THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, APRIL 8, 2015 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order
Approval of the March 18, 2015 Minutes
Additions to the Agenda
Limited Public Comment

1. Drain Office
   a. Resolution Pledging Full Faith and Credit to Matthew L. Bugbee Drain Drainage District Bonds
   b. Resolution Pledging Full Faith and Credit to Towar Gardens and Branches Drain Drainage District Bonds
   c. Resolution Pledging Full Faith and Credit to Towar Snell Drain Drainage District Bonds

2. District Court - Resolution Approving the Appointment of Susan Adams Attorney Magistrate of the 55th District Court

3. Facilities Department
   a. Resolution Approving Contract Change Order #4 to the Lease Agreement with the State of Michigan for Space at the Human Services Building (HSB) and Awarding a Contract to Laux Construction to Build a Larger Department of Human Services (DHS) Training Room at the Human Services Building
   b. Resolution Amending the Agreement with Hobbs+Black to Provide Architectural and Engineering (A&E) Services and Approve Schematic Designs for Health Department Renovations to the Human Services Building

4. Health Department
   a. Resolution to Authorize a Reorganization of the Health Department’s Environmental Health Division Staff and Administrative Structure
   b. Resolution to Authorize a Subcontract with GAMALIEL of Michigan with Funds from the National Association of County and City Health Officials (NACCHO)
   c. Resolution to Amend the Agreement with the Michigan Public Health Institute (MPHI) for the Pathways to Better Health Grant and to Establish Temporary Positions
   d. Resolution to Amend Resolution #14-360 to Accept Funding from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members Aids Healthcare Grant
5. Economic Development
   a. Resolution Establishing an Ingham County Local Site Remediation Revolving Fund and a Policy for its Funding and Implementation
   b. Resolution Establishing an Application Policy for Inclusion of Private Property in an Ingham County Brownfield Plan and to Establish an Application Fee for the Submission of an Application

6. Purchasing Department - Resolution Authorizing a Three-Year Agreement with Granger Container Inc. for Waste Removal and Recycling Services

7. Road Department
   a. Resolution Authorizing a Contract for Janitorial Services & Supplies for the Ingham County Road Department
   b. Resolution to Approve a First Party Construction Contract with Hoffman Brothers, Inc., a Second Party Agreement with the Michigan Department of Transportation and a Third Party Agreement with Jackson National Life Insurance in Relation to a Road Reconstruction Project for Okemos Road from South of Sandhill Road to the I-96 Interchange
   c. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Meech Road Over Doan Creek, Holt Road Over Doan Creek, Clark Road Over Deer Creek - MDOT Contract No. 15-5001
   d. Resolution to Authorize a Construction Contract with Smith’s Waterproofing, LLC

8. Financial Services - Plante Moran’s Annual Pre-Audit Presentation

9. Controller/Administrator’s Office
   a. Resolution Authorizing Adjustments to the 2015 Ingham County Budget
   b. Resolution Authorizing a Contract for 9-1-1 Public Safety Radio Communications Consulting Services with Brent Williams (Referred back to Committee from the March 24, 2015 Board of Commissioners Meeting)

Announcements
Public Comment
Adjournment

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

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

Members Absent: Bahar-Cook and Tennis


The meeting was called to order by Chairperson Anthony 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 March 4, 2015 Minutes.

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE MARCH 4, 2015 FINANCE COMMITTEE MINUTES.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Bahar-Cook and Tennis.

Additions to the Agenda

9. Controller/Administrator’s Office
   b. Resolution to Engage Independent Bond Counsel

10. Potter Park Zoo - Resolution Authorizing a Contract to Laux Construction to Build a New Red Panda Exhibit

Substitute –

4. Innovation & Technology Department
   a. Resolution Authorizing the Purchase of 6 Inch Ortho Photography from the 2015 Tri-County Regional Planning Commission Contract of Digital Aerial Imagery of Ingham County

Pull from Agenda –

7. Road Department
   c. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Meech Road Over Doan
Limited Public Comment

Cherie Ballor, Lansing Police Department, read a statement by Mike Yankowski, Lansing Chief of Police, into the record. The statement is attached to these minutes as Attachment 1.

MOVED BY COMM. TSERNOGLOU, SUPPORTED BY COMM. MCGRAIN, TO APPROVE A CONSENT AGENDA FOR THE FOLLOWING ACTION ITEMS:

1. **Sheriff’s Office**
   a. Resolution to Extend the Canteen Services, Inc. Inmate Commissary Contract for Two Years
   b. Resolution to Extend the Contract with Canteen Services, Inc. to Manage the Kitchen and Laundry Services at the Ingham County Correctional Facility

2. **Treasurer’s Office**
   a. Resolution Authorizing 2015 Administrative Fund
   b. 2015 Borrowing Resolution (2014 Delinquent Taxes)
   c. Resolution to Provide Funding for Low Income Tax Preparation

4. **Innovation & Technology Department**
   a. Resolution Authorizing the Purchase of 6 Inch Ortho Photography from the 2015 Tri-County Regional Planning Commission Contract of Digital Aerial Imagery of Ingham County
   b. Resolution Authorizing the Purchase of a Replacement Dell Blade Chassis System for the Virtual Server Environment

5. **Health Department**
   b. Resolution to Enter into a Contract Agreement with Ciesa Design, Inc.

6. **Equalization**
   a. Resolution Approving Entering into a Grant with the Michigan Department of Licensing and Regulatory Affairs and Appointing Douglas A. Stover as County Grant Administrator for the 2015 Remonumentation Project
   b. Resolution to Contract with Ronnie M. Lester as County Representative for the Ingham County Monumentation and Remonumentation Project in 2015

7. **Road Department**
   a. Resolution to Approve Proposed 2015 Ingham County Bridge Funding Applications for Submission to the Local Bridge Program Manager

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Bahar-Cook and Tennis.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Bahar-Cook and Tennis.

2. Treasurer’s Office
   d. Resolution Authorizing Ingham County Land Bank to Join Ingham County’s Self-Insured Dental and Vision Plan for the Purchase of Dental and Vision Insurance Coverage for Land Bank Employees

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NAeyaERT, TO APPROVE THE RESOLUTION AUTHORIZING INGHAM COUNTY LAND BANK TO JOIN INGHAM COUNTY’S SELF-INSURED DENTAL AND VISION PLAN FOR THE PURCHASE OF DENTAL AND VISION INSURANCE COVERAGE FOR LAND BANK EMPLOYEES.

Eric Schertzing, Treasurer, provided an overview of the resolution.

Commissioner Schafer asked whether these were self-purchased policies.

Treasurer Schertzing stated that they would be the same policies as for County employees.

Commissioner Schafer asked whether the Land Bank fell under the Treasurer’s Office’s umbrella.

Treasurer Schertzing answered no. He stated that the Land Bank had its own tax identification number. Treasurer Schertzing stated that there were two individuals in the Land Bank that were Treasurer’s Office employees. He further stated that there had been a bifurcation of benefits in the past and this resolution was designed to bring everyone up to the same level.

Chairperson Anthony asked how many employees would be covered by this plan.

Treasurer Schertzing answered seven employees in addition to the two employees who were already Treasurer’s Office employees.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Bahar-Cook and Tennis.

3. Circuit Court/Friend of the Court
   a. Resolution to Authorize a Contingency Fund Appropriation for the Oasis Supervised Visitation and Safe Exchange Center
   b. Resolution to Authorize a Lease Extension Agreement for the Friend of the Court Safe Haven Grant Program

(3)
MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION TO AUTHORIZE A CONTINGENCY FUND APPROPRIATION FOR THE OASIS SUPERVISED VISITATION AND SAFE EXCHANGE CENTER AND THE RESOLUTION TO AUTHORIZE A LEASE EXTENSION AGREEMENT FOR THE FRIEND OF THE COURT SAFE HAVEN GRANT PROGRAM.

Kim Steed-Page, Chance at Childhood Program Coordinator, Harry Moxley, Ingham County Friend of the Court (FOC), and Shauna Dunnings, Circuit Court Administrator, introduced themselves to the Committee.

Mr. Moxley provided background information on the Oasis Family Center. He stated that there would be a five month period where the Center would have to shut down for lack of funding and the proposed resolution would allow the Center to remain otherwise open. Mr. Moxley stated that this resolution had the support of Chief Circuit Court Judge Janelle Lawless among other Family Division judges. Mr. Moxley stated that the Center granted a fee waiver for referrals that originated from Ingham County FOC.

Commissioner McGrain asked how much the grant that they applied for was worth.

Mr. Moxley stated that the grant was worth $500,000 over three years. He provided background on the prior grant.

Ms. Steed-Page stated that the grant could be extended if all the money was not used in the three-year period. She further stated that the grant application was submitted in February.

Commissioner McGrain asked how long the center could be run on the grant.

Mr. Moxley stated that the Center could be run for approximately five years.

Commissioner McGrain asked whether any contingencies were planned if the grant were to be denied.

Mr. Steed-Page stated that they had a great relationship with their current partners, including MSU, EVE, City of Lansing, among others. She further stated that EVE had a good track record for grant applications.

Mr. Moxley submitted a letter of support by Chief Judge Lawless for the record. The letter is attached to these minutes as Attachment 2.

Mr. Moxley stated that a possible contingency would be that partners would have to pool together their resources.

Chairperson Anthony stated that she was able to attend an open house at the Center. She further stated that the Center was clean and designed deliberately to facilitate its mission.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Bahar-Cook and Tennis.
8. Human Resources - Resolution Approving the Letter of Understanding with the Fraternal Order of Police, Capital City Lodge No. 141 – Corrections Unit Regarding Vacation Maximum Accumulation (Materials to be Distributed at the Meeting)

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION APPROVING THE LETTER OF UNDERSTANDING WITH THE FRATERNAL ORDER OF POLICE, CAPITAL CITY LODGE NO. 141 – CORRECTIONS UNIT REGARDING VACATION MAXIMUM ACCUMULATION.

John Neilsen, Chief Deputy Controller, provided background on this resolution. He stated that there were many vacant correction officer positions and as a result, vacation time had to be denied. Mr. Neilsen stated that this resolution was designed so that employees would not lose vacation time due to the maximum accumulation limits set in place currently.

Commissioner McGrain asked when this Letter of Understanding, if approved, would expire.

Mr. Neilsen answered December 31, 2015.

Commissioner McGrain asked whether we would be raising the limit or paying vacation time out.

Mr. Neilsen answered both.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Bahar-Cook and Tennis.

9. Controller/Administrator’s Office
   a. Resolution Authorizing a Contract for 9-1-1 Public Safety Radio Communications Consulting Services with Brent Williams

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT FOR 9-1-1 PUBLIC SAFETY RADIO COMMUNICATIONS CONSULTING SERVICES WITH BRENT WILLIAMS.

Commissioner Naeyaert asked whether this resolution would make local police and fire entities to change their systems.

Mr. Neilsen stated that we were approaching the end-of-life for the current system. He further stated that we needed to look at alternatives going forward. Mr. Neilsen stated that the potential consultant, Brent Williams, had experience with different systems. He further stated that the 9-1-1 Advisory Committee had recommended retaining a consultant.

Commissioner Naeyaert stated that while she supported this resolution, she was concerned about the costs that local municipalities would have to bear in the future. She further stated that the Board of Commissioners should take the local municipalities into consideration in its deliberations.
Mr. Neilsen stated that when the County went onto the current system, the County purchased radios for the local municipalities with the understanding that the municipalities would be responsible for purchases in the future.

Commissioner Tsernoglou stated that this issue was complicated and more discussion was necessary. She further stated that retaining a consultant would serve as a fact finder that could submit recommendations and be a resource to which the Board could pose questions.

Commissioner McGrain stated that the Board should be cognizant of the costs that local municipalities would have to bear when a decision would be made.

Commissioner Naeyaert stated that public safety was a priority and she supported this resolution.

Commissioner Schafer thanked Mr. Neilsen for his work on this issue. Commissioner Schafer stated that Mr. Williams would be a good consultant. Commissioner Schafer further stated that the 9-1-1 Advisory Committee was an excellent vehicle to remove politics from the issue.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Bahar-Cook and Tennis.

9. Controller/Administrator’s Office
   b. Resolution to Engage Independent Bond Counsel

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE RESOLUTION TO ENGAGE INDEPENDENT BOND COUNSEL.

Commissioner McGrain stated that the Drain Office would be coming to the Board for the County’s “full faith and credit” for a large project in Lansing Township.

There was a discussion about whether where the funding for retaining bond counsel should come from.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Bahar-Cook and Tennis.

10. Potter Park Zoo - Resolution Authorizing a Contract to Laux Construction to Build a New Red Panda Exhibit

MOVED BY COMM. MCGRAIN, SUPPORTED COMM. SCHAFER, TO APPROVE THE RESOLUTION AUTHORIZING A CONTRACT TO LAUX CONSTRUCTION TO BUILD A NEW RED PANDA EXHIBIT.

Sherrie Graham, Potter Park Zoo Director, provided background on this resolution.

Commissioner Schafer asked whether artificial insemination would be an option.

Ms. Graham stated that the pandas were not trained to receive artificial insemination.
Discussion.

Commissioner McGrain asked for an overview of the budgetary changes.

Ms. Morton stated that the Zoo wanted to make line item transfers to realign current project priorities.

Discussion.

Commissioner Schafer asked whether this change would result in successful reproduction.

Ms. Graham answered that they were hopeful, however nothing could be guaranteed.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Bahar-Cook and Tennis.

5. Health Department
   a. Discussion: Human Services Building Renovations

Linda Vail, Health Officer, and Rick Terrill, Facilities Department Director, provided an overview of where they were at in the project to renovate the Human Services Building (HSB).

Ms. Vail stated that Hobbs+Black estimated that there would be a $1.3 million price tag to renovate HSB. She further stated it would be difficult to scale back the renovation plan. Ms. Vail stated that they had received a patient-centered medical home grant. She further stated that there would be leases that would be ending. Ms. Vail stated that there were options for funding.

Chairperson Anthony asked why the estimate came out so much higher.

Ms. Vail stated that the scope of the project changed.

Mr. Terrill stated that a consultant should be retained earlier in major projects going forward.

Commissioner Schafer asked what the time frame was for getting estimates.

Mr. Terrill stated that the next step would be to amend the agreement for an additional cost because the scope of the project increased. He further stated that they would also have to develop a packet to send out for bid. Mr. Terrill stated that he anticipated a three month time frame.

Ms. Vail presented four options for proceeding with the project, including: borrowing, using fund balances, allocating millage money, or delaying renovations.

Chairperson Anthony stated that it was clear from the Human Services Committee that there was interest in proceeding with the project.
Commissioner Schafer stated that using funds from the Health Services Millage was concerning.

Ms. Vail stated that our attorneys had stated that some funds could be used. She further stated that they had used funds from the millage in the past.

Commissioner Schafer stated that he was skeptical about where we were going when the millage was approved. He further stated that this issue should be discussed heavily going forward.

There was a discussion about how the project would be funded.

Mr. Terrill stated that he had received questions from contractors about the Forrest Center renovation. He further stated that the bid process had been delayed so that answers could be sent.

Ms. Vail introduced Eric Thelen, Health Department Chief Financial Officer, to the Committee.

**Announcements**

None.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at approximately 6:59 p.m.
Dear Ingham County Commissioners

This letter is to affirm the Lansing Police Department’s commitment and support of the Oasis Family Center. The Oasis Family Center was developed out of a collaborative relationship between Ingham County Friend of the Court, EVE, MSU Chance at Childhood, 30th Circuit Court Judiciary, Ingham County Children Protective Services, Lansing Police Department, Legal Services of South Central Michigan, Prevention and Training Services, Ingham County Sheriff Office and many other community partners back in 2007.

The center is now up and operational with a focus on families who have been impacted by domestic violence. The Center provides a vital and unique service that is increasing the safety of Ingham County Families and promotes a relationship with children and their parents. Additionally, the Oasis Family Center provides a safe opportunity for custody exchanges that have been occurring in fast food parking lots and unsupervised police parking lots where additional incidents of violence and confrontation happened.

We look forward to continuing to be involved with the Oasis Family Center and urge you to support the request from Ingham County Friend of the Court to provide financial assistance to the Oasis Family Center as it is pursuing continued funding.

Please feel free to contact me with any questions.

Sincerely,

Mike Yankowski
Chief of Police

Lansing Police, Professional Law Enforcement, “Capital City's Finest”
February 10, 2015
Director Hanson
Department of Justice/Office on Violence Against Women
145 N Street, NE Suite 10W.121
Washington, DC 20530

Dear Director Hanson:

This letter confirms the Ingham County 30th Judicial Circuit Court/Friend of the Court’s commitment to collaborate with EVE, Inc., and the Michigan State University Chance at Childhood Program in the ongoing implementation of the Oasis Family Center Safe Visitation and Safe Exchange Program. The Ingham County Circuit Court Family Division/Friend of the Court has 11,831 active cases with minor/dependent children, of which 39% (4,633 cases) have at least one member or party with a family violence component. This clearly shows the continued need for a safe exchange/Supervised visitation center in Ingham County.

Family Division Judges regularly see a need for secure options for monitored supervised visitation and safe exchange. Oasis Family Center is one of the safest options available, as it offers remote video monitoring, staggered arrival and departure times, and ongoing training in domestic violence for both staff and community collaborators. While our community has other programs which offer limited supervised visitation options, there are no other options for safe exchanges. Instead, these exchanges would have to occur in parking lots and public places which offer only minimal security.

The Ingham County Friend of the Court has worked collaboratively with EVE, Inc. and Chance at Childhood to serve the best interest of minor children by:

- Entering Personal Protection Orders filed by parties who have a domestic relations order into the Friend of the Court system.
RESOLUTION ACTION ITEMS:

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

1a. Drain Commissioner - Resolution Pledging Full Faith and Credit to Matthew L. Bugbee Drain Drainage District Bonds

1b. Drain Commissioner - Resolution Pledging Full Faith and Credit to Towar Gardens and Branches Drain Drainage District Bonds

1c. Drain Commissioner - Resolution Pledging Full Faith and Credit to Towar Snell Drain Drainage District Bonds

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to refinance bonds for the Matthew L. Bugbee Drain project, the Towar Gardens and Branches Drain project, and the Towar Snell Drain project. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. Bonds are typically not subject to early redemption for 10 years, and with that 10 year mark having been reached, it is now possible to refinance those bond issues through the issuance of refunding bonds by the drainage district. Because of low interest rates currently available in the bond market, the registered municipal advisor to the drainage districts, Stauder, Barch Associates, Inc. estimated that a refunding may provide significant savings estimated as follows:

- Matthew L. Bugbee Drain project – 5.81% of the prior bonds, with the net present value savings estimated to be $56,347.84.
- Towar Gardens and Branches Drain project – 8.03% of the prior bonds, with the net present value savings estimated to be $345,088.24.
- Towar Snell Drain project – 7.34% of the prior bonds, with the net present value savings estimated to be $81,460.26.

2. District Court - Resolution Approving the Appointment of Susan Adams Attorney Magistrate of the 55th District Court

This resolution will approve the appointment of Susan Adams as a per diem magistrate for the 55th District Court. Michigan Compiled Law 600.8501 authorizes the Judges of District Court to appoint a magistrate to carry out duties as set forth by statute and requires that the appointment of a magistrate to the District Court be approved by the County Board of Commissioners prior to the magistrate taking office. Ms. Krista Krause now serves as a per diem magistrate to fill in when the full time magistrate is on leave or not available. Ms. Adams will serve as a back up to Ms. Krause if she is not available. Both will be paid a per diem rate of $30/hour from existing funds within the Court budget. (See attached memo for details)
3a. **Facilities Department** - Resolution Approving Contract Change Order #4 to the Lease Agreement with the State of Michigan for Space at the Human Services Building (HSB) and Awarding a Contract to Laux Construction to Build a Larger Department of Human Services (DHS) Training Room at the Human Services Building

This resolution awards a contract to Laux Construction, LLC to build a larger DHS Training room at the HSB. The project cost will not exceed the amount of $62,642, and the County will be reimbursed for the cost of the project through rent payments according to the lease agreement.

3b. **Facilities Department** - Resolution Amending the Agreement with Hobbs+Black to Provide Architectural and Engineering (A&E) Services and Approve Schematic Designs for Health Department Renovations to the Human Services Building

This resolution increases the total cost of the agreement with Hobbs+Black to provide A&E services for the Human Services Building renovations. The new cost of the agreement is $67,504.90. The resolution also approves schematic designs for the renovations as required by Resolution #14-221.

4a. **Health Department** - Resolution to Authorize a Reorganization of the Health Department’s Environmental Health Division Staff and Administrative Structure

This resolution reorganizes the Health Department’s Environmental Health Division as follows:

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
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<tbody>
<tr>
<td>Vacant Deputy EH Director</td>
<td>Eliminated</td>
</tr>
<tr>
<td>Vacant Sanitarian III (San III)</td>
<td>1 Sanitarian I (San I)</td>
</tr>
<tr>
<td>.5 FTE Health Programs Assistant (HPA) UAW C</td>
<td>1.0 FTE Community Health Rep. II (CHR II) UAW D</td>
</tr>
<tr>
<td>.75 Environmental Health Specialist (EHS) ICEA PRO 4</td>
<td>1.0 FTE Sanitarian I (San I) ICEA PRO 6</td>
</tr>
<tr>
<td>3 Environmental Health Specialists (EHS) ICEA PRO 4</td>
<td>3 Sanitarian I (San I) ICEA PRO 6</td>
</tr>
<tr>
<td>3 Sanitarian I (San I) ICEA PRO 6</td>
<td>3 Sanitarian II (San II) ICEA PRO 8</td>
</tr>
<tr>
<td>1 Sanitarian I (San I) ICEA PRO 6</td>
<td>Health Analyst ICEA PRO 7</td>
</tr>
<tr>
<td>1 Tobacco Reduction Program Specialist</td>
<td>Updated job description, no change in union or grade</td>
</tr>
<tr>
<td>Sanitarian III, Planned Programs Supervisor</td>
<td>Food and Facilities Supervisor, no change in union or grade</td>
</tr>
<tr>
<td>Sanitarian III, Demand Programs Supervisor</td>
<td>Land and Water Program Supervisor, no change in union or grade</td>
</tr>
<tr>
<td>Sanitarian III, Toxicologist</td>
<td>Prevention and Response Program Supervisor, no change in union or grade</td>
</tr>
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</table>

The long-term cost of this reorganization is $7,938.

4b. **Health Department** - Resolution to Authorize a Subcontract with GAMALIEL of Michigan with Funds from the National Association of County and City Health Officials (NACCHO)

This resolution utilizes $40,000 received by the County from NACCHO to contract with GAMALIEL to promote “health in all” policies.
4c. **Health Department - Resolution to Amend the Agreement with the Michigan Public Health Institute (MPHI) for the Pathways to Better Health Grant and to Establish Temporary Positions**

This resolution amends the Pathways to Better Health Grant agreement to accept up to $175,000 in additional funding from MPHI. The resolution also authorizes $12,000 to the Ingham Health Plan to obtain HUB accreditation, and the hiring of two temporary part-time employees. There will also be an additional contract with a consultant for up to $75,000 to develop a sustainability plan. That contract will be bid out, and the Health Department will seek Board approval under a separate resolution.

4d. **Health Department - Resolution to Amend Resolution #14-360 to Accept Funding from the U.S. Department of Health Resources and Services Administration for the Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare Grant**

This resolution authorizes an extension of the end date of the Ryan White Part D award budget period from June 30, 2015 to July 31, 2015 and provides $37,930 of additional funding for the one-month extension of the current award. To ensure a continuation of services this resolution also extends agreements with Dr. Peter Gulick, through an agreement with Michigan State University College of Osteopathic Medicine, and the contractual dental services of Dr. Lauren Hall-Tate.

5a. **Economic Development Department - Resolution Establishing an Ingham County Local Site Remediation Revolving Fund and a Policy for its Funding and Implementation**

The Ingham County Brownfield Redevelopment Authority (ICBRA) requests that the Ingham County Board of Commissioners establish a Local Site Remediation Revolving Fund (LSRRF), as permitted by the Brownfield Redevelopment Financing Act. The LSRRF is a financing tool that can be used to provide loans to developers to finance eligible activities as defined in the statute. The ICBRA recommended establishing a LSRRF to provide a local tool to facilitate the cleanup and redevelopment of Brownfield sites throughout the County. A loan from this fund is in essence providing the developer an advance on the tax increment reimbursement they would be eligible for in an approved brownfield plan. It will take several years for the LSRRF to accumulate enough funds to begin providing loans.

5b. **Economic Development Department - Resolution Establishing an Application Policy for Inclusion of Private Property in an Ingham County Brownfield Plan and to Establish an Application Fee for the Submission of an Application**

The Ingham County Brownfield Redevelopment Authority (ICBRA) has recommended approval of a resolution to establish a Brownfield Plan Application Policy and Application Fee. The Authority believes it is appropriate to formalize the process for submission of plans to the ICBRA. This process also establishes criteria to be used to review the plans to insure consistency in the review process. A fee of $1,500 is also proposed to offset the cost of processing and reviewing an application and monitoring the Brownfield Plan after approval.

6. **Purchasing Department - Resolution Authorizing a Three-Year Agreement with Granger Container Inc. for Waste Removal and Recycling Services**

The Purchasing Department proposed a resolution to authorize a contract with Granger Container Inc. for waste and recycling services at various County facilities. County policy requires that the Facilities Department obtain the services of an appropriate business or agency which will be responsible for the removal and processing of collected recyclables. The total value of the proposed contract is $70,272 annually, excluding costs for additional roll-off dumpsters which are used by departments on an as-needed basis.
7a. **Road Department** - **Resolution Authorizing a Contract for Janitorial Services & Supplies for the Ingham County Road Department**

The Road Department recommends approval of a 15-month contract with Boling Janitorial in an amount not to exceed $52,710.00. The contractor will provide cleaning services three times per week, as well as cleaning supplies. Boling Janitorial is a local vendor and offered the lowest responsive cost proposal. An effort is under way to consolidate janitorial services for all county departments beginning on August 1, 2016.

7b. **Road Department** - **Resolution to Approve a First Party Construction Contract with Hoffman Brothers, Inc., a Second Party Agreement with the Michigan Department of Transportation and a Third Party Agreement with Jackson National Life Insurance in Relation to a Road Reconstruction Project for Okemos Road from South of Sandhill Road to the I-96 Interchange**

The Road Department recommends approval of a construction contract with Hoffman Brothers, Inc. for reconstruction of Okemos Road from Holt Road to I-96 and Sandhill Road at its intersection with Okemos Road for a total estimated cost of $2,789,438.05. Funding for this project is provided as follows:

- State of Michigan: $2,573,040
- Jackson National Life: $110,182
- Road Department: $106,216

The resolution also seeks a second party agreement with State of Michigan/MDOT to secure the Transportation Economic Development Fund, Category A funds, to define Road Department responsibilities, and to administer the construction contract on MDOT’s behalf. A third party agreement with Jackson National Life Insurance is also required to set forth project engineering requirements.

7c. **Road Department** - **Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and the Ingham County Road Department in Relation to State Funded Bridge Projects Located at Meech Road Over Doan Creek, Holt Road Over Doan Creek, Clark Road Over Deer Creek – MDOT Contract No. 15-5001**

The Road Department recommends approval of an agreement with the State of Michigan/MDOT to effect rehabilitation and preventative maintenance work on the Meech Road Bridge over Doan Creek, the Holt Road Bridge over Doan Creek, and the Clark Road Bridge over Deer Creek for a total estimated cost of $577,000. Funding sources for this project include $471,960 in state Local Bridge Program funding and $105,040 from the Road Department.

7d. **Road Department** - **Resolution to Authorize a Construction Contract with Smith’s Waterproofing, LLC**

The Road Department requests approval of a resolution to enter into an agreement with Smith’s Waterproofing, LLC to apply penetrating epoxy bridge deck healer-sealer to the Hagadorn Road Bridge over the Red Cedar River located just south of the M-43 (Grand River Avenue) in Meridian Township. This project consists of placing traffic control, deck surface preparation, healer-sealer application, clean-up, and traffic control removal. Work will be performed while maintaining traffic in both directions across the bridge and allowing complete usage of the northbound center left turn lane at the Hagadorn Road / M-43 intersection. After rejecting the apparent low bid because of a serious flaw in their traffic control scheme, the Road Department recommends that Smith’s Waterproofing, LLC be awarded a unit price construction contract to perform the work for an estimated cost of $19,361.
9a. **Controller/Administrator - Resolution Authorizing Adjustments to the 2015 Ingham County Budget**

This resolution authorizes adjustments to the Ingham County budget for the first quarter of fiscal year 2015. The total increase to the General Fund is $113,662. Also included is an update of contingency fund spending so far this year. The current contingency amount is $228,307. Please see the memorandum included in the agenda packet for further details.

9b. **Controller/Administrator - Resolution Authorizing a Contract for 9-1-1 Public Safety Radio Communications Consulting Services with Brent Williams (Referred back to Law & Courts from the March 24, 2015 BOC Meeting)**

This item was referred back to Law & Courts from the March 24, 2015 Board of Commissioners meeting after being approved unanimously previously at both Law & Courts and Finance Committees by those that were in attendance.

This resolution will authorize a contract/purchase order for radio communications consulting services with Brent Williams to evaluate options for the future direction of the 911 Public Safety Radio Communication System, at a cost not to exceed $3,200 from the 9-1-1 Emergency Telephone Dispatch Services - 911 Fund balance to be completed within sixty days of the signing of the contract/purchase order. The 9-1-1 Advisory Board is recommending that the Ingham County Board of Commissioners hire this consultant to assist the County in making an informed decision.

These proposed consulting services for Ingham County are to conduct an evaluation as to the pros and cons of various County options for the future of the 9-1-1 Public Safety Radio Communication System as it approaches the end of life for replacement parts. (See attached communication for details)

**PRESENTATION:**

8. **Financial Services - Plante Moran’s Annual Pre-Audit Presentation**
Memo to County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Refunding Bonds for the Towar Snell Drain Drainage District (“Towar Snell”)
the Towar Gardens and Branches Drain Drainage District (“Towar Gardens”)
and the Matthew L. Bugbee Drain Drainage District, formerly known as the
Auctioneer Drain, Webberville Industrial Park Branch County Drain Drainage
District (“Bugbee”)

March 24, 2015

I am requesting that the Board of Commissioners grant full faith and credit of the County for
bonds that will refinance bonds that were issued in 2005 by the Towar Snell and Towar Gardens
Drain drainage districts and 2003 by the Bugbee drainage district (known by its former name at
the time). The original bonds were issued to finance drain projects constructed by these drainage
districts at those times. Bonds are typically not subject to early redemption for 10 years, and
with that 10 year mark approaching or having been reached in the case of Bugbee, it is now
possible to refinance those bonds issues through the issuance of refunding bonds by these
drainage districts. Due to the low interest rates currently available in the bond market, the
registered municipal advisor to the drainage districts, Stauder, Barch Associates, Inc. (“Stauder
Barch”) is estimating that a refunding may provide significant savings. In the case of Bugbee’s
bonds, the savings is estimated to be 5.81% of the prior bonds, with the net present value savings
estimated to be $56,347.84. For Towar Snell’s bonds the savings is estimated at 7.34% of the
prior bonds, with net present value savings of $81,460.26. The estimate for the Towar Gardens’
bonds is 8.03% of the prior bonds, with a net present value savings of $345,088.24 (these savings
are higher because the outstanding principal amount is larger on this bond issue).

Savings on all three of these refunding bonds is projected to be well above the industry standard
for moving forward with the issuance of refunding bonds and Stauder Barch is recommending
that the drainage districts proceed with these refundings at this time.

The savings that are projected for these refunding bonds is net of issuance costs and is the
present value of the savings to the date of issuance. The projections provided by Stauder Barch
are projections and actual savings will be determined at the time the bonds are sold. If bids
received by the drainage districts at the time of sale do not produce an acceptable amount of
savings, the drainage districts can reject the bids and decide not to proceed with the refunding
bonds.

The existing bonds already have the County’s full faith and credit pledged to them, so these
refunding bond issues will merely replace bonds which already have the County’s existing
pledge. It is necessary for the County to extend its full faith and credit pledge in order to obtain
the rates that have been projected and to achieve these savings.
Since both the County and the County Department of Roads pay a portion of the assessments for each of these bond issues, the savings achieved through a refunding will lower costs for the County as well as the municipalities and property owners of the drainage district who are liable to pay for the projects.

The municipalities with benefits at-large for the Towar Snell bonds are the City of East Lansing and the Charter Township of Meridian, for the Towar Gardens bonds it is the Charter Township of Meridian and for the Bugbee bonds it is the Village of Webberville.

I plan to attend your Committee meetings on April 7 and April 8, and the Board meeting on April 14, if necessary, to answer questions. Thank you for your consideration of my request.

It is an honor and a privilege to serve the citizens of Ingham County.
$970,000

AUCTIONEER DRAIN WEBBERVILLE INDUSTRIAL PARK BRANCH
COUNTY OF INGHAM, STATE OF MICHIGAN
2015 DRAIN REFUNDING BONDS

SAVINGS ANALYSIS REFUNDING 2003 ISSUE

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$970,000.00 $77,459.38 $77,459.38 $1,124,918.75

PRESENT VALUE ANALYSIS

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<th>Rate</th>
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<th>Gross Present Value Savings</th>
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BONDS TO BE REFUNDED

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$970,000.00 $107,552.50 $107,552.50 $1,185,105.01

Savings @ 1.91% Cumulative

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<th>Annual Savings</th>
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<td>Cumulative Savings</td>
<td>$56,347.84</td>
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* Cumulative Savings includes the Initial Transfer Amount: $0.00
* Cumulative Savings includes Excess Contingency: $0.00
* Cumulative Savings includes Accrued Interest: $0.00

RUNAWWW
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT TO MATTHEW L. BUGBEE DRAIN DRAINAGE DISTRICT BONDS

Resolution # ________

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on April 14, 2015, at 6:30 p.m., local time.

PRESENT: Commissioners __________________________________________________________________________

ABSENT: Commissioners __________________________________________________________________________

The following resolution was offered by Commissioner ____________ and supported by Commissioner: ____________:

WHEREAS, proceedings have previously been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain intra-county drain improvements referred to as the Auctioneer Drain, Webberville Industrial Park Branch County Drain Project (the “Project”), which was undertaken by the Auctioneer Drain, Webberville Industrial Park Branch County Drain Drainage District (the “Auctioneer Drainage District”) in a Special Assessment District (the “Special Assessment District”) established by the Drainage District; and

WHEREAS, in order to provide funds to pay the costs of the Project, the Auctioneer Drainage District issued its 2003 Auctioneer Drain, Webberville Industrial Park Branch County Drain Drainage District Bonds (General Obligation Limited Tax) (the “Prior Bonds”) in the original aggregate principal amount of $2,155,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Prior Bonds is payable from assessments made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, by Order of the Ingham County Drain Commissioner, issued on July 9, 2007, the name of the Auctioneer Drainage District was changed to the Matthew L. Bugbee Drain Drainage District (the “Drainage District”); and

WHEREAS, the Drainage District has received a savings report from Stauder, Barch Associates, Inc., that shows that refunding all or a portion of the Prior Bonds may provide a net present value savings with respect to the debt service on the Prior Bonds; and

WHEREAS, the Drainage District intends to issue refunding bonds in the amount of not to exceed $970,000 (the “Refunding Bonds”) in order to refund the Prior Bonds; and
WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the pledge of the full faith and credit of the County to the Refunding Bonds will provide a net interest cost savings and will be a benefit to the County and the people of the County.

NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Refunding Bonds in a par amount not to exceed $970,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Refunding Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Refunding Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Refunding Bonds and to execute any documents or certificates necessary to complete the issuance of the Refunding Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Refunding Bonds and to sign such documents and give any approvals necessary therefor.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Refunding Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners

NAYS: Commissioners

ABSTAIN: Commissioners

COUNTY SERVICES:

Yeas: __________________________ Absent: __________________ Approved: __________________
FINANCE:

Yeas: 
Nays: 
Absent:  
Approved: 

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham
STATE OF MICHIGAN )
) SS
COUNTY OF INGHAM )

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on April 14, 2015, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 14th day of April, 2015.

______________________________
Barb Byrum, Clerk
County of Ingham
### 2015 DRAIN REFUNDING BONDS

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### 2005 DRAIN BONDS

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### Present Value Analysis

- **Present Value of Refunded Bonds:** $4,742,552.38
- **Less Present Value of Refunding Bonds:** $(4,397,856.14)
- **Gross Present Value Savings:** $344,696.24

### Cumulative Savings

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<td>2027-2027</td>
<td>$33,325.00</td>
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</table>

### Additional Notes
- **Cumulative Savings Includes Initial Transfer Amount:** $0.00
- **Cumulative Savings Includes Excess Proceeds:** $0.00
- **Cumulative Savings Includes Accrued Interest:** $0.00

### Runoff

- **$373,472.50**
Agenda Item 1b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT
TO TOWAR GARDENS AND BRANCHES DRAIN DRAINAGE DISTRICT BONDS

Resolution # ________

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on April 14, 2015, at 6:30 p.m., local time.

PRESENT:  Commissioners

______________________________________________

ABSENT:  Commissioners

______________________________________________

The following resolution was offered by Commissioner ____________ and supported by Commissioner: ____________

WHEREAS, proceedings have previously been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain intra-county drain improvements referred to as the Towar Gardens and Branches Drain Project (the “Project”), which was undertaken by the Towar Gardens and Branches Drain Drainage District (the “Drainage District”) in a Special Assessment District (the “Special Assessment District”) established by the Drainage District; and

WHEREAS, in order to provide funds to pay the costs of the Project, the Drainage District issued its 2005 Drainage District Bonds (General Obligation Limited Tax) (the “Prior Bonds”) in the original aggregate principal amount of $7,805,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Prior Bonds is payable from assessments made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Drainage District has received a savings report from Stauder, Barch Associates, Inc., that shows that refunding all or a portion of the Prior Bonds may provide a net present value savings with respect to the debt service on the Prior Bonds; and

WHEREAS, the Drainage District intends to issue refunding bonds in the amount of not to exceed $4,295,000 (the “Refunding Bonds”) in order to refund the Prior Bonds; and

WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the pledge of the full faith and credit of the County to the Refunding Bonds will provide a net interest cost savings and will be a benefit to the County and the people of the County.
NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Refunding Bonds in a par amount not to exceed $4,295,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Refunding Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Refunding Bonds when due.

2. Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

3. The Chairperson of the Board, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Refunding Bonds and to execute any documents or certificates necessary to complete the issuance of the Refunding Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Refunding Bonds and to sign such documents and give any approvals necessary therefor.

4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Refunding Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners

NAYS: Commissioners

ABSTAIN: Commissioners

COUNTY SERVICES:
Yeas:
 Nays: Absent: Approved:

FINANCE:
Yeas:
 Nays: Absent: Approved:

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham
I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on April 14, 2015, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 14th day of April, 2015.

Barb Byrum, Clerk
County of Ingham
### 2015 DRAIN REFUNDING BONDS

<table>
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<tr>
<th>Year Ended</th>
<th>May 1 Due</th>
<th>Rate</th>
<th>May 1 Interest</th>
<th>Nov 1 Due</th>
<th>Nov 1 Interest</th>
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**Total:** $1,110,000.00

**Cumulative Savings:** $0.00

**Cumulative Savings Include:**
- Initial Transfer Amount: $0.00
- Excess Proceeds: $0.00
- Interest: $0.00

### BONDS TO BE REFUND

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<tr>
<th>Year Ended</th>
<th>May 1 Due</th>
<th>Rate</th>
<th>May 1 Interest</th>
<th>Nov 1 Due</th>
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**Total:** $1,110,000.00

**Cumulative Savings:** $0.00

**Cumulative Savings Include:**
- Initial Transfer Amount: $0.00
- Excess Proceeds: $0.00
- Interest: $0.00

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**Present Value Analysis**

- **Present Value of Refunded Bonds:** $7,258.75
- **Present Value of Refunding Bonds:** $5,425.75
- **Net Present Value Savings:** $1,832.00

**Cumulative Savings:** $0.00

**Cumulative Savings Include:**
- Initial Transfer Amount: $0.00
- Excess Proceeds: $0.00
- Interest: $0.00

**Cumulative Savings:** $0.00

**Cumulative Savings Include:**
- Initial Transfer Amount: $0.00
- Excess Proceeds: $0.00
- Interest: $0.00

**Cumulative Savings:** $0.00

**Cumulative Savings Include:**
- Initial Transfer Amount: $0.00
- Excess Proceeds: $0.00
- Interest: $0.00

**Cumulative Savings:** $0.00
Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on April 14, 2015, at 6:30 p.m., local time.

PRESENT: Commissioners ________________________________

ABSENT: Commissioners ________________________________

The following resolution was offered by Commissioner ____________ and supported by Commissioner: ____________:

WHEREAS, proceedings have previously been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain intra-county drain improvements referred to as the Towar Snell Drain Project (the “Project”), which was undertaken by the Towar Snell Drain Drainage District (the “Drainage District”) in a Special Assessment District (the “Special Assessment District”) established by the Drainage District; and

WHEREAS, in order to provide funds to pay the costs of the Project, the Drainage District issued its 2005 Drainage District Bonds (General Obligation Limited Tax) (the “Prior Bonds”) in the original aggregate principal amount of $2,010,000 pursuant to the Act; and

WHEREAS, the principal of and interest on the Prior Bonds is payable from assessments made upon public corporations and/or benefited properties in the Special Assessment District; and

WHEREAS, the Drainage District has received a savings report from Stauder, Barch Associates, Inc., that shows that refunding all or a portion of the Prior Bonds may provide a net present value savings with respect to the debt service on the Prior Bonds; and

WHEREAS, the Drainage District intends to issue refunding bonds in the amount of not to exceed $1,100,000 (the “Refunding Bonds”) in order to refund the Prior Bonds; and

WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a majority of the members of the Board, pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds pursuant to Section 276 of the Act; and

WHEREAS, the pledge of the full faith and credit of the County to the Refunding Bonds will provide a net interest cost savings and will be a benefit to the County and the people of the County.
NOW, THEREFORE, IT IS RESOLVED as follows:

The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Refunding Bonds in a par amount not to exceed $1,110,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Refunding Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Refunding Bonds when due.

Should the County advance County funds pursuant to the pledge made in this Resolution, the amounts shall be repaid to the County from assessments or reassessments made upon benefited properties in the Special Assessment District as provided in the Act.

The Chairperson of the Board, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Refunding Bonds and to execute any documents or certificates necessary to complete the issuance of the Refunding Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Refunding Bonds and to sign such documents and give any approvals necessary therefor.

Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Refunding Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners

NAYS: Commissioners

ABSTAIN: Commissioners

COUNTY SERVICES:

Yeas:     Nays:     Absent:     Approved:

FINANCE:

Yeas:     Nays:     Absent:     Approved:
RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham
STATE OF MICHIGAN              )
                             ) SS
COUNTY OF INGHAM               )

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on April 14, 2015, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this 14th day of April, 2015.

__________________________________________
Barb Byrum, Clerk
County of Ingham
MEMORANDUM

TO: Law & Courts Committee
    Finance Committee

RE: Appointment of Per Diem Magistrate – Susan Adams

DATE: 3/9/2015

Michigan law authorizes the appointment of a magistrate in the district court. A magistrate serves as quasi-judicial officer and the magistrate’s authority is specifically set forth by statute. A magistrate assists the court by performing day-to-day judicial functions, such as conducting arraignments, setting bail, issuing arrest warrants, and presiding over civil infraction matters. The delegation of these duties from a judge, allows the judge to spend more time presiding over cases of a more serious nature.

When the Court’s full-time magistrate is utilizing leave or attending a training program, the day-to-day duties of the magistrate must still be performed. The absence of the magistrate creates a hardship for the court and the people we serve.

The 55th District Court respectfully requests that the Ingham County Board of Commissioners adopt the resolution appointing Susan Adams as a per diem magistrate for the district court. Ms. Adams will be paid a per diem rate of $30/hour. The court is not requesting any additional funding to pay the per diem rate.

Respectfully,

Michael J. Dillon
55th District Court Administrator
AGENDA ITEM 2

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE APPOINTMENT OF SUSAN ADAMS
ATTORNEY MAGISTRATE OF THE 55TH DISTRICT COURT

WHEREAS, Michigan Compiled Law 600.8501 authorizes the judges of district court to appoint a magistrate to carry out duties as set forth by statute; and

WHEREAS, Michigan Compiled Law 600.8501 also requires that the appointment of a magistrate to the district court be approved by the county board of commissioners prior to the magistrate taking office; and

WHEREAS, the 55th District Court has funds within its existing budget to pay for a per diem Magistrates when the full time Magistrate is absent because of leave or training; and

WHEREAS, the 55th District Court wants to insure that there is no interruption of service to the community when the full-time Magistrate is absent; and

WHEREAS, the 55th District Court intends to appoint Susan Adams as a per diem Magistrate and the appointment is contingent upon the approval the Ingham County Board of Commissioners.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the appointment of Susan Adams as a per diem magistrate for the 55th District Court.
MEMORANDUM

TO: Human Services, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: March 23, 2015
SUBJECT: RESOLUTION APPROVING CONTRACT CHANGE ORDER #4 TO THE LEASE AGREEMENT WITH THE STATE OF MICHIGAN FOR SPACE AT THE HUMAN SERVICES BUILDING (HSB) AND AWARDING A CONTRACT TO LAUX CONSTRUCTION TO BUILD A LARGER DEPARTMENT OF HUMAN SERVICES (DHS) TRAINING ROOM AT THE HUMAN SERVICES BUILDING

The resolution before you authorizes approving contract change order #4 to the lease agreement with the State of Michigan for space at the HSB and awarding a contract to Laux Construction, LLC to build a larger DHS Training room at the HSB.

Currently DHS leases a portion of the HSB from Ingham County. The DHS training group has moved from their location on Saginaw Street in Lansing to the HSB.

The intent of this project is to enlarge the current DHS training room to 39’X 29’, 1131 square feet, to allow the training group more space.

The Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments that a contract be awarded to Laux Construction, LLC, a local company who submitted the lowest responsive and responsible bid in the amount of $57,642.00 to construct a larger DHS training room at the HSB.

The Facilities Department would like to ask for a $5,000.00 contingency for any unforeseen circumstances that may arise with this type of project, bringing the total project cost to a not to exceed amount of $62,642.00.

Funds for this project are available within the approved Line Item 631-23304-931000-DHSCR.

Ingham County will be reimbursed by DHS through rent payments according to the lease agreement.

I recommend approval of this resolution.
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING CONTRACT CHANGE ORDER #4 TO THE LEASE AGREEMENT WITH THE STATE OF MICHIGAN FOR SPACE AT THE HUMAN SERVICES BUILDING (HSB) AND AWARDING A CONTRACT TO LAUX CONSTRUCTION TO BUILD A LARGER DEPARTMENT OF HUMAN SERVICES (DHS) TRAINING ROOM AT THE HUMAN SERVICES BUILDING

WHEREAS, DHS currently leases a portion of the Human Services Building (HSB) from Ingham County; and

WHEREAS, the DHS training group has moved from their location on Saginaw Street in Lansing to the HSB; and

WHEREAS, the intent of this project is to enlarge the current DHS training room to 39’X 29’, 1131 square feet, to allow the training group more space; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Laux Construction, LLC, a local company who submitted the lowest responsive and responsible bid, in the amount of $57,642.00, to construct a larger training room for DHS; and

WHEREAS, the Facilities Department would like to ask for a $5,000.00 contingency for any unforeseen circumstances that may arise with this type of project; and

WHEREAS, the funds for this project are available within the approved Line Item 631-23304-931000-DHSCR.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves contract change order #4 to the lease agreement with the State of Michigan for space at the Human Services Building and authorizes awarding a contract to Laux Construction, LLC, 4218 Charlar Drive, Holt, Michigan 48842 to construct a larger Department of Human Services training room at the Human Services Building for a not to exceed cost of $62,642.00, which includes a $5,000.00 contingency.

BE IT FURTHER RESOLVED, Ingham County will be reimbursed by DHS through rent payments according to the lease agreement.

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: Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: March 23, 2014

SUBJECT: RESOLUTION AMENDING THE AGREEMENT WITH HOBB+BLACK TO PROVIDE ARCHITECTURAL AND ENGINEERING (A&E) SERVICES AND APPROVE SCHEMATIC DESIGNS FOR HEALTH DEPARTMENT RENOVATIONS TO THE HUMAN SERVICES BUILDING

The resolution before you authorizes amending the agreement with Hobbs+Black to provide A&E services for Health Department renovations to the Human Services Building.

The scope of the project has expanded since the original resolution #14-221 was approved in May of 2014. The project cost has increased from $750,000.00 to $1,291,197.89. Due to the project cost increase, the department has incurred additional A&E costs of $35,204.90. In addition to the original A&E costs of $32,300.00 the new A&E total is $67,504.90.

The funds for this project are available within the approved CIP Line Item 511-61553-976000-02011.

The projected A&E costs, cost of construction, plus fees and furnishings is not to exceed $1,291,197.89.

I recommend approval of this resolution.
Agenda Item 3b

Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING THE AGREEMENT WITH HOBBS+BLACK TO PROVIDE ARCHITECTURAL AND ENGINEERING (A&E) SERVICES AND APPROVE SCHEMATIC DESIGNS FOR HEALTH DEPARTMENT RENOVATIONS TO THE HUMAN SERVICES BUILDING

WHEREAS, the scope of the project has expanded since the original Resolution #14-221 was approved in May of 2014; and

WHEREAS, the project cost has increased from $750,000.00 to $1,291,197.89; and

WHEREAS, due to the project cost increase the department has incurred additional A&E costs of $35,204.90; and

WHEREAS, in addition to the original A&E costs of $32,300.00 the new A&E total is $67,504.90; and

WHEREAS, funds for the Hobbs+Black A&E services for this project are available within the approved CIP Line Item 511-61553-976000-02011; and

WHEREAS, the Ingham County Building Authority has reviewed and approved the amendment to the contract with Hobbs+Black contingent upon Board of Commissioner approval; and

WHEREAS, Resolution #14-221 requires that preliminary schematic designs be presented to the Board of Commissioners for approval prior to authorizing the architect to proceed to bid the documents.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes amending the agreement with Hobbs+Black, 117 East Allegan Street, Lansing, Michigan 48933 to provide additional architectural and engineering services for the Ingham County Health Department renovations to the Human Services Building for a not to exceed cost of $35,204.90 in addition to the original architectural and engineering cost of $32,300.00 bringing the total not to exceed cost for architectural and engineering services to $67,504.90.

BE IT FURTHER RESOLVED, that the projected A&E costs, cost of construction, plus fees and furnishings is not to exceed $1,291,197.89.

BE IT FURTHER RESOLVED, the attached schematic designs are approved consistent with the requirement in Resolution #14-221.

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: Human Services Committee
   County Services Committee
   Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: March 23, 2015

RE: Resolution to Authorize a Reorganization of the Health Department’s Environmental Health Division Staff and Administrative Structure

The Health Department will discuss a proposal to realign and restructure services within the Environmental Health Division (EH). EH has experienced significant changes in the last year including the hiring of a new EH Director, the resignation of the Deputy EH Director, and the retirement of a Program Lead/Supervisor. The two vacated positions present an opportunity to restructure the division to suit the programs and services offered.

Several reclassifications are proposed and job descriptions have been updated to reflect current job duties accurately and satisfy contractual requirements relative to work assignments. Two current EH positions will be transferred to other organizational units within the Health Department because their current work is less reflective of the scope of EH services and better aligns with other teams within the department. The Tobacco Reduction Program Specialist will move to the Health Promotion and Prevention Division. The Sanitarian I position that is converting to a Health Analyst position will transfer to the Community Health Assessment group.

This proposal reduces administrative overhead and increases front line staff capacity while maintaining an effective leadership team capable of providing the support necessary for all programs and employees. The reorganization is formed with the following goals:

1) To increase front line staff capacity and to allow for greater productivity.
2) To strengthen and enhance the existing leadership and administrative structure while sustaining the quality of the work performed by program leads and front line staff.
3) To align EH to deliver services efficiently and effectively to Ingham County residents.

The following reclassifications are being proposed:

<table>
<thead>
<tr>
<th>Current</th>
<th>Proposed</th>
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</thead>
<tbody>
<tr>
<td>Vacant Deputy EH Director</td>
<td>Eliminated</td>
</tr>
<tr>
<td>Vacant Sanitarian III (San III)</td>
<td>1 Sanitarian I (San I)</td>
</tr>
<tr>
<td>.5 FTE Health Programs Assistant (HPA) UAW C</td>
<td>1.0 FTE Community Health Rep. II (CHR II) UAW D</td>
</tr>
<tr>
<td>.75 Environmental Health Specialist (EHS) ICEA PRO 4</td>
<td>1.0 FTE Sanitarian I (San I) ICEA PRO 6</td>
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<td>3 Environmental Health Specialists (EHS) ICEA PRO 4</td>
<td>3 Sanitarian I (San I) ICEA PRO 6</td>
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<tr>
<td>3 Sanitarian I (San I) ICEA PRO 6</td>
<td>3 Sanitarian II (San II) ICEA PRO 8</td>
</tr>
<tr>
<td>1 Sanitarian I (San I) ICEA PRO 6</td>
<td>Health Analyst ICEA PRO 7</td>
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</table>
Current Tobacco Reduction Program Specialist
Proposed Updated job description, no change in union or grade
Sanitarian III, Planned Programs Supervisor
Proposed Food and Facilities Supervisor, no change in union or grade
Sanitarian III, Demand Programs Supervisor
Proposed Land and Water Program Supervisor, no change in union or grade
Sanitarian III, Toxicologist
Proposed Prevention and Response Program Supervisor, no change in union or grade

This proposal has been discussed with all affected unions and the County’s Human Resources Department. Attached are the costs associated with implementation of this proposal.

EH Proposed Re-organization - Summary of Personnel Costs Adjustments 3/17/15

<table>
<thead>
<tr>
<th>Current Position</th>
<th>Proposed Position</th>
<th>Method 1</th>
<th>Method 2</th>
<th>Method 3</th>
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</thead>
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<td>Vacant</td>
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<td>(119,509)</td>
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<td>Sanitarian I</td>
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<td>HPA</td>
<td>CHR II</td>
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<td>Sanitarian I</td>
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<tr>
<td>Employee # 6371</td>
<td>EHS</td>
<td>Sanitarian I</td>
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<td>Employee # 6922</td>
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<td>Sanitarian I</td>
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<td>Employee # 1949</td>
<td>EHS</td>
<td>Sanitarian I</td>
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<td>11,844</td>
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<td>Employee # 6599</td>
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<td>Sanitarian II</td>
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<tr>
<td>Employee # 2971</td>
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<td>Sanitarian II</td>
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<td>Employee # 1977</td>
<td>Sanitarian I</td>
<td>Sanitarian II</td>
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<td>13,372</td>
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<tr>
<td>Employee # 6904</td>
<td>Sanitarian I</td>
<td>Health Analyst</td>
<td>6,074</td>
<td>8,020</td>
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</table>

(85,192) (14,580) 7,938

Notes:
Method 1 - Current position and salary step before reorganization and relevant position and salary step after reorganization
Method 2 - Current position and salary at step 5 before reorganization and projected costs of employees at step 5 after reorganization
Method 3 - Current position and salary step before reorganization and projected costs of employees at step 5 after reorganization

c: Eric Thelen, w/ attachment
Debbie Edokpolo, w/attachment
Rod McNeill, w/attachment
Ingham County Health Department Organizational Chart

Proposed Environmental Health

Deputy Health Officer
Debbie Edokpolo, MSW

Environmental Health Director
Rod McNeill, MHA

Administrative Assistant
Carmina Merz

Community Health Rep II
Kalyn Lyons (1 FTE)
Megan Wilson

Food & Facilities Supervisor
Robert Losee

Sanitarian I
Marc Daniels (1 FTE)
Rosemary Hinchey
Kyle Mitchell
Ashleigh Schaberg
Sue Scheurer
Sanitarian II
Lisa St. Clair
Steve Spodny
Amy Thomas

Land & Water Supervisor
Lisa McGiveron

Sanitarian I
Doug Franks
Sanitarian II
Randy Fedewa
Bill Haun

Prevention & Response
Program Supervisor
Mike Allen

Sanitarian I
Tricia Brubaker
Vacant (New)
Sanitarian II
Herb Corey
Rene Franco

Lewis Wooster (Sanitarian I) becomes a Healthy Analyst reporting to Assistant Deputy Health Office Joel Murd.

Amy Moore (Tobacco Reduction Program Specialist) will be reporting to Health Promotion & Prevention Manager Sarah Bryant.

March 2015
TO: Linda Vail, Health Officer
FROM: Beth Bliesener, Employment Specialist
DATE: 3-2-15
RE: Memo of Analysis for reorganization of the Environmental Health Division

The Health Department is reorganizing the Environmental Health Division to enhance their ability to serve residents of Ingham County.

1. Position number 601326 is currently a ¾ time position. The Health Department will change the status to full-time.

2. Position numbers 601326, 601338, 601334, and 601342 are all currently Environmental Health Specialists (ICEA County Pro 04). The Health Department will convert all 3 positions to Sanitarian I’s (ICEA County Pro 06). By converting all 3 positions it brings the ICHD Environmental Health Division in line with the nationally recognized standards for sanitarians.

3. Position numbers 601327, 601328 and 601331 are currently Sanitarian I’s (ICEA County Pro 06). All 3 employees have the required experience and credentials to be elevated to Sanitarian II’s per the ICEA contract Article 11, Section 5. The Health Department will convert all 3 positions to Sanitarian II’s (ICEA County Pro 08).

4. Position number 601323 is currently a vacant Sanitarian III. The Health Department will convert the vacant position to a Sanitarian I to accommodate the increase demand for services.

5. Position number 601030, Tobacco Reduction Program Specialist, the Health Department has updated the job description. The position remains the same salary. I have attached the updated job description for your records.

6. Position number 601324, Sanitarian III, Demand Program Supervisor; the job description has been updated to accurately reflect the essential functions. The job has been reclassified to Land and Water Program Supervisor. The salary remains an ICEA County Pro 09. I have attached an updated job description for your records.

7. Position number 601333, Sanitarian III, Planned Program Supervisor; the job description has been updated to accurately reflect the essential functions. The job has been reclassified to Food and Facilities Supervisor. The salary remains an ICEA County Pro 09. I have attached an updated job description for your records.

8. Position number 601322 Sanitarian III, Toxicologist; the job description has been updated to accurately reflect the essential functions. The job has been reclassified to Prevention and Response Program Supervisor. The salary remains an ICEA County Pro 09. I have attached an updated job description for your records.
9. Position number 601339, Sanitarian I, (ICEA County Pro 06) the Health Department will convert this position to a Health Analyst (ICEA County Pro 07). I have attached the job description for your records.

10. Currently position number 601337 is a Part-time Health Programs Assistant (UAW C); the Health Department will increase the position to full-time status and convert the position to a CHR II (UAW D). The employee is an agreement with the changes. The Health Department will increase the status and convert the position to better meet operational needs.

11. The Deputy EH Director was recently vacated. Position number 601437, Deputy EH Director will be eliminated.

I have sent the ICEA PRO chair notice regarding the updated job description and changes and they support the reorganization. I have attached their response.

I have sent the UAW chair notice regarding the position conversion and status change and they support the reorganization. I have attached their response.

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

If I can be of further assistance, please email or call me (887-4375).
INTRODUCED BY THE HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A REORGANIZATION OF THE HEALTH DEPARTMENT’S ENVIRONMENTAL HEALTH DIVISION STAFF AND ADMINISTRATIVE STRUCTURE

WHEREAS, the Health Department’s Environmental Health Division (EH) has experienced significant changes in the last year, including hiring a new EH Director, the resignation of the Deputy EH Director, and the retirement of a Program Lead/Supervisor; and

WHEREAS, the two vacated positions present an opportunity to restructure the division to suit the programs and services offered; and

WHEREAS, the Human Resources Department has reviewed the proposed changes and has no objections; and

WHEREAS, the ICEA Professionals union and the UAW union have reviewed the proposed changes and have no objections.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the following changes to the Health Department’s Environmental Health Division:

<table>
<thead>
<tr>
<th>POSITION #</th>
<th>CURRENT TITLE</th>
<th>NEW TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>601437 (Vacant)</td>
<td>1.0 FTE Deputy Environmental Health Director – MCF 11 ($65,232 - $78,299)</td>
<td>Eliminated</td>
</tr>
<tr>
<td>601323 (Vacant)</td>
<td>1.0 FTE Sanitarian III – ICEA PRO 9 ($51,228 - $61,496)</td>
<td>1.0 FTE Sanitarian I – ICEA PRO 6 ($46,218 - $55,483)</td>
</tr>
<tr>
<td>601337</td>
<td>.50 FTE Health Programs Assistant – UAW C ($14,748 - $17,554)</td>
<td>1.0 FTE Community Health Representative II – UAW D ($31,448 - $37,438)</td>
</tr>
<tr>
<td>601326</td>
<td>.75 FTE Environmental Health Specialist (EHS) – ICEA PRO 4 ($29,720 - $35,679)</td>
<td>1.0 FTE Sanitarian I (San I) ICEA PRO 6 ($46,218 - $55,483)</td>
</tr>
<tr>
<td>601338</td>
<td>1.0 FTE Environmental Health Specialist (EHS) – ICEA PRO 4 ($39,672 - $47,572)</td>
<td>1.0 FTE Sanitarian I (San I) ICEA PRO 6 ($46,218 - $55,483)</td>
</tr>
<tr>
<td>601334</td>
<td>1.0 FTE Environmental Health Specialist (EHS) – ICEA PRO 4 ($39,672 - $47,572)</td>
<td>1.0 FTE Sanitarian I (San I) ICEA PRO 6 ($46,218 - $55,483)</td>
</tr>
<tr>
<td>601342</td>
<td>1.0 FTE Environmental Health Specialist (EHS) – ICEA PRO 4 ($39,672 - $47,572)</td>
<td>1.0 FTE Sanitarian I (San I) ICEA PRO 6 ($46,218 - $55,483)</td>
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<tr>
<td>601327</td>
<td>1.0 FTE Sanitarian I (San I) ICEA PRO 6 ($46,218 - $55,483)</td>
<td>1.0 FTE Sanitarian II (San II) ICEA PRO 8 ($55,173 - $66,233)</td>
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<tr>
<td>601328</td>
<td>1.0 FTE Sanitarian I (San I) ICEA PRO 6 ($46,218 - $55,483)</td>
<td>1.0 FTE Sanitarian II (San II) ICEA PRO 8 ($55,173 - $66,233)</td>
</tr>
<tr>
<td>601331</td>
<td>1.0 FTE Sanitarian I (San I) ICEA PRO 6 ($46,218 - $55,483)</td>
<td>1.0 FTE Sanitarian II (San II) ICEA PRO 8 ($55,173 - $66,233)</td>
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<tr>
<td>601030</td>
<td>1.0 FTE Tobacco Reduction Specialist</td>
<td>Updated job description, no change in union or grade</td>
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<tr>
<td>601324</td>
<td>1.0 FTE Sanitarian III: Demand Program Supervisor – ICEA PRO 9 ($60,342 - $72,438)</td>
<td>1.0 FTE Sanitarian III: Land and Water Program Supervisor – ICEA PRO 9 ($60,342 - $72,438)</td>
</tr>
<tr>
<td>601333</td>
<td>1.0 FTE Sanitarian III: Planned Program Supervisor – ICEA PRO 9 ($60,342 - $72,438)</td>
<td>1.0 FTE Sanitarian III: Food and Facilities Supervisor – ICEA PRO 9 ($60,342 - $72,438)</td>
</tr>
<tr>
<td>Code</td>
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<tr>
<td>601322</td>
<td>1.0 FTE Sanitarian III: Toxicologist – ICEA PRO 9 ($60,342 - $72,438)</td>
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<tr>
<td></td>
<td>1.0 FTE Prevention and Response Program Supervisor – ICEA PRO 9 ($60,342 - $72,438)</td>
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<tr>
<td>601339</td>
<td>1.0 FTE Sanitarian I (San I) ICEA PRO 6 ($46,218 - $55,483)</td>
<td>1.0 FTE Health Analyst – ICEA PRO 7 ($50,584 - $60,724)</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the budget and position allocation list in accordance with this resolution.
MEMORANDUM

TO: Human Services Committee
    Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: March 23, 2015

RE: Resolution to Authorize a Subcontract with GAMALIEL of Michigan with Funds from the National Association of County and City Health Officials (NACCHO)

Through the Ingham County Health Department’s (ICHD) Social Justice Initiative, ICHD has gained recognition at the state and national level as a leader in coordinating efforts to incorporate principles of social justice and health equity into public health practice. In 2013, Ingham County Health Department entered into a contractor agreement with the National Association of City and County Health Officials (NACCHO) to coordinate the development of a network of local health departments and community organizers in Michigan (Michigan Power to Thrive). This agreement, for $10,000, was authorized with Resolution #13-285. A subsequent amendment to the agreement adding an additional $70,000 in funding was authorized with Resolution #14-168. A third agreement establishing a new contract in the amount of $62,300 was authorized with Resolution #14-417.

The activities covered in the scope of work for these agreements include providing or arranging for the provision of consultation to 1) develop new community organizing groups to work with local departments; 2) provide training and technical assistance to local health departments and organizers working collaboratively in Michigan; 3) educate and familiarize health department personnel with the tools, methods, and strategies used by organizers to achieve policy victories that improve health equity in communities; 4) provide networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments; and 5) coordinate community dialogues that use the documentary series *The Raising of America* to develop a regional or statewide issue campaign for health equity.

The attached resolution authorizes a subcontract not to exceed $40,000 with GAMALIEL of Michigan. Staff of GAMALIEL of Michigan has partnered with ICHD on the creation of “Michigan Power to Thrive” since 2011, and are currently very active in accomplishing each of the above activities. Staff will also be instrumental in promoting the “Health in All Policies” approach in each of the participating counties, and in organizing multi-county issue campaigns addressing early childhood development and mass incarceration in Michigan. This agreement will enable GAMALIEL to continue in these activities, and also to provide support to their affiliate organizations in Ingham, Kalamazoo, Kent, Genesee, Saginaw, Calhoun, Washtenaw, and Wayne Counties. The funds may be used to cover costs for travel and lodging, staff time, materials, and meetings sponsored in carrying out the above activities. All services are to be completed by September 30, 2015.

I recommend that the Board of Commissioners authorize this subcontract with GAMALIEL of Michigan.

c: Eric Thelen w/attachment
    Joel Murr w/attachment
<table>
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<tr>
<th>What</th>
<th>Detroit</th>
<th>Saginaw</th>
<th>Lansing</th>
<th>Kalamazoo</th>
<th>Battle Creek</th>
<th>GR and Genesee</th>
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RESOLUTION TO AUTHORIZE A SUBCONTRACT WITH GAMALIEL OF MICHIGAN WITH FUNDS FROM THE NATIONAL ASSOCIATION OF COUNTY AND CITY HEALTH OFFICIALS (NACCHO)

WHEREAS, health equity – the elimination of the root causes of health disparity—is one of the core values for the Ingham County Health Department; and

WHEREAS, since 2011 representatives of the Health Department have been building relationships with local, state, and national organizations about promising ways to align the health equity work of public health practitioners and community organizers; and

WHEREAS, organizers and public health personnel from eight counties in Michigan have worked together to create a new network called Michigan Power to Thrive; and

WHEREAS, in Resolutions #13-285, #14-168, and #14-417, the Board of Commissioners authorized agreements between the Health Department and the National Association of County and City Health Officials (NACCHO) which accepted funding in the amount of $142,300 to coordinate the “Building Networks” activity in Michigan; and

WHEREAS, funds received through these agreements are to be used to subcontract with other departments and organizations to carry out any of the following activities: 1) develop new community organizing groups to work with local departments, technical assistance; 2) provide technical assistance to local health departments and organizers working collaboratively in Michigan; and 3) educate and familiarize health department personnel with the tools, methods, and strategies used by organizers to achieve policy victories that improve health equity in communities; 4) provide networking/summit events to help resolve barriers that restrict or inhibit strong working relationships between community organizers and local health departments; and 5) coordinate community dialogues that use the documentary series The Raising of America to develop a regional or statewide issue campaign for health equity; and

WHEREAS, GAMALIEL of Michigan is a statewide network of community organizing entities with affiliates in many of the counties participating in Michigan Power to Thrive, and has been instrumental to creating and sustaining the collaboration between local public health departments and community organizers; and

WHEREAS, GAMALIEL of Michigan has agreed to coordinate the distribution of funds from the NACCHO grants to its affiliate organizations working to build the Michigan Power to Thrive network; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a subcontract in an amount not to exceed $40,000 with GAMALIEL of Michigan.
THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a subcontract not to exceed $40,000 to GAMALIEL of Michigan to 1) assist in building and sustaining the Michigan Power to Thrive network’s effort to promote “Health in All Policies” and other issue campaigns in Michigan such as early childhood development and mass incarceration; 2) develop new organizing entities in Michigan Power to Thrive counties where they currently do not exist; 3) provide training and technical assistance to organizers and public health personnel participating in the network; and 4) equitably distribute funds to support local Gamaliel affiliates in their participation in the Michigan Power to Thrive network in 2015.

BE IT FURTHER RESOLVED, that these funds may be applied to travel and lodging expenses, staff time, materials and meeting costs incurred in accomplishing the above activities between January 1, 2015 and September 30, 2015.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any 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: March 19, 2015

RE: Resolution to Amend the Agreement with the Michigan Public Health Institute (MPHI) for the Pathways to Better Health Grant and to Establish Temporary Positions

This Resolution is to amend Resolution #14-270 which authorized a grant agreement with the Michigan Public Health Institute (MPHI), in support of the MI Pathways to Better Health Project (MBPH). The Health Department was awarded $1,719,425 for the period July 1, 2014 through June 30, 2015.

MPHI received authorization from the federal Centers for Medicare and Medicaid Services (CMS) to reallocate unspent grant funds from FY 13-14. MPHI will provide the Health Department with an additional $175,000 in unspent funds to focus on activities that support sustainability planning and preparation for continued services once the grant ends. MPBH uses Community Health Workers (CHWs) to assist adult Medicaid or Medicare beneficiaries who have two or more chronic health issues in order to help lower their healthcare cost. The CHWs use evidence-based Pathways (protocols) to identify and resolve deficiencies in the social determinants of health (such as housing, food, and education).

The Health Department (HD) will provide Ingham Health Plan (which acts as the HUB for the project) an additional $12,000 to obtain National HUB Accreditation. The HUB receives referrals, screens clients, makes assignments to agencies employing Community Health Workers (CHW’s), and assures bi-directional communication with the referral entity. They also serve as a data and information clearinghouse, with quality monitoring functions.

Furthermore, the HD will hire two part-time Project Specialists to work collaboratively with the HUB and Community Care Agencies (CCA) to improve CHW efficiency and client outcomes through work process analyses, training, and best practices. Activities will support cohesiveness of the project and sustainability. The HD will also seek future authorization to enter into a contractual agreement for up to $75,000 via bid process with prospective consulting firms to provide the department with a comprehensive sustainability plan including the following: data collection and analysis, evaluation, digital story, and focus groups (clients, CCAs, payers, stakeholders).

I recommend that the Board of Commissioners authorize an amendment to the agreement with the Michigan Public Health Institute (MPHI) for the Michigan Pathways to Better Health Grant.

c: Eric Thelen w/attachment
   Debbie Edokpolo w/attachment
   Sarah Bryant w/attachment
RESOLUTION TO AMEND THE AGREEMENT WITH THE MICHIGAN PUBLIC HEALTH INSTITUTE (MPHI) FOR THE PATHWAYS TO BETTER HEALTH GRANT AND TO ESTABLISH TEMPORARY POSITIONS

WHEREAS, Ingham County was one of three sites selected to participate in the Michigan Pathways to Better Health project; and

WHEREAS, in Resolution #14-270, the Board of Commissioners accepted a grant in the amount of $1,719,425.00 and authorized an agreement with the Michigan Public Health Institute (MPHI) for the period of July 1, 2013 through June 30, 2014; and

WHEREAS, The Michigan Public Health Institute (MPHI), received authorization from the federal Centers for Medicare and Medicaid Services (CMS) to reallocate unspent grant funds from FY 13-14; and

WHEREAS, MPHI will provide Ingham County additional grant funds in the amount up to $175,000 to focus on activities that support sustainability planning and preparation for continued services once the grant ends; and

WHEREAS, the Health Officer recommends that the Board of Commissioners accept the additional funding in the amount of up to $175,000 from the Michigan Public Health Institute.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an amendment to the agreement with the Michigan Public Health Institute accepting additional funding in the amount of up to $175,000.

BE IT FURTHER RESOLVED, that the agreement with the Ingham Health Plan Corporation shall be amended in the amount of up to $12,000 to obtain National HUB Accreditation.

BE IT FURTHER RESOLVED, that the following temporary positions are established for the duration of the grant: Project Specialist, (ICEA/5, 2 part-time positions).

BE IT FURTHER RESOLVED, that the funds to support this amendment shall be spent by June 30, 2015.

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

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

To: Human Services Committee
Finance Committee

From: Linda S. Vail, MPA, Health Officer

Date: March 23, 2014

Subject: Resolution to Amend Resolution #14-360 to accept U.S. Department of Health and Human Services Health Resources and Services Administration Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare Grant

Attached is an authorization to amend Resolution #14-360, which accepted the third year of funding awarded from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant (also known as Ryan White Part D).

Resolution #14-360 accepted $436,190 of Ryan White Part D funds for the budget period of August 1, 2014 through June 30, 2015. The Health Department has received a Notice of Award which extends the end date of this award budget period from June 30, 2015 to July 31, 2015 and provides $37,930 of additional funding for the one-month extension of the current award.

This extension closes a gap that existed between the initial grant period end date (June 30, 2015), and the start date of the upcoming award period (August 1, 2015). The Health Department has submitted a Competing Continuation Grant Application for the two-year award period that would begin August 1, 2015.

This amendment to Resolution #14-360 also authorizes the amending of current contractual service agreements associated with Ryan White Part D funding for the extended award period, in order to ensure a continuation of services. This includes the physician services of Dr. Peter Gulick, through an agreement with Michigan State University College of Osteopathic Medicine, and the contractual dental services of Dr. Lauren Hall-Tate.

I recommend that the Board of Commissioners authorize this amendment of Resolution #14-360 and authorize the necessary amendments to the associated service agreements accordingly.

c: Eric Thelen w/ attachment
    Barbara Watts Mastin w/attachment
AGENDA ITEM 4d

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #14-360 TO ACCEPT FUNDING FROM THE U.S. DEPARTMENT OF HEALTH RESOURCES AND SERVICES ADMINISTRATION FOR THE RYAN WHITE TITLE IV WOMEN, INFANTS, CHILDREN, YOUTH AND AFFECTED FAMILY MEMBERS AIDS HEALTHCARE GRANT

WHEREAS, Ingham County Health Department is the recipient of U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA) Ryan White Title IV Women, Infants, Children, Youth and Affected Family Members AIDS Healthcare grant (also known as Ryan White Part D) to provide family centered care involving outpatient and ambulatory care for women, infant, children and youth with HIV/AIDS; and

WHEREAS, the Ingham Community Health Centers accepted the third year’s award of the Ryan White Part D funding through Resolution #14-360; and

WHEREAS, the amount of the award accepted through Resolution #14-360 was $436,190, for the period of August 1, 2014 through June 30, 2015; and

WHEREAS, the Health Department has received a Notice of Award from HRSA which extends the end date of the award term from June 30, 2015 to July 31, 2015, and provides $37,930 in additional funds, which is the equivalent of one-month of the current award; and

WHEREAS, the Ingham Community Health Centers Board of Directors supports the amendment to Resolution #14-360 to accept the total award of $474,120 for the period of August 1, 2014 through July 31, 2015; and

WHEREAS, the Health Officer recommends that the Board of Commissioners amend Resolution #14-360 to accept the total award of $474,120 for the period of August 1, 2014 through July 31, 2015.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the amendment of Resolution #14-360 to accept the total third year of Ryan White Part D funding in the amount of $474,120 for the period of August 1, 2014 through July 31, 2015.

BE IT FURTHER RESOLVED, that the authorized contractual services supported through Ryan White Part D funding be amended accordingly in order to ensure a continuation of services through the one-month extension period from June 30, 2015 through July 31, 2015.

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

BE IT FURTHER RESOLVED, that the Chairperson of the 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.
TO: County Services Committee  
Finance Committee

FROM: Sandra Gower, Economic Development Coordinator

SUBJECT: Establishment of a Brownfield Local Site Remediation Revolving Fund

DATE: March 25, 2015

At its March 13, 2015 meeting the Ingham County Brownfield Redevelopment Authority (ICBRA) approved a resolution requesting the Ingham County Board of Commissioners establish a Local Site Remediation Revolving Fund (LSRRF).

Section 8 of the Brownfield redevelopment Financing Act, Act 381 of the Public Acts of Michigan of 1996 as amended (Act 381) provides for the establishment of a LSRRF. An LSRRF is funded from the tax increment revenues generated by a completed Brownfield Plan. The LSRRF is a financing tool that can be used to provide loans to developers of Brownfield Projects with approved brownfield plans. The LSRRF can only be used to finance eligible activities as defined in Act 381.

The ICBRA is recommending the establishment of a LSRRF to provide a local tool to facilitate the cleanup and redevelopment of Brownfield sites throughout the County. A loan from this fund is in essence providing the developer an advance on the tax increment reimbursement they would be eligible for in an approved brownfield plan.

It will take several years from the time it is established, for the LSRRF to have accumulated enough funding to begin providing loans.

The attached policy provides details on the objectives, management and administration, applicant and property eligibility, eligible activities, and application process for the LSRRF.
WHEREAS, the Ingham County Brownfield Redevelopment Authority (ICBRA) was established by the Ingham County Board of Commissioners; and

WHEREAS, the mission of ICBRA is the maintenance and implementation of a Brownfields redevelopment program throughout Ingham County and to support the cleanup and redevelopment of environmentally contaminated and previously used development sites, that promote the economic development goals of Ingham County; and

WHEREAS, Section 8 of the Brownfield Redevelopment Financing Act, Act 381 of the Public Acts of Michigan of 1996, as amended (“Act 381”) authorizes the establishment of a Local Site Remediation Revolving Fund (LSRRF) for the purpose of providing loans for brownfield redevelopment projects for eligible activities defined in Act 381 and that are part of an approved brownfield plan; and

WHEREAS, the LSRRF will help identify brownfields within the County and provide financing to assist with eliminating brownfield conditions on those sites.

THEREFORE BE IT RESOLVED, that the ICBRA requests that the Ingham County Board of Commissioners establish a Local Site Revolving Remediation Fund.

BE IT FURTHER RESOLVED, that the ICBRA requests that the Ingham County Board of Commissioners adopt the Local Site Remediation Revolving Fund Policy as attached.

APPROVED: March 13, 2015
WHEREAS, the Ingham County Brownfield Redevelopment Authority (ICBRA) was established by Ingham County Board of Commissioners; and

WHEREAS, the mission of ICBRA is the maintenance and implementation of a Brownfields redevelopment program throughout Ingham County and to support the cleanup and redevelopment of environmentally contaminated and previously used development sites, that promote the economic development goals of Ingham County; and

WHEREAS, Section 8 of the Brownfield Redevelopment Act, Act 381 of the Public Acts of Michigan of 1996 as amended (Act 381) authorizes the establishment of a Local Site Remediation Revolving Fund (LSRRF) for the purpose of providing loans for brownfield redevelopment projects for eligible activities defined in Act 381 and that are part of an approved brownfield plan; and

WHEREAS, the funding for the LSRRF would come primarily from tax increment revenues generated by completed Brownfield Plan Projects; and

WHEREAS, the LSRRF would provide funding to identify, evaluate, and characterize brownfields and to assist with the payment or financing of the cost of eligible activities in connection with redevelopment projects in Ingham County; and

WHEREAS, the ICBRA at its meeting on March 13, 2015 adopted a resolution recommending that the Ingham County Board of Commissioners create an Ingham County Local Site Remediation Revolving Fund.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby adopt the Ingham County Local Site Remediation Revolving Fund Policy as attached hereto.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners establishes an application fee of $1,000, to be reviewed annually, for the Ingham County Local Site Remediation Revolving Fund.
Ingham County Brownfield Redevelopment Authority
Local Site Remediation Revolving Fund Policy

Adopted:

The Ingham County Brownfield Redevelopment Authority (ICBRA) has established a Local Site Remediation Revolving Fund (LSRRF) as authorized under Section 8 of the Brownfield Redevelopment Financing Act, Act 381 of the Public Acts of Michigan of 1996, as amended (“Act 381”). The ICBRA can provide loans for brownfield redevelopment projects in the County. Funding for the LSRRF comes primarily from tax increment revenues generated by completed Brownfield Plan Projects after such Projects have had certain eligible activities paid or reimbursed pursuant to a Development and Reimbursement Agreement, but the LSRRF may also receive funds from any other source permitted under Act 318. The LSRRF is intended to help identify brownfields within the County and provide financing to assist with eliminating brownfield conditions.

Objectives

The LSRRF exists to provide funding to identify, evaluate and characterize brownfields, and to assist with payment or financing of the cost of eligible activities (as defined below) in connection with redevelopment projects located in Ingham County (County). Projects will be considered for funding based on the extent to which the project:

- Demonstrates financial need
- Alleviates environmental contamination and/or blight
- Promotes “green remediation” or low-impact design elements
- Leverages additional private investment
- Will create or retain jobs

Management and Administration

The ICBRA Board will serve as the LSRRF Committee and will be responsible for final decisions regarding all loans. The Ingham County Economic Development Coordinator will manage and oversee the implementation of the LSRRF, will provide recommendations to the LSRRF Committee regarding individual projects, and will be responsible for reporting on the status of projects, loans, grants, and the non-obligated funds available in the LSRRF. The ICBRA’s legal counsel will advise on LSRRF activities. The ICBRA may enter into agreements with a loan servicing provider or participating lending institutions if it is determined to be in the ICBRA’s best interest. Any such agreement shall be approved by the LSRRF Committee.

Staff will report to the LSRRF Committee not less than quarterly on the status of any outstanding loans as well as on the financial standing of the LSRRF fund.

Applicant and Property Eligibility

Borrowers may be public or private for-profit or non-profit entities and must:
• Have a legal interest in the property that comprises the project (ownership or binding purchase agreement)
• Not have contributed or be liable for environmental contamination at the property;
• Have the ability to repay a loan as determined solely by the LSRRF Committee;
• Have conducted or have plans to conduct (with or without LSRRF funding), environmental due diligence, including at a minimum a Phase I Environmental Site Assessment prior to the purchase of the property and any Environmental Investigations recommended by the Phase I Environmental Site Assessment;
• Have received all necessary approvals for the proposed project from the local jurisdiction;
• Be current on all obligations to the County and the local jurisdiction, including but not limited to real and personal income tax obligations (both the applicant and any affiliated entities) and have no outstanding code compliance issues with the local jurisdiction.

In addition to applicant eligibility, the project must occur on a site that is an eligible property as defined in Act 381, and located in Ingham County. The determination of eligibility is the responsibility solely of the LSRRF Committee.

Eligible Activities

LSRRF funds may be used to fund the following activities as defined in Act 381, including:

• Environmental Site Assessment
• Due Care Planning and Due Care Activities
• Demolition as an Environmental Response Activity
• Additional Environmental Response Activities
• Public Infrastructure

Only those costs incurred after approval of the loan (with the exception of environmental site assessment) will be paid for by loan proceeds. The final determination of whether an activity constitutes an eligible activity rests solely with the LSRRF Committee. LSRRF funds may be used to fund some activities, a portion of some activities, or all of the eligible activities at a project.

Application

Applicants will submit an application in a form provided by the ICBRA, including all required attachments. In addition to the application, applicants will be required to submit the following:

• Evidence the of applicant eligibility as described above;
• Evidence of property and activity eligibility, as described above;
• Application fee as indicated in the most current version of the Application Fee Schedule
Loans

The LSRRF may be used to make loans for eligible activates (as defined above). The terms of each loan will be incorporated into a project’s Development and Reimbursement Agreement and will be determined on a case-by-case basis in the sole discretion of the LSRRF Committee, in general conformance with the following guidelines.

- Borrowers must seek tax increment financing through approval of a Brownfield Plan;
- Loans will be repaid with annual tax increment revenues generated by the completed project, after the ICBRA has retained its administrative percentage of annual revenues.
- Loans will not bear interest unless determined necessary by the LSRRF Committee.
- The ICBRA may enter into agreements with the lending institution providing the construction and/or permanent financing for a redevelopment project with the goal of eliminating the need for construction financing and/or permanent financing of eligible activities. (Additional documentation will be made available providing details on the mechanics of a lending institution’s participation)
- The minimum loan amount available to a project is $50,000 and the maximum loan amount available to a project is $300,000, dependent upon the availability of non-obligated funds, or the total tax increment revenues anticipated to be available for repayment over a fifteen (15) year period, whichever is less. The LSRRF Committee may, form time-to-time modify the maximum loan amount based on the availability of funds.
- Unless other arrangements have been made with a borrower and a participating lending institution, loan proceeds will be dispersed on a reimbursement basis upon fulfillment of the terms and conditions contained in the Development and Reimbursement Agreement.
- Any outstanding principal and/or interest are due and payable at the time the borrower sells the property that comprises the project for which it received a loan.

Reports

The ICBRA requires an electronic copy of all reports completed (i.e. Phase I, Phase II, Baseline Environmental Assessment, Due Care Plan, No Further Action Letter, etc.,) which are funded, in whole or in part by LSRRF Funds.

Amendments

The LSRRF Committee, in its sole discretion, may make amendments to this policy as it deems appropriate.

Waiver

The LSRRF Committee, in its sole discretion, may choose to waive all or any part of this policy if it determines such waiver to be in the ICBRA’s best interest.

Suspension of Tax Increment Revenue Collection
If at any time after approval of this policy, there is a period of three consecutive fiscal years of the ICBRA in which there is no new loan activity, the ICBRA will suspend capturing tax increment revenues to fund the LSRRF. If after such suspension of capture, there is a new grant or loan issued pursuant to this policy the ICBRA will evaluate the need to recommence capture based on the amount of funds available for loans. In no event will the ICBRA attempt to capture tax increment revenues from a prior fiscal year in which revenue capture was suspended pursuant to this paragraph, such tax increment revenues already having been distributed to various taxing jurisdictions.

Fees

Non-refundable fees will be assessed in connection with grant and loan applications and processing. Fees are assessed in the following categories in amounts provided in the ICBRA’s fee schedule.

- Loans Application Fee (due with application)
- Loan Processing Fee (due at loan closing)
- Assignment of or an Amendment to an Agreement

Application

1. The application will consist of an application form and all required attachments evidencing project and borrower eligibility and describing activities to be financed by the ICBRA loan and their estimated costs.

2. The ICBRA will determine whether the application is sufficient, meets the requirements of Act 381, and whether a loan will be provided to the project and will establish a not-to-exceed amount for the LSRRF loan. In order to be eligible for a loan form the LSRRF an applicant must seek tax increment reimbursement through a Brownfield Plan in order to secure a loan.

3. After an application is received and reviewed by the ICBRA, the following agreements are drafted for review and approval by the ICBRA, developer and Bank:
   a. Development and Reimbursement Agreement between Developer and ICBRA
      i. Describes the amount to be reimbursed through tax increment and the amount to be funded by a loan, requirements and process for reimbursement and repayment of a loan, requirements for disbursement of loan funds.
      ii. If desired by the Bank and Developer and acceptable to the ICBRA, the annual tax increment revenues may be utilized both to repay the ICBRA loan and to reimburse the developer. If mutually agreed to, the proportion of tax increment revenues to be utilized for these purposes must be defined in this agreement. The ICBRA will agree to a proportional share of revenues that will, using reasonable projections of tax increment, result in
repayment of its loan in the same term as the Bank’s permanent loan, but not to exceed 15 years.

b. Agreement between the ICBRA and Bank
   i. Commits the ICBRA to provide the Bank with funding for the loan pursuant to the terms and conditions of the Development and Reimbursement Agreement (in a maximum not to exceed amount)
   ii. Describes procedures and timeline for escrow of loan funds with Bank, Bank’s disbursement of loan funds to Developer, and timing and requirements for return of unallocated escrowed funds from Bank to ICBRA.

NOTE: Application approval can take up to 120 days depending on what stage of predevelopment the project has achieved. During the application process, cost estimates are refined and the above agreements may be negotiated and modified.

The ICBRA, the Developer and the participating lending institution (Bank) will determine which of the following procedures will be utilized to fund, close and service the BRA loan. Option A will eliminate the need for temporary financing of eligible activities, but will require additional resources from all parties. Option B will provide funding for eligible activities at the time of closing on the project’s permanent financing.

**OPTION A: Tax Increment Generating Projects with ICBRA Loan to be funded during Construction**

1. **Funding the Eligible Activities**
   a. Upon execution of the above agreements and prior to commencement of the project, the ICBRA will escrow the maximum loan amount with the Bank in accordance with the agreements.
   b. During the construction of the project, the Developer may submit invoices to the ICBRA and the Bank on a monthly basis. The submission will be in a form approved or provided by the ICBRA, and will evidence the costs incurred for eligible activities to be funded by the ICBRA loan. Submission may request distribution of some or all of the ICBRA funds.
   c. Within five business days of receipt of the invoices, the ICBRA will review the invoices and will provide the Bank with written approval of the amount of escrowed ICBRA funds to be provided to the Developer, any requested amounts disallowed, and the reason for their disallowance.
   d. Following a distribution, and before the ICBRA will approve any subsequent distribution, the Bank will provide the ICBRA with written documentation of the date and amount of all distributed ICBRA funds and amount of ICBT+RA funds remaining in escrow.

2. **Closing the Loan**
   a. Following project completion (or completion of activities to be funded by the ICBRA loan), Bank will provide the BRA with summary of distributions and remaining, unallocated amount of BRA funds held in escrow.
   b. The Bank returns unallocated escrowed funds to the ICBRA, including any interest earned, pursuant to the Agreement between the Bank and the ICBRA.
c. Loan is considered funded and closed. Bank’s obligation in connection with the BRA loan are complete.
d. If annual tax increment revenues are to be shared as agreed to in the Development and Reimbursement, the Bank may request an assignment of the Developer’s rights to their portion of the annual tax increment for that portion only of the Bank loan that has been used to pay eligible costs.

3. **Servicing the Loan**
   a. The ICBRA will service the loan utilizing tax increment as described in the Development and Reimbursement Agreement. If previously agreed upon, the BRA will distribute tax increment revenues proportionately between ICBRA loan repayment and Developer reimbursement of additional (i.e. non-BRA Loan funded) eligible activities.

**OPTION B:** Tax Increment Generating Projects with ICBRA Loan to be funded at Project Completion

1. **Funding the Eligible Activities**
   a. Upon execution of the above agreements, and prior to the commencement of the project, the BRA will escrow the maximum loan amount with the Bank in accordance with the agreements.
   b. At completion of the project, or completion of the eligible activities, the Developer shall submit invoices to ICBRA, evidencing their costs incurred for eligible activities to be funded by the ICBRA loan.
   c. The ICBRA Board will approve the total amount of eligible activities and will provide the Bank with written approval of the amount of escrowed ICBRA funds to be provided to the Developer, any requested amounts disallowed, and the reason for the disallowance.

2. **Closing the Loan**
   a. Upon satisfaction of the terms and conditions contained in the Development and Reimbursement Agreement, the ICBRA will provide the Bank with approval to proceed with the loan closing, which may occur concurrently with closing on the permanent financing.
   b. At the closing, the Bank will provide the ICBRA with the unallocated amount of the BRA funds, including any interest earned, held in escrow.
   c. The ICBRA closing documents will consist only of a closing statement form the Bank indicating the fulfillment of the Bank’s obligations pursuant to the Agreement and closing the escrow account.
   d. The loan is considered funded and closed, Bank’s obligation in connection with the ICBRA loan are complete.
   e. If he annual tax increment revenues are to be shared as agreed to in the Development and Reimbursement Agreement, the Bank may request an
assignment of the Developer’s rights to their portion of the annual tax increment to be executed at the closing. The assignment shall only be for that portion of the Bank loan that has been used to pay eligible costs.

3. **Servicing the Loan**
   a. The ICBRA will service the loan utilizing tax increment as described in the Development and Reimbursement Agreement.
   b. If previously agreed upon, the ICBRA will distribute tax increment revenues proportionately between the ICBRA loan repayment and Developer reimbursement of additional (i.e. non-BRA loan funded) eligible activities.
BROWNFIELD FEE STRUCTURE

BROWNFIELD PLAN

A non-refundable $1,500 Application fee is due at time of application for approval of a Brownfield Plan by the Ingham County Brownfield Authority

BROWNFIELD LOCAL SITE REMEDIATION REVOLVING FUND LOAN

A non-refundable $1,000 Application Fee is due at time of application for the Loan

A loan processing fee is due at the time of closing on the loan. The fee is 1% of the approved loan amount

ADDITIONAL FEES

1. Applicant must agree to pay any legal or consulting fees incurred by the ICBRA
2. The applicant must agree to pay any fees incurred by the ICBRA from a participating lending institution
3. A $1,000 fee for the assignment of an agreement or an amendment to an existing agreement.
TO: County Services Committee
    Finance Committee

FROM: Sandra Gower, Economic Development Coordinator

SUBJECT: Brownfield Plan Application Policy and Application Fee

DATE: March 15, 2015

The Ingham County Brownfield Redevelopment Authority (ICBRA) at its meeting on March 13, 2015 approved a resolution requesting the Board of Commissioners to adopt a policy for the review and approval of Brownfield Plans submitted to the authority and to, on an annual basis set a fee for submitting and application.

The ICBRA has reviewed and subsequently submitted for your approval several Brownfield Plans throughout the County. The ICBRA believes it is appropriate to formalize the process for submission of plans to the ICBRA. This process also establishes criteria to be used to review the plans to insure consistency in the review process.

The ICBRA also is requesting that the Board of Commissioners establish an application fee for the application. It is proposing a fee of $1,500. This fee would be reviewed on an annual basis in accordance with the Board of Commissioners’ policy. The fee will offset the costs of processing and reviewing the application and monitoring the Brownfield Plan, if approved.

The ICBRA is recommending that the Board of Commissioners approve the attached resolution to adopt a Brownfield Plan Application Policy and Application Fee.
WHEREAS, the Ingham County Brownfield Redevelopment Authority receives requests to approve Brownfield Plans in Ingham County; and

WHEREAS, here to for there has not been a standardized application or review process; and

WHEREAS, there are costs incurred to process a Brownfield Plan; and

WHEREAS, the Ingham County Brownfield Redevelopment Authority wishes to insure the fair and equitable treatment of all applicants and to act in the best interests of Ingham County when reviewing Brownfield Plans.

THEREFORE BE IT RESOLVED, that the Ingham County Brownfield Redevelopment Authority requests that the Ingham County Board of Commissioners adopt the “Ingham County Brownfield Redevelopment Authority Policy for Inclusion of Private Property in Ingham County Brownfield Plan” as attached.

BE IT FURTHER RESOLVED that the Ingham County Board of Commissioners will establish an application fee.

APPROVED: March 13, 2015
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ESTABLISHING AN APPLICATION POLICY FOR INCLUSION OF PRIVATE PROPERTY IN AN INGHAM COUNTY BROWNFIELD PLAN AND TO ESTABLISH AN APPLICATION FEE FOR THE SUBMISSION OF AN APPLICATION

WHEREAS, the Ingham County Board of Commissioners created the Ingham County Brownfield Redevelopment Authority (ICBRA) to maintain and implement a Brownfield redevelopment program throughout Ingham County and to support the cleanup and redevelopment of environmentally contaminated and previously used development sites, that promote the economic development goals of Ingham County; and

WHEREAS, the ICBRA in carrying out its mission accepts and reviews Brownfield Plans for redevelopment in Ingham County and makes recommendations to the Board of Commissioners for approval of such plans; and

WHEREAS, the ICBRA believes to better serve both Ingham County and the developer a policy should be established for the submission and review of Brownfield Plans to the ICBRA; and

WHEREAS, on March 13, 2015 the ICBRA adopted a resolution to recommend the Ingham County Board of Commissioners adopt an Application Policy for Inclusion of Private Property in an Ingham County Brownfield Plan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners adopts the “Policy for Inclusion of Private Property in Ingham County Brownfield Plan” as attached hereto.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners establishes an application fee of $1,500, to be reviewed annually, for the submission of a Brownfield Plan to the Ingham County Brownfield Redevelopment Authority.
POLICY FOR INCLUSION OF PRIVATE PROPERTY IN
INGHAM COUNTY BROWNFIELD PLAN

Introduction

In 2000, the Michigan legislature created statutory provisions that much more broadly define properties considered "brownfields" for the purposes of inclusion in local brownfield plans. Under new state definitions, brownfields may include "functionally obsolete," "blighted," or environmentally contaminated properties. Privately owned properties that fall into one or more of these categories are potentially enormous in number. In order to make the best use of the county's limited staffing and financial resources, and to focus on brownfield sites already designated in Ingham County's Brownfield Plan (sites that are nearly all publicly owned), there is a need to be selective in the future choice of privately owned properties to include in the plan.

At the same time, the Brownfield Redevelopment Authority seeks to include in its Brownfield Plan eligible properties that lead to high-impact redevelopment projects consistent with the county's strategic plan. Therefore, the following local criteria shall be used to determine the eligibility of private property and specific factors that the BRA will examine in making a recommendation to include a property in the Brownfield Plan.

Local Threshold Criteria

1. An eligible property, when redeveloped, must generate property tax revenue "capturable" by the BRA for use on other sites included in the county's Brownfield Plan. Alternatively, a non-tax-generating project on a private property must result in new job opportunities and/or provide a needed neighborhood or community service. (Unless reimbursable expenses are incurred by a project, brownfield statutes do not allow the county to capture tax revenue. Brownfield Plan benefits provided for non-tax-generating properties must be subsidized by tax capture on tax-producing properties in the plan.); and

2. An eligible property that produces a major development (at least $3 million total project value) or is demonstrated to be a unique development opportunity for the county or a catalyst for spinoff redevelopment will be considered a Category A Project. The BRA will consider action to amend its Brownfield Plan for a Category A Project independent of periodic county-initiated plan amendments; or

3. An eligible property that does not qualify as a Category A project will be designated as a Category B Project. Category B projects will be considered for inclusion in the Brownfield Plan at the time of the next County-initiated amendment (usually once per year).
**Evaluation Factors**

County staff and the BRA board, in formulating a recommendation to the County Commission about the inclusion and categorization of a privately owned property in the Brownfield Plan, will consider and evaluate the factors below. A given project/property need not possess every characteristic implied by each of the following evaluation factors:

1. Strength of business plan, financial commitments, architectural plans, and market analysis for the re-use of vacant properties or structures.

2. Amount of property tax to be generated relative to property taxes abated.

3. Amount of investment in buildings and equipment.

4. Project allows a business to expand in the county, retains a significant number of jobs, and/or will add sustainable, quality jobs.

5. Project includes other investment in neighborhood revitalization; is located in a targeted redevelopment area; involves improvement of public infrastructure; or utilizes other public or private financing tools to maximize redevelopment benefits.

6. For residential projects, the extent to which the project is consistent with county housing strategies, creates mixed-use redevelopment, or develops downtown housing.

7. Project is consistent with a redevelopment plan and/or project enhances county investment in related brownfield projects.

8. All applicants must comply with the following county ordinances and policies:
   a. Not delinquent with any real and personal property taxes, fees, assessments, liens or other charges;
   b. No record of loan loss with the county; and
   c. Not subject to a pending violation notice or compliance order for any violation of the county’s Zoning Ordinance

9. Proposed use of a property must be consistent with the county’s Comprehensive Plan.

10. Applicant has not contributed to, exacerbated, nor is responsible for any environmental contamination on the subject site.

11. Strength of references.
Application, Fees and Other Requirements

1. Each applicant shall complete an application form provided by the county/BRA.

2. There is an application fee for all projects. The amount will be determined annually by the Ingham County Brownfield Redevelopment Authority based on project size.

3. Applicants shall be responsible for reimbursing the county/BRA for any specialized legal expenses incurred in formalizing a development agreement or other contractual work required to include a project/site in the Brownfield Plan. A not-to-exceed cost will be determined following application review.

4. A development agreement between the applicant and the BRA, in a form generally used by the BRA, will be required. The agreement will contain enforceable provisions for non-compliance. The BRA may require that an applicant obtain a performance bond tied to the provisions of the development agreement.

Approved by Brownfield Redevelopment Authority Board, March 13, 2015
INGHAM COUNTY BROWNFIELD REDEVELOPMENT AUTHORITY (ICBRA)

121 E. Maple St. Mason MI 48854 517-676-7285

BROWNFIELD REDEVELOPMENT PLAN APPLICATION

APPLICANT (Firm & Primary Contact):

_______________________________________________________________

MAILING ADDRESS:_____________________________________________________________

________________________________________________________________

PHONE: ___________________________ EMAIL: ________________________________

Project Name and Location:

________________________________________________________________

Please provide the following information. Incomplete applications will not be considered.


2. Provide documentation for items under local Threshold Criteria on the attached policy. Please note that the information required in item number 1 of the Threshold Criteria may be contained in the Brownfield Redevelopment Plan.

3. A non-refundable application fee of $1,500 must be paid with the submission of the Plan. Checks should be made payable to the Ingham County Treasurer.

4. Applicants shall be responsible for reimbursing the County/ICBRA for any specialized legal expenses incurred in formalizing a development agreement or other contractual work required to include a project/site in the Brownfield Plan. A not to exceed cost will be determined following application review.

5. A development agreement between the applicant and ICBRA, in a form generally used by the ICBRA will be required. The agreement will contain enforceable provisions for non-compliance. The ICBRA may require that an applicant obtain a performance bond tied to the provisions of the development agreement.
6. Provide documentation for the applicable items under Evaluation Factors in the attached policy. Please note that not all items will apply to all plans.

The Applicant submits this application to the Ingham County Brownfield Redevelopment Authority (BRA) for the purpose of obtaining consideration for reimbursement of certain eligible expenses. It is understood that the ICBRA will rely on the information provided here in making its decision. The undersigned warrants and represents the information herein submitted is true and correct and understands that the ICBRA will consider this representation continuing until the ICBRA receives written notice to the contrary from the undersigned. The ICBRA is authorized to make all inquiries it deems necessary to ratify the accuracy of the information provided or to further determine the undersigned’s ability to perform the proposed project. The ICBRA is also hereby authorized to answer any questions from third parties concerning the undersigned’s experience with the ICBRA.

Applicant Signature: _______________________________ Date: _______________
MEMORANDUM

To: County Services and Finance Committees
From: Jim Hudgins, Purchasing Director
Date: March 25, 2015
Subject: Waste & Recycling Services

This is a resolution authorizing a three-year contract with Granger Container Inc. for waste and recycling services at various County facilities.

A Request for Proposals for waste and recycling services was issued, proposals received and after careful review and consideration, the evaluation team comprised of staff from the Facilities, Fair, Parks and Purchasing Departments, are jointly recommending this contract.

The Road Department currently has a contract with Granger Container Inc. for waste and recycling services. The Purchasing and Facilities Departments are recommending cancelling their current contract and merging the Road Department with this new contract.

The total value of this contract annually is $70,272 excluding costs for additional roll-off dumpsters, which are used by departments on an as-needed basis. Costs are firm for three years of the contract and funds are available in each respective department’s operational budget.

I respectfully request authorization of the resolution.
MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 25, 2015
SUBJECT: Waste and Recycling Services

Project Description:
Proposals were sought for waste and recycling services for a period of three-years with an option to renew for an additional two-year period.

Proposal Summary:
Vendors contacted: 7 Local: 2
Vendors responding: 3 Local: 2

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>Local Pref</th>
<th>PARKS ANNUAL $</th>
<th>FACILITIES ANNUAL $</th>
<th>FAIR ANNUAL $</th>
<th>TOTAL ANNUAL $</th>
</tr>
</thead>
<tbody>
<tr>
<td>Granger Container Inc.</td>
<td>Yes, Lansing</td>
<td>$19,953.00</td>
<td>$44,820.00</td>
<td>$5,171.00</td>
<td>$69,944.00</td>
</tr>
<tr>
<td>Republic Services</td>
<td>No, Kalamazoo</td>
<td>$27,071.13</td>
<td>$68,136.00</td>
<td>$5,697.00</td>
<td>$101,061.39</td>
</tr>
</tbody>
</table>

Waste Management, Lansing, MI, submitted a proposal; however, it was incomplete because some items were not bid.

Recommendation:
The Evaluation Committee –comprised of Purchasing, Facilities, Parks and Fair Departments – recommends awarding the contract to Granger Container Inc. at the unit costs quoted in its proposal dated February 17, 2015. Additionally, since the Road Department currently has a contract with Granger Container Inc. for waste and recycling services, we are recommending cancelling that contract and merging the Road Department with this new one. Adding the Road Department to this contract brings the total value of the contract annually to $70,272 excluding roll-off containers cost, which are used on an as-needed basis.

Advertisement:
The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department Web Page.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A THREE-YEAR AGREEMENT WITH GRANGER CONTAINER INC. FOR WASTE REMOVAL AND RECYCLING SERVICES

WHEREAS, Ingham County has a need for waste removal and recycling services at various County facilities; and

WHEREAS, bids were sought for these services and pricing information was obtained for a period of three years, with an additional two-year option to renew; and

WHEREAS, an evaluation committee comprised of representatives from the Facilities, Fair, Parks and Purchasing Departments, has jointly recommended accepting the bid submitted by Granger Container Inc., a local vendor, who submitted the lowest and most responsible bid; and

WHEREAS, the Road Department currently has a contract with Granger Container Inc. for waste removal and recycling services; and

WHEREAS, in an effort to consolidate waste removal and recycling services, the Purchasing, Facilities and Road Departments discussed and agreed to add the Road Department to the contract; and

WHEREAS, Granger Container Inc. agreed to merge the Road Department into this new contract; and

WHEREAS, Granger Container Inc.’s costs for waste removal and recycling services at various county facilities will be fixed for a three-year period.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a three-year agreement with an option to renew for two additional years with Granger Container Inc., 3515 Wood Rd., Lansing, Michigan 48906, for waste removal and recycling services according to Granger’s bid response.

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.
TO: County Service and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: March 20, 2015

SUBJECT: Proposal Summary for Janitorial Services at the Ingham County Road Commission.

Project Description:
Proposals were sought from interested and qualified vendors experienced with cleaning commercial office buildings for the purpose of entering into a 3-year agreement (with an option to renew for 2 additional years) to provide janitorial services and supplies at all Ingham County Road Department facilities.

The current janitorial services contract for the Road Department expires on April 30, 2015. The Facilities, Road and Purchasing Departments discussed and agreed upon a 15-month contract for the current Road Department’s janitorial services in an effort to consolidate janitorial services for all county departments effective August 1, 2016.

Proposal Summary:
Vendors contacted: 27 Local: 13
Vendors responding: 06 Local: 03

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>Local Pref</th>
<th>Year 1 2015</th>
<th>Year 2 2016</th>
<th>Year 3 2017</th>
<th>Total Cost 3-years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boling Janitorial</td>
<td>Yes</td>
<td>$42,000.00</td>
<td>$42,840.00</td>
<td>$43,680.00</td>
<td>$128,520.00</td>
</tr>
<tr>
<td>Crystal Cleaning</td>
<td>No</td>
<td>$46,000.00</td>
<td>$47,000.00</td>
<td>$48,000.00</td>
<td>$141,000.00</td>
</tr>
<tr>
<td>Simply Superior</td>
<td>No</td>
<td>$48,000.00</td>
<td>$48,000.00</td>
<td>$48,000.00</td>
<td>$144,000.00</td>
</tr>
<tr>
<td>Diamond Shine Cleaning</td>
<td>Yes</td>
<td>$49,200.00</td>
<td>$49,200.00</td>
<td>$49,200.00</td>
<td>$147,600.00</td>
</tr>
<tr>
<td>Romanow Building Services</td>
<td>Yes</td>
<td>$75,032.91</td>
<td>$75,783.24</td>
<td>$76,541.07</td>
<td>$227,357.22</td>
</tr>
<tr>
<td>Hi Tech Building Services</td>
<td>No</td>
<td>$124,560.00</td>
<td>$124,560.00</td>
<td>$124,560.00</td>
<td>$373,680.00</td>
</tr>
</tbody>
</table>

Recommendation:
The Evaluation Committee recommends awarding a 15-month contract to Boling Janitorial in an amount not to exceed $52,710.00, which is reflective of their 1 year annual cost and a 3-month prorated cost of Year 2. The contractor will provide cleaning services three times per week, as well as, cleaning supplies.

Boling Janitorial, a local vendor and lowest responsive bidder agreed to honor an amended proposal with the term of the contract to begin May 1, 2015 and expire July 30, 2016, and at a total cost of $52,710.

Advertisement:
The RFP was advertised in the Lansing State Journal, El Central Hispanic News, and posted on the Purchasing Department Web Page.
Introduce by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT FOR
JANITORIAL SERVICES & SUPPLIES
FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Ingham County Road Department needs janitorial, cleaning and related services and supplies for all Road Department facilities; and

WHEREAS, the Purchasing Department recently released proposal packet #14-15 and received sealed, competitive proposals for janitorial services for a 3-year period beginning on the date of service contract execution; and

WHEREAS, Boling Janitorial of Lansing, Michigan submitted the lowest qualified and responsive proposal for a total 3-year cost of $128,520.00 for all of the services required per proposal packet #14-15, as shown on the attached Proposal Summary; and

WHEREAS, to consolidate janitorial services for all county departments effective August 1, 2016; and

WHEREAS, Boling Janitorial has agreed to honor an amended proposal to begin May 1, 2015 and expire July 30, 2016; and

WHEREAS, both the Road Department and the Purchasing Department have reviewed all proposals received and recommend accepting the amended proposal from Boling Janitorial.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the amended proposal and authorizes entering into a contract with Boling Janitorial of Lansing, Michigan for janitorial, cleaning and related services and supplies for the Road Department per proposal packet #14-15 for a total cost of $52,710.00 for a 15-month period beginning May 1, 2015, ending July 30, 2016.

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: County Services and Finance Committees
FROM: Robert Peterson, Director of Engineering
Road Department
DATE: March 23, 2015
SUBJECT: Reconstruction of Okemos Road and Sandhill Road

The Ingham County Road Department (ICRD) received a State of Michigan, Transportation Economic Development Fund, Category A (TEDF-A) grant to reconstruct Okemos Road from approximately 700 feet south of Sandhill Road to the I-96 interchange. The road work is needed to accommodate traffic generated as a result of the Jackson National Life Insurance (JNL) $100M office expansion project.

The project generally involves replacement of the existing pavement along Okemos Road, addition of center left turn lanes at the Sandhill Road intersection, drainage improvements, driveway installation, and signal installations at the Okemos Road and Sandhill Road intersection and at the southern JNL driveway along Okemos Road.

We are to the point where we have received bids, identified the successful bidder, the TEDF-A funding agreement from the state is in-hand, and the agreements and construction contract can be executed. The project’s contractual responsibilities are as follows: The County on behalf of the Ingham County Road Department must enter into a first party contract with the contractor to construct the project. An associated second party agreement between MDOT and the County is required to define our (Requesting Agency) responsibilities and to administer the construction contract on MDOT’s behalf. Lastly, a third party agreement between the County and Jackson National Life is proposed to transfer much of ICRD’s construction oversight responsibilities to Jackson National Life’s professional services consultant and to establish JNL’s contribution to the local match requirement for the project.

1. The Purchasing Department advertised and received six bids for construction of the Okemos Road and Sandhill Road Widening project on March 4, 2015. ICRD and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, similar project experience, required MDOT prequalification, and overall value to the county. The as-read bid results were as follows:

   $2,789,438.05    Hoffman Brothers, Inc., Battle Creek, Michigan
   $2,841,535.55    Bailey Excavating, Inc., Jackson, Michigan
   $2,846,606.00    American Asphalt, Inc., Lansing, Michigan
   $2,974,062.15    Interstate Hwy. Const., Englewood, Colorado
   $3,038,296.94    E. T. MacKenzie Co., Lansing, Michigan
   $3,183,956.08    Toebe Construction, LLC, Wixom, Michigan
After confirming the bid results and offering the project to qualifying in-county contractors, pursuant to the Ingham County Purchasing Preference Policy, both ICRD and Purchasing Department staff agree to recommend that Hoffman Brothers, Inc., Battle Creek, Michigan, be offered the first party contract to construct the project.

Because the project work involved a large amount of concrete pavement replacement, we included some additional concrete pavement repair work on Okemos Road, just north of its intersection with Holt Road. The additional concrete pavement repair work is not a TEDF-A eligible (participating) cost, but was included in the bidding documents so that we could get favorable unit prices for the Road Department funded (non-participating) work. The low bid, with the participating and non-participating totals is as follows:

<table>
<thead>
<tr>
<th></th>
<th>Participating</th>
<th>Non-participating</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoffman Brothers, Inc.</td>
<td>$2,683,222.05</td>
<td>$106,216.00</td>
<td>$2,789,438.05</td>
</tr>
</tbody>
</table>

2. The funding breakdown illustrated on the second party agreement between MDOT and Ingham County, received December 12, 2014, is as follows:

TEDF-A Funding: An amount not to exceed the lesser of: (1) 100% of the approved and responsible low bid amount, or (2) $2,573,040.00.

Road Department Match: Based on the December 12th engineer’s estimate of $2,595,700, the local match amount, shown in the MDOT / Ingham County agreement, was estimated to be $22,660. Since the participating work came in at $2,683,222.05, the local match amount is now estimated to be $110,182.05 ($2,683,222.05 less the $2,573,040.00 grant amount).

3. Finally, an agreement between Jackson National Life and Ingham County is required to secure the project’s match requirement and to transfer much of ICRD’s construction oversight responsibilities to Jackson National Life’s professional services consultant, who is providing the construction inspection and administration for the project. The match requirement is a combination of the $110,182.05 of hard match shown above and $395,495 of soft match, which includes early preliminary engineering (EPE), preliminary engineering (PE), construction engineering (CE), and the value of the right-of-way needed for the project. The total estimated match requirement of $505,677.05 is to be met utilizing up to $600,000 pledged from Jackson National Life at the onset of the application phase of the project.

The end result from the three agreements / contracts is that the project is budget neutral to the Road Department. The only non-compensated ICRD effort will involve agreement / contract administration.

The reason for this memo and resolution is to execute the first party construction contract with Hoffman Brothers, Inc., Battle Creek, Michigan, execute the second party agreement between MDOT and Ingham County, and to execute the Ingham County and Jackson National Life third party agreement.

Approval of the attached resolution is recommended.
MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 23, 2015
SUBJECT: Okemos Road and Sandhill Road Widening Project

Project Description:
Proposals were sought from Michigan Department of Transportation (MDOT) pre-qualified contractors for the purpose of entering into a contract to reconstruct Okemos Road, in Alaeidon Township, from 700 feet south of Sandhill Road to the eastbound I-96 off/on ramps and Sandhill Road 1,000 feet east and west of its intersection with Okemos Road. The work also includes driveway installation and repaving at the new Jackson National Life entrance on Sandhill Road located approximately 3,000 feet west of Okemos Road as well as miscellaneous concrete and HMA pavement removal and replacement on Okemos Road just north of Holt Road.

Proposal Summary:
Vendors responding: 06 Local: 02

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>Local Pref</th>
<th>MDOT PREQUALIFIED</th>
<th>BID TOTAL:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hoffman Brothers Inc.</td>
<td>No</td>
<td>Yes</td>
<td>$2,789,438.05</td>
</tr>
<tr>
<td>Bailey Excavating</td>
<td>No</td>
<td>Yes</td>
<td>$2,841,535.55</td>
</tr>
<tr>
<td>American Asphalt</td>
<td>Yes</td>
<td>Yes</td>
<td>$2,846,606.00</td>
</tr>
<tr>
<td>Interstate Highway Construction</td>
<td>No</td>
<td>Yes</td>
<td>$2,974,062.15</td>
</tr>
<tr>
<td>ET Mackenzie</td>
<td>Yes</td>
<td>Yes</td>
<td>$3,038,296.94</td>
</tr>
<tr>
<td>Toebe Construction</td>
<td>No</td>
<td>Yes</td>
<td>$3,183,956.08</td>
</tr>
</tbody>
</table>

Recommendation:
The Evaluation Committee recommends awarding the contract to Hoffman Bros. Inc, of Battle Creek, Michigan in an amount not to exceed $2,789,438.05. Hoffman Bros. Inc. is the lowest bidder, and met the MDOT Standard Specifications Requirements.

E.T. Mackenzie, a local vendor, was given the opportunity to match the low bid, however, respectfully declined given the difference in cost.

American Asphalt, a local vendor, was not eligible for the Local Preference because more than 90% of the work would need to be subcontracted. Additionally, American Asphalt’s MDOT prequalification for this project is about 7.5% of the work required. MDOT Standard Specification Requirements are to be at least 40% of the contract amount.

Advertisement:
The RFP was advertised on the MI-ITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE) websites, The County Road Association of Michigan (CRAM) bid information website, and posted on the Purchasing Department Web Page.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A FIRST PARTY CONSTRUCTION CONTRACT WITH HOFFMAN BROTHERS, INC. A SECOND PARTY AGREEMENT WITH THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND A THIRD PARTY AGREEMENT WITH JACKSON NATIONAL LIFE INSURANCE IN RELATION TO A ROAD RECONSTRUCTION PROJECT FOR OKEMOS ROAD FROM SOUTH OF SANDHILL ROAD TO THE I-96 INTERCHANGE

WHEREAS, the Ingham County Road Department (ICRD) received a State of Michigan, Transportation Economic Development Fund, Category A (TEDF-A) grant to reconstruct Okemos Road from approximately 700 feet south of Sandhill Road to the I-96 interchange; and

WHEREAS, the road work is needed to accommodate traffic generated as a result of the Jackson National Life Insurance (JNL) $100M office expansion project; and

WHEREAS, the project will be undertaken pursuant to a contract between Ingham County, on behalf of the Road Department, and the recommended low bidder; and

WHEREAS, the County in turn, must enter into an associated second party agreement with the State of Michigan/MDOT, consistent with the requirements for the Transportation Economic Development Fund, Category A grant requirements; and

WHEREAS, the Road Department and JNL agree that the JNL will administer construction of the project, and be responsible for up to $600,000.00 of the project’s local match costs, by way of a third party agreement; and

WHEREAS, the project is a State-Aid Highway project, and as such, JNL has agreed to comply with all applicable and appropriate ICRD, MDOT, AASHTO design standards, and to fully administer construction of the project, complying with all ICRD and MDOT construction requirements; and

WHEREAS, the estimated construction costs for the project are as follows:

<table>
<thead>
<tr>
<th>Participating work</th>
<th>Non-participating work</th>
</tr>
</thead>
<tbody>
<tr>
<td>Low Bid - $2,789,438.05</td>
<td>$2,683,222.05</td>
</tr>
<tr>
<td>TEDF-A Funding:</td>
<td>$2,573,040.00</td>
</tr>
<tr>
<td>Local (Hard) Match Amount:</td>
<td>$ 110,182.05</td>
</tr>
<tr>
<td>Local (Soft) Match Amount:</td>
<td>$ 395,495.00</td>
</tr>
<tr>
<td>** JNL Match Contribution:</td>
<td>$ 505,677.05</td>
</tr>
<tr>
<td>ICRD Match Contribution:</td>
<td>$ 0.00</td>
</tr>
</tbody>
</table>

** JNL match contribution will be adjusted to provide the minimum required 20% of the actual TEDF-A grant funded construction costs.
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a construction contract with Hoffman Brothers, Inc. to effect reconstruction of Okemos Road from Holt Road to I-96 and Sandhill Road at its intersection with Okemos Road for a total estimated cost of $2,789,438.05, consisting of $2,573,040.00 in State of Michigan, Transportation Economic Development Fund, Category A grant funding, $110,182.05 of JNL local match, and $106,216.00 in Road Department funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a second party agreement with State of Michigan/MDOT (Contract No. 14-5652) to secure the Transportation Economic Development Fund, Category A funds, to define our (Requesting Agency) responsibilities, and to administer the construction contract on MDOT’s behalf.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a third party agreement with Jackson National Life Insurance to be responsible for the County’s applicable second party agreement project Early Preliminary Engineering, Preliminary Engineering, Construction Engineering, and local match requirement estimated to total $505,677.05. Said match requirement is to be met utilizing up to $600,000 pledged from Jackson National Life at the onset of the application phase of the project.

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

TO: County Services and Finance Committees
FROM: Robert Peterson, Director of Engineering
Road Department
DATE: March 23, 2015
SUBJECT: Bridge Structure Rehabilitation and Preventative Maintenance for:
Meech Road Bridge over Doan Creek
Holt Road Bridge over Doan Creek
Clark Road Bridge over Deer Creek

The Ingham County Road Department has received Local Bridge Program funding to perform bridge rehabilitation and preventative maintenance work on the Meech Road Bridge over Doan Creek, the Holt Road Bridge over Doan Creek, and the Clark Road Bridge over Deer Creek. These three projects will be packaged together as a single construction contract.

The project generally involves bridge railing replacement, cleaning and coating of structural steel, deck replacement or shallow overlays, guardrail installation, and scour countermeasures. The estimated costs for the project are as follows:

State Local Bridge Funding: $681,750
Road Department Match: $35,880
$717,630

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and to administer the construction contract on MDOT’s behalf.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement.

Approval of the attached resolution is recommended.
RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO STATE FUNDED BRIDGE PROJECTS LOCATED AT MEECH ROAD OVER DOAN CREEK, HOLT ROAD OVER DOAN CREEK, CLARK ROAD OVER DEER CREEK - MDOT CONTRACT NO. 15-5001

WHEREAS, the Road Department has received Local Bridge Program funding to perform bridge rehabilitation and preventative maintenance work on the Meech Road Bridge over Doan Creek, the Holt Road Bridge over Doan Creek, and the Clark Road Bridge over Deer Creek; and

WHEREAS, the PROJECT will be undertaken pursuant to a contract between the State of Michigan/MDOT and the contractor; and

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated second party agreement with the State of Michigan/MDOT consistent with the requirement for state and federal funding requirements; and

WHEREAS, the estimated costs for the project are as follows:

State Local Bridge Funding $ 681,750
Road Department Match: $ 35,880

$ 717,630

WHEREAS, the Road Department match is included in the 2015 Road Department budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect rehabilitation and preventative maintenance work on the Meech Road Bridge over Doan Creek, the Holt Road Bridge over Doan Creek, and the Clark Road Bridge over Deer Creek for a total estimated cost of $717,630 consisting of $681,750 of state Local Bridge Program funding and $35,880 in Road Department funds.

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

TO: County Services and Finance Committees
FROM: Robert Peterson, Director of Engineering
       Road Department
DATE: March 9, 2015
SUBJECT: 2015 Hagadorn Road Bridge Deck Healer-Sealer Project

The Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced contractors to apply penetrating epoxy bridge deck healer-sealer to the Hagadorn Road Bridge over the Red Cedar River located just south of the M-43 (Grand River Avenue), Meridian Township. The bridge deck and approach slabs are six lanes wide and measure approximately 180.0 feet x 69.0 feet (1380 syd).

This project generally consists of placing traffic control, deck surface preparation, healer-sealer application, clean-up, and traffic control removal for the Hagadorn Road Bridge over the Red Cedar River. All work to be performed while maintaining traffic in both directions across the bridge and allowing complete usage of the northbound center left turn lane at the Hagadorn Road and M-43 (signalized) intersection.

The Purchasing Department advertised for the bridge deck healer-sealer work and received three (3) proposals. After initially reviewing the proposals, staff requested clarification of the bidder’s proposed traffic control schemes while performing the work. ICRD and Purchasing Department staff reviewed the subsequent proposals for adherence to county purchasing requirements, experience, traffic control scheme, costs, and overall value to the county. After rejecting the apparent low bid because of a serious flaw in their traffic control scheme, we agree to recommend that Smith’s Waterproofing, LLC be awarded a unit price construction contract to perform the work for an estimated cost of $19,361.00.

Approval of the attached resolution is recommended.
MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: March 10, 2015

SUBJECT: 2015 Hagadorn Road Bridge Deck Healer-Sealer Project

Project Description:
Ingham County sought proposals from experienced, MDOT approved, contractors for the purpose of entering into a contract to apply penetrating epoxy bridge deck healer-sealer to the Hagadorn Road Bridge over the Red Cedar River located just south of the M-43 and Hagadorn Road intersection, Meridian Township. The bridge deck and approach slabs are six lanes wide and measure approximately 180.0 feet x 69.0 feet (1380 sq. yd.).

Proposal Summary:
Vendors contacted: 21 Local: 00
Vendors responding: 03 Local: 00

<table>
<thead>
<tr>
<th>Description</th>
<th>Qty.</th>
<th>Unit</th>
<th>Unit Price</th>
<th>Total Amount</th>
<th>Qty.</th>
<th>Unit</th>
<th>Unit Price</th>
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<th>Qty.</th>
<th>Unit</th>
<th>Unit Price</th>
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<td>$2,000.00</td>
<td>1</td>
<td>LSUM</td>
<td>$2,000.00</td>
<td>$2,000.00</td>
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<td>$14,835.00</td>
<td>1,380</td>
<td>SYD</td>
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<td>LSUM</td>
<td>$3,000.00</td>
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<td>1</td>
<td>LSUM</td>
<td>$2,800.00</td>
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<tr>
<td><strong>TOTAL BID PRICE</strong></td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td><strong>$19,917.80</strong></td>
<td></td>
<td></td>
<td></td>
<td><strong>$14,835.00</strong></td>
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</tbody>
</table>

Recommendation:
The Evaluation Committee recommends awarding the contract to Smith’s Waterproofing in an amount not to exceed $19,361. Although Smith’s Waterproofing, was not the low bidder their traffic control schematics are superior to the low bid. Smith’s Waterproofing is MDOT approved, and has experience working on projects of similar size and scope.

Advertisement:
The RFP was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE) websites, The County Road Association of Michigan (CRAM) bid information website, and posted on the Purchasing Department Web Page.
Introduction to the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONSTRUCTION CONTRACT WITH
SMITH'S WATERPROOFING, LLC

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced contractors to apply penetrating epoxy bridge deck healer-sealer to the Hagadorn Road Bridge over the Red Cedar River; and

WHEREAS, the Purchasing Department advertised for the bridge deck healer-sealer work and received three (3) proposals; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, experience, traffic control scheme, costs, and overall value to the county; and

WHEREAS, the Road Department and Purchasing Department staff jointly recommend that the Board of Commissioners retain Smith’s Waterproofing, LLC to perform the work.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Smith’s Waterproofing, LLC, 3821 Van Dyke Road, Almont, Michigan, based on its $19,361.00 unit price proposal dated February 18, 2015, for the 2015 Hagadorn Road Bridge Deck Healer-Sealer Project.

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

March 25, 2015

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: First Quarter 2015 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2015. The total increase to the General Fund is $113,662.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2014. Some of the larger projects carried over from the 2014 budget include $507,031 for the moose and bison exhibit at the Zoo, $110,375 for Mason Courthouse security enhancements, and two major imaging/scanning projects which are still ongoing, $224,211 for Probate Court and $228,702 for Circuit Court. Funds are also carried over for three evaluation contracts approved in 2014 - $74,900 for the space utilization study, $54,000 for the 911 Center organization assessment and $13,500 for the Animal Control Department evaluation.

The use of fund balance in the general fund is increased $109,943 to purchase a Sheriff vehicle and tires budgeted but not purchased in 2014, to outfit an Animal Control vehicle purchased in 2014, and to reappropriate the funds for the 911 Center assessment and Animal Control evaluation.

The largest adjustment is to the Road Department fund, which is increased by $1.75 million. $1.17 million is an increased use of unrestricted fund balance. This adjustment is done annually after the prior year’s final fund balance has been analyzed. The balance of the increase ($574,000) is due to expected additional funds from the Michigan Transportation Fund/Motor Vehicle Highway Fund. Various expenses will be increased using this available funding, the largest being $960,671 for asphalt and tack.

This resolution will also transfer $50,000 from the Trails & Parks millage to the Parks Department to increase maintenance supplies and to fund a contract with the Sheriff’s Office to patrol the parks. This transfer was approved in the 2015 budget contingent on the passage of the new millage.
Also included is an update of contingency fund spending so far this year. The current contingency amount is $228,307. The attached document details how the Board has allocated the contingency funds throughout the year, beginning with a balance of $317,183.

Should you require any additional information or have questions regarding this process, please don’t hesitate to contact me.
RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2015 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2015 Budget on October 28, 2014 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

WHEREAS, the Liaison Committees and the Finance Committee have reviewed the proposed budget adjustments prepared by the Controller’s staff and have made adjustments where necessary; and

WHEREAS, Public Act 621 of 1978 requires that local units of government maintain a balanced budget and periodically adjust the budget to reflect revised revenue and expenditure levels.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller to make the necessary transfers to adjust revenues and expenditures in the following funds, according to the attached schedules:

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<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2015 BUDGET</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
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<td>$80,838,755</td>
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### GENERAL FUND REVENUES

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<th>2015 Budget – 3/15/15</th>
<th>Proposed Changes</th>
<th>2015 Proposed Budget</th>
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<td><strong>Tax Revenues</strong></td>
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<td>Trailer Fee Tax</td>
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<td><strong>Intergovernmental Transfers</strong></td>
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<td>2015 Proposed Budget</td>
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**GENERAL FUND EXPENDITURES**
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<td></td>
<td>Amount 1</td>
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</tr>
<tr>
<td>Community Mental Health</td>
<td>2,996,298</td>
<td>2,996,298</td>
</tr>
<tr>
<td>Department of Human Services</td>
<td>2,016,850</td>
<td>2,016,850</td>
</tr>
<tr>
<td>Tri-County Aging</td>
<td>76,225</td>
<td>76,225</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>519,083</td>
<td>519,083</td>
</tr>
<tr>
<td>Cooperative Extension</td>
<td>477,800</td>
<td>3,719</td>
</tr>
<tr>
<td>Library Legacy Costs</td>
<td>88,163</td>
<td>88,163</td>
</tr>
<tr>
<td>Parks and Recreation</td>
<td>1,618,906</td>
<td>1,618,906</td>
</tr>
<tr>
<td>Contingency Reserves</td>
<td>228,307</td>
<td>228,307</td>
</tr>
<tr>
<td>Legal Aid</td>
<td>20,000</td>
<td>20,000</td>
</tr>
<tr>
<td>2-1-1 Project</td>
<td>45,750</td>
<td>45,750</td>
</tr>
<tr>
<td>Community Coalition for Youth</td>
<td>27,000</td>
<td>27,000</td>
</tr>
<tr>
<td>Capital Improvements</td>
<td>2,214,126</td>
<td>2,214,126</td>
</tr>
<tr>
<td><strong>Total General Fund Expenditures</strong></td>
<td><strong>80,725,093</strong></td>
<td><strong>113,662</strong></td>
</tr>
</tbody>
</table>

**General Fund Revenues**

- **Cooperative Extension**
  Increase 4-H donation revenue $3,719 to reimburse copier and postage expenses.

- **Use of Fund Balance**
  Increase use of fund balance for the following reappropriations; $54,000 for 911 Center organization assessment approved by Resolution 14-523, $13,500 for Animal Control Department evaluation approved by Resolution 14-475, $31,543 balance from 2014 Sheriff vehicle budget and $10,900 balance from 2014 Animal Control vehicle budget.

**General Fund Expenditures**

- **Controller**
  Reappropriate $54,000 for 911 Center organization assessment approved by Resolution 14-523 and $13,500 for Animal Control Department evaluation approved by Resolution 14-475.
Sheriff  Reappropriate balance of 2014 vehicle budget to purchase one replacement vehicle ($29,043) and tires ($2,500).

Animal Control  Reappropriate $10,900 from 2014 vehicle budget to complete outfitting of truck received in 2014.

Cooperative Extension  Increase copier and postage expenses $3,719. Expenses reimbursed by 4-H donations.

Non-General Fund Adjustments

Road  (F201)  Increase use of unrestricted fund balance $1,171,671. This is an annual adjustment that is done once the prior year’s final fund balance has been analyzed. Increase Michigan Transportation Fund/Motor Vehicle Highway Fund revenue $574,000 for two expected special state payments. Increase expenses as follows: $40,000 for temporary salaries, $53,000 for 2.5% salary increase, $147,000 for longevity payments, $960,671 for asphalt & tack, $80,000 for signals, $225,000 for pavement marking, and $240,000 for road equipment (two new tandem axle plow trucks and two new light truck chassis).

Parks  (F208)  Transfer $50,000 from Trails & Parks Millage to fund a contract with the Sheriff’s Office to provide patrols using part-time deputies ($30,000) and to increase maintenance supplies ($20,000) as approved in the 2015 budget contingent on passage of the new millage. Increase budget to purchase 10 credit card terminals to replace failing ones ($8,000).

Family Counseling  (F211)  Increase use of fund balance $2,000 and decrease psychological services expense $3,000. Contractual services will be increased $5,000 to supplement the Access & Visitation grant for supervised visitations.

Trails & Parks Millage  (F228)  Transfer $50,000 from millage funds to Parks fund for a contract with the Sheriff’s Office to provide patrols using part-time deputies ($30,000) and to increase maintenance supplies ($20,000) as approved in the 2015 budget contingent on passage of the new millage.

Public Improvements  (F245)  Reappropriate funds for the following capital improvement projects: Circuit Court key card reader ($1,600), District Court bathroom repairs ($2,456), new maintenance garage ($45,000), Lake Lansing Park bathhouse/concession renovation ($60,000), Hawk Island non-motorized trail ($60,000) and refurbish Animal Control 2 way radios ($5,500) per 2014 capital budget, space utilization study ($74,900) per 2014 capital budget and Resolution 14-379, Mason Courthouse security enhancements ($110,375) per 2014 capital budget and Resolution 14-166, Grady Porter Building window glazing ($8,541) per Resolution 14-501, and Jail audio system ($68,317) per Resolution 14-400.
Potter Park/Zoo (F258)  
Reappropriate funds for the following capital projects not completed in previous years: security cameras/wireless internet ($12,698) approved in 2011 capital budget, zoo and park graphics ($10,000) and pavilion #2 roof repair ($90,127) approved in 2012 capital budget, raven exhibit ($10,000) approved in 2013 capital budget, pulverize north drive approved in 2014 capital budget and moose & bison exhibit ($507,031) per Resolution 14-290.

Juvenile Justice Millage (F264)  
Reappropriate funds for roof replacement at the Little Red School House ($5,000) per the 2014 capital budget.

Anti-Drug Abuse Grant (F266)  
Amend Byrne grant to recognize contribution of $47,887 from Tri-County Metro Squad contingency to cover reduction in grant funding.

Community Health Centers (F511)  
Reappropriate funds for Adult Health Center patient kiosk per 2014 capital budget ($15,600).

MIS (F636)  
Reappropriate remaining funds for the following projects: Probate Court scanning project ($224,211) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project ($10,554) approved by Resolution 13-199.

Mach./Equip. Revolving (F664)  
Increase CIP upgrade funds to purchase replacement copier for Adult Probation ($7,431) and replacement PC and monitor for Health Department ($862). Reappropriate funds for the following capital projects: Circuit Court imaging/scanning project ($228,702), backscanning for Circuit Court ($50,000) and video surveillance for District Court ($4,200) per 2012 capital budget, video surveillance for District Court ($15,400) per 2013 capital budget, Health Department inventory accounting software ($4,750), Probate Court presence at St. Lawrence Campus ($8,000), video surveillance for District Court ($40,689), Circuit Court courtroom technology replacements ($9,974), Circuit Court e-filing software/integration ($10,000), Circuit Court polycomm replacements/video conferencing ($39,969), Circuit Court courtroom control system ($18,000), Animal Control body armor vests ($730), Animal Control laptop projector ($500) and Animal Control smart phones and smart pads ($8,461) per 2014 capital budget. Reappropriate funds for computer replacements budgeted but not purchased in 2014 for the following departments; Circuit Court ($28,960), District Court ($10,221), Equalization ($4,500), Health Department ($60,489), Probate Court ($10,343), Prosecuting Attorney ($4,714), and Sheriff ($4,202).
Commissioners:

The 9-1-1 Public Safety Radio Communication System used by all Ingham County public safety agencies will need to be upgraded or replaced as it approaches the end of life for replacement parts.

The Ingham County Board of Commissioners has asked for input from the 9-1-1 Advisory Board and Ingham County public safety agencies on the best way to move forward with the 9-1-1 Public Safety Radio Communication System.

Brent Williams has been identified as an independent consultant with expertise and direct experience working with both the current Harris Inc. EDACS trunked-simulcast radio systems and with a potential alternative, the Michigan Public Safety Communications System/Motorola 800 MHz digital trunked radio system.

The 9-1-1 Advisory Board is recommending that the Ingham County Board of Commissioners hire Brent Williams to assist the County in making a decision on how to proceed. These proposed consulting services for Ingham County are to conduct an evaluation as to the pros and cons of the various County options for the future of the 9-1-1 Public Safety Radio Communication System.

This resolution authorizes a contract/purchase order for radio communications consulting services with Brent Williams to evaluate options for the future direction of the 9-1-1 Public Safety Radio Communication System, at a cost not to exceed $3,200 from the 9-1-1 Emergency Telephone Dispatch Services - 911 fund balance to be completed within sixty days of the signing of the contract/purchase order.

I recommend approval of the resolution.
SCOPE OF WORK
FOR BRENT WILLIAMS TO SERVE AS A CONSULTANT FOR 911 RADIO SYSTEM

As 9-1-1 Central Dispatch looks at options for dealing with the current radio system reaching end of life, they are looking to have a consultant review the data that collected so far and further evaluate possible options and their impact on operations and costs.

An evaluation as to the Pros and Cons of the options have been identified below:

- Upgrade the current Harris UHF System in place to a P25 system that will operate in both phase 1 and phase 2
- Replace the Current Harris UHF system with a 700-800 MHz MPSCS/Motorola system
- Upgrade to a new Harris 700MHz system with 800MHz capabilities to interoperate with MPSCS

This evaluation would also include:

- Full feature comparison of the system.
- Options to maintain functionality with schools or businesses currently set up to communicate with public safety.
- Options for backup channels with both systems.
- Availability of backup channels with the MPSCS system and if they are Simplex? or Duplex?
- Long term costs-Maintenance and mic fees, with both MPSCS and County maintaining sites.
- Interoperability gateway functionality descriptions.
- Paging options for fire- looking at band? Equipment options?
- MPSCS proposal-what sites do they propose (7)? 1 new site, where?
- How many frequencies would the MPSCS use? # of 800? # of 700?
- Tower maintenance costs for the MPSCS?
- Response time for outages/issues?
- Fail-soft and redundancies?
- End user equipment service-warranty period?
- End user equipment costs after warranty?
- System warranty how long? Costs listed above.
- Tower loading specs-microwaves existing tower issues?
- Harris tower work costs?
- MPSCS tower work costs?
- Pricing from Motorola? $8-10 million from the presentation, did that include consoles?
- Over the air programing options/costs?
- Encryption options/costs?
- Interference issues with both systems? UHF and 700/800 MHz.
- Bi Directional Amplifiers currently used, needs for each new system?
- Transport Vans for ICSO.
- Interop with MPSCS/surrounding counties?
- Ongoing user equipment programming? Costs? How often can this be done?
The contractor will provide a written report of his findings within 60 days of signing the contract/purchase order. The total to Ingham County will not exceed the cost of $3,200 and include invoices to reflect only actual time spent on the project which is estimated not to exceed 40 hours. This cost includes all expenses involved, including travel and other miscellaneous costs.
<table>
<thead>
<tr>
<th>Estimated Cost</th>
<th>Current Ingham Co. Radio System</th>
<th>Harris Upgrade</th>
<th>Harris or Other Stand alone system</th>
<th>MPSCS / Motorola State System</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can this system adequately meet the needs of Ingham County Public Safety?</td>
<td>Yes it does currently</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Type of System</td>
<td>Analog/Digital</td>
<td>Digital</td>
<td>Digital</td>
<td>Digital</td>
</tr>
<tr>
<td>Frequency Used</td>
<td>UHF 450MHz</td>
<td>UHF 450MHz</td>
<td>700MHz</td>
<td>700MHz sub system of the State 800MHz System</td>
</tr>
<tr>
<td>Radio Frequencies Available</td>
<td>Currently a 9 channel system, with a control channel and 8 talk paths</td>
<td>Would remain the same as current system</td>
<td>There are supposed to be 15-700MHz frequencies available to Ingham County that could be used for this system</td>
<td>There are supposed to be 15-700MHz frequencies available to Ingham County that could be used for this system</td>
</tr>
<tr>
<td>Bandwidth used per channel</td>
<td>12.5MHz</td>
<td>12.5MHz</td>
<td>6.25MHz</td>
<td>12.5MHz</td>
</tr>
<tr>
<td>Protocol Used</td>
<td>EDACS</td>
<td>P25 Phase 1 and Phase 2 capable</td>
<td>P25 Phase 2</td>
<td>P25 Phase 1</td>
</tr>
<tr>
<td>System infrastructure owned by</td>
<td>Ingham County</td>
<td>Ingham County</td>
<td>Ingham County</td>
<td>Ingham &amp; State of Michigan</td>
</tr>
<tr>
<td>Tower Sites Used</td>
<td>Current 5 Transmit/Receive-8 Receive sites</td>
<td>Current 5 Transmit/Receive-8 Receive sites</td>
<td>Unknown # sites/locations</td>
<td>Unknown # sites/locations if use current sites $500,000.00 new site $1,000,000.00</td>
</tr>
<tr>
<td>End User Equipment</td>
<td>Department owned radios 1900</td>
<td>1900 radios need programing $220.00 per unit $418,000.00 Most radios are only Phase 1 capable</td>
<td>1900 new radios would be needed about $3500.00 per unit $6,650,000.00</td>
<td>1900 new radios would be needed about $3500.00 per unit $6,650,000.00</td>
</tr>
<tr>
<td>Radio Backbone</td>
<td>Master 3 Switches</td>
<td>Need to change to Master 5 Switches P25</td>
<td>Need new P25 switches</td>
<td>Need new P25 switches</td>
</tr>
<tr>
<td>Mic Fees</td>
<td>Maintenance divided by # of radios, Currently $149.46</td>
<td>Maintenance divided by # of radios</td>
<td>Maintenance divided by # of radios</td>
<td>State has set Mic Fee. $200.00 *offset by portion of backbone equipment</td>
</tr>
<tr>
<td>Interoperability with State System</td>
<td>Currently done with patch radios</td>
<td>Would also use Patch Radios</td>
<td>With proper end user radios, could be seamless with state system programed into 700 MHz-800 MHz capable radios</td>
<td>With proper end user radios, could be seamless with state system programed into 700 MHz-800 MHz capable radios</td>
</tr>
<tr>
<td>Interoperability with other Counties</td>
<td>Use Star Gate with Clinton, Eaton has our radios they work conventional, Livingston on State system, they have on of our radios at their center</td>
<td>Similar connections to what we currently have would be used.</td>
<td>Patch radios would be needed to talk with Eaton, talk groups could be added to talk with Livingston on State System, and Clinton if they move forward with 800 P25 system</td>
<td>Similar to 700 system can be direct with 800 or 700 P25 systems, otherwise patch radios would be needed</td>
</tr>
<tr>
<td>Interoperability with Schools</td>
<td>Working on UHF Conventional, direct communications from end user radios with a change of systems.</td>
<td>Can work as it does currently</td>
<td>Would need to purchase more expensive multi band radios to have communications with the schools.</td>
<td>Would need to purchase more expensive multi band radios to have communications with the schools.</td>
</tr>
<tr>
<td>Vendor that would be supplying end user equipment</td>
<td>Harris Radio</td>
<td>Harris Radios upgraded, may also use any other vendor with a P25 radio</td>
<td>Any vendor's P25 phase 2 compatible radio</td>
<td>Any vendor's P25 phase 1compatible radio</td>
</tr>
<tr>
<td>Back up system</td>
<td>Conventional Back up coverage in place currently, 7 channels</td>
<td>Same back up channels would remain</td>
<td>Some of the 700 MHz channels would be needed for Back up</td>
<td>None provided with State System, they would have to be added from the Counties 700 MHz channels</td>
</tr>
<tr>
<td>Concerns with systems</td>
<td>Current system end of life 2017, currently approx. 97% in building coverage with a portable radio. 20db urban, 10 db. rural</td>
<td>Currently equipment is 7-8 years old, some parts that would be reused might need repair. (ie. Microwaves, feed lines) Change to Phase 1 is supposed to maintain current coverage.</td>
<td>New system would require more tower sites to maintain our coverage requirements which was 95% in building portable 20db urban, 10 db. rural</td>
<td>From the MPSCS web site: &quot;MPSCS has a 97 percent all-weather, mobile radio coverage guarantee. Portable radio coverage is not guaranteed.&quot; System would need to be designed to meet higher coverage, more tower sites would be needed.</td>
</tr>
</tbody>
</table>
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT FOR 9-1-1 PUBLIC SAFETY RADIO COMMUNICATIONS CONSULTING SERVICES WITH BRENT WILLIAMS

WHEREAS, the Ingham County Board of Commissioners operates a 9-1-1 Public Safety Radio Communication System used by all Ingham County Public Safety Agencies; and

WHEREAS, the system went live in 2006 and will need to be upgraded or replaced as it approaches end of life; and

WHEREAS, the Ingham County Board of Commissioners has asked for input from the 9-1-1 Advisory Board and Ingham County Public Safety Agencies on the best way to move forward with the 9-1-1 Public Safety Radio Communication System; and

WHEREAS, Brent Williams has been identified as an independent consultant with expertise and direct experience working with both the Harris Inc. EDACS trunked-simulcast radio systems and Michigan Public Safety Communications System/ Motorola 800 MHz digital trunked radio system; and

WHEREAS, Brent Williams is willing to provide consulting services to Ingham County to conduct an evaluation as to the pros and cons of the various County options for the future of the 9-1-1 Public Safety Radio Communication System; and

WHEREAS, the 9-1-1 Advisory Board is recommending that the Ingham County Board of Commissioners hire Brent Williams to assist the County in this critical decision point.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract/purchase order for radio communications consulting services with Brent Williams to evaluate options for the future direction of the 9-1-1 Public Safety Radio Communication System, at a cost not to exceed $3,200 from the 9-1-1 Emergency Telephone Dispatch Services - 911 fund balance to be completed within sixty days of the signing of the contract/purchase order.

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