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VICE-CHAIRPERSON
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FINANCE COMMITTEE
SARAH ANTHONY, CHAIR
REBECCA BAHAR-COOK
TODD TENNIS
PENELOPE TSERNOGLOU
BRIAN McGRAIN
RANDY SCHAFFER
ROBIN CASE NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

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

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JULY 22, 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 [June 17, 2015 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Presentation - Lansing Financial Empowerment Center Impact Report
2. Sheriff's Office
 - a. Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2015 Local [Jag Grant](#)
 - b. Resolution to Accept a Michigan Municipal Risk Management (MMRMA) Risk Avoidance Program ([RAP Training Grant](#))
3. Treasurer's Office - Resolution to Utilize the County's Option to Acquire Tax Foreclosed [Property](#)
4. Circuit Court
 - a. Resolution for Authorization to Enter into a Three Year Contract with [Sequel](#) – TSI of Mountain Home
 - b. Resolution for Authorization to Enter into a Three Year Contract with [Rite of Passage](#)
 - c. Resolution for Authorization to Enter into a Three Year Contract with [Cornell Corrections of California](#)
5. Law & Courts Committee - Resolution to Adopt the 2016 [Juvenile Justice](#) Community Agency Process Calendar
6. Health Department
 - a. Resolution to Authorize a 2015-2016 Agreement with the [City of Lansing](#)
 - b. Resolution to Authorize [Amendment #3](#) to the 2014-2015 Comprehensive Agreement with the Michigan Department of Community Health
 - c. Resolution to Appoint [Dr. Stephanie Dean](#) as a Deputy Medical Examiner for Ingham County
 - d. Resolution to Accept Three Months of Health Center Program [Extension Funding](#) from the U.S. Department of Health and Human Services Health Resources and Services Administration

- e. Resolution to Renew the [Lease Agreement](#) with Sparrow Health Systems at 901 East Mount Hope - Well Child Health Center
 - f. Resolution to Authorize Updates to the Access to Care Project Coordinator Job Description and Changing the Job Title to Health Equity and Social Justice [Coordinator](#)
7. Innovation & Technology Department - Resolution to Approve Entering into an Agreement with F.D. Hayes Electric Company for [Data and Voice Wiring Services](#)
 8. Fair - Resolution Authorizing Entering into a Contract with Fishbeck, Thompson, Carr, & Huber, Inc. for [Architectural and Engineering Services](#) for the Construction of a New 50,000 Square Foot Exposition Center with an Attached 3,000 Seat Grandstand at the Ingham County Fairgrounds
 9. Farmland & Open Space Preservation - Resolution to Amend Resolution #15-034 Approving Proceeding to Close Permanent Conservation [Easement Deed](#) on Kranz, Johnson and Hutchison Properties
 10. Road Department
 - a. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item I of the 2015 Local Road Program Bid Packet 75-15 Hot in Place Recycling, Asphalt Resurfacing & Miscellaneous Repairs of Various [Meridian Township](#) Local Roads
 - b. Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item II of the 2015 Local Road Program Bid Packet 75-15 Asphalt Resurfacing & Repairs of Lamb Road, Every to Meridian Roads, [Alaiedon Township](#)
 - c. Resolution Authorizing the Purchase of Two New [Tandem Axle Truck Chassis](#) for the Ingham County Road Department
 - d. Resolution Authorizing the Purchase of [Equipment Needed](#) for New Tandem Axle Truck Chassis for the Ingham County Road Department
 - e. Resolution to [Rescind and Replace Resolution #15-216](#) Approving Local Road Agreement with Meridian Township
 11. Potter Park Zoo
 - a. Resolution Recommending the Acceptance of a \$500.00 Risk Avoidance Program (RAP) Grant Award for [Vehicle Partitions](#) for the Public Safety Patrol Cars at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)
 - b. Resolution Recommending the Acceptance of a \$2,650 Risk Avoidance Program (RAP) Grant Award for [Security Cameras](#) at Potter Park Zoo From the Michigan Municipal Risk Management Association (MMRMA)
 12. Board of Commissioners - Resolution [Setting Fees](#) for Freedom of Information Act Requests
 13. Facilities Department
 - a. Memo Regarding the Emergency Replacement of the [Chilled Water Coil](#) at the Ingham County Jail

- b. Resolution Authorizing a Lease Agreement with Capitol Walk Parking, LLC to Lease 100 [Employee Parking Spaces](#)
 - c. Resolution Authorizing the Renewal of the Service Agreement with [Smiths Detection](#) for the Maintenance of the Two X-Ray Screening Machines at the Grady Porter Building and Veterans Memorial Courthouse
 - d. Resolution Authorizing a Three Year Service Warranty Renewal with [Astrophysics](#) for the Maintenance of the X-Ray Screening Machine at the Ingham County Family Center
 - e. Resolution Authorizing the Two Year Renewal Option as Stated in Resolution #12-220 for [Soap Slingers Window Cleaning, LLC](#) to Provide Window Cleaning Services to Various County Facilities
 - f. Resolution Authorizing the Two Year Renewal Option as Stated in Resolution #12-364 for [Len's Carpet Care & Consultants](#) to Provide Carpet Cleaning Services to Various County Facilities
 - g. Resolution Authorizing a Contract Extension as Stated in Resolution #12-76 with [Dietz Janitorial Service](#) to Provide Cleaning Services in Various County Buildings
 - h. Resolution to Authorize a Three Year Agreement Extension with [MSDS Online](#) to Manage Material Safety Data Sheets (MSDS)
14. Financial Services
- a. Presentation of the December 31, 2014 Audit and Financial Statements (*Please Bring the Comprehensive Annual Financial Report Previously Mailed*)
 - b. Capital Projects Fund 2015 [Deficit Elimination Plan](#)
15. Controller/Administrator's Office
- a. [Financial Reserve Status](#)
 - b. Resolution Authorizing [Adjustments](#) to the 2015 Ingham County Budget
 - c. Resolution to Amend [Business Travel and Reimbursement Policy](#)

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
June 17, 2015
Draft Minutes

Members Present: Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer and Naeyaert

Members Absent: Tennis

Others Present: Drain Commissioner Pat Lindemann, Treasurer Eric Schertzing, Teri Morton, Tim Morgan, Desiree Kirkland, Rick Terrill, Andrew Seltz, Sherrie Graham, Mike Ashton, Paul Pratt, Dave Stoker, Steve Heywood, Scott Keith, Curt Smith, Ryan Buck, and others

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 June 2, 2015 Joint County Services and Finance Committees Meeting Minutes and Closed Session Minutes

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE JUNE 2, 2015 JOINT COUNTY SERVICES AND FINANCE COMMITTEES MEETING MINUTES AND CLOSED SESSION MEETING MINUTES.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Approval of the June 3, 2015 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TSERNOGLOU, TO APPROVE THE JUNE 3, 2015 MEETING MINUTES.

The minutes were amended as follows:

Jill ~~Rhine~~ **Rhode**, Financial Services Director, provided an explanation of the procedure for the year-end reconciliation.

The amendment was considered friendly.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Additions to the Agenda

1. Treasurer's Office
 - a. Presentation for Investment Report

7. Road Department

- c. Resolution To Amend Resolution #15-192 which Authorized a Second Party Agreement between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department and a Third Party Agreement between Delhi Township and the Ingham County Road Department in Relation to a Federally Funded Pathway Project along Holt Road from Kahres Road to Eifert Road
11. Resolution to Enter into an Agreement with Center Park Productions to Promote Regional Economic Development

Substitutes –

- 2. Drain Office - Resolution Pledging the Full Faith and Credit of the County for the Groesbeck Park Drain Drainage District Bonds
- 8. Parks Department
 - c. Resolution Authorizing Entering into a Contract with Mannik Smith Group for the Purpose of Providing Professional Consulting Services to Assist the Ingham County Trails and Parks Task Force in Assembling a Plan for the Expenditure of Trails & Parks Millage Dollars
- 9. Potter Park Zoo - Resolution Authorizing a Contract with LJ Trumble, LLC for Improvements to the Moose Exhibit at Potter Park Zoo

Limited Public Comment

None.

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

- 3. Community Corrections Advisory Board (CCAB) - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into Program Subcontracts for FY 2015-2016
- 4. Animal Control - Resolution to Accept the Two Seven Oh, Inc. Grant No. 3
- 5. Health Department
 - a. Resolution to Accept Healthy! Capital Counties Funds
- 6. Innovation & Technology - Resolution to Authorize the Purchase of an Upgrade to the Software for the OnSSI Video Wall from Vidcom Solutions
- 7. Road Department
 - a. Resolution to Approve Local Road Agreement with Stockbridge Township for the Ingham County Road Department

- b. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Reconstruction Project for Kipp Road From US-127 to Dexter Trail
 - c. Resolution To Amend Resolution #15-192 which Authorized a Second Party Agreement between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department and a Third Party Agreement between Delhi Township and the Ingham County Road Department in Relation to a Federally Funded Pathway Project along Holt Road from Kahres Road to Eifert Road
8. Parks Department
- a. Resolution to Rescind Resolution #15-138 to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park
 - b. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park
9. Potter Park Zoo - Resolution Authorizing a Contract with LJ Trumble, LLC for Improvements to the Moose Exhibit at Potter Park Zoo
10. Facilities Department - Resolution Awarding a Contract to DLZ Michigan, Inc. to Provide Engineering Design Services for the Removal and Replacement of Two Youth Center (YC) Boilers, Two Human Services (HSB) Boilers and the Replacement of Two Air Handler Units at Forest Community Health Center (FCHC)

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

- 11. Resolution to Enter into an Agreement with Center Park Productions to Promote Regional Economic Development

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION TO ENTER INTO AN AGREEMENT WITH CENTER PARK PRODUCTIONS TO PROMOTE REGIONAL ECONOMIC DEVELOPMENT.

Scott Keith, Center Park Productions Chairperson, introduced himself to the Committee. He stated that Center Park Productions was a 501(c)(3) nonprofit entity. Mr. Keith provided a historical overview of the Common Ground Music Festival. He provided an overview of the positive economic impact the festival had for the county. Mr. Keith provided demographic information about music attendees. He stated that he was before the Committee today because the festival did not receive funding from the hotel/motel tax this year. Mr. Keith stated that the festival had received funding from the hotel/motel tax in the past.

Commissioner Bahar-Cook provided an overview of the issues discussed at last night's County Services Committee meeting.

Commissioner Tsernoglou asked why the festival did not receive the hotel/motel grant this year.

Mr. Keith stated that there was an increase in the number of new applicants so the Arts Council of Greater Lansing chose not to fund the festival this year.

Commissioner Schafer stated that there was \$100,000 in contingency right now. He further stated that the Committee would likely approve \$50,000 from the contingency fund for the Treasurer's Office's resolution tonight. Commissioner Schafer stated that the contingency fund was not an appropriate source from which the County should purchase a festival. He further stated he would vote in opposition to this resolution.

Commissioner Bahar-Cook asked if the festival had a profit.

Mr. Keith answered no.

Commissioner Bahar-Cook asked how many years the festival could continue to operate without earning any profit.

Mr. Keith stated that they could not facilitate the festival indefinitely without a profit in some years for which they would place into reserves. He further stated that the festival had given back to the community in the past.

Discussion.

Chairperson Anthony asked how the \$10,000 would be utilized.

Mr. Keith stated that they would likely utilize the funds to market the festival outside of the area, including the Chicago area. He further stated that Jackson National Life Insurance Company specifically uses the festival as an employment recruitment tool.

Commissioner McGrain asked if the books for Center Park Productions could be disclosed.

Mr. Keith stated that the books could be made available in private. He further stated that they must file informational returns with the government. Mr. Keith stated they had to be sensitive to the fact that artists did not take kindly to the publication of their fees.

Commissioner Tsernoglou asked why they did not just increase ticket prices.

Mr. Keith stated that they had considered that, however they had to remain competitive with other entertainment events in the area. He further stated that he wanted to keep the festival affordable.

Commissioner Tsernoglou asked what benefits other sponsors received.

Mr. Keith stated that they could tailor the packages to the needs of the sponsor.

There was a discussion about other sources from which funding could come for this resolution.

Commissioner Naeyaert asked what their reserves were currently.

Mr. Keith answered \$100,000.

Commissioner Naeyaert asked if they had sought funding from Pure Michigan.

Mr. Keith answered that they had applied for grants, however the ones they have received were small in amount.

Commissioner Naeyaert stated that she did not believe the entire county would benefit from this sponsorship.

Chairperson Anthony stated that she would vote in support of the resolution. She further stated that sometimes the County was not on the forefront of economic development opportunities such as this.

Commissioner Bahar-Cook stated that Commissioner Hope had suggested looking at how the Arts Council of Greater Lansing made grant decisions.

Commissioner McGrain stated that we trusted the Arts Council of Greater Lansing to make these decisions based on established guidelines.

There was a discussion about having the Arts Council of Greater Lansing provide a presentation on how they make grant decisions.

THE MOTION CARRIED. **Yeas:** Anthony, Bahar-Cook, Tsernoglou, and McGrain **Nays:** Schafer and Naeyaert **Absent:** Tennis

1. Treasurer's Office - Resolution to Authorize Plante Moran to Assist the Treasurer's Office with Bank Reconciliation Structure and General Ledger Reconstruction

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION TO AUTHORIZE PLANTE MORAN TO ASSIST THE TREASURER'S OFFICE WITH BANK RECONCILIATION STRUCTURE AND GENERAL LEDGER RECONSTRUCTION.

Eric Schertzing, Treasurer, provided background on this resolution.

Desiree Kirkland, Chief Deputy Treasurer, stated that staff had already been working with Plante Moran to review current procedures to find best practices.

Chairperson Anthony asked if this could come out of another area of the budget other than contingency.

Ms. Morton provided a possible mechanism whereby funding could come from the delinquent tax fund.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO AMEND THE RESOLUTION AS FOLLOWS:

BE IT FURTHER RESOLVED, that the funding for this service will come from the 2015 ~~General Fund contingency account~~ **delinquent tax fund**.

Treasurer Schertzing provided background on the delinquent tax fund.

Discussion.

Commissioner Naeyaert asked whether the County had already paid Plante Moran to send in trainers to assist the Treasurer's Office staff.

Ms. Kirkland stated that there was no funding for training, so no training occurred.

Ms. Morton stated that there was not enough money in the contract for the training. She further stated that Plante Moran was initially hired to review the Treasurer's Office processes.

Commissioner Naeyaert stated that she would support the amendment because she did not want the money to come from contingency.

THE MOTION TO AMEND THE RESOLUTION CARRIED. **Yeas:** Anthony, Bahar-Cook, Tsernoglou, McGrain, and Naeyaert **Nays:** Schafer **Absent:** Tennis

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

1. Treasurer's Office
 - a. Presentation for Investment Report

Ms. Morton stated that since 2007, Michigan law required that the Treasurer's Office provide an investment report to the Board of Commissioners at least quarterly.

Chairperson Anthony asked that all the quarters of 2014 be provided to the Committee.

Treasurer Schertzing stated that these reports would be made available.

There was a discussion about the reporting requirements set out by Michigan law.

Commissioner McGrain stated that he looked forward to the quarterly reports.

Commissioner Naeyaert asked why these reporting requirements were not met in the recent past.

Treasurer Schertzing stated that he did not know why his staff did not provide this report in the recent past.

Commissioner Naeyaert stated that she was concerned that future staff turnover would cause this problem again. She asked whether the Treasurer's Office expected any more issues to arise.

Ms. Kirkland stated that they have recently hired some good people, so they did not expect any unforeseen issues to arise.

Commissioner Bahar-Cook asked for a breakdown of the changes in the December 31, 2014 and March 31, 2015 reports.

Treasurer Schertzing provided an overview of how investments had changed in the last forty years.

Chairperson Anthony asked when the next report would come before the Committee.

Treasurer Schertzing stated that they would like to come to the Committee again in July.

There was a discussion about the changes in the report and potential investment options going forward.

Chairperson Anthony thanked Treasurer Schertzing and Ms. Kirkland for their report.

8. Parks Department

- c. Resolution Authorizing Entering into a Contract with Mannik Smith Group for the Purpose of Providing Professional Consulting Services to Assist the Ingham County Trails and Parks Task Force in Assembling a Plan for the Expenditure of Trails & Parks Millage Dollars

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH MANNIK SMITH GROUP FOR THE PURPOSE OF PROVIDING PROFESSIONAL CONSULTING SERVICES TO ASSIST THE INGHAM COUNTY TRAILS AND PARKS TASK FORCE IN ASSEMBLING A PLAN FOR THE EXPENDITURE OF TRAILS & PARKS MILLAGE DOLLARS.

Commissioner McGrain asked for background on the amendment to add the eight month delivery date.

Commissioner Bahar-Cook provided background on what occurred at last night's County Services Committee.

Tim Morgan, Parks Department Director, provided an overview of the timelines that Mannik Smith Group had proposed in their bid.

Discussion.

Commissioner Schafer stated that there was a \$50,000 price tag that was thrown around earlier in this process.

Commissioner Bahar-Cook stated that the Trails and Parks Task Force had estimated the \$50,000 amount, however it was later determined that that amount was not reasonable.

Mr. Morgan provided background on the bid amounts.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

2. Drain Office - Resolution Pledging the Full Faith and Credit of the County for the Groesbeck Park Drain Drainage District Bonds

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION PLEDGING THE FULL FAITH AND CREDIT OF THE COUNTY FOR THE GROESBECK PARK DRAIN DRAINAGE DISTRICT BONDS.

Drain Commissioner Pat Lindemann, Steve Heywood, Lansing Township Planning Director, and Paul Pratt, Deputy Drain Commissioner all addressed the Committee.

Commissioner McGrain stated that he would vote in support of this resolution.

Discussion.

Commissioner Schafer stated that the way the process was handled by Lansing Township was not appropriate, specifically the actions of and statements made by Kathleen Rodgers, Lansing Township Supervisor, related to this project.

Mr. Heywood stated that only a very small part of Eastwood Towne Center was involved in this project. He further stated that there was a pending environmental federal lawsuit against the Board of Water and Light.

Discussion.

Commissioner Schafer stated that Supervisor Rodgers had made demands of Commissioner Maiville that was inappropriate.

Commissioner Schafer stated that he would vote in opposition to this resolution to make a point. He further stated that he would vote in support of the resolution at the next Board of Commissioners meeting. Commissioner Schafer stated that Supervisor Rodgers owed Commissioner Maiville an apology.

Commissioner McGrain stated that by pledging full faith and credit, taxpayers would save money because the bonds could be secured at a lower interest rate.

Commissioner McGrain asked how much money was spent in litigation.

Drain Commissioner Lindemann stated that he did not have an exact figure. He provided a brief history of the litigation related to this project. Drain Commissioner Lindemann stated that they had a great bidder of whom they did not want to lose.

Commissioner Bahar-Cook stated that she had heard that litigation costs were around \$1 million.

Drain Commissioner Lindemann stated that the necessity of the project was clear, however the project was a nightmare to work out agreements for and to delineate property owner rights.

There was a discussion about the Friends of Bancroft Park's concerns.

Drain Commissioner Lindemann provided background on pollution concerns in the area of the project.

Drain Commissioner Lindemann educated the Committee on eskers and where they were located in the county.

Drain Commissioner Lindemann stated that Goodyear Corporation was cutting a \$65 million check to address environmental hazards that were caused by Goodyear in the past.

Commissioner Bahar-Cook asked how Commissioner McGrain wanted to respond to the Friends of Bancroft Park.

Commissioner McGrain stated that he would get the correspondence to the Drain Office to draft a response.

Drain Commissioner Lindemann stated that the bond markets were cognizant of the vote tallies when full faith and credit resolutions come up for consideration.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

5. Health Department

- b. Resolution Authorizing an Amendment to Resolution #14-518 to Distribute County Urban Redevelopment Funds

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION #14-518 TO DISTRIBUTE COUNTY URBAN REDEVELOPMENT FUNDS.

Commissioner McGrain disclosed that Joan Nelson, Allen Neighborhood Center Executive Director, and Missy Lilje, Happendance Director, have contributed to his campaign in the past.

Commissioner Bahar-Cook disclosed that Joan Nelson, Allen Neighborhood Center Executive Director, had contributed to her campaign in the past.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis.

Announcements

Commissioner Bahar-Cook invited everyone to vote in support of her cat, Shadow, on the Animal Control Shelter webpage. She stated that there was a fundraising competition occurring to support the Animal Control Shelter.

Public Comment

None.

Adjournment

The meeting was adjourned at approximately 7:25 p.m.

JULY 22, 2015 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

- 2a. *Sheriff's Office - Resolution to Allow the Ingham County Sheriff's Office to Enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2015 Local JAG Grant*

This resolution would authorize entering into an Interlocal agreement between Ingham County, the City of Lansing and the City of East Lansing to accept the \$86,092 allocated portion of the 2015 Local JAG grant.

The County would not receive any funds again this year under the proposed 2015 JAG grant because the formula requires a certain threshold of serious crime in the Sheriff's Office area of primary jurisdiction. Nonetheless, the County is still required to enter into this agreement and we have done so in previous grant cycles. However, the City of Lansing will approve allocating a voluntary \$4,000 to the County and the Sheriff for unspecified technology upgrades through a subcontract. (See attached memo)

- 2b. *Sheriff's Office - Resolution to Accept a Michigan Municipal Risk Management Association (MMRMA) Risk Avoidance Grant (RAP) Training Grant*

This resolution authorizes acceptance of a MMRMA RAP grant in the amount of \$800 to pay for 50% of the Sheriff's/New Chief's training in June of 2015 for Ingham County Sheriff's Office attended by Chief Deputy Harless and Major Maatman. (See attached memo for details)

3. *Treasurer's Office – Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property*

Acting as the Foreclosing Governmental Unit under the General Property Tax Act (MCL 211.78(8)(a)), the Treasurer proposes this resolution to accept minimum bids in the name of Ingham County for certain specifically identified properties to be transferred to the Ingham County Land Bank Fast Track Authority. The statute provides a mechanism by which the County may purchase that property through payment to the foreclosing governmental unit (MCL 211.78m(1)). The cost of acquisition will be covered by the Authority utilizing a variety of funding sources.

4. *Circuit Court/Family Division –*
- a. *Resolution for Authorization to Enter into a Three Year Contract with Sequel- TSI of Mountain Home*
 - b. *Resolution for Authorization to Enter into a Three Year Contract with Rite of Passage*
 - c. *Resolution for Authorization to Enter into a Three Year Contract with Cornell Corrections of California*

The three above resolutions authorize Family Division contracts for residential or other treatment services with the parent companies of vendors the Court has experience with and is satisfied with their services. All three of these proposed contracts are from July 28, 2015 to September 30, 2017 subject to funds within their annual Child Care fund budget. (See attached communications for details)

5. Law & Courts Committee – Resolution to Adopt the 2016 Juvenile Justice Community Agency Process Calendar

This resolution authorizes the adoption of the 2016 Juvenile Justice Community Agency Process calendar to establish time lines and a budget amount for the process. The Law & Courts Committee has traditionally recommended \$100,000 on an annual basis out of Juvenile Justice Millage funds for this program.

We have been successful over the past couple of years as part of a three year projected deficit reduction plan. Much of the credit for this positive development is due to the Family Court decreasing expenditures over the last two years. Their 2016 budget submission continues this trend. (See attached memo for details)

6a. Health Department - Resolution to Authorize a 2015-2016 Agreement with the City of Lansing

This resolution authorizes an agreement with the City of Lansing. The City of Lansing will provide \$65,000 to support certain services provided by the Health Department as follows:

1. Adult Health Center - \$11,000
2. Child Care Scholarship Program - \$42,000
3. High Risk Adolescent Program - \$12,000

6b. Health Department - Resolution to Authorize Amendment #3 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Community Health

This resolution authorizes an amendment to the agreement that will increase the budget for Comprehensive Local Health Services from \$5,147,840 to \$5,219,136, an increase of \$71,296. The amendment makes the following specific changes in the budget:

1. Great Start Trauma Informed System Community Demonstration, \$5,100 – new funding.
2. Immunization Billing Practice Infrastructure Enhancement, \$20,000 – new funding.
3. Public Health Emergency Preparedness (PHEP) Ebola Virus Disease, \$17,975 – new funding.
4. BCCCP Coordination increase of \$1,200 from \$255,625 to \$256,825.
5. TB Control increase of \$2,852 from \$13,721 to \$16,573.
6. PRIME Learning Collaborative decrease of \$15,300 from \$24,000 to \$8,700.
7. Public Health Emergency Preparedness (PHEP) 7/01/15 – 9/30/15, \$39,469 – these grant dollars were included in FY15 Board of Commissioners approved budget.

6c. Health Department – Resolution to Appoint Dr. Stephanie Dean as a Deputy Medical Examiner for Ingham County

This resolution appoints Stephanie Dean, M.D. to the position of Deputy Medical Examiner for Ingham County.

6d. Health Department – Resolution to Accept Three Months of Health Center Program Extension Funding from the U.S. Department of Health and Human Services Health Resources and Services Administration

This resolution accepts three months of extended Health Center Program Base Award funding in the amount of \$317,995 from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA). The extension award effectively moves the end date of the current fiscal period from

October 31, 2015 to January 31, 2016. The resolution also extends relevant provider services agreements and other associated agreements to the Health Center Program as necessary to maintain current services

6e. *Health Department - Resolution to Renew the Lease Agreement with Sparrow Health Systems at 901 East Mount Hope - Well Child Health Center*

This resolution extends the lease agreement with Sparrow Health System for 4,115 square feet of space at 901 East Mount Hope Road, Lansing, Michigan for the operation of the Well Child Health Center from November 1st, 2015 through October 31st, 2016. Sparrow Health Systems requested a change to the early termination clause, to increase the minimum number of days' notice of early termination from 60 to 90 days. Sparrow Health Systems has agreed to extend the lease agreement at these terms. All other terms of the lease agreement shall remain the same including the rate of \$6,124.54 per month.

6f. *Health Department - Resolution to Authorize Updates to the Access to Care Project Coordinator Job Description and changing the Job Title to Equity and Social Justice Coordinator*

This resolution converts a vacant Access to Care/Project Coordinator to a Health Equity and Social Justice Coordinator position. Technically, this should come before the Board as a discussion item first, then as an action item the next round. However, given the need to fill the position and the fact that the Board is on the summer meeting schedule, Human Resources is supportive of a condensed process in this case. These updates result in a reclassification of the position from an ICEA Professional 9 to an ICEA Professional 8.

7. *Innovation & Technology Department – Resolution to Approve Entering into an Agreement with F.D. Hayes Electric Company for Data and Voice Wiring Services*

Formal proposals were sought from qualified and experienced contractors to furnish and install new internal and external voice and data wiring on an as-needed basis. F.D. Hayes, a local vendor, submitted the only responsive proposal. F.D. Hayes has extensive knowledge of Ingham County facilities and has completed several projects as requested during the past five years of their previous contract. The IT Department was “very pleased” with the workmanship of FD Hayes under a previous contract. The Chief Information Officer and Purchasing Director recommend approval of a resolution to enter into a contract with F.D. Hayes for voice/data wiring services over the next three years, with an option to renew-extend the contract for two additional years.

8. *Fair – Resolution Authorizing Entering into a Contract with Fishbeck, Thompson, Carr, & Huber, Inc. for Architectural and Engineering Services for the Construction of a New 50,000 Square Foot Exposition Center with an Attached 3,000 Seat Grandstand at the Ingham County Fairgrounds*

The structural condition of the grandstand at the Ingham County Fairgrounds no longer meets contemporary safety standards Current Exposition. In addition, Exposition Center rental capacity has been maximized through accommodation of new and ongoing fairgrounds events. Improvement of these facilities will enhance services offered to current commercial lessees and will provide an opportunity for the Fair to bid on larger regional expositions, shows, and events, thereby increasing participation and continuing to diversify Fair revenue streams. For these reasons, the Fair Board recommends approval of a resolution to authorize Fishbeck, Thompson, Carr, & Huber, Inc., to prepare architectural and engineering plans necessary for the construction of a new 50,000 square foot Exposition Center with an attached 3,000-seat grandstand at a cost not to exceed \$40,800.

9. *Farmland and Open Space Preservation – Resolution to Amend Resolution #15-034 Approving Proceeding to Close Permanent Conservation Easement Deed on Kranz, Johnson and Hutchison Properties*

In accordance with provisions of the Farmland and Open Space Preservation (FOSP) Ordinance, the FOSP Board scored and ranked the applications based on the approved selection criteria. After nearly two years, the FOSP Board recommends closing on the Hutchison and Kranz properties. The FOSP Board concluded it would be best to withdraw these properties from the Federal Agriculture Conservation Easement Program because the federal match would be minimal and does not justify the rigorous federal approval process. Therefore, the Hutchison and Kranz properties will be closing with 100% local funds. A revised resolution of approval will be offered for consideration, including price information.

10a. *Road Department – Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item I of the 2015 Local Road Program Bid Packet 75-15 Hot in Place Recycling, Asphalt Resurfacing & Miscellaneous Repairs of Various Meridian Township Local Roads*

The Road Department seeks approval of a resolution to execute a contract with Rieth-Riley Construction Co., Inc. for asphalt recycling, resurfacing, repairs, and related work as specified in bid document prepared by the Road Department at a cost not to exceed \$815,031.48, or as modified to a lesser amount per direction from Meridian Township.

10b. *Road Department – Resolution Authorizing a Contract with Rieth-Riley Construction Co., Inc. for Item II of the 2015 Local Road Program Bid Packet 75-15 Asphalt Resurfacing & Repairs of Lamb Road, Every to Meridian Roads, Alaiedon Township*

The Road Department seeks approval of a resolution to execute a contract with Rieth-Riley Construction Co., Inc. for asphalt resurfacing and miscellaneous repairs on Lamb Road in Alaiedon Township as specified in bid document prepared by the Road Department at a cost not to exceed \$125,531.17.

10c. *Road Department – Resolution Authorizing the Purchase of Two New Tandem Axle Truck Chassis for the Ingham County Road Department*

The Road Department recommends approval of a resolution to purchase two tandem axle Western Star truck chassis from D&K Truck Company at a cost of \$199,024. The replaced units will be sold at auction for a price to be determined, with proceeds from the sale to be placed in the Road Department equipment replacement fund.

10d. *Road Department – Resolution Authorizing the Purchase of Equipment Needed for New Tandem Axle Truck Chassis for the Ingham County Road Department*

In combination with item 7c, above, the Road Department recommends approval of a resolution to purchase certain hydraulic components from Certified Power of Perrysburg, Ohio and other truck equipment from Knapheide Truck at a total cost of \$83,484.

10e. Road Department – Resolution to Rescind and Replace Resolution #15-216 Approving Local Road Agreement with Meridian Township

At its June 9, 2015, meeting the Board approved Resolution 15-216 for local road projects in Meridian Township at an estimated cost of \$637,234.00. This cost is now expected to be \$666,000 plus additional possible costs for contingencies estimated at 10% based on bids recently received. Because of this change in estimated costs, the Road Department recommends that the Board rescind Resolution 15-216 and approve a new resolution reflective of the revised cost estimate.

11a. Potter Park Zoo – Resolution Recommending the Acceptance of a \$500.00 Risk Avoidance Program (RAP) Grant Award for Vehicle Partitions for the Public Safety Patrol Cars at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)

Potter Park Zoo seeks approval of a resolution to accept a \$500 grant from the Michigan Municipal Risk Management Authority for the purchase of vehicle partitions to be placed in zoo patrol cars. These partitions will help to ensure officer safety when transporting people or animals.

11b. Potter Park Zoo – Resolution Recommending the Acceptance of a \$2,650 Risk Avoidance Program (RAP) Grant Award for Security Cameras at Potter Park Zoo from the Michigan Municipal Risk Management Association (MMRMA)

A resolution to accept a Risk Avoidance Program grant in the amount of \$2,650 from Michigan Municipal Risk Management Authority is proposed by Potter Park Zoo. The grant will offset costs associated with the purchase of new security cameras. These cameras will be installed by the IT Department.

12. Board of Commissioners – Resolution Setting Fees for Freedom of Information Act Requests

A resolution is offered to formally establish fees for documents provided in response to requests submitted under the Michigan Freedom of Information Act (FOIA). Approval of this resolution is necessary in order to establish compliance with statutory provisions of FOIA.

13a. Facilities Department – Memo Regarding the Emergency Replacement of the Chilled Water Coil at the Ingham County Jail

Sometime during the winter months a chilled water coil in the air handling unit at the Ingham County Jail froze and was in need of immediate replacement to avoid loss of air conditioning. Due to the amount of damage, the coil was beyond repair. Consistent with Section 412.J of the Purchasing Procedures Policy, the Controller determined immediate purchase of a new chilled water coil was essential to prevent detrimental impacts on jail employees. Subsequently, a purchase order was issued to Myers Plumbing and Heating for a total cost of \$7,491. Funds for this purchase were previously allocated to a budgeted line item earmarked for such repairs. No further action is necessary beyond the County Services Committee receipt of this report.

13b. Facilities Department – Resolution Authorizing a Lease Agreement with Capitol Walk Parking, LLC to Lease 100 Employee Parking Spaces

The Facilities Department seeks approval of a resolution to authorize a lease agreement with Capitol Walk Parking, LLC to lease 100 employee parking spaces. The parking lot currently used by the County, located behind the old YMCA in Lansing, is presently in a deteriorated state. Capitol Walk Parking, LLC, the new

entity for the parking lot on Chestnut Street in Lansing has agreed to hold their current lease cost of \$6,000.00 per month (approximately \$60.00 per space, per month). Occupancy will begin upon full execution of the agreement for a three (3) year period with a two (2) year renewal option. Funds for parking have already been appropriated within department budgets.

13c. Facilities Department – Resolution Authorizing the Renewal of the Service Agreement with Smiths Detection for the Maintenance of the Two X-Ray Screening Machines at the Grady Porter Building and Veterans Memorial Courthouse

A resolution proposed by the Facilities Department would authorize renewal of a service agreement with Smiths Detection for the two Hi-Scan 6040I screening machines. One machine is stationed at the Grady Porter Building, and the other one at the Veterans Memorial Courthouse. The current service agreement will expire on July 31, 2015. The service agreement proposed in this resolution covers two units for a two year period, beginning August 1, 2015 and ending on July 31, 2017. Smith's Detection will perform inspections, maintenance and/or repair services on both machines for a total cost not to exceed \$16,846.

13d. Facilities Department – Resolution Authorizing a Three Year Service Warranty Renewal with Astrophysics for the Maintenance of the X-Ray Screening Machine at the Ingham County Family Center

A resolution proposed by the Facilities Department would authorize renewal of a service agreement with Astrophysics inspection, maintenance and/or repair services on the x-ray screening machine. The current service agreement will expire on July 31, 2015. The service agreement proposed in this resolution covers a three year period, beginning August 1, 2015 and ending on July 31, 2018. Astrophysics will provide these services for a total three-year cost not to exceed \$9,317.

13e. Facilities Department – Resolution Authorizing the Two Year Renewal Option as Stated in Resolution #12-220 for Soap Slingers Window Cleaning, LLC to Provide Window Cleaning Services to Various County Facilities

The Facilities Department seeks to exercise the two year renewal option, as stated in Resolution #12-220, with Soap Slingers Window Cleaning LLC, for the purpose of providing window cleaning services to various county facilities. Soap Slingers has agreed to hold their current pricing of \$9,876 annually for a not to exceed total cost of \$19,752 for the two year renewal period beginning August 1, 2015 and expiring July 31, 2017.

13f. Facilities Department – Resolution Authorizing the Two Year Renewal Option as Stated in Resolution #12-364 for Len's Carpet Care & Consultants to Provide Carpet Cleaning Services to Various County Facilities

The Facilities Department seeks to exercise the two year renewal option, as stated in Resolution #12-364, with Len's Carpet Care & Consultants, to provide carpet cleaning services to several county locations. Len's Carpet has agreed to hold their current pricing of \$44,018 annually for a not to exceed total cost of \$88,036 for the two year renewal period beginning September 1, 2015 and expiring August 31, 2017.

13g. Facilities Department – Resolution Authorizing a Contract Extension as Stated in Resolution #12-76 with Dietz Janitorial Service to Provide Cleaning Services in Various County Buildings

The Facilities Department seeks to exercise the one year contract extension with Dietz Janitorial Service to provide cleaning services in various county buildings. Dietz Janitorial has agreed to hold their current pricing through the extension period beginning August 1, 2015 and expiring July 31, 2016.

13h. Facilities Department – *Resolution to Authorize a Three Year Agreement Extension with MSDS Online to Manage Material Safety Data Sheets (MSDS)*

The Facilities Department seeks to a three-year agreement extension with MSDS Online to manage Ingham County's Material Safety Data Sheets, in compliance with MiOSHA regulations. MSDS Online has agreed to provide this service at a cost not to exceed \$15,260.64 through the extension period beginning September 14, 2015 and expiring August 13, 2018.

14b. Financial Services – *Capital Projects Fund 2015 Deficit Elimination Plan*

This resolution includes the a deficit elimination plan for the capital fund which accounts for a Community Development Block Grant to assist in funding the utilities for the expansion of the Jackson National Life facility. This is an accounting deficit, since we were not reimbursed within 60 days of year end, and so could not recognize the grant revenue while the expenditures were required to be reported. The plan explains that the entire project will be completed in 2015 and the County will be reimbursed 100% of the costs, therefore, eliminating the deficit.

15b. Controller/Administrator's Office – *Resolution Authorizing Adjustments to the 2015 Ingham County Budget*

This resolution will approve the recommended adjustments to the Ingham County budget for the second quarter of fiscal year 2015. The total increase to the General Fund is \$660,801. Also included is a contingency fund update. (See attached memo for details)

15c. Controller/Administrator's Office – *Resolution to Amend Business Travel and Reimbursement Policy*

The Business Travel and Reimbursement Policy sets forth criteria to be met for approval of air travel. Whenever financially prudent, all business air travel must originate from Capital Region International Airport. Current policy requires that flights be booked from neighboring airports when flights are found at a "materially lower rate." The Controller's Office seeks approval of a resolution to amend this standing policy to allow discretion in booking flights from a neighboring airport by stating flights *may* be booked from that airport. A second group of amendments would change threshold amounts that define what constitutes a "materially lower rate."

PRESENTATIONS:

1. Lansing Financial Empowerment Center Impact Report
- 14a. Financial Services - Presentation of the December 31, 2014 Audit and Financial Statements (*Please Bring the Comprehensive Annual Financial Report Previously Mailed*)
- 15a. Controller/Administrator's Office - Financial Reserve Status

Agenda Item 2a

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: June 24, 2015

RE: 2015 Local JAG Grant

This is a resolution requesting the Ingham County Sheriff's Office, be allowed to enter into an Interlocal Agreement with the City of Lansing and City of East Lansing for the 2015 Local JAG Grant.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ALLOW THE INGHAM COUNTY SHERIFF'S OFFICE TO ENTER INTO AN INTERLOCAL AGREEMENT WITH THE CITY OF LANSING AND CITY OF EAST LANSING FOR THE 2015 LOCAL JAG GRANT

WHEREAS, the City of Lansing Police Department, City of East Lansing Police Department and the Ingham County Sheriff's Office was allocated \$86,092.00 from the 2015 Local JAG grant from the Department of Justice; and

WHEREAS, the City of Lansing is the fiduciary of this grant; and

WHEREAS, the Ingham County Sheriff's Office portion allocated from this grant is \$0.00 for 2015 due to a lack of violent crime data for 2014; and

WHEREAS, part of the application process to receive this funding from the 2015 Local JAG grant, the Ingham County Sheriff's Office must enter into a Interlocal agreement with the City of Lansing and East Lansing, allowing for disbursement of allocated funds to both government police agencies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into the interlocal agreement between Ingham County, the City of Lansing and the City of East Lansing to accept the \$86,092.00 allocated portion of the 2015 Local JAG grant for the time period of July 1, 2015 through September 30, 2018.

BE IT FURTHER RESOLVED, that the Lansing Police Department will voluntarily allocate, from their portion of the 2015 Local JAG grant \$4,000.00 to the Ingham County Sheriff's Office to be used for technology upgrades.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is authorized to make the necessary adjustments to the 2015-2018 Sheriff's Office budgets consistent with this resolution.

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

M E M O R A N D U M

TO: Law & Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: July 6, 2015

RE: Accepting MMRMA RAP Grant Funds

This resolution requests permission for the Ingham County Sheriff's Office to accept an MMRMA RAP grant for \$800.00. This MMRMA RAP Grant check is 50% of the cost of MACNLOW Sheriffs/New Chief's training in June of 2015 for the Ingham County Sheriff's Office attended by Chief Deputy Harless and Major Maatman.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A MICHIGAN MUNICIPAL RISK MANAGEMENT (MMRMA)
RISK AVOIDANCE PROGRAM (RAP) TRAINING GRANT**

WHEREAS, Michigan Municipal Risk Management Association is the counties insurance carrier; and

WHEREAS, the Ingham County Sheriff's Office, along with MMRMA, recognizes the importance of keeping sheriff's office administrators up to date on current trends in policing; and

WHEREAS, the Ingham County Sheriff's Office and MMRMA values the training for police supervisors and administrators that MACNLOW Associates presents; and

WHEREAS, MACNLOW Associates is a preferred vendor of training for MMRMA; and

WHEREAS, MMRMA offers RAP grants to assist their members in paying for MACNLOW Associate's training; and

WHEREAS, the Ingham County Sheriff's Office submitted an MMRMA RAP grant to pay for 50% of the Sheriffs/New Chief's training in June of 2015 for Ingham County Sheriff's Office attended by Chief Deputy Harless and Major Maatman; and

WHEREAS, MMRMA awarded the Ingham County Sheriff's office a Summer 2015 grant in the amount of \$800.00 to pay for the above MACNLOW training; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the Ingham County Sheriff's Office to accept the MMRMA RAP grant for \$800.00.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make the necessary budget adjustments in the Ingham County Sheriff's Office 2015 budget.

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

Agenda Item 3

DATE: June 8, 2015
TO: Finance and County Services Liaison Committees
FROM: Eric Schertzing
RE: Resolution to Utilize the County's Option to Acquire Tax Foreclosed Property

Attached for your consideration is a proposed resolution to request the County Treasurer, acting as the Foreclosing Governmental Unit under PA123 of 1999, accept the minimum bid in the name of Ingham County for certain specifically identified properties to be transferred to the Ingham County Land Bank Fast Track Authority (the "Authority").

Public Act 123 of 1999 provides mechanisms by which "the county in which that property is located may purchase that property under this section by payment to the foreclosing governmental unit of the minimum bid." The cost of acquisition will be covered by the Authority utilizing a variety of funding sources.

On June 1, 2015, the Authority passed a resolution requesting the County to acquire certain properties that meet the criteria outlined in the Authority's Priorities, Policies and Procedures.

Thank you for your consideration of this resolution. Please contact me if you have any questions.

Introduced by the County Services and Finance Committees:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO UTILIZE THE COUNTY'S OPTION
TO ACQUIRE TAX FORECLOSED PROPERTY**

WHEREAS, the Ingham County Treasurer is acting as the foreclosing governmental unit under P.A. 123 of 1999; and

WHEREAS, the General Property Tax Act (PA123 of 1999), allows a county, under MCL 211.78m(1), to purchase tax foreclosed property for the minimum bid which is defined in statute; and

WHEREAS, the County Board of Commissioners wish to utilize their local option to acquire tax foreclosed property not otherwise optioned by the State of Michigan or other local units of government; and

WHEREAS, the Ingham County Land Bank Fast Track Authority (the "Authority") on June 1, 2015 passed a resolution requesting the County to acquire certain properties that meet the criteria outlined in the Authority's Priorities, Policies and Procedures.

THEREFORE BE IT RESOLVED, that the Board of Commissioners request the County Treasurer, acting as the Foreclosing Governmental Unit, accept the minimum bid in the name of Ingham County for the properties identified in the attached list, subject to local and state option and other deletions as required by statute and Land Bank Priorities, Policies and Procedures.

BE IT FURTHER RESOLVED, that acquisition costs shall be covered by the Ingham County Land Bank Authority.

BE IT FURTHER RESOLVED, that the Board Chairperson and County Clerk are authorized to sign any necessary documents as approved to form by the County Attorney to convey said properties to the Authority.

2015 Foreclosures

Parcel Number	Address1	Local Unit
33-01-01-03-101-131	E SHERIDAN RD	Lansing City
33-01-01-03-102-141	SANFORD AVE	Lansing City
33-01-01-04-228-081	3415 N EAST ST	Lansing City
33-01-01-04-230-311	N LARCH ST (No Street Frontage)	Lansing City
33-01-01-04-230-321	N LARCH ST (No Street Frontage)	Lansing City
33-01-01-04-230-331	N LARCH ST (No Street Frontage)	Lansing City
33-01-01-04-230-341	N LARCH ST (No Street Frontage)	Lansing City
33-01-01-04-401-131	2625 CRESTON AVE	Lansing City
33-01-01-04-451-001	TURNER ST	Lansing City
33-01-01-05-107-006	WESTWOOD AVE (No Street Frontage)	Lansing City
33-01-01-05-326-135	N GRAND RIVER AVE	Lansing City
33-01-01-06-385-151	3101 CUMBERLAND RD	Lansing City
33-01-01-08-127-071	1508 OWENS AVE	Lansing City
33-01-01-08-203-051	1428 REDWOOD ST	Lansing City
33-01-01-08-228-201	1422 LANSING AVE	Lansing City
33-01-01-08-276-001	1438 N M L KING JR BLVD	Lansing City
33-01-01-08-283-082	1316 KNOLLWOOD AVE	Lansing City
33-01-01-08-334-011	1016 CLEO ST	Lansing City
33-01-01-08-406-101	1131 N M L KING JR BLVD	Lansing City
33-01-01-08-409-491	1309 W MAPLE ST	Lansing City
33-01-01-08-452-221	901 CLAYTON ST	Lansing City
33-01-01-08-454-091	818 HOLTEN ST	Lansing City
33-01-01-08-481-141	1010 W SAGINAW ST	Lansing City
33-01-01-09-127-061	W NORTH ST	Lansing City
33-01-01-09-179-081	406 EDMORE ST	Lansing City
33-01-01-09-182-131	411 PLEASANT ST	Lansing City
33-01-01-09-305-161	1111 N WALNUT ST	Lansing City
33-01-01-09-307-201	1023 N CHESTNUT ST	Lansing City
33-01-01-09-327-181	203 W WILLOW ST	Lansing City
33-01-01-09-361-171	825 N WALNUT ST	Lansing City
33-01-01-09-376-081	320 W OAKLAND AVE	Lansing City
33-01-01-09-428-131	1030 N LARCH ST	Lansing City
33-01-01-10-103-191	809 MCKINLEY ST	Lansing City
33-01-01-10-126-102	1819 NEW YORK AVE	Lansing City
33-01-01-10-127-132	1115 WHYTE ST	Lansing City
33-01-01-10-131-231	1623 MASSACHUSETTS AVE	Lansing City
33-01-01-10-153-101	1530 BALLARD ST	Lansing City
33-01-01-10-153-241	1513 N HIGH ST	Lansing City
33-01-01-10-153-251	1517 N HIGH ST	Lansing City
33-01-01-10-154-001	1562 N HIGH ST	Lansing City
33-01-01-10-154-361	1010 E NORTH ST	Lansing City
33-01-01-10-157-201	1215 N HIGH ST	Lansing City
33-01-01-10-180-241	1429 MASSACHUSETTS AVE	Lansing City
33-01-01-10-252-211	1416 E NORTH ST	Lansing City
33-01-01-10-304-241	1137 N PENNSYLVANIA AVE	Lansing City
33-01-01-10-329-391	PORTER ST	Lansing City
33-01-01-10-376-081	1007 MAY ST	Lansing City
33-01-01-10-379-331	1104 MAY ST	Lansing City
33-01-01-10-409-221	919 MAHLON ST	Lansing City
33-01-01-10-411-131	1558 E GRAND RIVER AVE	Lansing City

33-01-01-11-352-141	702 N FAIRVIEW AVE	Lansing City
33-01-01-14-109-281	307 N HAYFORD AVE	Lansing City
33-01-01-14-377-101	S MIFFLIN AVE	Lansing City
33-01-01-14-380-091	S FOSTER AVE	Lansing City
33-01-01-14-381-181	632 S MIFFLIN AVE	Lansing City
33-01-01-15-104-491	830 E GENESEE ST	Lansing City
33-01-01-15-154-001	226 N EIGHTH ST	Lansing City
33-01-01-15-306-022	211 S EIGHTH ST	Lansing City
33-01-01-15-333-021	307 BINGHAM ST	Lansing City
33-01-01-15-376-321	1022 E KALAMAZOO ST	Lansing City
33-01-01-15-377-141	420 S HOLMES ST	Lansing City
33-01-01-15-426-121	207 LATHROP ST	Lansing City
33-01-01-15-426-191	231 LATHROP ST	Lansing City
33-01-01-15-432-431	134 LESLIE ST	Lansing City
33-01-01-15-451-291	532 CLIFFORD ST	Lansing City
33-01-01-15-452-221	406 LATHROP ST 1	Lansing City
33-01-01-15-453-071	525 CLIFFORD ST	Lansing City
33-01-01-15-478-111	501 SHEPARD ST	Lansing City
33-01-01-15-479-201	536 REGENT ST	Lansing City
33-01-01-16-110-001	627 W GENESEE ST	Lansing City
33-01-01-16-457-051	523 CHERRY ST	Lansing City
33-01-01-16-479-191	616 HELEN ST	Lansing City
33-01-01-16-479-241	604 HELEN ST	Lansing City
33-01-01-17-180-042	1718 INVERNESS AVE	Lansing City
33-01-01-17-229-041	812 BANCROFT CT	Lansing City
33-01-01-17-231-021	426 N M L KING JR BLVD	Lansing City
33-01-01-17-257-091	1300 W OTTAWA ST	Lansing City
33-01-01-17-260-271	1119 W OTTAWA ST	Lansing City
33-01-01-17-383-011	509 WEST ST	Lansing City
33-01-01-17-401-131	1224 W ALLEGAN ST	Lansing City
33-01-01-17-454-152	1302 W ST JOSEPH ST	Lansing City
33-01-01-17-480-231	923 W HILLSDALE ST	Lansing City
33-01-01-20-104-281	2015 W MALCOLM X ST	Lansing City
33-01-01-20-130-001	1623 W MALCOLM X ST	Lansing City
33-01-01-20-130-161	W MALCOLM X ST	Lansing City
33-01-01-20-136-071	1803 OLDS AVE	Lansing City
33-01-01-21-205-040	223 E HAZEL ST	Lansing City
33-01-01-21-360-181	1836 OSBAND AVE	Lansing City
33-01-01-21-362-101	1847 BRADLEY AVE	Lansing City
33-01-01-21-378-181	119 MOORES RIVER DR	Lansing City
33-01-01-21-453-055	140 E BARNES AVE	Lansing City
33-01-01-21-462-016	408 ISBELL ST	Lansing City
33-01-01-21-480-120	1702 LINVAL ST	Lansing City
33-01-01-21-484-040	1825 LINVAL ST	Lansing City
33-01-01-22-208-121	1037 MCCULLOUGH ST	Lansing City
33-01-01-22-228-002	701 LESLIE ST	Lansing City
33-01-01-22-251-161	1136 BENSCH ST	Lansing City
33-01-01-22-252-031	1115 BENSCH ST	Lansing City
33-01-01-22-255-171	1234 BENSCH ST	Lansing City
33-01-01-22-305-281	1400 LYONS AVE	Lansing City
33-01-01-22-309-001	900 BAKER ST	Lansing City
33-01-01-22-352-071	1537 LYONS AVE	Lansing City

33-01-01-22-352-191	1703 LYONS AVE	Lansing City
33-01-01-22-352-661	1628 DONORA ST	Lansing City
33-01-01-22-352-771	808 BAKER ST	Lansing City
33-01-01-22-354-151	1716 LYONS AVE	Lansing City
33-01-01-23-102-152	S FAIRVIEW AVE	Lansing City
33-01-01-23-126-143	S FOSTER AVE	Lansing City
33-01-01-23-127-072	S FRANCIS AVE	Lansing City
33-01-01-27-252-041	2421 CLIFTON AVE	Lansing City
33-01-01-28-227-112	2017 RAY ST	Lansing City
33-01-01-28-351-321	W HODGE AVE	Lansing City
33-01-01-28-404-111	227 DENVER AVE	Lansing City
33-01-01-28-426-091	527 S PARK BLVD	Lansing City
33-01-01-29-230-141	2114 STIRLING AVE	Lansing City
33-01-01-29-258-153	VICTOR AVE	Lansing City
33-01-01-29-277-061	2438 S RUNDLE AVE	Lansing City
33-01-01-30-301-321	INVERARY DR	Lansing City
33-01-01-30-477-211	2219 DUNLAP ST	Lansing City
33-01-01-31-103-091	3625 BRIGHTON DR	Lansing City
33-01-01-31-307-021	4623 ANSON ST	Lansing City
33-01-01-32-203-011	1425 POMPTON CIRCLE	Lansing City
33-01-01-32-226-322	3628 BURCHFIELD DR	Lansing City
33-01-01-32-226-441	BURCHFIELD DR	Lansing City
33-01-01-32-226-451	BURCHFIELD DR	Lansing City
33-01-01-32-352-181	2052 W JOLLY RD	Lansing City
33-01-01-32-353-322	4924 CHRISTIANSEN RD	Lansing City
33-01-01-32-375-151	4632 BRISTOL ST	Lansing City
33-01-01-32-376-373	4802 BRISTOL ST	Lansing City
33-01-01-33-101-072	3437 BURCHFIELD DR	Lansing City
33-01-01-33-227-121	653 VERNON AVE	Lansing City
33-01-01-33-251-271	106 E ROUSE ST	Lansing City
33-01-01-33-378-281	5030 STAFFORD AVE	Lansing City
33-01-01-34-152-171	712 RIDGEWOOD AVE	Lansing City
33-01-01-34-155-121	4104 GLENWOOD AVE	Lansing City
33-01-01-34-402-091	E CAVANAUGH RD (No Street Frontage)	Lansing City
33-01-01-35-154-059	E CAVANAUGH RD	Lansing City
33-01-01-35-327-011	E CAVANAUGH RD	Lansing City
33-01-05-04-203-023	PERRY ROBINSON CIRCLE	Lansing City
33-01-05-04-226-121	565 ARMSTRONG RD	Lansing City
33-01-05-04-226-281	620 E JOLLY RD	Lansing City
33-01-05-05-227-061	5211 BOGART ST	Lansing City
33-01-05-05-227-121	NO STREET FRONTAGE	Lansing City
33-01-05-05-277-181	5400 S WASHINGTON AVE	Lansing City
33-01-05-05-277-191	5340 S WASHINGTON AVE	Lansing City
33-01-05-05-328-051	5824 DURWELL DR	Lansing City
33-01-05-05-376-111	5844 VALENCIA BLVD	Lansing City
33-01-05-06-355-061	3531 COACHLIGHT COMMON	Lansing City
33-01-05-06-427-065	HORACE RD (No Street Frontage)	Lansing City
33-01-05-09-152-251	6508 HILLIARD RD	Lansing City
33-01-05-10-205-133	6140 BEECHFIELD DR	Lansing City
33-02-02-03-401-001	6201 LAKE W	Meridian Township
33-02-02-10-302-010	HASLETT	Meridian Township
33-06-06-11-300-005	WILLOUGHBY	Alaiedon Township

33-08-08-10-300-011	LAND LOCKED TO I-96	Leroy Township
33-09-09-15-100-012	4757 W CURTICE RD	Aurelius Township
33-10-10-21-101-027	1031 HULL RD	Vevay Township
33-12-12-25-300-007	1953 BROGAN RD	White Oak Township
33-12-12-34-100-015	4225 CARTER RD	White Oak Township
33-13-13-29-254-004	5670 ROSSMAN RD BOX 114	Onondaga Township
33-13-13-29-431-005	4838 ONONDAGA RD.	Onondaga Township
33-14-14-19-100-002	3291 KINNEVILLE RD	Leslie Township
33-14-14-21-176-008	4260 N MAIN ST	Leslie Township
33-14-14-34-400-001	5251 JACKSON RD	Leslie Township
33-15-15-15-200-030	3606 HAYNES RD	Bunker Hill
33-17-14-21-476-004	412 KIRBY	Leslie City
33-19-10-05-252-001	930 N MASON	Mason City
33-19-10-05-252-009	862 N MASON	Mason City
33-19-10-08-151-006	US 127	Mason City
33-19-10-08-379-006	W KIPP	Mason City
33-21-01-07-352-005	3600 W SAGINAW ST	Lansing Township
33-21-01-14-406-004	313 S DETROIT ST	Lansing Township
33-21-01-18-208-023	413 N ROSEMARY AVE	Lansing Township
33-21-01-18-429-013	215 HUNGERFORD ST	Lansing Township
33-25-05-11-357-001	4443 HARDING AVENUE	Delhi Township
33-25-05-13-153-003	TIFFANY LANE	Delhi Township
33-25-05-18-251-001	2360 GILBERT ROAD	Delhi Township
33-25-05-22-351-004	EIFERT ROAD (REAR)	Delhi Township
33-25-05-32-300-012	GROVENBURG ROAD	Delhi Township
33-42-16-27-226-015	400 W MAIN ST	Stockbridge Village
33-42-16-27-287-006	S WOOD ST	Stockbridge Village
33-43-08-11-253-014	211 N MAIN ST	Webberville Village
33-43-08-12-151-010	5011 E GRAND RIVER AVE	Webberville Village

Agenda Item 4a

TO: Ingham County Law and Courts and Finance Committees

FROM: Sara Deprez

DATE: July 7, 2015

RE: Resolution for Authorization to Enter into a Three Year Contract with Sequel- TSI of Mountain Home

This resolution would authorize entering into a three year contract with Sequel – TSI of Mountain

Home (more commonly referred to as “Mountain Home Academy”) for the care and treatment of adjudicated juveniles, specifically juveniles with sexually maladaptive behaviors. The proposed contract time frame is July 28, 2015 to September 30, 2017. Historically, the Court would enter into yearly contracts with placements. Recently, the Board has authorized entering into three year contracts with various residential facilities to allow for better forecasting of residential costs. This contract is just short of three years; however, it will allow for it to be on the same schedule as the other residential contracts.

Mountain Home Academy is a sixty-bed therapeutic residential treatment center for adjudicated adolescent males, ages 10-18 with sexually maladaptive behavior problems. The campus, located in Idaho, also includes a six-bed dorm for students with Neurodevelopmental Disorders whom also exhibit sexually maladaptive behaviors. Students participate in individual, group, and family therapy, focusing on their sexual behavior problems, as they progress toward graduation. Early stages of treatment emphasize accountability, responsibility and victim empathy. Later stages of treatment integrate a restorative justice approach as the student works through clarification and relapse prevention planning in preparation for community reintegration.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR AUTHORIZATION TO ENTER INTO A THREE YEAR CONTRACT
WITH SEQUEL - TSI OF MOUNTAIN HOME**

WHEREAS, the Ingham County Circuit Court Family Division would like to enter into a three year contract with Sequel-TSI of Mountain Home for the purpose of providing treatment intervention to adjudicated delinquent juveniles; and

WHEREAS, a three year contract allows for the County to better forecast residential costs for the coming budget years; and

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

WHEREAS, Sequel –TSI of Mountain Home runs a program commonly referred to as “Mountain Home Academy,” which serves adjudicated court wards and offers a full continuum of services specifically for youth with sexually maladaptive behavior problems.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Sequel – TSI of Mountain Home for the care and treatment services of Court adjudicated youth not to exceed \$280.00 per day for the time period of July 28, 2015 through September 30, 2017.

BE IT FURTHER RESOLVED, that the funds for these placements will come from the Family Division’s Institution Care – Private Institution County line item (29266203 818000) within the Child Care Fund.

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

Agenda Item 4b

TO: Ingham County Law and Courts and Finance Committees

FROM: Sara Deprez

DATE: July 7, 2015

RE: Resolution for Authorization to Enter into a Three Year Contract with Rite of Passage

This resolution would authorize entering into a three year contract with Rite of Passage (more commonly referred to as “Hillcrest Academy”) for the care and treatment of adjudicated juveniles, specifically juveniles with delinquent behaviors. The proposed contract time frame is July 28, 2015 to September 30, 2017. Historically, the Court would enter into yearly contracts with placements. Recently, the Board has authorized entering into three year contracts with various residential facilities to allow for better forecasting of residential costs. This contract is just short of three years; however, it will allow for it to be on the same schedule as the other residential contracts.

Hillcrest is a 96 bed residential facility licensed in 2012 by the Ohio Department of Job and Family Services and operated by Rite of Passage. They serve male youths between the age of 12 and 18, who have a history of delinquency behaviors, mild mental health issues, abuse, neglect and special education needs. They utilize cognitive behavioral curricula including Aggressions Replacement Training and Thinking for a Change. Additionally, they utilize the Effective Practice in Community Supervision (EPICs) that the Family Division Juvenile Court Officers also use, which should make for a smoother, more effective transition back to Ingham County.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR AUTHORIZATION TO ENTER INTO A THREE YEAR CONTRACT
WITH RITE OF PASSAGE**

WHEREAS, the Ingham County Circuit Court Family Division would like to enter into a three year contract with Rite of Passage for the purpose of providing treatment intervention to adjudicated delinquent juveniles; and

WHEREAS, a three year contract allows for the County to better forecast residential costs for the coming budget years; and

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

WHEREAS, Rite of Passage runs a program called Hillcrest Academy, which serves adjudicated court wards and offers a full continuum of services, including evidence-based cognitive behavioral treatment curriculums geared towards reducing the likelihood of future criminal behavior.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Rite of Passage for the care and treatment services of Court adjudicated youth not to exceed \$255.51 per day for the time period of July 28, 2015 through September 30, 2017.

BE IT FURTHER RESOLVED, that the funds for these placements will come from the Family Division's Institution Care – Private Institution County line item (29266203 818000) within the Child Care Fund.

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

Agenda Item 4c

TO: Ingham County Law and Courts and Finance Committees

FROM: Sara Deprez

DATE: July 7, 2015

RE: Resolution for Authorization to Enter into a Three Year Contract with
Cornell Corrections of California

This resolution would authorize entering into a three year contract with Cornell Correction of California (more commonly referred to as “Southern Peak”) for the care and treatment of adjudicated juveniles, specifically juveniles with a severe mental health issues. The proposed contract time frame is July 28, 2015 to September 30, 2017. Historically, the Court would enter into yearly contracts with placements. Recently, the Board has authorized entering into three year contracts with various residential facilities to allow for better forecasting of residential costs. This contract is just short of three years; however, it will allow for it to be on the same schedule as the other residential contracts.

Southern Peaks is a Joint Commission accredited residential treatment center offering an array of specialized behavioral health programs for both male and female adolescents, ages 10 to 21, who are experiencing emotional, behavioral, psychological, educational, and social problems. Located in the foothills of southern Colorado, Southern Peaks provides a highly structured and intensive therapeutic environment coupled with the flexibility to address the distinct treatment needs of each youth and his or her family system through comprehensive clinical assessments, individualized treatment planning, and diverse programs and services.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION FOR AUTHORIZATION TO ENTER INTO A THREE YEAR CONTRACT
WITH CORNELL CORRECTIONS OF CALIFORNIA**

WHEREAS, the Ingham County Circuit Court Family Division would like to enter into a three year contract with Cornell Corrections of California for the purpose of providing treatment intervention to adjudicated delinquent juveniles; and

WHEREAS, a three year contract allows for the County to better forecast residential costs for the coming budget years; and

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

WHEREAS, Cornell Corrections of California runs a program called Southern Peaks, which serves adjudicated court wards and offers a full continuum of services, including services for youth with more extreme mental, emotional, behavioral and psychological problems.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with Cornell Corrections of California for the care and treatment services of Court adjudicated youth not to exceed \$340.03 per day and for the education rate not to exceed \$82.02 per school day for the time period of July 28, 2015 through September 30, 2017.

BE IT FURTHER RESOLVED, that the funds for these placements will come from the Family Division's Institution Care – Private Institution County line item (29266203 818000) within the Child Care Fund.

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

Agenda Item 5

To: Ingham County Law & Courts and Finance Committees
From: John Neilsen, Chief Deputy Controller
Date: July 2, 2015
Re: Resolution to Adopt the 2016 Juvenile Justice Community Agency Process Calendar

This resolution would authorize the adoption of the attached 2016 Juvenile Justice Community Agency Process calendar to establish time lines for the process. This will be the tenth Juvenile Justice Community Agency process.

The 2014 year end audited fund balance is \$2,289,064 for the Juvenile Justice Millage Fund.

- First Juvenile Justice Community Agency Process reserved \$50,000
- Second Juvenile Justice Community Agency Process reserved \$150,000 (18 month period)
- Third through seventh Juvenile Justice Community Agency Process reserved \$100,000 (12-month period)
- The eighth Juvenile Justice Community Agency Process reserved \$96,000

The ninth year grant awards were the traditional \$100,000:

- | | | |
|---|------------------------------------------------|-----------------------------------------------------|
| - | Child and Family Services Capital Area | \$37,287 |
| - | Resolution Services Center of Central Michigan | \$20,811 |
| - | Lansing Teen Court | \$23,902 |
| - | Small Talk Children’s Assessment Center | \$18,000 (Amended by Resolution #15-230 to \$9,000) |

The 2015 operating budget for all Juvenile Justice Millage funded programs exceeds the budgeted revenue by about \$638,000 and 2016 revenues are projected to be a small increase over 2015.

In viewing the big picture of the JJM fund, we have been very successful over the past couple of years as part of a three year deficit reduction plan. The plan consisted of balanced approach to solve this problem over the three year time period of FY’s 2014, 2105, and 2016. A combination of reduced JJM expenditures and a shift back to the General fund of some JJM funded programs took place in 2014 and 2015.

We are now projecting a 2016 year end surplus of \$1.216 million, although this is a positive change, a use of fund balance (\$800,000) is still projected, which is about half of what was originally projected before the implementation of the Deficit Reduction Plan.

Much of the credit for this positive development is due to the Family Court decreasing expenditures over the last two years. Their 2016 budget submission continues this trend.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT THE 2016 JUVENILE JUSTICE COMMUNITY AGENCY
PROCESS CALENDAR**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002 and renewed in 2006, for the purpose of funding an increase to Ingham County's capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish the 2016 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of \$ ----- for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby adopts the attached 2016 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.

2016 JUVENILE JUSTICE COMMUNITY AGENCY PROCESS CALENDAR

July 28, 2015	The Board of Commissioners adopts the 2016 Juvenile Justice Community Agency Process Calendar Resolution.
July 29, 2015	A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is August 21, 2015 at 5:00pm.
August 24, 2015	The Controller's Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney's Office to ensure that the agency's proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.
September 22, 2015	A Juvenile Justice Community Agency notebook is prepared by the Controller/Administrator's Office. The notebook includes all agencies who submitted applications for review by the Law & Courts Committee. (Notebook is distributed at the September 22, 2015 Board of Commissioners' Meeting)
October 1, 2015	The Law & Courts Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Law & Courts Committee meeting. The Law & Courts Committee makes their recommendations by resolution to the Finance Committee.
October 7, 2015	The Finance Committee approves the resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.
October 13, 2015	The Board of Commissioners authorizes a resolution for the 2016 Juvenile Justice Community Agency grant awards.
October 14, 2015	The Juvenile Justice Community Agency applications are sent to the County Attorney's Office for contract preparation.
October 15, 2015	Juvenile Justice Community Agencies are notified of the County grant award and informs the agency that a County contract will be forthcoming in December.
December 2015	Contracts are received from the County Attorney's Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.
January 2016	Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency's signed contract and the appropriate documentation as listed above.
July 13, 2016	The Juvenile Justice Community Agencies send in their first six month report to the Controller's Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 1, 2015

RE: 2015-2016 Agreement with the City of Lansing

As in previous years, the City of Lansing is proposing to provide financial support for various services provided by or through the Ingham County Health Department that benefit Lansing residents. For this year's agreement the City is offering \$65,000. The supported services include:

1. The City of Lansing will provide \$11,000 to support the position of a nurse in the Adult Health Center.
2. The City of Lansing will support a Day Care Scholarship Program with a total of \$42,000 in funding. This funding will consist of \$35,000 in scholarship monies and \$7,000 for an Early Childhood Consultant in the Office for Young Children which will administer the scholarships. Approximately 80 low-income families will benefit from this program.
3. The City of Lansing will support counseling and psychological treatment for youth in families affected by the sexual abuse of children with \$12,000 in total funds. The youth are identified by the Health Department, the Department of Social Services, Probate Court, and other community agencies. If there is no other source of assistance, the youth are referred to the Lead Counselor at the High Risk Adolescent Program at Willow Plaza Services who makes referrals to psychologists or counselors who provide treatment at a discounted rate. The City has allocated \$10,000 for psychological services for 25 youth and \$2,000 toward the salary of the Lead Counselor.

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

c: Eric Thelen w/attachment
Debbie Edokpolo w/attachment
Barb Mastin w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A
2015-2016 AGREEMENT WITH THE CITY OF LANSING**

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

WHEREAS, the City of Lansing is proposing to provide \$65,000 in funding for the 2015-2016 fiscal year; and

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

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

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

BE IT FURTHER RESOLVED, that the period of the agreement shall be July 1, 2015 through June 30, 2016.

BE IT FURTHER RESOLVED, that the City of Lansing shall provide \$65,000 to support the following services:

1. Adult Health Center - \$11,000
2. Child Care Scholarship Program - \$42,000
3. High Risk Adolescent Program - \$12,000

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: June 5, 2015

RE: Resolution to Authorize Amendment #3 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS)

This is a recommendation to authorize Amendment #3 of the 2014-2015 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS). The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal funds to Ingham County to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2014-2015 Agreement in Resolution #14-451, Amendment #1 in Resolution 15-78 and Amendment #2 in Resolution 15-195.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. This amendment will increase the budget for Comprehensive Local Health Services from \$5,147,840 to \$5,219,136, an increase of \$71,296. The amendment makes the following specific changes in the budget:

Amendment #3

1. Great Start Trauma Informed System Community Demonstration, \$5,100 – new funding.
2. Immunization Billing Practice Infrastructure Enhancement, \$20,000 – new funding.
3. Public Health Emergency Preparedness (PHEP) Ebola Virus Disease, \$17,975 – new funding.
4. BCCCP Coordination increase of \$1,200 from \$255,625 to \$256,825.
5. TB Control increase of \$2,852 from \$13,721 to \$16,573.
6. PRIME Learning Collaborative decrease of \$15,300 from \$24,000 to \$8,700.
7. Public Health Emergency Preparedness (PHEP) 7/01/15 – 9/30/15, \$39,469 – these grant dollars were included in FY15 Board of Commissioners approved budget.

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

c: Eric Thelen w/attachment
Debbie Edokpolo w/attachment
Barb Mastin w/attachment
Joel Murr w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2014-2015 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

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

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

WHEREAS, the MDHHS and Ingham County have entered into a 2014-2015 Agreement authorized in Resolution #14-451, amendment # 1 in Resolution #15-78 and amendment # 2 in 15-195; and

WHEREAS, the MDHHS has proposed amendment #3 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #3 to the 2014-2015 Comprehensive Agreement with the Michigan Department of Health & Human Services (MDHHS).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,147,840 to \$5,219,136, an increase of \$71,296.

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

Great Start Trauma Informed System Community Demonstration, \$5,100 – new funding.
Immunization Billing Practice Infrastructure Enhancement, \$20,000 – new funding
Public Health Emergency Preparedness (PHEP) Ebola Virus Disease, \$17,975 – new funding
BCCCP Coordination increase of \$1,200 from \$255,625 to \$256,825.
TB Control increase of \$2,852 from \$13,721 to \$16,573.
PRIME Learning Collaborative decrease of \$15,300 from \$24,000 to \$8,700.
Public Health Emergency Preparedness (PHEP) 7/1/15 – 9/30/15, \$39,469 – these grant dollars were included in FY15 Board of Commissioners approved budget.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer is authorized to submit Amendment #3 of the 2014-2015 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2015 Budget in order to implement this resolution.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 16, 2015

RE: Resolution to Appoint Dr. Stephanie Dean as a Deputy Medical Examiner for Ingham County

This resolution authorizes the appointment of Stephanie Dean, M.D. to the position of Deputy Medical Examiner for Ingham County.

Section 52.201a of the Michigan Compiled Laws authorizes the Ingham County Board of Commissioners to appoint Deputy Medical Examiners who meet the required qualifications, who are licensed physicians in the State of Michigan, and who have been approved by the Chief Medical Examiner. Ingham County's Chief Medical Examiner has verified that Stephanie Dean, M.D. meets these qualifications and is licensed to practice medicine in the State of Michigan.

I recommend the Board of Commissioners adopt the resolution confirming the appointment of Dr. Stephanie Dean as a Deputy Medical Examiner for Ingham County.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPOINT DR. STEPHANIE DEAN
AS A DEPUTY MEDICAL EXAMINER FOR INGHAM COUNTY**

WHEREAS, Section 52.201a of the Michigan Compiled Laws authorizes the Ingham County Board of Commissioners to appoint Deputy Medical Examiners who meet the required qualifications, who are licensed physicians in the State of Michigan, and who have been approved by the Chief Medical Examiner; and

WHEREAS, Ingham County's Chief Medical Examiner has formally requested the appointment of Stephanie Dean, M.D. as a Deputy Medical Examiner for Ingham County; and

WHEREAS, Ingham County's Chief Medical Examiner has verified that Dr. Stephanie Dean meets the required qualifications and is licensed to practice medicine in the State of Michigan.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners confirms the appointment of Dr. Stephanie Dean as a Deputy Medical Examiner for Ingham County, effective immediately.

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: July 2, 2015

SUBJECT: Resolution to Accept Three Months of Health Center Program Extension Funding from the U.S. Department of Health and Human Services Health Resources and Services Administration

Attached is a resolution to accept three months of extended Health Center Program Base Award funding from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA). The extension award effectively moves the end date of the current fiscal period from October 31, 2015 to January 31, 2016.

Ingham County Health Department (ICHHD) currently has a November 1st – October 31st fiscal period for its Health Center Program award. HRSA announced the elimination of the November 1st start dates for Competitive Continuation applicants for the Fiscal Year 2016 Service Area Competition. Therefore, HRSA provided current grantees with a November 1st start date extension funding to maintain their current funded programs through to their new assigned start date. Ingham County has been reassigned to a February 1st start date, and received \$317,995 to maintain current 330(e) Community Health Center and Health Care for the Homeless programming through January 31, 2016.

Through this resolution, the Health Department is also seeking authorization to extend its relevant provider services agreements and other associated agreements to the Health Center Program as necessary to maintain current services at the same terms from the previously established end date, October 31, 2015, through to the new fiscal period end date, January 31, 2016.

I recommend that the Ingham County Board of Commissioners authorize the attached resolution to accept the Health Center Program base award extension funding, and authorize the extension of impacted services agreements to the new fiscal period end date at the same terms.

c: Eric Thelen w/ attachment
Barbara Watts Mastin w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THREE MONTHS OF HEALTH CENTER PROGRAM EXTENSION FUNDING FROM THE U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES HEALTH RESOURCES AND SERVICES ADMINISTRATION

WHEREAS, in Resolution #14-516, the Ingham County Board of Commissioners accepted \$1,218,983 in Health Center Program Funding base-award funding for the Fiscal Year 2015 period of November 1, 2014 through October 31, 2015 from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA); and

WHEREAS, the Health Department must apply as a Competitive Continuation Applicant to the Fiscal Year 2016 (FY 2016) Service Area Competition for Health Center Program Funding; and

WHEREAS, HRSA has announced the elimination of November 1st and December 1st Fiscal Period start dates for FY 2016; and

WHEREAS, HRSA has provided extension awards to current Health Center Program Grantees to support the continuation of currently funded programs and services through the interim period between each grantee's previous and newly assigned start date; and

WHEREAS, HRSA has reassigned the Health Department to a February 1, 2016 start date for FY 2016; and

WHEREAS, HRSA has provided the Health Department with \$317,995 to support continued program services from November 1, 2015 – through January 31, 2016; and

WHEREAS, through the acceptance of this award of extension funding, the Health Department must continue its currently funded Health Center Program services through January 31, 2016; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the acceptance of the Health Center Program award to extend the current FY 2015 program through January 31, 2016; and

WHEREAS, the Health Officer recommends the acceptance of the Health Center Program award to extend the current FY 2015 program through January 31, 2016.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the award of \$317,995 in Health Center Program FY 2015 extension funding for the period of November 1st, 2015 through January 31st, 2016 from HRSA.

BE IT FURTHER RESOLVED, that the Health Department is authorized to extend provider services agreements and other associated agreements to the Health Center Program as necessary to maintain current services at the same terms from the previously established end date, October 31, 2015, through to the new fiscal period end date, January 31, 2016.

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: July 2, 2015

SUBJECT: Resolution to Renew the Lease Agreement with Sparrow Health Systems at 901 East Mount Hope - Well Child Health Center

This is a resolution to extend the lease agreement with Sparrow Health System for 4,115 square feet of space at 901 East Mount Hope Road, Lansing, MI for the operation of the Well Child Health Center from November 1st, 2015 through October 31st, 2016.

The Ingham County Health Department (ICHHD) requires the occupancy of the facility at 901 East Mount Hope, Lansing MI until Adult Health Services is relocated to Forest Community Health Center, enabling Well Child operations to relocate to the Cedar Community Health Center site at the Human Services Building (5303 S Cedar Street, Lansing). ICHHD has requested and Sparrow Health Systems has agreed to an extension of the lease agreement for one year, from November 1, 2015 through October 31st, 2016.

Sparrow Health Systems requested a change to the early termination clause, to increase the minimum number of days' notice of early termination from 60 to 90 days. Sparrow Health Systems has agreed to extend the lease agreement at these terms. All other terms of the lease agreement shall remain the same.

I recommend that the Ingham County Board of Commissioners authorize this resolution to extend the lease agreement with Sparrow Health System for 4,115 square feet of space at 901 East Mount Hope Road, Lansing, MI for the operation of the Well Child Health Center from November 1st, 2015 through October 31st, 2016.

c: Eric Thelen w/ attachment
Barbara Watts Mastin w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RENEW THE LEASE AGREEMENT WITH SPARROW
HEALTH SYSTEMS AT 901 EAST MOUNT HOPE - WELL CHILD HEALTH CENTER**

WHEREAS, in Resolution #14-130 the Ingham County Board of Commissioners authorized an amendment to extend the lease agreement with Sparrow Health Systems for 4,115 square feet of space at 901 East Mount Hope, Lansing, MI for the operation for the Well Child Health Center; and

WHEREAS, the Ingham County Health Department (ICHD) is currently paying Sparrow Health Systems \$6,124.54 per month for the lease of the space; and

WHEREAS, the Health Department will need occupancy at 901 East Mount Hope, Lansing, Michigan for the operations of the Well Child Health Center until the planned move of Adult Health Services to Forest Community Health Center which will enable the move of Well Child's operations to Cedar Community Health Center, located at the Humans Services Building (5303 S Cedar Street, Lansing); and

WHEREAS, ICHD and Sparrow Health Systems would like to renew the lease agreement for the period of November 1, 2015 through October 31, 2016; and

WHEREAS, the rate of the lease agreement will remain \$6,124.54 per month for the renewal period; and

WHEREAS, the Health Department and Sparrow Health System have agreed that either party may terminate the lease upon no less than 90 days' prior notice; and

WHEREAS, all other terms of the agreement shall remain the same; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports this resolution to renew the lease agreement; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the renewal of the lease agreement with Sparrow Health Systems for 4,115 square feet of space at 901 East Mount Hope, Lansing, Michigan for the operation for the Well Child Health Center.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorize the renewal of the lease agreement with Sparrow Health System for 4,115 square feet of space at 901 East Mount Hope Road, Lansing, Michigan for the operation of the Well Child Health Center for the period of November 1, 2015 through October 31, 2016.

BE IT FURTHER RESOLVED, that the rate of the monthly lease shall be \$6,124.54 per month for the renewal period.

BE IT FURTHER RESOLVED, that during the period of the renewal, the Health Department or Sparrow Health Systems may terminate the lease upon not less than 90 days' prior notice.

BE IT FURTHER RESOLVED, that all other terms of the agreement shall remain the same.

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

MEMORANDUM

TO: Human Services Committee
County Services Committee
Finance Committee

FROM: Linda S. Vail, Health Officer

DATE: July 2nd, 2015

RE: Resolution to Authorize Updates to the Access to Care Project Coordinator Job Description and Job Title

This resolution authorizes updates to the job description for position #601013, Access to Care Project Coordinator. The previous Access to Care Project Coordinator retired May 21st, 2015 resulting in a vacancy in the Access to Care Project Coordinator position.

In reviewing the job description for the Access to Care Project Coordinator prior to posting, it was noted that the majority of duties and accountabilities performed by the incumbent had changed during his tenure, requiring the job description to be updated and the job title changed to reflect the work that he had been performing. The updated job title is Health Equity and Social Justice Coordinator, a title the incumbent had been using since 2007 but was not previously changed with Human Resources.

The job description had remained unchanged since 2000. The updates result in a classification change from an ICEA Professional 9 to an ICEA Professional 8 but were important to accurately reflect the scope and duties of the position. The budget analysis for this reclassification indicates that this change results in an annual reduction of \$2,105 in salary and fringes.

A Memo of Analysis from Human Resources is attached acknowledging their participation, analysis and approval of the changes to this job description. The ICEA PRO Chair has been notified and supports the updates to the job description. This matter is scheduled as a discussion item on the agenda of the July 20th Human Services Committee, the July 21st County Services Committee meeting, and the July 22nd Finance Committee meeting.

c: Eric Thelen w/ attachment
Joel Murr w/ attachment

Agenda Item 6f

TO: Joel Murr, Assistant Deputy Health Officer
FROM: Beth Bliesener, Employment Specialist
DATE: 7-1-15
RE: Memo of analysis for reclassification for position #601013

Per your request, Human Resources has updated the job description for position #601013. HR can confirm the following:

Position #601013 is currently vacant. Position #601013 currently an Access to Care/Project Coordinator will be converted to a Health Equity and Social Justice Coordinator. The essential functions have been update to reflect the work that needs to be performed to meet the needs of the Health Department. After analysis, the classification is appropriately compensated at an ICEA County Pro 08 salary range (\$55,172 - \$66,233).

The ICEA County Pro's has been notified. They support the classification and salary placement.

I have attached the updated job description and the union's response.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed classification. 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).

**ICEA Prof
Grade 8 Step 1
1.0 FTE**

Salary	55,725	55,725
Unemployment	279	
Fica	4,263	
Retirement	3,438	
Health Insurance	14,460	
Retiree Health Surcharge Chargeback	3,043	
Health Insurance Trust	2,508	
Dental	886	
Vision	121	
Workers Comp	111	
Life Insurance	122	
Disability	73	
CARES	33	
Liability Insurance	418	
		29,755
TOTAL	85,480	85,480

Notes:

FY 16 salary increase in projected at 1%

Retirement is calculated as a new hire (hybrid plan)
 Health Insurance is calculated at the two (2) person rate
 Fringe Benefits are calculated at the 2016 rates

**ICEA Prof
Grade 8 Step 5
1.0 FTE**

Salary	66,895	66,895
Unemployment	334	
Fica	5,117	
Retirement	4,127	
Health Insurance	14,460	
Retiree Health Surcharge Chargeback	3,043	
Health Insurance Trust	3,010	
Dental	886	
Vision	121	
Workers Comp	134	
Life Insurance	122	
Disability	88	
CARES	33	
Liability Insurance	502	
		31,978
TOTAL	98,873	98,873

Notes:

Retirement is calculated as a new hire (hybrid plan)
 Health Insurance is calculated at the two (2) person rate
 Fringe Benefits are calculated at the 2016 rates

**INGHAM COUNTY
JOB DESCRIPTION**

**HEALTH EQUITY AND SOCIAL JUSTICE COORDINATOR
HEALTH DEPARTMENT**

General Summary:

Under the direction of the Assistant Deputy Health Officer, the Health Equity and Social Justice Coordinator provides leadership to address the root causes of health inequities in Ingham County. This position collaborates internally within the Health Department to connect Community Health Center and Public Health Services practices to social justice. The work involves strengthening staff and organizational capacity to address health inequities. A major objective of the position is to identify and analyze health inequities in collaboration with the Community Health Assessment team and select, design and implement strategies to address them.

Essential Functions:

1. Leads the Department's internal effort to ensure that health equity is addressed in all policies, programs and funding decisions within the Department. Works collaboratively across Department divisions to coordinate and focus multiple department efforts to improve health equity.
2. Collaborates with the Health Communications Specialist to ensure health equity communication goals and messages are fully integrated into the Department's communication plan.
3. Works with the Community Health Assessment team to collect, generate and distribute local data and maps that tell the story of health inequities in Ingham County.
4. Researches, develops, and writes appropriate grant proposals for funds in support of health equity and social justice work.
5. Strengthens staff and organizational capacity to address health inequities both within the Health Department and in partner organizations. Develops mutually beneficial partnerships within the community to advance the work of health equity and social justice.
6. Engages community partners such as hospitals, churches, schools, businesses, neighborhood associations, and units of government in a continuous dialogue to promote concepts of health equity and social justice.
7. Provides assistance and advice to others in the community who are facilitating community processes related to health equity.
8. Facilitates the development of multi-sector collaborative strategies to address health inequities with current, new, and non-traditional private and public partners and organizations, with the purpose of empowering communities to plan, implement and maintain effective changes supporting health and well-being.
9. Develops evidence-based programs, strategies, and activities designed to improve community collaboration to identify and address the social determinants of health inequities. Provides resources and information to support community initiatives. Convenes community stakeholders around issues and needs. Cultivates community relationships with units of government, neighborhoods, community foundations, faith-based organizations, community agencies and area businesses.
10. Collaborates with academic partners to document innovative and evidence-based strategies to promote health equity.

11. Based on community and department priorities, advocates for local, state and national changes in policy, programs and services to impact the social determinants of health.

Other Functions:

- Performs other duties as assigned.
- Must adhere to departmental standards in regard to HIPAA and other privacy issues.
- During a public health emergency, the employee may be required to perform duties similar to, but not limited, to those in his/her job description.

(An employee in this position may be called upon to do any or all of the above tasks. These examples do not include all of the tasks which the employee may be expected to perform.)

Employment Qualifications:

Education/Experience: A minimum of a Bachelor's Degree in Public Health, Human Services or related field and a minimum three years of related experience.

OR:

A minimum of Master's Degree in Public Health, Human Services or related field and a minimum of two years of related field.

Other Requirements:

-
-

(The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria)

Working Conditions:

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position is exposed to communicable diseases, blood, other body fluids, etc.
3. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require periodic stamina in climbing, twisting, bending, kneeling, lifting, carrying, pushing, pulling, reaching and pinching.

- This position's physical requirements require regular stamina in sitting, standing, walking, balancing, twisting, bending, typing and enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm's reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

(This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the requirements listed above. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.)

***ICEA 08
June 2015***

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE UPDATES TO THE ACCESS TO CARE PROJECT
COORDINATOR JOB DESCRIPTION AND CHANGING THE JOB TITLE TO HEALTH EQUITY
AND SOCIAL JUSTICE COORDINATOR**

WHEREAS, the Access to Care Project Coordinator position #601013 is vacant; and

WHEREAS, the majority of duties and accountabilities had changed requiring the job description to be updated and job title changed to Health Equity and Social Justice Coordinator; and

WHEREAS, the Health Department will update the job description and job title to reflect the scope and duties of the position accurately; and

WHEREAS, these updates result in a reclassification of the position from an ICEA Professional 9 (60,342 - 72,438) to an ICEA Professional 8 (\$55,172 - \$66,233); and

WHEREAS, the ICEA PRO Chair supports the updates to the job description; and

WHEREAS, the Ingham County Human Resources Department has prepared a Memo of Analysis for Reorganization acknowledging their participation, analysis and approval of the changes to this job description; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the updates to the job description.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the updates to the Access to Care Project Coordinator position #601013 job description and job title, converting the position to Health Equity and Social Justice Coordinator and reclassifying the position from an ICEA Professional 9 (60,342 - 72,438) to an ICEA Professional 8 (\$55,172 - \$66,233).

BE IT FURTHER RESOLVED, that the Ingham County Controller is authorized to make any necessary adjustments to the budget and position allocation list consistent with this resolution.

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

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: June 9th, 2015
Re: Enter into a new contract with F.D. Hayes

Dear Commissioners,

Ingham County has been utilizing F.D. Hayes for all county wiring projects since January 2010. The contract approved under Resolution #09-415 was for three years with an option to renew for two (2) additional years. In 2013 Resolution #13-260 was approved to extend the contract for two years.

In May of this year RFP 55-15 Voice/Data Wiring Services was posted by purchasing. F.D. Hayes was the only company to submit a bid proposal to the county for this RFP and is also a local vendor and meets all prevailing wage and other vendor requirements by the county.

The Innovation and Technology Department has been very pleased with the workmanship completed by FD Hayes under the past contract. F.D. Hayes has extensive knowledge of Ingham County facilities and has completed several projects as requested during the past five years of their previous contract.

It is my recommendation along with Purchasing we enter into a contract with F.D. Hayes for the next three years for voice/data wiring services with an option to renew-extend the contract two years.

Thank you for your consideration and feel free to contact me if you have any questions at 676-7371 or Mashton@ingham.org.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: June 8, 2015
 SUBJECT: Voice and Data Wiring Services

Project Description:

Proposals were sought from qualified and experienced contractors for entering into a three (3) year agreement with an option to extend for two (2) additional years for the purpose of furnishing and providing for the installation of new internal and external voice and data wiring on an as-needed basis.

The request for proposal specified that any construction exceeding \$10,000 will require the most current prevailing wage determinations and the contractor is required to submit certified payrolls for all periods worked on said project.

Proposal Summary:

Vendors contacted: 26 Local: 08
 Vendors responding: 01 Local: 01

VENDOR NAME	Local Pref	Item 1 Per Ft	Item 2 Per Ft	Item 3 Each	Item 4 Per Ft	Item 5 Per Ft	Item 6 Per Ft	Item 7 Per Ft	Item 8 Each	Reg Time Per Hr	Over Time Per Hr	Holiday Time Per Hr
FD HAYES 2301 Beal Ave., Lansing MI 48910	Yes	\$0.34	\$0.43	\$5.90	\$1.45	\$1.35	\$0.85	\$3.90	\$19.20	\$62.00	\$81.00	\$98.00

Item	Description
1	Plenum rated Category 5E cabling
2	Plenum rated Category 6E cabling
3	Modular Wall Jacks Cat 5E
4	Wire Molding
5	Multi-Mode Fiber Optic Plenum 12-strand indoor cable
6	Single-Mode Fiber Optic Plenum 12-strand indoor
7	Single-Mode Fiber optic Plenum 12-strand outdoor
8	Fiber Optic Connectors

Recommendation:

F.D. Hayes, a local vendor, submitted the only responsive proposal. They are licensed and insured.

The recommendation is to award the contract to F.D. Hayes at the above rates; which would include prevailing wages for work exceeding \$10,000.

Advertisement:

The RFP was advertised in the Lansing State Journal, The Chronicle and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE ENTERING INTO AN AGREEMENT WITH
F.D. HAYES ELECTRIC COMPANY FOR DATA AND VOICE WIRING SERVICES**

WHEREAS, Ingham County has a need for on-going Telecommunications Data and Voice wiring; and

WHEREAS, the Innovation and Technology Department in conjunction with Purchasing sought proposals under RFP 55-15; and

WHEREAS, FD Hayes was the only vendor to submit a proposal to Ingham County and the committee is recommending entering into a contract with the F.D. Hayes Electric Company; and

WHEREAS, the pricing is based on a fixed hourly rate for labor and fixed rate for materials; and

WHEREAS, the length of the contract is for a period of 3 years with the option to renew for an additional 2 years.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a 3 year contract with the F.D. Hayes Electric Company for the purpose of on-gong Telecommunications Data and Voice wiring.

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

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

Memorandum

To: County Services & Finance Committees

From: Sandra Dargatz, Executive Director, Ingham County Fair

Date: July 7, 2015

RE: Authorizing Entering into a Contract with Fishbeck, Thompson, Carr, & Huber, Inc. for Architectural and Engineering Services for the Construction of a new 50,000 Square Foot Exposition Center with an Attached 3,000 Seat Grandstand at the Ingham County Fairgrounds

The existing facility rental capacity has been maximized to accommodate new and ongoing fairgrounds events and the current condition of the existing grandstands no longer meets safety standards. The Ingham County Fair Board, by way of creating an additional event venue, will enhance services offered to current commercial lessees and will provide an opportunity to bid for larger regional expositions, shows, and events, thus increasing the current participation and continuing to diversify the Ingham County Fair Board revenue stream.

The Purchasing Director and Fair Board both concur that a contract be awarded to Fishbeck, Thompson, Carr, & Huber, Inc. who submitted a responsible bid in the amount not to exceed \$40,800.00 for Phase 1 – for architectural and engineering services for the construction of a new 50,000 sq. ft. Exposition Center with an attached 3,000 seat grandstand.

The Hotel/Motel reserve fund for Fairgrounds capital improvements has a current fund balance of \$44,359.69. The Fair Board requests the transfer of \$40,800.00, from the Hotel/Motel reserve funds to the 2015 Ingham County Fair CIP account # 56176900-976000.

The architectural rendering and facility design are slated for completion in early to mid-October 2015. Upon completion of the A & E component the Fair Board will seek bonding and proposed construction would begin the spring of 2016.

Attachment(s): Ingham County Fair Exposition Center Overview
Letter of Support from the Greater Lansing Convention & Visitors Bureau

New Expo Center Overview - Ingham County Fair

- Mission: The Ingham County Fair will be the premier education and entertainment venue in Michigan.
- Vision: To maintain a high quality facility through optimal use of resources, and meet the customer's needs for staging agricultural, cultural, educational, and entertainment events, paying special attention to ensure that each experience is unique

Market Summary

Demonstrated growth within the industry; attracting new events to the Greater Lansing Area:

- 2013 – ESPN Timber Sports Regional Qualifier
- 2013, 2014 & 2015 – AGR Beef Preview
- 2015 – MDOT Plow Truck Training School
- 2014 & 2015 – Great Lakes Renewable Energy Fair
- 2014 & 2015 - Festival of Trees
- 2015 & 2016 – Premiere Genetics Cattle Show
- 2015 & 2016 – USA Archery Indoor Championship Team Trials
- 2015 – Pennsylvania Army National Guard – Hold Over Stay
- 2015 – Michigan Funereal Home Directors – Mass Fatality Exercise
- 2015 – Toyota Tacoma Launch Training (Verbal Commitment for Continued Partnership)

Total New Business Revenue: \$47,450

Opportunities

- Large Educational Seminars
 - Events looking for outdoor space or flexible space within the same location
- Indoor Sporting Events
 - USA Archery looking to increase archery meets from 150 athletes to 300 – 500

Business Concept

- Current facility rental has been maximized
- Move existing “people” shows out of our current Main Arena to New Expo Center
- Opens Main Arena up to increasing “animal” shows
- Increase off-season revenue by having multiple venue bookings at the same time
- Decrease cost associated with moving dirt into and out of Main Arena (\$4,550+ each change-over – Approx. \$30,000/year)
- Two 3,000 sq. ft. store fronts = \$36,000/year in increased rental revenue
- Two breakout rooms/meeting rooms rental – Increase off season revenue
- Annual Fair – Hotel/Motel Fund Bond Payment \$140,000/year

Project Timeline

- Award of Architectural & Engineering Phase 1 – End of July 2015
- Facility design and outline of construction costs – Early to mid-October 2015
- Meeting with Financial Services and Controller to review bond/funding options – November 2015
- Construction and usage – Potential 2016



July 6, 2015

Ingham County Board of Commissioners
Ingham County
Mason, MI 48854

As the President of the Greater Lansing Convention and Visitors Bureau (GLCVB), which also supports the Greater Lansing Sports Authority (GLSA), I would like to express our support for the development of an Expo Center within the Ingham County Fairgrounds property.

Over 4.7 million visitors travel to the Greater Lansing region each year and they spend an estimated \$472 million within our community. Our destination needs local facilities to evolve and improve in order to provide opportunities that continue to make our destination a desirable location to host events.

The Ingham County Fairgrounds has proven a great partner attracting regional, national and high profile events to our region. USA Archery recently announced the Ingham County Fairgrounds as host to the U.S. Team Trials World Archery Indoor Championships, scheduled for December 2015. The Great Lakes Renewable Energy Association used the Fairgrounds as their host site for the 2015 Michigan Renewable Energy Fair. These two events alone will attract thousands of visitors to the area, generating hundreds of overnight stays at our local hotels and contributing greatly to the overall economic health and vitality of our region.

The enhancements being proposed by the Ingham County Fairgrounds will allow for a greater array of new events to be hosted and allow the Fairgrounds and its users more flexibility and growth potential when hosting events. The GLCVB and GLSA teams have already met with the Ingham County Fairgrounds Executive Director to identify new events and clients with potential to use the proposed Expo Center. This offering will greatly enhance the opportunity to host new events at the fairgrounds, generating additional revenue and positively impacting the regions image and financial well-being.

Sincerely,

A handwritten signature in black ink that reads "Jack A. Schripsema".

Jack Schripsema, CTA
President/CEO

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: July 7, 2015

SUBJECT: Professional Architectural and Engineering (A/E) Services for the Construction of a New 50,000 SF Exposition Center at the Ingham County Fairgrounds

Project Description:

Proposals were sought experienced and qualified A/E consultants for the purpose of entering into a contract to provide professional services for the design and construction of a new 50,000 sq. ft. exposition center at the Ingham County Fairgrounds.

Phase I is the preliminary evaluation & design services. Phase 1 includes: 1) all necessary meetings with the contractor to discuss the proposed project, program requirements, goals and desired outcomes; 2) develop of schematic design of the facility; 3) create a site plan, floor plan(s), sections, an elevation, and other illustrative materials and computer images and renderings; 4) development of preliminary construction plans, drawings and budget estimate for the proposed exposition center, as well as, the submission for review and approval.

Proposal Summary:

Vendors contacted: 96 Local: 25

Vendors responding: 08 Local: 03

Vendor Name	Local Pref	Phase I Cost
FTC & H	Yes, Lansing	\$40,800.00
Schley Architect	No, Kalamazoo	\$43,475.00
Wigen Tincknell Meyer & Assoc	No, Saginaw	\$49,500.00
O/X Studio	No, Ann Arbor	\$85,770.00
Sidock Architects	Yes, Lansing	\$99,800.00
FLEIS & VANDENBRINK	No, Grand Rapids	\$110,100.00
Straub Pettitt Yaste	No, Clawson	\$106,600.00
DLZ	Yes, Lansing	\$194,000.00

Vendors Not Bidding: KL Design Group, 726 Abbot Rd., East Lansing; due to current work load.

Recommendation:

FTC&H, a local vendor, submitted the lowest responsive proposal.

The Evaluation Committee, which includes the Fair Board, recommends awarding the Phase I contract to FTC & H, a local vendor, in an amount not to exceed \$40,800. FTC & H is highly regarded amongst other County's, and has successfully completed similar work of size and scope. This is not a construction project; therefore, prevailing wage does not apply.

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 ENTERING INTO A CONTRACT WITH FISHBECK, THOMPSON, CARR, & HUBER, INC. FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR THE CONSTRUCTION OF A NEW 50,000 SQUARE FOOT EXPOSITION CENTER WITH AN ATTACHED 3,000 SEAT GRANDSTAND AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the existing facility rental capacity has been maximized to accommodate new and ongoing fairgrounds events and the current condition of the existing grandstands no longer meets safety standards; and

WHEREAS, in support of the 2015 Budget & Activity Priorities set by the Ingham County Board of Commissioners in Resolution #14-177, the Ingham County Fair Board, by way of creating an additional event venue, will enhance services offered to current commercial lessees and will provide an opportunity to bid for larger regional expositions, shows, and events, thus increasing the current participation and continuing to diversify the Ingham County Fair Board revenue stream; and

WHEREAS, the Hotel/Motel reserve fund for Fairgrounds capital improvements is currently at \$44,359.69; and

WHEREAS, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to Fishbeck, Thompson, Carr, & Huber, Inc. who submitted a responsible bid in the amount not to exceed \$40,800.00 for Phase 1 – A&E Service.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Fishbeck, Thompson, Carr, & Huber, Inc. at 5913 Executive Drive, Ste. 100, Lansing, Michigan 48911, for architectural and engineering services for the construction of a new 50,000 sq. ft. Exposition Center with an attached 3,000 seat grandstand.

BE IT FURTHER RESOLVED, the Ingham County Controller/Administrator is authorized to transfer funds from the Hotel/Motel reserve funds to the 2015 Ingham County Fair CIP account # 56176900-976000.

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

MEMORANDUM

TO: County Service and Finance Committees

FROM: Stacy Byers, Farmland and Open Space Preservation Board

DATE: July 7, 2015

SUBJECT: **RESOLUTION TO AMEND RESOLUTION #15-034 APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEED ON KRANZ, JOHNSON AND HUTCHISON PROPERTIES**

Project Description:

The Ingham County Farmland and Open Space Preservation Program has been working to close the Hutchison and Kranz properties for nearly 2 years. Both properties have presented their own challenges with the Federal Program and the FOSP Board felt it would be best to withdrawal participation with the Federal Program and close using 100% local funds. The federal match is minimal and at this point does not out weigh the rigorous process for approval to close, within the Federal Program. Since the Federal Farm Bill passed in January 2015, many changes have been implemented that impact Ingham County and the properties we have pending.

Since the 2013 Hutchison and Kranz appraisals, supplemental updates have been conducted, which illustrate an increase in value, as the market recovers from the economic downturn. This increase in value is a positive step forward for the FOSP program as we anticipate more applications to the program and a larger pool of applicants from which to choose from.

As you know, the FOSP Board has money in their budget to cover these costs and are included in the 2015 Budget.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AMEND RESOLUTION #15-034
APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEED
ON KRANZ, JOHNSON AND HUTCHISON PROPERTIES**

WHEREAS, the Ingham County Board of Commissioners passed Resolution #15-034 approving closing on the Kranz, Johnson and Hutchison Properties; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has updated the appraisals of the Hutchison and Kranz properties; and

WHEREAS, the updated Hutchison and Kranz property appraisals, conducted by a State Certified Appraiser, showed an increase in value from the December 2013, 2012 appraisal; and

WHEREAS, the Hutchison property will proceed with using local funds to close; and

WHEREAS, the Kranz property will proceed with using local funds to close.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners amends Resolution #15-034 and approves proceeding to close on the Hutchison and Kranz properties at a price not to exceed the amount listed in the chart below:

Based on August 10, 2013 values

<u>Name</u>	<u>Appraisal</u>	<u>CE Price</u>	<u>Landowner</u>	<u>County</u>	<u>Federal</u>
Hutchison	-----	-----	-----	-----	-----
Kranz	-----	-----	-----	-----	-----

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.

Agenda Item 10a and 10b

TO: County Services and Finance Committees

FROM: William Conklin, Managing Director, Road Department

DATE: June 25, 2015

SUBJECT: Bid Package 75-15, 2015 Local Road Program Bid Recommendations & Resolutions

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

Attached is a bid tabulation and recommended resolutions to award contracts to bidders on various projects to be constructed by contractors. These are projects that require more asphalt paving and/or other types of work than the Road Department is equipped to perform economically. The bid tabulation and resolutions reflect bids received for Ingham County Bid Packet #75-15, which included 2 separate projects or "items" to bid on. The project bids recommended for approval will require separate contracts and thus involve separate resolutions, as they involve differing work and/or are in differing townships. The projects involve pavement recycling and asphalt resurfacing on various streets, listed in the resolutions, within Meridian and Alaiedon Townships.

The attached bid tabulation shows all bids received for both projects and, in bold print, the low bid for each project. All of the bidders are MDOT pre-qualified, well experienced and equipped for their type of work.

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

Also please note that a separate resolution in this agenda package to replace and rescind resolution 15-216 approved at the June 9, 2015, Board of Commissioners meeting, to authorize an agreement with Meridian Township to fund the 2015 Meridian Township local road projects to be performed by Rieth-Riley under Item I of Bid packet 75-15 provides that the currently estimated cost of the Meridian Township 2015 local road projects is \$666,000 in round figures based on Rieth-Riley's low bid unit prices applied to the quantities of expected work on these projects. This estimate differs from the total low bid of \$740,937.71 for Item I of Bid Packet 75-15 due to the fact that the bid includes contingent quantities and items of work, most if not all, of which contingencies are not expected to be needed on these projects.

Nonetheless, as the county road fund match amount is fixed, and to have full County authorization for most any possible outcome moving forward, the full amount of the low bid plus another 10% contingency are requested for approval in the accompanying resolution to approve a contract with Rieth-Riley for Item I of Bid Packet 75-15, again subject to approval of Meridian Township for any final costs greater than 10% above the currently estimated project cost of \$666,000 as provided in the concurrent replacement resolution for approving an agreement with Meridian Township for this project. The contract with Rieth-Riley can and will be modified at any point prior to the work being done per a contract change order in order to comply with Meridian Township's limitations on this project.

Approval of the attached resolutions is therefore recommended.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: July 25, 2015
SUBJECT: 75-15 Local Road Resurfacing Program

Project Description:

Bids were sought from qualified and experienced asphalt companies for the purpose of furnishing the Ingham County Road Departments 2015 season’s Local Road Program. There are two locations included in this proposal, Meridian and Alaiedon Townships.

In accordance with Resolution #13–119, the Local Purchasing Preference Policy was not applied in this solicitation as the Purchasing Director determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

Summary of bid opening:

Vendor Name	Address	County	Meridian Twp Total Bid	Alaiedon Twp Total Bid
Rieth Riley	2325 Kipp Rd, Mason MI 48854	Ingham	\$740,937.71	\$114,119.25
Michigan Paving & Mtls	16777 Wood St, Lansing MI 48906	Clinton	\$784,044.50	\$120,805.00

Recommendation:

The Evaluation Committee recommends awarding Reith Riley, the lowest responsive bidder, the Local Road Surfacing Program for Meridian and Alaiedon Townships at the not to exceed costs listed in their proposal and summarized above.

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO., INC.
FOR ITEM I OF THE 2015 LOCAL ROAD PROGRAM BID PACKET 75-15
HOT IN PLACE RECYCLING, ASPHALT RESURFACING & MISCELLANEOUS REPAIRS
OF VARIOUS MERIDIAN TOWNSHIP LOCAL ROADS**

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

WHEREAS, in Resolution #15-216, approved on June 9, 2015, the Ingham County Board of Commissioners, authorized entering into an agreement with Meridian Township to fund these repairs under the 2015 Local Road Program; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet No. 75-15, Item I, being the Meridian Township 2015 local road resurfacing program; and

WHEREAS, Rieth-Riley Construction Co., Inc., of Lansing, Michigan, submitted the lowest responsive and responsible bid at \$740,937.71, (i.e. base bid of \$666,000.00 plus additional contingent costs of \$74,937.71) for Item I of Bid Packet No. 75-15; and

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

WHEREAS, a separate resolution has also been submitted for approval by the Ingham County Board of Commissioners to rescind and replace Resolution #15-216 to authorize an agreement with Meridian Township to fund the 2015 Meridian Township local road projects to be performed by Rieth-Riley under Item I of Bid Packet No. 75-15 in order to have this resolution and the Township Agreement reflect updated estimated costs for this project based on the low bid unit prices received after Resolution #15-216 was approved; and

WHEREAS, the above-mentioned concurrent replacement Meridian Township agreement authorization resolution provides that the currently estimated cost of the Meridian Township 2015 local road projects is \$666,000 in round figures based on Rieth-Riley's low bid unit prices applied to the quantities of expected work on these projects; and

WHEREAS, the above mentioned \$666,000 estimate differs from the total low bid of \$740,937.71, for Item I of Bid Packet No. 75-15 due to the fact that the bid includes contingent quantities and items of work, most if not all, of which contingencies are not expected to be needed on these projects; and

WHEREAS, the scope of the project may need to be reduced to fit available Meridian Township budget, which may be determined by the Meridian Township in the future; and

WHEREAS, a contract with Rieth-Riley can and will be modified at any point prior to the work being done per a contract change order in order to comply with any Meridian Township's limitations on this project; and

WHEREAS, subject to approval of Meridian Township for any final costs greater than 10% above the currently estimated project cost of \$666,000, and to provide current County approval for any higher possible outcomes, an additional contingency is being requested in the amount of \$74,093.77, which is 10% of the low bid, for any additional work Meridian Township may request, and/or for any unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the Township Agreement to be approved per the concurrent resolution rescinding and replacing Resolution #15-216.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc., of Lansing, Michigan, for the asphalt recycling, resurfacing, repairs, and related work as specified in the Ingham County Road Department's Bid Packet No. 75-15, Item I, for the low bid cost which with base bid and contingencies is \$740,937.71 with an additional 10% contingency of \$74,093.77 for a combined not to exceed total of \$815,031.48, or as modified per direction to be received from Meridian Township.

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

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

2015 MERIDIAN TOWNSHIP LOCAL ROAD RESURFACING PROGRAM:

Section	Street	From	To	Verified Length (ft)	Verified Width (ft)	Pav't (syd)
8	Highgate	Colony	Lake Lansing Rd	1064	33	3901
8	Highgate	Crestwood	Colony	393	27	1179
8	Patriot	Still Valley	Lake Lansing Rd	1220	33	4473
10	Bois Isle Dr (all)	Haslett Rd	Lake Lansing Rd	1885	27	5655
	" (width change)	"	"	1783	27	5349
17	Wardcliff	S end, not incl bulb.	Heather	2023	20	4496
20	Comanche	Mt. Hope Rd	Sequoia Trail	600	27	1800
21	Ottawa	Chippewa	Nakoma	1520	20	3378
21	Woodcraft	Arrowhead	Ottawa	1345	18	2690
22, 27	Manitou	Birchwood	Hamilton	3175	30	10583
	" (width change)	"	"	1074	27	3222
25	Victorian Hills	Chimney Oaks	Meridian Rd	1660	22	4058
25	Chimney Oaks	Not Incl CDS	Meridian Rd	2500	22	6111
29	Comanche	Copperhill	Mt. Hope Rd (entr)	166	21	387
	" (width change)		(trans)	100	50	556
	" (width change)		(straight)	990	33	3630
35	Scenic Lake Ct	Ponderosa	S end	270	16	480
35	Trails End Ct	Bonanza	S end	1030	22	2518
28	Maumee Court	off Apache	End	500	11	611
Total Quantities				23298		65077
Total Miles				4.4		

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT WITH RIETH-RILEY CONSTRUCTION CO., INC.
FOR ITEM II OF THE 2015 LOCAL ROAD PROGRAM BID PACKET 75-15
ASPHALT RESURFACING & REPAIRS OF LAMB ROAD, EVERY TO MERIDIAN ROADS,
ALAIEDON TOWNSHIP**

WHEREAS, Alaiedon Township and the Ingham County Road Department have agreed that asphalt resurfacing and miscellaneous repairs are needed on Lamb Road, Every to Meridian Roads, which is necessary due to normal pavement deterioration over time; and

WHEREAS, per Resolution #15-215 approved on June 9, 2015, the Ingham County Board of Commissioners, authorized entering into an agreement with Alaiedon Township to fund these repairs under the 2015 Local Road Program; and

WHEREAS, the Ingham County Purchasing and Road Departments solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet #75-15, Item II; and

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

WHEREAS, Rieth-Riley Construction Co., of Lansing, Michigan, submitted the lowest responsive and responsible bid at \$114,119.25, for Item II of Bid Packet #75-15; and

WHEREAS, a contingency is being requested in the amount of \$11,411.92, which is 10% of the bid amount, for any additional work found necessary, and/or unidentified and unforeseen problems that may occur during the project with said additional cost, if incurred, to be funded per the Township Agreement approved per Resolution #15-215.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., of Lansing, Michigan, for the asphalt resurfacing and miscellaneous repairs on Lamb Road, Every to Meridian Roads, in Alaiedon Township as specified in the Ingham County Road Department's Bid Packet #75-15, Item II, for the low bid cost \$114,119.25 with 10% contingency of \$11,411.92 for a combined not to exceed total of \$125,531.17.

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

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

Agenda Item 10c and 10d

July 6, 2015

To: Ingham County BOC
From: Jim Benjamin, Director of Operations, Ingham County Road Department
Re: RFP 40-15 and 41-15

Dear County Commissioners:

The intention of this letter is to better explain the objective of RFP #40-15 and #41-15. Snow Plow Trucks are not something that can be purchased in "ready to go" form. The trucks begin as a specified cab and chassis which have necessary components and equipment added to make them a functioning snow plow/dump truck. Another point of interest, our shop staff builds these trucks "in house" which saves over \$50,000.00 per completed truck.

Hopefully this explains the connection of the two resolutions.

If you have any further questions regarding this issue, please feel free to call me at 517-676-9722 extension 2310.

cc: William Conklin, Managing Director, Ingham County Road Department

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: June 16, 2015
 SUBJECT: New Conventional Truck Cab on Tandem Axle Chassis

Project Description:

Bids were sought for one (1), possibly two (2), new conventional truck cab on tandem axle chassis for the Road Department.

Proposal Summary:

Vendors contacted: 15 Local: 03
 Vendors responding: 04 Local: 01

VENDOR NAME	Local Pref	Truck Model	Truck Year	Truck Warranty	Engine Make (horsepower & torque)	Transmission (make & model)	Rear Axles (make & ratio)	Total Cost of One (1) New Truck Cab w/Tandem Axle Chassis	Total Cost of Two (2) New Truck Cab w/Tandem Axle Chassis
Capital City International	Yes, Lansing	International 7600	2015	Yes	N13 Navistar (365HP & 1250lbs)	Allison (3000 RDS)	Meritor (MT-40-14X-4DER-P)	\$103,911	\$207,822
D&K Truck Company	Yes, Lansing	Western Star 4700	2016	Yes	Cummins 8.9 liter ISL (370HP & 1250lbs)	Allison (3000 RDS)	Meritor (MT-40-14X)	\$99,321	\$198,642
D&K Truck Company	Yes, Lansing	Freightliner 1145D	2016	Yes	Cummins 8.9 liter ISL (370HP & 1250lbs)	Allison (3000 RDS)	Meritor (MT-40-14X)	\$96,000	\$192,000
Canon Truck Equipment	No, Shelby Twp	Freightliner 1145D	2016	Yes	Detroit DD13 12.8 liter (410HP & 1650lbs)	Eaton Fuller (FO-16E308LL-VCS)	Meritor (RT-46-160)	\$109,156	\$218,312
Michigan Kenworth	No, Grand Rapids	Kenworth T470	2016	Yes	Cummins 8.9 liter ISL (370HP & 1250lbs)	Allison (3000 RDS)	Dana Spicer (D40-170 - 6.14)	\$107,493	\$214,986

Recommendation:

D & K Truck Company, a local vendor, submitted the lowest responsive proposal.

The Evaluation Committee recommends awarding the contract to D & K Truck Company as follows: Two (2) 2016 Model 4700 Western Star Trucks for a not to exceed price of \$199,024.00. (\$198,642.00 (2 trucks) + \$382.00 (Dash Switch option-\$191/each))

Advertisement:

The RFP was advertised in the Lansing State Journal, the MI-ITA Michigan Infrastructure and Transportation Association, 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 AUTHORIZING THE PURCHASE OF TWO NEW TANDEM AXLE TRUCK CHASSIS FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department needs to replace two of its existing tandem axle dump trucks which have aged past the point of economical serviceability; and

WHEREAS, the Road Department adopted 2015 budget includes in capital road equipment expenditures, funds for this purchase as it is also included in the 2015 road equipment replacement plan; and

WHEREAS, bids for new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase two Western Star truck chassis from D&K Truck Company of Lansing Michigan, at a cost of \$199,024.00. The replaced units will be sold at auction for a price yet to be determined which will be placed in the equipment replacement fund.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid and authorizes the purchase of two Western Star truck chassis from D&K Truck Company of Lansing Michigan.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: May 26, 2015
 SUBJECT: Equipment for New Conventional Truck Cab on Tandem Axle Chassis

Project Description:

Bids were sought for equipment to outfit one, possibly two, new conventional truck cabs on tandem axle chassis for the Road Department.

Proposal Summary:

Vendors contacted: 15 Local: 01
 Vendors responding: 06 Local: 00

Vendor Name	Local Pref	Dump Body	Hydraulic Tanks	Hydraulic Pump and Valves	Hydraulic Controls	Spreader Controls	Underbody Scraper	Dump Body Tarp Cover	Misc.	Total Cost to outfit One (1) New truck Cab	Total Cost to outfit Two (2) New Truck Cabs
Cannon Equipment	No, Shelby Twp MI	See Total Price								\$96,472.60	\$192,945.20
Shultz Equipment	No, Ithaca MI	\$15,457.00	\$973.00	\$9,585.00		\$7,933.00	\$7,509.00	\$2,141.00	\$732.00	\$44,330.00	\$88,660.00
Certified Power	No, Perrysburg OH	No Bid	\$728.15	\$10,406.58	\$6,536.68		No Bid	No Bid	Proximity Switch \$86.49	\$17,758.00	\$35,516.00
AM-DYN-IC	No, Chesterfield MI	No Bid	No Bid	\$5,257.90	No Bid	No Bid	No Bid	No Bid	No Bid	\$5,257.90	\$10,515.80
Heights Machinery	No, Williamsburg MI	\$15,257.00	\$18,970.00				\$9030.00 /\$9114.00	\$1,732.00	\$1,300.00	\$46,289.00	\$92,578.00
Knapheide Truck	No, Clinton County MI	\$15,500.00	\$885.00	\$3,000.00	\$7,862.00	\$7,862.00	\$7,377.00	\$1,107.00	Included in Dump Body Price	\$43,593.00	\$87,186.00

Recommendation:

Certified Power and Knapheide Truck submitted the lowest responsive proposals. The Evaluation Committee recommends awarding the contract to Certified Power in an amount not to exceed \$35,516.00 and Knapheide Truck Equipment in an amount not to exceed \$47,968.00

Certified Power: Two (2) Hydraulic Tanks (\$728.15/each), Two (2) Hydraulic Pump and Valves (\$10,406.58/each), Two (2) Hydraulic Controls (\$6,536.68/each), Two (2) Spreader Controls (Included in Hydraulics), Two (2) proximity switches (\$86.49 each), **Total Price \$35,516.00**

Knapheide Truck Equipment: Two (2) Henderson Dump Bodies (\$15,500.00/each), Two (2) Henderson Underbody Scrapers (\$7,377.00/each), Two (2) Dump Body Tarp Systems (\$1107.00/each), Two (2) Poly Fenders (included in dump body price), **Total Price \$47,968.00.**

Advertisement:

The RFP was advertised in the Lansing State Journal, the MI-ITA Michigan Infrastructure and Transportation Association, 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 AUTHORIZING THE PURCHASE OF EQUIPMENT NEEDED FOR NEW TANDEM AXLE TRUCK CHASSIS FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department needs to replace two of its existing tandem axle dump trucks which have aged past the point of economical serviceability; and

WHEREAS, the Road Department adopted 2015 budget includes in capital road equipment expenditures, funds for this purchase as it is also included in the 2015 road equipment replacement plan; and

WHEREAS, equipment and components are needed to complete the new tandem axle truck chassis in Resolution 40-15; and

WHEREAS, bids for equipment to complete the new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to award contracts to Certified Power of Perrysburg, Ohio for hydraulic components at a cost not to exceed \$35,516.00 and to Knapheide Truck of Clinton County MI for truck equipment at a cost not to exceed \$47,968.00, resulting in an overall cost of \$83,484.00.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of components and equipment needed to complete the new tandem axle truck chassis at a cost not to exceed \$83,484.00.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.

Agenda Item 10e

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: June 1, 2015

RE: Resolution to rescind and replace Resolution 15-216 with attached resolution with updated cost estimate for approving a local road agreement with Meridian Township.

At its June 9, 2015, meeting the Ingham County Board of Commissioners in Resolution No. 15-216 approved the Meridian Township local road projects at an estimated cost of \$637,234.00. However this cost is now expected to be \$666,000 plus additional possible costs for contingencies estimated at 10% based on bids recently received. Thus on the advice of the County Attorney's office, Resolution No. 15-216 needs to be rescinded and the Local Road Agreement with Meridian Township needs to be reauthorized per the attached resolution.

Further explanation and recommendation of the bids received for this project is provided in the separate memo and resolution for bid packet 75-15 submitted concurrently.

Approval of the attached resolution is therefore recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RESCIND AND REPLACE RESOLUTION #15-216
APPROVING LOCAL ROAD AGREEMENT WITH MERIDIAN TOWNSHIP**

WHEREAS, Meridian Township desires that improvements be performed on the streets listed below this resolution, a total distance of approximately 4.4 miles, to include Hot In Place Recycling (HIPR) and complete paving of one course asphalt at 1 inch thickness, with sidewalk ramp upgrades, curb and gutter repair, manhole adjustment, and other miscellaneous repairs where necessary, at an estimated cost of \$666,000, which is necessary due to normal deterioration of the pavement; and

WHEREAS, at its June 9, 2015 meeting the Ingham County Board of Commissioners in Resolution #15-216 approved the Meridian Township local road projects at an estimated cost of \$637,234.00, however this cost is now expected to be \$666,000 plus additional possible costs for contingencies based on bids recently received such that Resolution #15-216 needs to be rescinded and the Local Road Agreement with Meridian Township needs to be reauthorized; and

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

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund under the 2015 Local Road Program; and

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

WHEREAS, in the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contracts per bid to be let and to be approved in separate resolutions by the Board of Commissioners during the construction season of the 2015 calendar year subject to final approval by, or as modified by the Meridian Township Board of Trustees at their next regularly scheduled meeting.

BE IT FURTHER RESOLVED, that for 2015, the County on behalf of the Road Department has allocated to Meridian Township's local roads, a maximum sum of \$115,000.00 from the County Road Fund, which shall be matched equally by the Township to the extent used.

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

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

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

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

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

BE IT FURTHER RESOLVED, that Resolution #15-216 is hereby rescinded and replaced by this resolution.

MERIDIAN TOWNSHIP PROPOSED 2015 LOCAL ROAD PROGRAM:

Section	Street	From	To	Verified Length (ft)	Verified Width (ft)	Pav't (syd)
8	Highgate	Colony	Lake Lansing Rd	1064	33	3901
8	Highgate	Crestwood	Colony	393	27	1179
8	Patriot	Still Valley	Lake Lansing Rd	1220	33	4473
10	Bois Isle Dr (all)	Haslett Rd	Lake Lansing Rd	1885	27	5655
	" (width change)	"	"	1783	27	5349
17	Wardcliff	S end, not incl bulb.	Heather	2023	20	4496
20	Comanche	Mt. Hope Rd	Sequoia Trail	600	27	1800
21	Ottawa	Chippewa	Nakoma	1520	20	3378
21	Woodcraft	Arrowhead	Ottawa	1345	18	2690
22, 27	Manitou	Birchwood	Hamilton	3175	30	10583
	" (width change)	"	"	1074	27	3222
25	Victorian Hills	Chimney Oaks	Meridian Rd	1660	22	4058
25	Chimney Oaks	Not Incl CDS	Meridian Rd	2500	22	6111
29	Comanche	Copperhill	Mt. Hope Rd (entr)	166	21	387
	" (width change)		(trans)	100	50	556
	" (width change)		(straight)	990	33	3630
35	Scenic Lake Ct	Ponderosa	S end	270	16	480
35	Trails End Ct	Bonanza	S end	1030	22	2518
28	Maumee Court	off Apache	End	500	11	611
Total Quantities				23298		65077
Total Miles				4.4		

Agenda Item 11a

To: Board of Commissioners
From: James Tissue, Director of Public Safety
Date: 06/04/2015
RE: Vehicle Partitions

This is a resolution to accept \$ 500.00 from the Michigan Municipal Risk Management Authority for the purchase of vehicle partitions for the patrol cars at the zoo. These partitions ensure safety of the officer in the event of transporting people or animals.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOMMENDING THE ACCEPTANCE OF A \$500.00 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR VEHICLE PARTITIONS FOR THE PUBLIC SAFETY PATROL CARS AT POTTER PARK ZOO FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)

WHEREAS, the Potter Park Zoo participated in a grant opportunity with MMRMA; and

WHEREAS, MMRMA provides financial assistance for the purchase of materials relating to providing a safer and more efficient facility; and

WHEREAS, the grant funds will reimburse Potter Park Zoo for 50% of the cost vehicle partitions at Potter Park Zoo.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of the grant funds from MMRMA in the amount of \$500.00 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

Agenda Item 11b

To: Board of Commissioners
From: James Tissue, Public Safety Coordinator
Date: 06/03/2015
RE: Security Cameras

This is a resolution to accept \$2,650 from the MMRMA for a RAP Grant that was used for purchase of security cameras. These cameras will be installed by the County IT Department. Installation of these cameras will help assist us in keeping the zoo a safe place to work and visit.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOMMENDING THE ACCEPTANCE OF A \$2,650 RISK AVOIDANCE PROGRAM (RAP) GRANT AWARD FOR SECURITY CAMERAS AT POTTER PARK ZOO FROM THE MICHIGAN MUNICIPAL RISK MANAGEMENT ASSOCIATION (MMRMA)

WHEREAS, the Potter Park Zoo participated in a grant opportunity with MMRMA; and

WHEREAS, MMRMA provides financial assistance for the purchase of materials relating to providing a safer and more efficient facility; and

WHEREAS, the grant funds will reimburse Potter Park Zoo for 50% of the cost for the purchase of security cameras at Potter Park Zoo; and

WHEREAS, use of these cameras will help keep the zoo a more safe and secure facility.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the acceptance of the grant funds from MMRMA in the amount of \$2,650 and extends its appreciation for the opportunity to participate in the Risk Avoidance Program (RAP).

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION SETTING FEES FOR FREEDOM OF INFORMATION ACT REQUESTS

WHEREAS, the Board of Commissioners adopted Resolution #15-220, Resolution Establishing A Freedom of Information Act (FOIA) Policies And Guidelines, Public Summary Of Procedures And Guidelines, And FOIA Operational Procedures For Ingham County to comply with changes in the Michigan Freedom of Information, (MCL 15.231); and

WHEREAS, it is necessary to establish fees for FOIA requests received by the County; and

WHEREAS, fees for cd/dvds and copies were based on the actual costs of copying a document and the price of a cd/dvd; and

WHEREAS, in order to have uniform charges county-wide for personnel costs, the fees were arrived at by calculating the hourly wage of the lowest paid employee in each category plus 50% of the hourly cost of benefits.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby establishes the following fees to be utilized by departments when processing Freedom of Information Act requests:

Copies	\$.01 per page
CD/DVD	\$.30 each

BE IT FURTHER RESOLVED, the following personnel costs will be established for the different classifications of those completing the request:

Clerical/Clerk	\$16.00 per hour
Computer Technician	\$24.08 per hour
Manager	\$27.85 per hour
Sheriff's Deputy	\$19.53 per hour
Assistant Prosecuting Attorney	\$24.57 per hour

BE IT FURTHER RESOLVED, that these fees will be reviewed on an annual basis as part of the annual fees resolution and will supersede any other resolution establishing fees for FOIA.

MEMORANDUM

TO: County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: June 23, 2015
SUBJECT: Replace Chilled Water Coil at the Ingham County Jail

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

Sometime over the winter months a chilled water coil in the air handling unit, that serves the receiving area at the jail, froze. It was in need of immediate replacement in order to avoid loss of the air conditioning. Due to the amount of damage, the coil was beyond repair.

Due to the attire that the officers have to wear in that area, it was imperative that we keep the temperatures as cool as possible for them. A Purchase Order was issued to Myers Plumbing and Heating for a total cost of \$7,491.00.

Funds for this purchase are available in Line Item 667-85112-890200.

Both the Controller and Facility Director approved this purchase.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 2, 2015

SUBJECT: **RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH
CAPITOL WALK PARKING, LLC TO LEASE 100 EMPLOYEE
PARKING SPACES**

The resolution before you authorizes a lease agreement with Capitol Walk Parking, LLC to lease 100 employee parking spaces.

Due to the poor condition of the lot the county is currently using behind the old YMCA, the county is relocating their parking spaces to the lot on South Chestnut Street in Lansing.

Capitol Walk Parking, LLC, the new entity for the parking lot on Chestnut Street in Lansing has agreed to hold their current lease cost of \$6,000.00 per month which is approximately \$60.00 per space, per month.

Occupancy will begin upon full execution of the agreement for a three (3) year period with a two (2) year renewal option.

The County will not be responsible for any maintenance to the lot, only snow removal and salting will be provided by the County.

The County will have preference of the spaces closest to Walnut Street.

Funds for parking have already been accounted and approved for in each department's individual line items.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A LEASE AGREEMENT WITH CAPITOL WALK
PARKING, LLC TO LEASE 100 EMPLOYEE PARKING SPACES**

WHEREAS, Ingham County currently leases 100 employee parking spaces in the vacant lot behind the old YMCA in Lansing; and

WHEREAS, the lot is in very poor condition; and

WHEREAS, the county is relocating their parking spaces from the vacant lot behind the old YMCA in Lansing to South Chestnut Street in Lansing; and

WHEREAS, Capitol Walk Parking, LLC, the new entity for the parking lot on Chestnut Street in Lansing, is willing to hold their current lease cost of \$6,000.00 per month which is approximately \$60.00 per space, per month; and

WHEREAS, funds for parking have already been accounted and approved for in each department's individual line item.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a lease agreement with Capitol Walk Parking, LLC, 2152 Commons Way Parkway, Okemos, Michigan 48864 for the use of 100 employee parking spaces located on South Chestnut Street in Lansing for a not to exceed lease cost of \$6,000.00 per month which is approximately \$60.00 per space, per month.

BE IT FURTHER RESOLVED, occupancy will begin upon full execution of the agreement for a three (3) year period with a two (2) year renewal option.

BE IT FURTHER RESOLVED, the County will not be responsible for any maintenance to the lot, only snow removal and salting will be provided by the County.

BE IT FURTHER RESOLVED, the County will have preference of the spaces closest to Walnut Street.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any documents necessary to implement this resolution upon approval as to form by the County Attorney.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 29, 2015

SUBJECT: **RESOLUTION AUTHORIZING THE RENEWAL OF THE SERVICE AGREEMENT WITH SMITHS DETECTION FOR THE MAINTENANCE OF THE TWO X-RAY SCREENING MACHINES AT THE GRADY PORTER BUILDING AND VETERANS MEMORIAL COURTHOUSE**

The resolution before you authorizes the renewal of the service agreement with Smiths Detection for the two Hi-Scan 6040I screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse. The current service agreement will expire on July 31, 2015.

This new service agreement is for two units, for a two year period, beginning August 1, 2015 and ending on July 31, 2017. Smiths Detection shall perform inspections, maintenance and/or repair services on both machines for a total cost not to exceed \$16,846.00.

Funds for this service are available within the Veterans Memorial Courthouse Maintenance Contractual line item 631-26720-931100.

We are confident that Smiths Detection will continue to provide us with the quality of service we need to successfully maintain these units

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE RENEWAL OF THE SERVICE AGREEMENT WITH SMITHS DETECTION FOR THE MAINTENANCE OF THE TWO X-RAY SCREENING MACHINES AT THE GRADY PORTER BUILDING AND VETERANS MEMORIAL COURTHOUSE

WHEREAS, the County currently uses Smiths Detection to provide preventative maintenance and service on the two Hi-Scan 6040I screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse; and

WHEREAS, the current service agreement will expire on July 31, 2015; and

WHEREAS, the new agreement is once again for two units for a two year period beginning August 1, 2015 and ending on July 31, 2017; and

WHEREAS, Smiths Detection shall perform inspections, maintenance and/or repair services on both machines for a total cost not to exceed \$16,846.00; and

WHEREAS, the funds for this service are available within the Veterans Memorial Courthouse Maintenance Contractual line item 631-26720-931100.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a two year renewal of the service agreement with Smiths Detection, 2202 Lakeside Boulevard, Edgewood, Maryland 21040 for maintenance of the two x-ray screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse, for a total cost not to exceed \$16,846.00.

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: Rick Terrill, Facilities Director

DATE: July 1, 2015

SUBJECT: **RESOLUTION AUTHORIZING A THREE YEAR SERVICE WARRANTY RENEWAL WITH ASTROPHYSICS FOR THE MAINTENANCE OF THE X-RAY SCREENING MACHINE AT THE INGHAM COUNTY FAMILY CENTER**

The resolution before you authorizes a three year service warranty renewal with Astrophysics for the inspection, maintenance and/or repair services on the x-ray screening machine. The current service warranty will expire on July 31, 2015. The new three year service warranty renewal will begin on August 1, 2015 and expire on July 31, 2018 for a total not to exceed cost of \$9,317.00, as follows:

<u>Year</u>	<u>Annual Cost</u>
Year 1:	\$3,090.00
Year 2:	\$3,090.00
Year 3:	<u>\$3,137.00</u>
	\$9,317.00

Funds for this service are available within the Ingham County Family Center's Maintenance Contractual Line Item 292-66229-931100.

We are confident that Astrophysics will continue to provide us with the quality of service we need to successfully maintain this unit.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A THREE YEAR SERVICE WARRANTY RENEWAL WITH
ASTROPHYSICS FOR THE MAINTENANCE OF THE
X-RAY SCREENING MACHINE AT THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, Astrophysics currently performs all inspections, maintenance and repair services on the x-ray screening machine at the Ingham County Family Center; and

WHEREAS, the current service warranty will expire on July 31, 2015; and

WHEREAS, the funds for this service are available within the Ingham County Family Center's Maintenance Contractual Line Item 292-66229-931100.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a three year service warranty renewal with Astrophysics, Inc., 21481 Ferrero Parkway, City of Industry, California 91789 for the inspection, maintenance, and repair of the x-ray screening machine at the Ingham County Family Center.

BE IT FURTHER RESOLVED, the three year service warranty renewal will begin August 1, 2015 and end on July 31, 2018 for a total not to exceed cost of \$9,317.00 as follows:

<u>Year</u>	<u>Annual Cost</u>
Year 1:	\$3,090.00
Year 2:	\$3,090.00
Year 3:	<u>\$3,137.00</u>
	\$9,317.00

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: Richard Terrill, Facilities Director

DATE: June 30, 2015

SUBJECT: **RESOLUTION AUTHORIZING THE TWO YEAR RENEWAL OPTION AS STATED IN RESOLUTION #12-220 FOR SOAP SLINGERS WINDOW CLEANING LLC TO PROVIDE WINDOW CLEANING SERVICES TO VARIOUS COUNTY FACILITIES**

The current contract for window cleaning will expire on July 31, 2015.

The Facilities Department would like to exercise the two year renewal option, as stated in Resolution #12-220, with Soap Slingers Window Cleaning LLC, for the purpose of providing window cleaning services to various county facilities.

Soap Slingers has agreed to hold their current pricing of \$9,876.00 annually for a not to exceed total cost of \$19,752.00 for the two year renewal period beginning August 1, 2015 and expiring July 31, 2017.

Funds for these services are available within the appropriate 931100 Maintenance Contractual accounts.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE TWO YEAR RENEWAL OPTION AS STATED IN
RESOLUTION #12-220 FOR SOAP SLINGERS WINDOW CLEANING, LLC TO PROVIDE
WINDOW CLEANING SERVICES TO VARIOUS COUNTY FACILITIES**

WHEREAS, the current contract for window cleaning will expire on July 31, 2015; and

WHEREAS, the Facilities Department would like to exercise the two year renewal option, as stated in Resolution #12-220; and

WHEREAS, Soap Slingers has agreed to hold their current pricing of \$9,876.00 annually for a not to exceed total cost of \$19,752.00; and

WHEREAS, the two year renewal period will begin on August 1, 2015 and end on July 31, 2017; and

WHEREAS, funds for these services are available in the appropriate 931100 Maintenance Contractual accounts.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the two year renewal option as stated in Resolution #12-220, with Soap Slingers Window Cleaning, LLC, 1305 South Cedar Street #606, Lansing, Michigan 48910, to provide semi-annual window cleaning services to various county facilities for a not to exceed total cost of \$19,752.00.

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: Richard Terrill, Facilities Director

DATE: June 30, 2015

SUBJECT: **RESOLUTION AUTHORIZING THE TWO YEAR RENEWAL OPTION AS STATED IN RESOLUTION # 12-364 WITH LEN'S CARPET CARE & CONSULTANTS TO PROVIDE CARPET CLEANING SERVICES TO SEVERAL COUNTY LOCATIONS**

The current carpet cleaning contract is due to expire on August 31, 2015.

The Facilities Department would like to exercise the two year renewal option, as stated in Resolution #12-364, with Len's Carpet Care & Consultants, to provide carpet cleaning services to several county locations.

Len's Carpet Care & Consultant has agreed to hold their current pricing of \$44,018.00 annually for a not to exceed total cost of \$88,036.00 for the two year renewal period beginning September 1, 2015 and ending on August 31, 2017.

Funds for said services are available within the appropriate 931100 Maintenance Contractual Line Items.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING THE TWO YEAR RENEWAL OPTION AS STATED IN
RESOLUTION #12-364 FOR LEN'S CARPET CARE & CONSULTANTS TO PROVIDE
CARPET CLEANING SERVICES TO VARIOUS COUNTY FACILITIES**

WHEREAS, the current carpet cleaning contract is due to expire on August 31, 2015; and

WHEREAS, the Facilities Department would like to exercise the two year renewal option, as stated in Resolution #12-364; and

WHEREAS, Len's Carpet Care & Consultants has agreed to hold their current pricing of \$44,018.00 annually for a not to exceed total cost of \$88,036.00; and

WHEREAS, the two year renewal period will begin on September 1, 2015 and end on August 31, 2017; and

WHEREAS, the funds for said services are located within the appropriate 931100 Maintenance Contractual Line Items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the two year renewal option as stated in Resolution #12-364 with Len's Carpet Care & Consultants, 3436 Franette Road, Lansing, Michigan 48906, to provide carpet cleaning services beginning September 1, 2015 and ending on August 31, 2017 for a not to exceed total cost of \$88,036.00.

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: Richard Terrill, Facilities Director

DATE: July 2, 2015

SUBJECT: **RESOLUTION AUTHORIZING A CONTRACT EXTENSION AS STATED IN RESOLUTION #12-76 WITH DIETZ JANITORIAL SERVICE TO PROVIDE CLEANING SERVICES IN VARIOUS COUNTY BUILDINGS**

The resolution before you authorizes a one (1) year contract extension with Dietz Janitorial Service to provide cleaning services in various county buildings.

Although Resolution #12-76 authorizes a two year extension, both the Facilities Department and Dietz Janitorial Service have agreed to a one (1) year extension.

Dietz Janitorial Service will hold their current pricing while also complying with the Living Wage Policy.

Funds for said services are located within the appropriate building Contractual Line Items.

I recommend approval of this resolution.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A CONTRACT EXTENSION AS STATED IN RESOLUTION #12-76
WITH DIETZ JANITORIAL SERVICE TO PROVIDE CLEANING SERVICES
IN VARIOUS COUNTY BUILDINGS**

WHEREAS, the current janitorial contract is due to expire on July 31, 2015; and

WHEREAS, Resolution #12-76 authorized a two year renewal option; and

WHEREAS, the Facilities Department and Dietz Janitorial have agreed and would like to extend the contract for one (1) year beginning August 1, 2015 and ending July 31, 2016; and

WHEREAS, the funds for said services are located within the appropriate building Contractual Line Items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a one (1) year contract extension with Dietz Janitorial Service, 6910 Cedar Street, Suite 3, Lansing, Michigan 48911 beginning August 1, 2015 and ending July 31, 2016 to provide janitorial services in various county buildings.

BE IT FURTHER RESOLVED, Dietz Janitorial Service will hold their current pricing while also complying with the Living Wage Policy.

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: Rick Terrill, Facilities Director

DATE: July 2, 2015

SUBJECT: **RESOLUTION AUTHORIZING A THREE YEAR AGREEMENT
EXTENSION WITH MSDS ONLINE TO MANAGE MATERIAL SAFETY
DATA SHEETS (MSDS)**

The resolution before you authorizes a three (3) year agreement extension with MSDS Online to manage Ingham County's Material Safety Data Sheets. Employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace and the complexity of administering numerous MSDS across multiple departments exposes the County to the risk of being out of compliance with MI OSHA regulations.

The current agreement expires on September 13, 2015. The Facilities Department is requesting a three (3) year agreement extension for the management of the County's MSDS. The three (3) year extension will be effective September 14, 2015 and it will end on August 13, 2018 for a total, not to exceed cost of \$15,260.64.

Funds for said services are available through the Workers Compensation Fund.

The Facilities Department is confident that MSDS Online will continue to administer MSDS that meet the county's needs.

I recommend approval of this resolution.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A THREE YEAR AGREEMENT EXTENSION WITH
MSDS ONLINE TO MANAGE MATERIAL SAFETY DATA SHEETS (MSDS)**

WHEREAS, employees have both a need and a right to know about chemical hazards to which they are exposed in the workplace; and

WHEREAS, the complexity of administering numerous MSDS across multiple departments exposes the County to the risk of being out of compliance with MI OSHA regulations; and

WHEREAS, the current agreement expires on September 13, 2015; and

WHEREAS, the Facilities Department is requesting a three (3) year agreement extension for the management of the MSDS; and

WHEREAS, the three (3) year extension will be effective September 14, 2015 and it will end on August 13, 2018 for a total not to exceed cost of \$15,260.64; and

WHEREAS, funds for said services are available through the Workers Compensation Fund; and

WHEREAS, the Facilities Department is confident that MSDS Online will continue to administer MSDS that meet the county's needs.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a three (3) year agreement extension with MSDS Online, 350 Orleans Street, Suite 950, Chicago, Illinois 60654 to manage the County's MSDS beginning September 14, 2015 and ending on September 13, 2018, for a not to exceed total cost of \$15,260.64.

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.

INGHAM COUNTY
Financial Services Department

Jill Rhode, Director

P.O. Box 319 □ Mason, MI. 48854 □ Phone: (517) 676-7328 □ Fax: (517) 676-7337

TO: Finance Committee

FROM: Jill Rhode, Director of Financial Services

DATE: June 18, 2015

RE: Capital Projects Fund Deficit

The 12/31/14 financial statements reported a fund deficit in the capital projects fund which accounts for a Community Development Block Grant to assist in funding the utilities for the expansion of the Jackson National Life facility.

The deficit is \$460,055 and is the result of the timing of the reimbursement. Since we were not reimbursed within 60 days of year end, we could not recognize the grant revenue while the expenditures were required to be reported.

This is a true accounting deficit rather than an operating deficit but we are still required to file a Board approved deficit elimination plan with the State of Michigan. Attached is the resolution including the plan explaining that the entire project will be completed in 2015 and the County will be reimbursed 100% of the costs, therefore, eliminating the deficit.

If you have any questions or wish to discuss, please let me know.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

CAPITAL PROJECTS FUND 2015 DEFICIT ELIMINATION PLAN

WHEREAS, Ingham County Capital Projects Fund has a \$460,055 deficit fund balance as of December 31, 2014; and

WHEREAS, this deficit was caused by the timing of revenue recognition rather than by an actual operational deficit and will be resolved during 2015; and

WHEREAS, Act 275 of the Public Acts of 1980 requires that a Deficit Elimination Plan be formulated by the local unit of government and filed with the Michigan Department of Treasury.

THEREFORE BE IT RESOLVED, that Ingham County's Board of Commissioners adopts the following as the Ingham County Capital Projects Fund Deficit Elimination Plan:

	2015
Fund Balance Deficit - January	\$ (460,055)
Grant Revenue	2,425,055
Construction Expense	(1,965,000)
Fund Balance Deficit - December	\$ -

BE IT FURTHER RESOLVED, that Ingham County's Director of Financial Services will submit the Deficit Elimination Plan to the Michigan Department of Treasury for certification.

July 6, 2015

TO: Finance Committee
FROM: Teri Morton, Budget Director
RE: Financial Reserve Status

In 2002, the Board of Commissioners adopted a policy on financial reserves. The purpose of the policy is to maintain adequate financial reserves so as to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuation of a strong credit rating. Reserves addressed in the policy are the General Fund, the Budget Stabilization Fund, and the Public Improvement Fund.

RESERVE STATUS AS OF 12/30/14

The reserves in the Budget Stabilization Fund, General Fund, and Public Improvement Fund as of 12/31/14 total \$22.6 million. This equates to 10.0% of the \$226.6 million in total budgeted expenditures for 2015. In total, financial reserves are within policy. As of 12/31/14 the General Fund has \$8.2 million more than the policy's minimum target; the Public Improvement Fund is \$1.4 million more than the policy minimum; and the Budget Stabilization Fund is \$336,693 above its minimum target level.

The policy requires that the County Controller annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, provide recommendations for maintaining the balance at appropriate levels.

Attached please find a copy of the policy, and an analysis of funds as required. The analysis shows:

- The balance in the Budget Stabilization Fund as of 12/31/14 is \$10.56 million, or 13.4% of the current year General Fund Budget. It is in excess of the desired minimum of 13%. The maximum allowable amount is 15%. Since the adoption of the financial reserve policy, the Board of Commissioners has generally maintained the percentage at around 14.0%.
- The unassigned balance in the General Fund as of 12/31/14 is \$12.1 million, or 15.8% of the previous year's total General Fund expenditures. The desired minimum is 5%, or \$3.8 million. Last year's balance at the time of the analysis was \$19.1 million. Overall, General Fund expenditures exceeded revenues by approximately \$2.3 million in 2014.
- The balance in the Public Improvement Fund as of 12/31/14 is \$2.1 million. It is \$1.4 million above the minimum desired level of \$727,708, which is equivalent to 1/10 mill of the property tax levy. The Public Improvement Fund is used for major capital improvements to county facilities, which include more than 750,000 square feet of facility space for offices, courts, and clinics; the jail, and parks properties.

GENERAL FUND BALANCE THROUGH 2016

The amended 2014 budget had assumed the use of \$3.6 million in General Fund unreserved fund balance. The actual change in General Fund unreserved balance was a decrease of around \$7 million (to \$12.1 from \$19.1 million.) The large swing is attributable primarily to a long term advance of \$6 million to the Drain Commissioner for expenses related to the Groesbeck Drainage Project. These funds will be returned to the General Fund as soon as the bonds for this project are sold.

The 2015 budget assumes the use of \$3.1 million in General Fund surplus. (The 2015 adopted budget assumed the use of \$2.75 million in General Fund surplus. \$275,000 is budgeted to pay for the compensation study, and the remaining adjustments are for reappropriation of projects from 2014.) We are currently projecting a status quo budget for 2016, which includes \$2.25 million in planned use of fund balance. This planned use of fund balance is scheduled to be decreased by \$500,000 each year until the county returns to the historically budgeted amount of \$1 million annually. Based on our currently healthy amount of reserves and tendency to end up using less fund balance than is budgeted, this planned use of fund balance should be sustainable over the next several years as the county continues its recovery from the recent economic downturn.

RECOMMENDATIONS

- Although it is currently below its historical level of 14% of the General Fund budget, the Budget Stabilization Fund is still above the minimum target. With the expected use of General Fund balance as part of the operating budget for the next few years, no transfer to the Budget Stabilization Fund is being recommended.
- No transfer is being recommended to the Public Improvement Fund, as it is projected to be at double its minimum target at the end of 2015.
- The 2016 Controller Recommended Budget will likely include a decrease in the budgeted use of fund balance from \$3.1 million to around \$2.25 million. This is part of a multi-year plan that increased the budgeted use of fund balance to offset the need for continued service reductions due to economic conditions, which is now being phased out as the economy and property values improve.

SUMMARY

No budget transfers are recommended as part of this year's Financial Reserve Policy Review. As currently projected, the General Fund unassigned reserves could be as low as \$6.7 million at the end of 2016. Based on past history, the \$6.7 million should be sufficient to cover any use of fund balance resulting from unanticipated expenses or revenue shortfalls, or for one-time capital needs. The \$6.7 million represents 8.8% of the previous year's (2014) General Fund expenditures. The \$10.56 million in the Budget Stabilization Fund will remain intact.

These significant reserves would still allow Ingham County to sustain our bond rating, address ongoing revenue uncertainties, allow the county to continue to budget a relatively insignificant portion of the fund balance to offset projected annual shortfalls, and address any necessary capital needs.

Another reason for Ingham County to maintain a relatively high fund balance in the General Fund and the Budget Stabilization Fund is to address cash flow issues. As of 2007, the County collects its General Fund property tax revenue in July, therefore, this revenue is not available until eight or nine months after the start of the fiscal year. Maintaining our current level of reserves provides additional cash. If these reserves were not available, the County would be forced to issue tax anticipation notes in order to continue operations until the taxes are collected.

Please contact me if you have any questions.

cc: Tim Dolehanty
Jill Rhode

GENERAL FUND	
12/30/14 Unassigned Balance	12,070,917
12/30/15 Minimum Target (5% of 2014 GENERAL FUND expenses)	3,833,105
12/30/14 Unassigned Balance as a % of 2014 Expenses	15.8%
12/30/14 Surplus in Relation to Minimum Target	8,237,812
2015 Budgeted Use of Fund Balance	(3,082,523)
12/30/15 Projected Balance	8,988,394
12/30/15 Proposed Unassigned Fund Balance	8,988,394
12/30/15 Minimum Target (5% of 2014 GENERAL FUND expenses)	3,833,105
2015 Proposed Unassigned Balance as % of 2014 Expenses	11.7%
Surplus in Relation to Minimum Target	5,155,289

BUDGET STABILIZATION FUND (GENERAL FUND Restricted)	
12/30/14 Balance	10,562,365
Minimum Target (13% of 2015 Adopted GENERAL FUND Budget)	10,225,672
Maximum Target (15% of 2015 Adopted GENERAL FUND Budget)	11,798,853
Surplus in Relation to Minimum Target	336,693
Amount Below Maximum Target	(1,236,488)
Target %	13.4%
12/30/15 Proposed Balance	10,562,365
Surplus in Relation to Minimum Target	336,693
Amount Below Maximum Target	(1,236,488)
Target %	13.4%

PUBLIC IMPROVEMENT FUND (in GENERAL FUND Assigned)	
12/30/14 Balance	2,080,031
Minimum Target (1/10 mill of the property tax levy)	727,708
2015 Surplus in Relation to Minimum Target	1,352,323
2015 Budgeted Use of Fund Balance	(533,389)
12/30/15 Projected Balance	1,546,642
12/30/15 Proposed Balance	1,546,642
Minimum Target (1/10 mill of the property tax levy)	727,708
2015 Surplus in Relation to Minimum Target	818,934

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION ADOPTING A POLICY ON FINANCIAL RESERVES

RESOLUTION #02-017

WHEREAS, it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, it has been recommended by the County Controller and the county's financial consultants that a policy be adopted establishing the desired level of financial reserves that are appropriate to provide for the stable operation of the county government; to assure that the county's financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners is committed to maintaining its financial reserves at an appropriate level and to managing its expenditures as necessary to adjust to its revenues.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners establishes the following goals for establishing and maintaining an appropriate level of financial reserves:

It is the goal of the County that the Budget Stabilization Fund be funded at the legal maximum of 15% of the average of the last five years' budget, or 15% of the current year's budget, whichever is less; and that such balance be maintained at no less than 13%.

It is the goal of the County that the unreserved undesignated balance in the General Fund not be less than 5% of the total General Fund expenses of the preceding year.

It is the goal of the County to maintain sufficient reserves in the Public Improvement Fund to address annual needs for maintaining county facilities in an appropriate state of repair. The desired level of funding in this fund is determined to be 1/10 mill of the property tax levy.

The County Controller shall annually advise the Finance Committee of the status of the balances in the funds, and as appropriate, shall provide recommendations for maintaining the balances at appropriate levels.

FINANCE: Yeas: Grebner, Stid, Swope, Hertel

Nays: None Absent: Krause, Schafer, Minter Approved 1/16/02

MEMORANDUM

July 7, 2015

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: Second Quarter 2015 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the second quarter of fiscal year 2015. The total increase to the General Fund is \$660,801.

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.

There are a few major adjustments to the general fund this quarter. The largest is due to a negotiated wage increase of 2.5% for 2015. The budget had projected an increase of only 1%. This will be a total increase of about \$1.1 million, \$716,558 to the general fund. Luckily, there are some revenue and expenditure adjustments that will offset this increase.

Due to a higher than budgeted increase in taxable value (3.4% compared to the projected 2.5%), property tax revenue can be increased by \$400,000. Not included in the 2015 budget was a revenue increase of \$125,480 in the Delhi Township police services contract. And included in the budget was a debt service payment of \$191,078 for the Trane Energy project. The last payment for this project was made in 2014, so the budget for this item can be eliminated.

Other adjustments in the general fund are made in the Sheriff's Office to account for insurance proceeds used to replace two damaged vehicles and reimbursement revenue from local units to offset special election costs.

Adjustments outside of the general fund include transfers to personnel cost categories and increases in use of fund balance which require Board approval.

Also included is an update of contingency fund spending so far this year. The current contingency amount is \$100,322. 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.

2015 CONTINGENCY

Adopted Contingency Amount	\$317,183
R14-483: Digital Aerial Imagery	(15,000)
R14-494: District Court Enforcement/Court Officer	(33,876)
R15-104: Oasis Supervised Visitation and Safe Exchange Center	(40,000)
R15-229: Assessment/Study Sheriff, LPD, 55 th and 54A District Courts	(127,985)
Current Contingency Amount	\$100,322

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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:

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2015 BUDGET 7/1/15</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
101	General Fund	\$80,857,125	\$660,801	\$81,517,926
208	Parks	2,064,656	0	2,064,656
245	Public Improvements	941,467	11,255	952,722
292	Family Div. Child Care	13,218,366	16,500	13,234,866
664	Mach. & Equip. Revolving	1,347,518	842	1,348,360

GENERAL FUND REVENUES

	2015 Budget – <u>7/1/15</u>	Proposed <u>Changes</u>	2015 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	43,359,737	400,000	43,759,737
Property Tax Adjustments	(300,000)		(300,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(10,000)		(10,000)
Industrial Facility Tax	300,000		300,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
State Revenue Sharing	6,088,744		6,088,744
Convention/Tourism Tax - Liquor	2,630,338		2,630,338
Court Equity Fund	1,450,000		1,450,000
Use of Fund Balance	3,082,523		3,082,523
Department Generated Revenue			
Animal Control	704,992		704,992
Circuit Court - Family Division	1,103,831		1,103,831
Circuit Court - Friend of the Court	512,000		512,000
Circuit Crt - General Trial	2,320,737		2,320,737
Community Mental Health	1,182,830		1,182,830
Controller	3,170		3,170
Cooperative Extension	6,219		6,219
County Clerk	644,210		644,210
District Court	2,674,823		2,674,823
Drain Commissioner/Drain Tax	363,758		363,758
Economic Development	55,188		55,188
Elections	66,550	77,299	143,849

Emergency Operations	53,582		53,582
Equalization /Tax Mapping	10,100		10,100
Facilities	194,123		194,123
Financial Services	48,052		48,052
Health Department	150,000		150,000
Human Resources	80,822		80,822
Probate Court	277,178		277,178
Prosecuting Attorney	562,839		562,839
Register of Deeds	2,036,729		2,036,729
Remonumentation Grant	103,370		103,370
Sheriff	6,331,424	183,502	6,514,926
Treasurer	4,298,087		4,298,087
Tri-County Regional Planning	62,976		62,976
Veteran Affairs	378,193		378,193
Total General Fund Revenues	80,857,125	660,801	81,517,926

GENERAL FUND EXPENDITURES

	2015 Budget - <u>7/1/15</u>	Proposed <u>Changes</u>	2015 Proposed <u>Budget</u>
Board of Commissioners	557,349		557,349
Circuit Court - General Trial	8,447,849		8,447,849
District Court	2,937,115		2,937,115
Circuit Court - Friend of the Court	1,448,189		1,448,189
Jury Board	1,106		1,106
Probate Court	1,477,972		1,477,972
Circuit Court - Family Division	5,347,223		5,347,223
Jury Selection	104,598		104,598
Elections	185,202	77,299	262,501

Financial Services	707,695		707,695
County Attorney	441,158		441,158
County Clerk	866,498		866,498
Controller	1,028,746		1,028,746
Equalization/Tax Services	715,509		715,509
Human Resources	951,842		951,842
Prosecuting Attorney	6,137,474		6,137,474
Purchasing	203,715		203,715
Facilities	2,041,808		2,041,808
Register of Deeds	725,386		725,386
Remonumentation Grant	103,370		103,370
Treasurer	541,796		541,796
Drain Commissioner	915,545		915,545
Economic Development	128,645		128,645
Community Agencies	200,000		200,000
Ingham Conservation District	8,029		8,029
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	111,480		111,480
Jail Maintenance	204,750		204,750
Sheriff	20,205,217	58,022	20,263,239
Tri-County Metro Squad	75,000		75,000
Community Corrections	142,538		142,538
Animal Control	1,576,782		1,576,782
Homeland Sec./Emergency Ops.	196,901		196,901
Board of Public Works	300		300
Drain Tax at Large	430,000		430,000

Health Department	5,014,379		5,014,379
Community Health Centers	2,917,390		2,917,390
Jail Medical	1,902,084		1,902,084
Medical Examiner	334,575		334,575
Substance Abuse	1,319,484		1,319,484
Community Mental Health	2,996,298		2,996,298
Department of Human Services	2,016,850		2,016,850
Tri-County Aging	76,225		76,225
Veterans Affairs	519,083		519,083
Cooperative Extension	481,519		481,519
Library Legacy Costs	88,163		88,163
Parks and Recreation	1,618,906		1,618,906
Contingency Reserves	100,322		100,322
Legal Aid	20,000		20,000
2-1-1 Project	45,750		45,750
Community Coalition for Youth	27,000		27,000
Capital Improvements	2,210,810	(191,078)	2,019,732
Wage Increase (to be spread across departments)	0	716,558	716,558
Total General Fund Expenditures	80,857,125	660,801	81,517,926

General Fund Revenues

Property Tax	Increase property tax revenue \$400,000 based on 2015 taxable value. (Increase of 2.5% was budgeted. Actual increase was 3.4%.)
Elections	Increase revenue budget \$77,299 to reflect reimbursements for special election costs.
Sheriff	Increase Delhi Township police services contract revenue \$125,480 to reflect new contract as authorized by Resolution 14-418. Increase insurance proceeds \$58,022 to replace two damaged vehicles.

General Fund Expenditures

Elections	Increase supplies budget \$77,299 for special election costs. Costs were reimbursed by other governmental units.
Sheriff	Increase budget \$58,022 to replace two damaged vehicles. Cost will be reimbursed from insurance proceeds.
Debt Service	Decrease debt service budget by \$191,078. Trane Energy project debt was paid off in 2014, but budget was not eliminated in 2015.
County-wide	Increase wages and fringes \$716,558 for 2.5% wage increase. (An increase of only 1% was included in the adopted budget. Increased cost across all funds is \$1.1 million)

Non-General Fund Adjustments

Parks (F208)	Transfer funds from permanent wages and fringes to equipment repair and maintenance. (\$19,920) Two staff vacancies have required equipment to be sent out for repair.
Public Improvements (F245)	Increase budget for office redesign to accommodate relocation of employees from Financial Services and the Road Department to space within the Budget Office (\$11,255.)
Family Div. Child Care (F292)	Reappropriate unspent funds for First Step Program and Parenting Wisely curriculum authorized by Resolution 14-327. (\$16,500) Transfer funds from contractual services to temporary salaries to provide funding for a garden coordinator at the Ingham County Family Center. (\$4,500)
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to purchase replacement CPU in Board of Commissioners Office (\$842).

MEMORANDUM

TO: County Services Committee
Finance Committee

FROM: Timothy J. Dolehanty, ICMA-CM, AICP, Controller/Administrator

DATE: July 7, 2015

RE: Amendments to Business Travel and Reimbursement Policy

The Business Travel and Reimbursement Policy sets forth criteria to be met for approval of air travel. Whenever financial prudent, all business air travel must originate from Capital Region International Airport. Current policy requires that flights be booked from neighboring airports when flights are found at a “materially lower rate.”

Policy amendments proposed in the attached resolution would allow discretion in booking flights from a neighboring airport by stating flights *may* be booked from that airport. The second group of amendments would change threshold amounts that define what constitutes a “materially lower rate.” Proposed changes are presented below.

Air Travel. The policy of Ingham County is that airline travel by County employees on official business shall, whenever financially prudent, originate from Capital Region International Airport (CRIA). If a flight out of a neighboring airport can be found at a materially lower rate, the flight ~~will~~ *may* be booked from that airport. If the CRIA flight exceeds the cost of a flight from a neighboring airport by more than ~~\$100~~ *\$200* for an individual or ~~\$200~~ *\$400* for a group, the flight ~~will~~ *may* be booked from the neighboring airport. The ~~\$100 or \$200~~ *\$200 or \$400* difference is for the inclusive cost of the flight including mileage and parking.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND BUSINESS TRAVEL AND REIMBURSEMENT POLICY

WHEREAS, the Ingham County Board of Commissioners has adopted official policies and procedures to govern business travel and reimbursement (Resolution #10-327); and

WHEREAS, the approved policy sets forth criteria to be met for approval of air travel; and

WHEREAS, the Ingham County Board of Commissioners seeks to establish criteria for air travel that promotes use of Capital Region International Airport and maintains economic judiciousness.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves amendments to the Business Travel and Reimbursement Policy as follows:

N. Travel Arrangements

3. Air Travel. The policy of Ingham County is that airline travel by County employees on official business shall, whenever financially prudent, originate from Capital Region International Airport (CRIA). If a flight out of a neighboring airport can be found at a materially lower rate, the flight may be booked from that airport. If the CRIA flight exceeds the cost of a flight from a neighboring airport by more than \$200 for an individual or \$400 for a group, the flight may be booked from the neighboring airport. The \$200 or \$400 difference is for the inclusive cost of the flight including mileage and parking.