Department's Bid Packet #82-14, Item VI, for the low bid cost with 10% contingency of \$481,473.85.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having a 10% contingency for this project.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO.
FOR ITEM VII OF THE 2014 LOCAL ROAD PROGRAM BID PACKET #82-14
ASPHALT CRUSHING, SHAPING, RESURFACING & REPAIRS OF THE STREETS
OF LAMOREAUX NO. 3 SUBDIVISION, DELHI TOWNSHIP**

WHEREAS, Delhi Township received a petition for, and will administer a Special Assessment District (SAD) for, and the Ingham County Road Department has agreed to administer a construction contract for, a project for asphalt crushing, shaping, resurfacing and miscellaneous repairs on the streets of Lamoreaux No. 3 Subdivision in section 12 of Delhi Township, which is necessary due to normal pavement deterioration over time; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with Delhi Township to fund these repairs entirely under the SAD as part of the 2014 Local Road Program; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #82-14, Item VII; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder's proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., of Mason, Michigan, submitted the lowest responsive and responsible bid at \$342,974.50, for Item VII of Bid Packet #82-14; and

WHEREAS, a contingency is being requested in the amount of 10%, \$34,297.45, for any additional work found necessary, and/or unidentified and unforeseen problems that may occur during the project with said additional cost, if incurred, to be funded per the township agreement to be separately approved; and

WHEREAS, the scope of the project may need to be reduced to fit available SAD budget, which would be determined by the Delhi Township Board of Trustees at a future meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., of Mason, Michigan, for the asphalt crushing, shaping, resurfacing and miscellaneous repairs on the streets of Lamoreaux No. 3 Subdivision in section 12 of Delhi Township as specified in the Ingham County Road Department's Bid Packet #82-14, Item VII, for the low bid cost with 10% contingency of \$377,271.95, or as reduced per any direction received from Delhi Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT
WITH LESLIE TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, Leslie Township desires that improvements be performed on Covert Road between Eden and Wright Roads to include asphalt maintenance skip-paving where necessary, approximately 760 tons of asphalt paving total, at an estimated cost of \$49,467.84; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken with Road Department crews and to pay for a portion of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost shall be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2014 calendar year.

BE IT FURTHER RESOLVED, that for 2014, the County on behalf of the Road Department has allocated to Leslie Township's local roads, a maximum sum of \$24,000 plus carryover from 2013 of \$733.92 for a total available in 2014 of \$24,733.92 from the County Road Fund, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, the County on behalf of the Road Department agrees to contribute one half up to a maximum of \$24,733.92 toward the cost of said improvement from the County Road Fund.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate the cost savings shall be split evenly between the parties.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Leslie Township to effect the above described local road improvements as provided above.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LANSING TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, Lansing Township desires that improvements be performed on the following streets:

Street	From	To	Length (ft)
Boynton	Willow	Snow Glen	871
Foster	Marguerite	Woodruff	350
Marguerite	at Hayford		150
		Total	1371
		Total Miles	0.3

to include Hot In Place Recycling (HIPR) (on Boynton St) or failed pavement removal (half width on Foster and Marguerite streets), asphalt resurfacing in the HIPR or failed pavement removal areas, with curb and gutter repair, sidewalk ramp upgrades, and manhole adjustment where necessary at a total estimated cost of \$77,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken partially by a contract per bids recently let and to be approved in a separate resolution by the Board of Commissioners, and the remainder by Road Department crews, and to pay for a portion of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed partially under a contract per bids recently let and to be approved in a separate resolution by the Board of Commissioners and the remainder by Road Department crews (failed pavement removal and replacement on Foster and Marguerite streets) during the construction season of the 2014 calendar year.

BE IT FURTHER RESOLVED, that for 2014, the Road Department has allocated to Lansing Township's local roads, a maximum sum of \$40,000.00, from the County Road Fund which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to \$40,000.00 from the County Road Fund toward the cost of said improvement.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than twice the maximum Road Department match amount set forth above (\$80,000.00) the savings shall be split evenly between the Township and the Road Department.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Lansing Township to effect the above described local road improvements as provided above.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD PROGRAM AGREEMENT
WITH DELHI TOWNSHIP FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, subject to final approval by its Township Board of Trustees at their August 6, 2014, regularly scheduled meeting, Delhi Township desires that improvements be performed on the local roads of Lamoreaux No. 3 subdivision shown highlighted on the attached exhibit, a total distance of approximately 1 mile, to include existing pavement crushing and shaping, asphalt re-paving, with curb and gutter repair and manhole adjustment where necessary and other related work at a total estimated cost of \$320,000.00; and

WHEREAS, Delhi Township may need to reduce the scope of this project to fit available budget, which is to be determined by its Township Board of Trustees at their August 6, 2014, regularly scheduled meeting; and

WHEREAS, the County on behalf of the Road Department is willing to cause said improvements to be undertaken per a contract per bids recently let and to be approved in a separate resolution by the Board of Commissioners; and

WHEREAS, the Township is willing to pay the entire cost of said improvements per a Township administered Special Assessment District (SAD) subject to final approval by its Township Board of Trustees at their August 6, 2013, regularly scheduled meeting.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under a contract per bids recently let and to be approved in a separate resolution by the Board of Commissioners during the construction season of the 2014 calendar year subject to final approval by, or as modified by the Delhi Township Board of Trustees at their August 6, 2014, regularly scheduled meeting.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for the entire final cost of this project.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Delhi Township to effect the local road improvements described above or as modified by Delhi Township as provided above.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH ALAIEDON TOWNSHIP
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, Alaiedon Township desires that improvements be performed on the following local roads:

Stillman Road, Sandhill to Meridian Roads
Button and Every Roads, Jolly to Meridian Roads
Lamb Road, Okemos to Walline Roads

a total distance of approximately 5.9 miles, to include asphalt maintenance skip-paving where necessary and single course chip-sealing throughout, and settlement repair on Lamb Road between Simmons and Walline Roads, at a total estimated cost of \$137,000.00 for materials only; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken by Road Department crews and to contribute labor and pay for a portion of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by road department crews during the construction season of the 2014 calendar year.

BE IT FURTHER RESOLVED, that for 2014, the County on behalf of the Road Department has allocated to Alaiedon Township's local roads, a maximum sum of \$30,000.00, from the county road fund which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to \$30,000.00 toward the cost of said improvement from the County Road Fund and to provide labor by road department crews without charge to the project.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate provided above, for any final cost amount greater than twice the maximum Road Department match amount set forth above (\$60,000), the savings shall first accrue to the Township, and then, shall be split evenly between the Township and the Road Department for any final cost amount below \$60,000.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Alaiedon Township to effect the above described local road improvements as provided above.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH AURELIUS TOWNSHIP
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, Aurelius Township desires that improvements be performed on Edgar Road, Bunker to Columbia Roads, a distance of approximately 2.0 miles, as part of the 2014 local road program, to include asphalt maintenance skip-paving where necessary and single course chip-sealing throughout, at a total estimated cost of \$70,000.00 for materials to be applied by Road Department crews; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund and to contribute labor where indicated above without additional charge to the Township; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match contribution set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by Road Department crews during the 2014 construction season.

BE IT FURTHER RESOLVED, that for 2014, the County on behalf of the Road Department has allocated to Aurelius Township's local roads, a maximum sum of \$22,200.00, plus carry-over from 2013 of \$2,406.57, for a total available in 2014 of \$24,606.57 from the County Road Fund, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to \$24,606.57 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to \$49,213.14 (2 times the maximum match available of \$24,606.57), and then be split evenly between the parties for any final costs below \$49,213.14.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Aurelius Township to effect the above described local road improvements as provided above.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH INGHAM TOWNSHIP
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, Ingham Township desires that improvements be performed on Clark Road from Columbia to Howell Roads, a total distance of approximately 1 mile, to include asphalt maintenance skip-paving where necessary, and single course chip-sealing throughout at an estimated total cost of \$44,400.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken by Road Department crews and to pay for a portion of the cost of said improvements from the County Road Fund; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2014 calendar year.

BE IT FURTHER RESOLVED, that for 2014 the County on behalf of the Road Department has allocated to Ingham Township's local roads, a maximum sum of \$22,200.00, from the County Road Fund which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to \$22,200.00 toward the cost of said improvement from the County Road Fund.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties for any final cost amount below \$44,400.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Ingham Township to effect the above described local road improvements as provided above.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH MERIDIAN TOWNSHIP
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, Meridian Township desires that improvements be performed on the streets listed below this resolution, a total distance of approximately 4.4 miles, to include Hot In Place Recycling (HIPR) and complete paving of one course asphalt at 1 inch thickness, or asphalt crushing, shaping and 3.5 inch resurfacing as indicated, with sidewalk ramp upgrades, curb and gutter repair, manhole adjustment, and other miscellaneous repairs where necessary, at an estimated cost of \$920,000, which is necessary due to normal deterioration of the pavement; and

WHEREAS, Meridian Township may need to reduce the scope of this project to fit available budget, which would be determined by its Township Board of Trustees at their next regularly scheduled meeting; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund under the 2014 Local Road Program; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contracts per bids recently let and to be approved in separate resolutions by the Board of Commissioners during the construction season of the 2014 calendar year subject to final approval by, or as modified by the Meridian Township Board of Trustees at their next regularly scheduled meeting.

BE IT FURTHER RESOLVED, that for 2014, the County on behalf of the Road Department has allocated to Meridian Township's local roads, a maximum sum of \$115,000.00 from the County Road Fund, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to \$115,000.00 from the County Road Fund toward the cost of said improvement.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to \$230,000.00 (2 times the maximum match available of \$115,000), and then be split evenly between the parties for any final cost amounts below \$230,000.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Meridian Township to effect the above described local road improvements as provided above.

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

2014 Meridian Township Local Road Program

Section	Street	From	To	Length (ft)	Width (ft)	HIPR/Resurface (SYD)	Crush, Shape, Resurface (SYD)
5	E Golfridge	Longview	Park Lake Rd	1109	27	3327	
5	E & W Longview	S of Golfridge		2200	27	6600	
9	Westminster	Haslett Rd	Barnsbury	1440	33	5280	
10	Benson	Haslett Rd	N end	1310	33	4803	
11	Franklin (not incl stub)	Marsh Rd	Hallendale	3260	variable		8776
11	Hallendale	300' at Franklin		300	20		667
11	Academic Way	Haslett Rd	N end	890	22	2176	
16	Banyon-Burcham	Jo Pass	Okmeos Rd	1725	33	6325	
20	Comanche	Mt. Hope Rd	Sequoia Trail	600	27	1800	
22	Oakwood-Hillside	Forest Hill	Northview	2430	22	5940	
22, 27	Manitou	Birchwood	Hamilton	4315	27	12945	
28	Southport Circle	Sower Blvd	N end	583	27	1749	
29	Comanche	Copperhill	Mt. Hope Rd	1340	33	4913	
33	Raleigh	Sandlewood	Belding	1575	27	4725	
33	Sandlewood	Tamarack	Ashland	320	27	960	
			Totals	23397		61543	9443
			Total Miles	4.4			

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH WILLIAMSTOWN TOWNSHIP
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, Williamstown Township desires that improvements be performed on Beeman Road, from Williamston City limit to Brookshire Court, a total distance of approximately 0.6 miles, to include asphalt maintenance skip-paving where necessary and single course chip-sealing throughout at a total estimated cost of \$30,000.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken by Road Department crews and to pay for a portion of the cost of said improvements; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by road department crews during the construction season of the 2014 calendar year.

BE IT FURTHER RESOLVED, that for 2014, the County on behalf of the Road Department has allocated to Williamstown Township's local roads, a maximum sum of \$30,000.00, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to one half of the final cost of this project, or a maximum of \$30,000 toward the cost of said project, whichever is less.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate provided above, the savings shall be split evenly between the Township and the Road Department.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Williamstown Township to effect the above described local road improvements as provided above.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH LOCKE TOWNSHIP
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, Locke Township desires that improvements be performed on various Locke Township local roads throughout the Township as part of the 2014 local road program to include asphalt leveling and maintenance pads where necessary, approximately 2410 tons of asphalt paving total for all roads, at a total estimated cost on all of the roads of \$99,400.00; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund and to contribute labor where indicated above without additional charge to the Township; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements; and

WHEREAS, in the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2014 calendar year.

BE IT FURTHER RESOLVED, that for 2014 the County on behalf of the Road Department has allocated to Locke Township's local roads, a maximum sum of \$22,200 plus carry-over from 2013 of \$22,200, for a total available in 2014 of \$44,400.00 from the County Road Fund, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, the County on behalf of the Road Department agrees to contribute one half the final project cost, up to a maximum of \$44,400.00, toward the cost of said improvement from the County Road Fund, and to contribute labor where indicated above without additional charge to the Township.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to \$88,800 (2 times the maximum match available of \$44,400), and then be split evenly between the parties for any final costs below \$88,800.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Locke Township to effect the above described local road improvements as provided above.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AND CLARIFYING PENSION BENEFITS FOR THE FRATERNAL ORDER OF POLICE, CAPITAL CITY LODGE NO.141 – 911 NON-SUPERVISORY UNIT

WHEREAS, on March 26, 2013 the Ingham County Board of Commissioners approved Resolution #13-133 authorizing the current collective bargaining agreement through December 31, 2015; and

WHEREAS, the parties wish to amend Article 25, Retirement, to correct and clarify the pension benefits under the Municipal Employees' Retirement System (MERS); and

WHEREAS, the County Attorney and the Human Resources Department have discussed with MERS the changes that are needed to correct and clarify the issue and have prepared the attached Letter of Agreement between Ingham County and Fraternal Order of Police, Capital City Lodge No. 141, 911 Non-Supervisory Unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner authorizes the attached Letter of Agreement correcting and clarifying the pension benefits for the Fraternal Order of Police, Capital City Lodge No. 141, 911 Non-Supervisory Unit.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter Agreement on behalf of the County, subject to prior approval as to form by the County Attorney.

Letter of Agreement

Between

County of Ingham (Employer)

And

**Fraternal Order of Police,
Capitol City Lodge No. 141 (Union)
911 Non-Supervisory Unit**

WHEREAS, the Employer and Union are parties to a collective bargaining agreement with a term running March 26, 2013 through December 31, 2015, and

WHEREAS, the parties wish to amend Article 25, Retirement, Section 25.5 and Subsection 25.5.1 of the Agreement subject to the changes detailed below.

NOW, THEREFORE, IT IS HEREBY AGREED as follows:

RETIREMENT

As of July 1, 2012, the Municipal Employees' Retirement System (MERS) shall administer the pension system for all unit employees formerly employed by the City of Lansing. The MERS Plan Document, policies and procedures of MERS shall control the administration of all employee pensions, including investments and payments, except as otherwise provided below.

Employees in this division will be credited with one month of service credit for each month worked, provided however, that the employee works a minimum of 10 - 8 hour days in that month. Hours worked includes those hours for which the employee is fully compensated, such as paid time off, vacation, or sick leave.

Defined Benefit Plan

The Defined Benefit Plan is for all employees hired prior to January 1, 2013. The provisions in this section apply to the administration of the Defined Benefit Plan only.

For all credited service time earned prior to December 31, 2012, the multiplier in effect shall be 1.6%. Effective January 1, 2013, the multiplier for these employees shall be 2% for all credited service time earned after that date.

Final Average Compensation (FAC) will be computed using the average of the highest consecutive 2 year (24 month) period of earnings from the member's entire work history as reported to MERS by the Municipality.

As of July 1, 2012, the employee annual contribution is 6.5% on all wages earned. As of January 1, 2013 the employee annual contribution is 1.2% on all wages earned.

Employees who have accumulated 8 years of service credits in accordance with this section, and who have reached the age of 58 years, are eligible to retire and to receive a pension benefit calculated in accordance with this article.

Employees are eligible to retire and to receive a pension benefit calculated in accordance with this article if they have accumulated 25 years of service credits and have obtained the age of 50. Effective July 1, 2014, Employees pay the additional full cost differential for this rider at one and one half percent (1.5%) on all wages earned.

In all asset transfers, the employer shall furnish MERS with all necessary and specific information required by MERS on the allocation of employer and employee contributions and investment earnings, along with taxable and nontaxable status on the employee contribution portion.

**FOP, Capitol City Lodge No. 141
911 Non-Supervisory Unit**

County of Ingham

Karen Phelps, President

Victor Celentino
Chairperson – Board of Commissioners

Thomas Krug, Executive Director

Steven Lett, Lodge #141 Attorney

APPROVED AS TO FORM:
COHL, STOKER & TOSKEY, P.C.

Richard D McNulty

Agenda Item 15b and 15c

July 1, 2014

To: County Services and Finance Committee

From: Travis Parsons, Human Resources Director

Subject: Local 512 Office and Professional Employees International Union - Supervisory Unit Collective Bargaining Agreement

On Monday, June 16, 2014, OPEIU put before their members for vote a proposed tentative agreement. The OPEIU members ratified the agreement. Highlights of the agreement include the following:

- Contract Duration (Article 27): through December 31, 2015
- Salary Schedule (Appendix A):
 - 2014 - No wage increase from the 2013 wage scales.
 - 2015 – Wage Re-opener
- Retirement (Article 20):
 - Eligible employees hired before January 1, 2014: 1.2% increase in the employee pension contribution.
 - Eligible employees hired on or after January 1, 2014 shall receive a MERS Hybrid pension plan: DB - 1.25% multiplier and DC - 1% employee minimum contribution with a 1% employer match. Retirement Age - 60
- Retiree Health (Article 20):
 - Employees hired on or after January 1, 2014 – single subscriber retiree health per sliding scale based on years of service. Eligible at age 60.
- Longevity (Article 22)
 - Employees hired on or after January 1, 2014 are not eligible to receive longevity bonus for service with the Employer.
- Health Insurance (Article 16)
 - 2014 Plan Year - Employees shall maintain their current Base Plan and Buy-up Plan option in addition to the current County High Deductible Plan.
 - 2015 Plan Year – Employees shall receive plan options as recommended by the Health Care Coalition and approved by the Board of Commissioners.
- Long Term Disability Insurance (Article 18)
 - Benefit at 50% of base salary, capped at \$2500 per month
- Leave Time (Article 14):
 - Vacation Bonus at twenty-eight (28) hours for each calendar year

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT
WITH LOCAL 512 OFFICE AND PROFESSIONAL EMPLOYEES
INTERNATIONAL UNION - SUPERVISORY UNIT**

WHEREAS, an agreement has been reached between representatives of Ingham County and Local 512 Office and Professional Employees International Union for the period January 1, 2014 through December 31, 2015; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and Local 512 Office and Professional Employees International Union for the period January 1, 2014 through December 31, 2015.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE ESTABLISHMENT OF A MERS HYBRID PLAN FOR NEWLY HIRED EMPLOYEES UNDER LOCAL 512 OFFICE AND PROFESSIONAL EMPLOYEES INTERNATIONAL UNION - SUPERVISORY UNIT

WHEREAS, the Ingham County Board of Commissioners has recognized the escalating cost of the current Municipal Employees' Retirement System (MERS) Defined Benefit Plan; and

WHEREAS, Local 512 Office and Professional Employees International Union – Supervisory Unit approved a new collective bargaining agreement that includes the establishment of a Hybrid pension plan for new hires.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes the attached MERS Hybrid Plan Adoption Agreement and the MERS Defined Benefit Plan Adoption Agreement establishing the MERS Hybrid Pension Plan for new employees under Local 512 Office and Professional Employees International Union – Supervisory Unit hired on or after January 1, 2014.

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

Defined Benefit Plan Adoption Agreement



1134 Municipal Way Lansing, MI 48917 | 800.767.MERS (6377) | Fax 517.703.9711

www.mersofmich.com

The Employer, a participating municipality or participating court within the state of Michigan, hereby agrees to adopt and administer the MERS Defined Benefit Plan provided by the Municipal Employees' Retirement System of Michigan, as authorized by 1996 PA 220, in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name County of Ingham Municipality #: 3303

If new to MERS, please provide your municipality's fiscal year: _____ through _____.
Month Month

II. Effective Date

Check one:

A. If this is the **initial** Adoption Agreement for this group, the effective date shall be the first day of _____, 20__.

This municipality or division is new to MERS, so vesting credit prior to the **initial** MERS effective date by each eligible participant shall be credited as follows (choose one):

- All prior service from date of hire
- Prior service proportional to assets transferred; all service used for vesting
- Prior service and vesting service proportional to assets transferred
- No prior service but grant vesting credit
- No prior service or vesting credit

Link this new division to division number _____ for purposes of determining contributions (Unless otherwise specified, the standard transfer/rehire rules apply)

B. If this is an **amendment** of an existing Adoption Agreement (Defined Benefit division number 70), the effective date shall be the first day of January, 20 14. *Please note:* You only need to mark **changes** to your plan throughout the remainder of this Agreement.

C. If this is a **temporary benefit** that lasts 2-6 months, the effective dates of this temporary benefit are from ___/01/___ through ___/___/___ for Defined Benefit division number _____.
Last day of month

Please note: You only need to mark **changes** to your plan throughout the remainder of this Agreement.

D. If this is to **separate employees from an existing Defined Benefit division** (existing division number(s) _____) into a new division, the effective date shall be the first day of _____, 20__.

E. If this is to merge division(s) _____ into division(s) _____, the effective date shall be the first of _____, 20__.

Defined Benefit Plan Adoption Agreement

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Defined Benefit Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

Admin Salaried

(Name of Defined Benefit division – e.g. All Full Time Employees, or General after 7/01/13)

- Only retirees will be in this division.

These employees are (check one or both):

- In a collective bargaining unit (attach cover page, retirement section, signature page)
- Subject to the same personnel policy

To receive one month of service credit (check one):

- An employee shall work 10 _____ hour days.
- An employee shall work _____ hours in a month.

All employees as classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

- Probationary Periods** are allowed in one-month increments, no longer than 12 months. During this introductory period, the Employer will not report or provide service time for this period, including retroactively. Service will begin after the probationary period has been satisfied.

The probationary period will be _____ month(s).

- Temporary employees** in a position normally requiring less than a total of 12 whole months of work in the position may be *excluded* from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.

The temporary exclusion period will be _____ month(s).

IV. Provisions

Valuation Date: _____, 20____

1. Review the valuation results

It is recommended that your MERS representative presents and explains the valuation results to your municipality before adopting. Please choose one:

- Our MERS representative presented and explained the valuation results to the

_____ on _____
(Board, Finance Cmte, etc.) (mm/dd/yyyy)

- As an authorized representative of this municipality, I _____
(Name)

_____ waive the right for a presentation of the results.
(Title)

Defined Benefit Plan Adoption Agreement

2. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary that sets contribution rates.
3. Annually, the MERS actuary will conduct an actuarial valuation to determine the employers' contribution rates. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.
4. Benefit Multiplier (1%-2.5%, increments of 0.05%) _____ % (max 80% for multipliers over 2.25%)

Check here if multiplier will be effective for existing active members' future service only
(Bridged Benefit as of effective date on page 1)

If checked, select one below:

- Termination Final Average Compensation (calculated over the members entire wage history)
- Frozen Final Average Compensation (FAC is calculated twice, once for the timeframe that matches the original multiplier, and once for the new multiplier)

5. Final Average Compensation (Min 3 yr, increments of 1 yr) _____ years
6. Vesting (5 -10 yrs, increments of 1 yr) _____ years
7. Required employee contribution (Max 10%, increments of 0.1%) 1.2 %
8. Compensation, for retirement purposes, is defined as base wages and all of the following. Check applicable boxes to *exclude* these types from your MERS reported wages:
 - Longevity pay
 - Overtime pay
 - Shift differentials
 - Pay for periods of absence from work by reason of vacation, holiday, and sickness
 - Workers' compensation weekly benefits (if reported and are higher than regular earnings)
 - A member's pre-tax contributions to a plan established under Section 125 of the IRC
 - Transcript fees paid to a court reporter
 - A taxable car allowance
 - Short term or long term disability payments
 - Payments for achievement of established annual (or similar period) performance goals
 - Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
 - Lump sum payments attributable to the member's personal service rendered during the FAC period
 - Other: _____
 - Other 2: _____

Defined Benefit Plan Adoption Agreement

9. Early Normal Retirement with unreduced benefits

- Age 50 with 25 years of service
- Age 50 with 30 years of service
- Age 55 with 15 years of service
- Age 55 with 20 years of service
- Age 55 with 25 years of service
- Age 55 with 30 years of service
- Any age with (20-30 yrs, in 1 yr increments) ____ years of service
- _____

10. Other

- Surviving Spouse will receive ____% of Straight Life benefit without a reduction to the participant's benefit
- Duty death or disability enhancement (add up to additional 10 years of service credit not to exceed 30 years of service)
- DROP + with ____%

11. Cost-of-Living Adjustment

<input type="checkbox"/> All current retirees as of effective date <input type="checkbox"/> Retirees who retire between ____/01/____ and ____/01/____ <i>(one time increase only)</i>	<input type="checkbox"/> Future retirees who retire after effective date
Increase of ____% or \$____ per month	Increase of ____% or \$____ per month
Select one: <input type="checkbox"/> Annual automatic increase <input type="checkbox"/> One-time increase	<input type="checkbox"/> Annual automatic increase
Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding	Select one: <input type="checkbox"/> Compounding <input type="checkbox"/> Non-compounding
Employees must be retired ____ months (6-12 months, increments of 1 month)	Employees must be retired ____ months (6-12 months, increments of 1 month)

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this *MERS Defined Benefit Plan Adoption Agreement* and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event any conflict between MERS Plan Document and the MERS Defined Benefit Plan, the provisions of the Plan Document control.

Defined Benefit Plan Adoption Agreement

VI. Modification Of The Terms Of The Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.
2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;
3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency.
4. The Employer acknowledges that wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference.
5. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 45A(3), and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 436 of 2012, as may be amended.
6. The Employer acknowledges that changes to the Employer's MERS Defined Benefit Plan must be made in accordance with the MERS Plan Document and applicable law, and agrees that MERS will not administer any such changes unless the MERS Plan Document and applicable law permit same, and MERS is capable of administering same.

Defined Benefit Plan Adoption Agreement

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by Ingham County Board of Commissioners on
the ____ day of _____, 20____. (Name of Approving Employer)

Authorized signature: _____

Title: Chairperson _____

Witness signature: _____

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

Dated: _____, 20____ Signature: _____
(Authorized MERS Signatory)

MEMORANDUM

TO: County Services Committee and Finance Committee
FROM: Timothy J. Dolehanty, ICMA-CM, AICP, Controller/Administrator
DATE: July 2, 2014
SUBJECT: Proposed Trails and Parks Millage

As you know, the Trails and Parks Millage Task Force recently completed its work to review and recommend action on a recreational trails and parks millage proposal. Consistent with past practice and upon recommendation of the Task Force, the proposed millage resolution was referred to corporation counsel for review and comment. Several changes to the proposed ballot text were recommended by Counsel as follows:

COUNTYWIDE SYSTEM OF TRAILS AND PARKS
MILLAGE QUESTION

~~Ingham County proposes to create~~ *For the purpose of creating* and ~~maintain a~~ *maintaining a county* system of recreational trails and adjacent parks. ~~This~~ *trail* system, *which* may incorporate trails or parks created by local units of government, including Lansing's River Trail, and may acquire rights of way to connect and extend existing trails. ~~For the purpose of creating and maintaining such a county trail system,~~ shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be increased by up to 50/100 (0.50) of one (1) mill, \$0.50 per thousand dollars of state taxable valuation, for a period of six (6) years (2014-2019) inclusive? If approved and levied in full, this Millage will raise an estimated additional \$3,519,041 for the system of recreational trails and adjacent parks in the first calendar year of the levy based on state taxable valuation.

Resolutions that reflect both versions of the millage question are attached for your review and consideration. It will be necessary for the Board to settle on ballot language at the July 22 meeting in order to comply with statutory election deadlines.

Proposed Resolution as Recommended by Trails and Parks Task Force

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR A COUNTYWIDE SYSTEM OF TRAILS AND PARKS

WHEREAS, the Board of Commissioners desire to create and maintain a system of recreational trails and adjacent parks within Ingham County; and

WHEREAS, this system may incorporate trails or parks created by local units of government, including Lansing’s River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, the Board of Commissioners seek to have the voters of Ingham County determine whether or not they desire to raise funds for the purpose of supporting funding for the creation and maintenance of a system of recreational trails and adjacent parks; and

WHEREAS, the millage is necessary to create and maintain a system of recreational trails and adjacent parks.

THEREFORE BE IT RESOLVED that the following question be submitted to a vote of the electorate in the primary election to be held on November 4, 2014.

COUNTYWIDE SYSTEM OF TRAILS AND PARKS
MILLAGE QUESTION

Ingham County proposes to create and maintain a system of recreational trails and adjacent parks. This system may incorporate trails or parks created by local units of government, including Lansing’s River Trail, and may acquire rights of way to connect and extend existing trails. For the purpose of creating and maintaining such a county trail system, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be increased by up to 50/100 (0.50) of one (1) mill, \$0.50 per thousand dollars of state taxable valuation, for a period of six (6) years (2014-2019) inclusive? If approved and levied in full, this Millage will raise an estimated additional \$3,519,041 for the system of recreational trails and adjacent parks in the first calendar year of the levy based on state taxable valuation.

YES []
NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the November 4, 2014 ballot and to be prepared and distributed in the manner required by law.

Proposed Resolution as Recommended by Corporation Counsel

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR A COUNTYWIDE SYSTEM OF TRAILS AND PARKS

WHEREAS, the Board of Commissioners desire to create and maintain a system of recreational trails and adjacent parks within Ingham County; and

WHEREAS, this system may incorporate trails or parks created by local units of government, including Lansing’s River Trail, and may acquire rights of way to connect and extend existing trails; and

WHEREAS, the Board of Commissioners seek to have the voters of Ingham County determine whether or not they desire to raise funds for the purpose of supporting funding for the creation and maintenance of a system of recreational trails and adjacent parks; and

WHEREAS, the millage is necessary to create and maintain a system of recreational trails and adjacent parks.

THEREFORE BE IT RESOLVED that the following question be submitted to a vote of the electorate in the primary election to be held on November 4, 2014.

COUNTYWIDE SYSTEM OF TRAILS AND PARKS
MILLAGE QUESTION

For the purpose of creating and maintaining a county system of recreational trails and adjacent parks trail system, which may incorporate trails or parks created by local units of government, including Lansing’s River Trail, and may acquire rights of way to connect and extend existing trails, shall the Constitutional limitation upon the total amount of taxes which may be assessed in one (1) year upon all property within the County of Ingham, Michigan, be increased by up to 50/100 (0.50) of one (1) mill, \$0.50 per thousand dollars of state taxable valuation, for a period of six (6) years (2014-2019) inclusive? If approved and levied in full, this Millage will raise an estimated additional \$3,519,041 for the system of recreational trails and adjacent parks in the first calendar year of the levy based on state taxable valuation.

YES []
NO []

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to place the proposal on the November 4, 2014 ballot and to be prepared and distributed in the manner required by law.

July 1, 2014

TO: Finance Committee
FROM: Teri Morton, Budget Director
RE: Financial Reserve Status/Recommended Transfers

In 2002, the Board of Commissioners adopted a policy on financial reserves. The purpose of the policy is to maintain adequate financial reserves so as to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuation of a strong credit rating. Reserves addressed in the policy are the General Fund (GF), the Budget Stabilization Fund (BSF), and the Public Improvement Fund (PIF).

RESERVE STATUS AS OF 12/30/13

The reserves in the BSF, GF, and PIF as of 12/31/13 total \$32.0 million. This equates to 15.3% of the \$209.5 million in total budgeted expenditures for 2014. In total, financial reserves are within policy. As of 12/31/13 the GF has \$15.5 million more than the policy's minimum target; the PIF is \$1.6 million more than the policy minimum; and the BSF is \$930,855 above its minimum target level.

The policy requires that the County Controller annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, provide recommendations for maintaining the balance at appropriate levels.

Attached please find a copy of the policy, and an analysis of funds as required. The analysis shows:

- The balance in the BSF as of 12/31/13 is \$10.56 million, or 14.3% of the current year GF Budget. It is in excess of the desired minimum of 13%. The maximum allowable amount is 15%. Since the adoption of the financial reserve policy, the Board of Commissioners has generally maintained the percentage at around 14.0%.
- The unassigned balance in the GF as of 12/31/13 is \$19.1 million, or 26.5% of the previous year's total GF expenditures. The desired minimum is 5%, or \$3.6 million. Last year's balance at the time of the analysis was \$19.0 million. Overall, GF expenditures exceeded revenues by approximately \$965,000 in 2013.
- The balance in the PIF as of 12/31/13 is \$2.3 million. It is \$1.6 million above the minimum desired level of \$703,808, which is equivalent to 1/10 mill of the property tax levy. The PIF is used for major capital improvements to county facilities, which include more than 750,000 square feet of facility space for offices, courts, and clinics; the jail, and parks properties.

GF BALANCE THROUGH 2015

The amended 2013 budget had assumed the use of \$4.2 million in GF unreserved fund balance. Instead the GF increased its unreserved balance by \$100,000 (to \$19.1 from \$19.0 million.) The large swing is attributable to many factors including a lapse of \$2.1 million from the budgeted transfer to the Health Fund, \$468,000 in unbudgeted funds from the Liquor Tax Distribution (50% of which were passed on the Community Mental Health/Substance Abuse), and various revenues that were overbudget and expenditures that were underbudget in the general fund.

The 2014 budget assumes the use of \$3.5 million in GF surplus. We are currently projecting a status quo budget for 2015, which includes \$2.75 million in planned use of fund balance. This planned use of fund balance is scheduled to be decreased by \$500,000 each year until the county returns to the historically budgeted amount of \$1 million annually. Based on our currently healthy amount of reserves and tendency to end up using less fund balance than is budgeted, this planned use of fund balance should be sustainable over the next several years as the county slowly begins its recovery from the recent economic downturn.

RECOMMENDATIONS

- No transfer from the GF to the BSF is being recommended since it is currently above its historical level of 14% of the GF budget, and close to its maximum level of 15%.
- A transfer to the Public Improvement Fund of \$300,000 is being recommended in order allow for infrastructure investments that have been delayed during the past several years as budgets across all departments have been reduced.
- A transfer to the MIS Fund of \$300,000 is being recommended to continue the county's investment in future technology improvements, with a focus on the continued implementation of imaging for county departments.
- The 2015 Controllor Recommended Budget will likely include a decrease in the budgeted use of fund balance from \$3.5 million to around \$2.75 million. This is part of a multi-year plan that increased the budgeted use of fund balance to offset the need for continued service reductions due to economic conditions, which is now being phased out as the economy and property values improve.

SUMMARY

These actions may reduce the \$19.1 million in GF unassigned reserves to \$15.1 million at the end of 2014, and to as low as \$12.3 million at the end of 2015. Based on past history, the \$12.3 million should be sufficient to cover any use of fund balance resulting from unanticipated expenses or revenue shortfalls, or for one-time capital needs. The \$12.3 million represents 16.6% of the previous year's (2013) GF expenditures.

These significant reserves would still allow Ingham County to sustain our bond rating, address ongoing revenue uncertainties, allow the county to continue to budget a relatively insignificant portion of the fund balance to offset projected annual shortfalls, and address any necessary capital needs.

Another reason for Ingham County to maintain a relatively high fund balance in the GF and the BSF is to address cash flow issues. As of 2007, the County collects its General Fund property tax revenue in July, therefore, this revenue is not available until eight or nine months after the start of the fiscal year. Maintaining our current level of reserves provides additional cash. If these reserves were not available, the County would be forced to issue tax anticipation notes in order to continue operations until the taxes are collected.

Please contact me if you have any questions.

cc: Tim Dolehanty
Jill Rhode

Agenda Item 17a

GENERAL FUND	
12/30/13 Unassigned Balance	19,129,647
12/30/14 Minimum Target (5% of 2013 GF expenses)	3,605,007
12/30/13 Unassigned Balance as a % of 2013 Expenses	26.5%
12/30/13 Surplus in Relation to Minimum Target	15,524,640
2014 Budgeted Use of Fund Balance	(3,479,445)
12/30/14 Projected Balance	15,650,202
12/30/14 Proposed Unassigned Fund Balance	15,050,202
12/30/14 Minimum Target (5% of 2013 GF expenses)	3,605,007
2014 Proposed Unassigned Balance as % of 2013 Expenses	20.9%
Surplus in Relation to Minimum Target	11,445,195

BUDGET STABILIZATION FUND (GF Restricted)	
12/30/13 Balance	10,562,365
Minimum Target (13% of 2014 Adopted GF Budget)	9,631,510
Maximum Target (15% of 2014 Adopted GF Budget)	11,113,281
Surplus in Relation to Minimum Target	930,855
Amount Below Maximum Target	(550,916)
Target %	14.3%
12/30/14 Proposed Balance	10,562,365
Surplus in Relation to Minimum Target	930,855
Amount Below Maximum Target	(550,916)
Target %	14.3%

PUBLIC IMPROVEMENT FUND (in GF Assigned)	
12/30/13 Balance	2,299,057
Minimum Target (1/10 mill of the property tax levy)	703,808
2013 Surplus in Relation to Minimum Target	1,595,249
2014 Budgeted Use of Fund Balance	(1,053,679)
12/30/14 Projected Balance	1,245,378
12/30/14 Proposed Balance	1,545,378
Minimum Target (1/10 mill of the property tax levy)	703,808
2014 Surplus in Relation to Minimum Target	841,570

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING A POLICY ON FINANCIAL RESERVES

RESOLUTION #02-017

WHEREAS, it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, it has been recommended by the County Controller and the county's financial consultants that a policy be adopted establishing the desired level of financial reserves that are appropriate to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners is committed to maintaining its financial reserves at an appropriate level and to managing its expenditures as necessary to adjust to its revenues.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners establishes the following goals for establishing and maintaining an appropriate level of financial reserves:

It is the goal of the County that the Budget Stabilization Fund be funded at the legal maximum of 15% of the average of the last five years' budget, or 15% of the current year's budget, whichever is less; and that such balance be maintained at no less than 13%.

It is the goal of the County that the unreserved undesignated balance in the General Fund not be less than 5% of the total General Fund expenses of the preceding year.

It is the goal of the County to maintain sufficient reserves in the Public Improvement Fund to address annual needs for maintaining county facilities in an appropriate state of repair. The desired level of funding in this fund is determined to be 1/10 mill of the property tax levy.

The County Controller shall annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, shall provide recommendations for maintaining the balances at appropriate levels.

FINANCE: Yeas: Grebner, Stid, Swope, Hertel

Nays: None Absent: Krause, Schafer, Minter Approved 1/16/02

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE BUDGET ADJUSTMENTS FOR 2014 BASED ON THE ANNUAL EVALUATION OF THE COUNTY'S FINANCIAL RESERVE POLICY

WHEREAS, the Board of Commissioners has determined that it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the County's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners, through Resolution #02-17 has adopted a Financial Reserve Policy to guide decisions regarding the maintenance of sufficient financial reserves; and

WHEREAS, the Financial Reserve Policy and the status of county reserves is to be reviewed on an annual basis; and

WHEREAS, such a review has been done by the Controller's Office, based on 2013 year end balances, and a report with recommendations has been given to the Finance Committee.

THEREFORE BE IT RESOLVED, that the 2014 budget be amended to authorize a transfer of \$300,000 from the General Fund unassigned balance to the Public Improvements Fund in order to provide adequate funds for infrastructure maintenance and improvements.

BE IT FURTHER RESOLVED, that the 2014 budget be amended to authorize a transfer of \$300,000 from the General Fund unassigned balance to the MIS Fund in order to provide adequate funds for future technology improvements.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary budget adjustments and transfers.

To: Ingham County Law & Courts and Finance Committees
From: John Neilsen, Chief Deputy Controller
Date: July 2, 2014
Re: Resolution to Adopt the 2015 Juvenile Justice Community Agency Process Calendar

This resolution would authorize the adoption of the attached 2015 Juvenile Justice Community Agency Process calendar to establish time lines for the process. This will be the ninth Juvenile Justice Community Agency process.

The 2013 year end audited fund balance is \$2,584,664 for the Juvenile Justice Millage Fund.

- First Juvenile Justice Community Agency Process reserved \$50,000
- Second Juvenile Justice Community Agency Process reserved \$150,000 (18 month period)
- Third through seventh Juvenile Justice Community Agency Process reserved \$100,000 (12-month period)
- The eighth Juvenile Justice Community Agency Process reserved \$96,000

The eighth year grant awards were reduced from the traditional \$100,000 to \$96,000:

- | | |
|--|----------|
| • Child and Family Services Capital Area | \$44,640 |
| • Resolution Services Center of Central Michigan | \$22,560 |
| • Lansing Teen Court | \$28,800 |

The 2014 operating budget for all Juvenile Justice Millage funded programs exceeds the budgeted revenue by about \$1,377,000 and 2015 revenues are projected to be a small increase over 2014.

Staff again recommends consideration of the flat revenues for the JJM millage before passing this resolution and/or the amount approved even though it is a very small part of the JJM programming.

In viewing the big picture of the JJM fund, the Court was very cooperative in 2014 as the Controller's Office recommended a three year plan to stave off deficits in the JJM fund. The plan consisted of balanced approach to solve this problem over the three year time period of FY's 2014, 2105, and 2016. A combination of reduced JJM expenditures and a shift back to the General fund of some JJM funded programs will need to continue to take place during the 2015 and 2016 budget process. Last year about this time, we were projecting a 2016 year end deficit of \$3.2 million in the fund. We are now projecting a 2016 year end deficit of \$1.3 million, so year one of the plan started in 2014 has had a positive impact. The Court reduced its budget by \$524,554 (\$262,277 millage) and the general fund increased its appropriation to the Child Care fund by \$262,277. We still need to reduce expenses by at least an additional \$1.3 million over the next two years to address the projected deficit at the end of 2016. Years two and three of the plan require reducing the millage transfer supporting child care fund expenses and increase general fund appropriation each by an additional \$330,000 in 2015, and then an additional \$640,000 in reductions/general fund appropriation increase in 2016. Next year at this time we will again evaluate where we are as to the health of the JJM fund and attempt to balance that with the right mix of programming available for Court services.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT THE 2015 JUVENILE JUSTICE COMMUNITY AGENCY
PROCESS CALENDAR**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002 and renewed in 2006, for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a Resolution to establish the 2015 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of \$ ----- for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby adopts the attached 2015 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.

2015 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

July 22, 2014	The Board of Commissioners adopts the 2015 Juvenile Justice Community Agency Process Calendar Resolution.
July 23, 2014	A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is August 22, 2014, 5:00 p.m.
August 25, 2014	The Controller's Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney's Office to ensure that the agency's proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.
September 23, 2014	A Juvenile Justice Community Agency notebook is prepared by the Controller/Administrator's Office. The notebook includes all agencies who submitted applications for review by the Law & Courts Committee. (Notebook is distributed at the September 23, 2014 Board of Commissioners' Meeting.)
October 2, 2014	The Law & Courts Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Law & Courts Committee meeting. The Law & Courts Committee makes their recommendations by Resolution to the Finance Committee.
October 8, 2014	The Finance Committee approves the Resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.
October 14, 2014	The Board of Commissioners authorizes a Resolution for the 2015 Juvenile Justice Community Agency grant awards.
October 15, 2014	The Juvenile Justice Community Agency applications are sent to the County Attorney's Office for contract preparation.
October 15, 2014	Juvenile Justice Community Agencies are notified of the County grant award and informs the agency that a County contract will be forthcoming in December.
December 2014	Contracts are received from the County Attorney's Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.
January 2015	Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency's signed contract and the appropriate documentation as listed above.
July 14, 2015	The Juvenile Justice Community Agencies send in their first six month report to the Controller's Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.

COHL, STOKER & TOSKEY, P.C.

ATTORNEYS AND COUNSELORS

601 NORTH CAPITOL

LANSING, MICHIGAN 48933

PETER A. COHL
DAVID G. STOKER
ROBERT D. TOWNSEND
BONNIE G. TOSKEY
RICHARD D. McNULTY
TIMOTHY M. PERRONE
MATTIS D. NORDFJORD

(517) 372-9000
FAX (517) 372-1026

June 9, 2014

Timothy J. Dolehanty
Controller/Administrator
Ingham County
P.O. Box 319
Mason, Michigan 48854

Dear Tim:

As discussed recently, in reviewing our billings over the last 2 years, it has come to my attention that our Firm has written off a substantial amount of Westlaw Computer Research due to the fact that our contract agreement classifies this expense under the current annual cap of \$12,000.00. In the year 2012 over \$5,700.00 was written off and that amount almost doubled to \$10,606.00 in 2013. Since these expenses are necessary in preparation for various litigation and arbitration matters, which we have no way of estimating ahead of time, I would like to propose that we make the attached change to our contract. That change eliminates the cap on reimbursable expenses.

Thank you for your consideration, I look forward to hearing from you.

Very Truly Yours,

COHL, STOKER & TOSKEY, P.C.,



Peter A. Cohl

PAC/mch
enclosure

**AMENDMENT
TO
LEGAL SERVICES AGREEMENT**

THIS AMENDMENT, made and entered into by and between the **COUNTY OF INGHAM**, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the "County"), and **COHL, STOKER & TOSKEY, P.C.**, with offices at 601 North Capitol Avenue, Lansing, Michigan 48933 (hereinafter referred to as "CONTRACTOR"), amends the Legal Services Agreement made and entered into between said parties dated August 9, 2011.

WITNESSETH:

1. Section 5, Costs, of the above-stated Agreement shall be amended to read as follows:

- A. The County shall reimburse Contractor for all County incurred costs and expenses of the CONTRACTOR, including filing and service of process fees (includes service by certified mail), costs associated with obtaining medical records for workers' compensation cases, deposition and court reporter fees, photocopies, fax, postage, long-distance telephone charges and computer research.
- B. The County shall not be obligated to pay for any Professional Development Training for CONTRACTOR's attorneys.

4. All other terms and conditions contained in the above-stated Agreement shall remain in full force and effect except as modified herein.

IN WITNESS WHEREOF, the authorized representatives of the parties hereto have fully signed and entered into this Agreement on the day and year first above written.

COUNTY OF INGHAM

Date

By: _____
Victor G. Celentino, Chairperson
County Board of Commissioners

Date

By: _____
Barb Byrum, County Clerk

COHL, STOKER & TOSKEY, P.C.

Date

By: _____
Peter A. Cohl

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND A LEGAL SERVICES AGREEMENT
WITH COHL, STOKER AND TOSKEY, P.C.**

WHEREAS, Ingham County has entered into an agreement with Cohl, Stoker and Toskey, P.C. to provide legal services for the County; and

WHEREAS, per Resolution #11-211, it was agreed that the County shall reimburse Cohl, Stoker and Toskey, P.C. for County-incurred costs and expenses, including copies, fax, long-distance telephone charges and computer research for up to \$10,000.00 per year; and

WHEREAS, Resolution #13-134 authorized an amendment to the contract with Cohl, Stoker and Toskey, P.C. increasing the County-incurred costs and expenses, including copies, fax, long-distance telephone charges and computer research for up to \$12,000.00 per year; and

WHEREAS, Cohl, Stoker and Toskey, P.C. has regularly incurred annual County-incurred costs and expenses in excess of the \$12,000.00 limit established in 2013; and

WHEREAS, County-incurred costs and expenses in excess of the \$12,000.00 limit were reasonable and unavoidable, and were therefore written off by Cohl, Stoker and Toskey, P.C.; and

WHEREAS, Ingham County desires to fully reimburse Cohl, Stoker and Toskey, P.C. for reasonable and unavoidable County-incurred costs and expenses.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an amendment to legal services agreement with Cohl, Stoker & Toskey, P.C. to fully reimburse Cohl, Stoker and Toskey, P.C. for reasonable and unavoidable County-incurred costs and expenses.

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

BE IT FURTHER RESOLVED, the Ingham County Board Chairperson is authorized to sign an amendment to legal services agreement with Cohl, Stoker & Toskey, P.C. consistent with this resolution.