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FINANCE COMMITTEE
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REBECCA BAHAR-COOK
TODD TENNIS
PENELOPE TSEBNOGLOU
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, JUNE 17, 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 2, 2015](#) Joint County Services and Finance Committees Meeting Minutes and Closed Session Minutes

Approval of the [June 3, 2015](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office - Resolution to Authorize Plante Moran to Assist the Treasurer's Office with [Bank Reconciliation](#) Structure and General Ledger Reconstruction
2. Drain Office - Resolution Pledging the Full Faith and Credit of the County for the [Grosbeck Park Drain](#) Drainage District Bonds
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
 - b. Resolution Authorizing an Amendment to Resolution #14-518 to Distribute [County Urban Redevelopment](#) 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

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
 - 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 _____ 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)

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.

JOINT MEETING OF THE
COUNTY SERVICES & FINANCE COMMITTEES
June 2, 2015
Open Session
Draft – Minutes

County Services Committee

Members Present: Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, and Maiville

Members Absent: Tennis

Finance Committee

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

Members Absent: Tennis

Others Present: Tim Dolehanty, Travis Parsons, Becky Bennett, Dave Stoker, Matt Nordfjord, Kester So, Paul Stauder, and Ryan Buck

The joint meeting was called to order by Chairpersons Celentino and Anthony at 6:46 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Additions to the Agenda

None.

Limited Public Comment

None.

1. Discussion with Legal Counsel (*Closed Session*)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. BANAS, TO MOVE THE COUNTY SERVICES COMMITTEE INTO A CLOSED SESSION AT APPROXIMATELY 6:52 P.M. FOR THE PURPOSES OF A DISCUSSION WITH LEGAL COUNSEL REGARDING RECEIPT OF ATTORNEY-CLIENT PRIVILEGE COMMUNICATION.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. **Yeas:** Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, and Maiville **Nays:** None **Absent:** None

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. SCHAFFER, TO MOVE THE FINANCE COMMITTEE INTO A CLOSED SESSION AT APPROXIMATELY 6:55 P.M. FOR THE PURPOSES OF A DISCUSSION WITH LEGAL COUNSEL REGARDING RECEIPT OF ATTORNEY-CLIENT PRIVILEGE COMMUNICATION.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. **Yeas:** Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, and Naeyaert **Nays:** None **Absent:** Tennis

The joint meeting of the County Services & Finance Committees entered closed session.

Commissioner Schafer left the meeting at 7:55 p.m.

Commissioner McGrain left the meeting at 8:10 p.m.

Commissioner Tsernoglou left the meeting at 8:15 p.m.

Please note that the Finance Committee lost its quorum at this time.

Commissioner Tsernoglou returned to the meeting at 8:19 p.m.

Please note that the Finance Committee had a quorum at this time.

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. KOENIG, TO MOVE THE COUNTY SERVICES COMMITTEE OUT OF THE CLOSED SESSION AND INTO THE OPEN SESSION AT APPROXIMATELY 8:20 P.M.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. **Yeas:** Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, and Maiville **Nays:** None **Absent:** None

MOVED BY COMM. BAHAR-COOK, SUPPORTED BY COMM. NAEYAERT, TO MOVE THE FINANCE COMMITTEE OUT OF THE CLOSED SESSION AND INTO THE OPEN SESSION AT APPROXIMATELY 8:21 P.M.

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. **Yeas:** Anthony, Bahar-Cook, Tsernoglou, and Naeyaert **Nays:** None **Absent:** Tennis, McGrain, and Schafer

The joint meeting of the County Services & Finance Committees adjourned the closed session and re-entered open session.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at approximately 8:22 p.m.

FINANCE COMMITTEE
June 3, 2015
Draft Minutes

Members Present: Anthony, Tennis, McGrain (arrived at 6:03 p.m.), Naeyaert, Schafer and Tsernoglou (arrived at 6:08 p.m.)

Members Absent: Bahar-Cook

Others Present: Comm. Maiville, Eric Schertzing, Tim Dolehanty, Tim Morgan, John Neilsen, Teri Morton, Jill Rhode, Desiree Kirkland, Becky Bennett, Lisa McCormick, Robin Stites, and others

The meeting was called to order by Chairperson Anthony at 6:02 p.m. in the Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the May 20, 2015 Minutes

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE MAY 20, 2015 FINANCE COMMITTEE MINUTES.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Bahar-Cook, McGrain, and Tsernoglou.

Additions to the Agenda

9. Resolution Honoring the Lansing Juneteenth Committee on the 22nd Annual Juneteenth Celebration

Substitutes –

3. Health Department
 - c. Resolution to Accept Funding from the W. K. Kellogg Foundation, Funding from Michigan Association of United Ways, and to Act as the Fiduciary/Payee for the Wayne Children’s Healthcare Access Program
6. Board of Commissioners - Resolution Establishing a Freedom of Information Act (FOIA) Policies and Guidelines, Public Summary of Procedures and Guidelines, and FOIA Operational Procedures for Ingham County

Limited Public Comment

None.

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

2. Small Talk Program - Resolution Authorizing a Contract Amendment for the 2015 Small Talk Children's Assessment Center - Sexual Trauma Recovery Program

3. Health Department
 - a. Resolution to Renew the Agreement with Cross Country Staffing, Inc. for Per Diem Professional Staffing for Medication Passing Services at the Ingham County Jail
 - b. Resolution to Authorize Subcontract Agreements with the Greater Lansing African American Health Institute, the South Side Community Coalition, and Shirley Carter
 - c. Resolution to Accept Funding from the W. K. Kellogg Foundation, Funding from Michigan Association of United Ways, and to Act as the Fiduciary/Payee for the Wayne Children's Healthcare Access Program
 - d. Resolution to Authorize a Subcontract with Metropolitan Organizing Strategy Enabling Strength (MOSES) for Attendance at their Summit on Race and Power

4. Parks Department
 - a. Resolution Authorizing a Contract with Layne Christensen Company for the Emergency Replacement of an Irrigation Well Pump and Housing at Hawk Island County Park
 - b. Resolution to Authorize a Reorganization of the Parks Department's Two Vacant Ranger II Positions

5. Road Department
 - a. Resolution Authorizing and Endorsing Submission of a Grant Application Under the MDOT TEDF-A Program for the Reconstruction of Cedar Street from US-127 to College Road in Alaiedon and Delhi Townships, Ingham County, Michigan for the Ingham County Road Department
 - b. Resolution to Execute Waterborne Centerline Pavement Marking Agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville
 - c. Resolution to Approve a Railroad Crossing Agreement with the Jackson & Lansing Railroad Company in Relation to a Road Reconstruction Project for Michigan Avenue from 1500 Feet West of Waverly Road to 1500 Feet East of Clare Street
 - d. Resolution to Approve Local Road Agreement with Leroy Township for the Ingham County Road Department
 - e. Resolution to Approve Local Road Agreement with Aurelius Township for the Ingham County Road Department
 - f. Resolution to Approve Local Road Agreement with Leslie Township for the Ingham County Road Department
 - g. Resolution to Approve Local Road Agreement with Vevay Township for the Ingham County Road Department

- h. Resolution to Approve Local Road Agreement with Alaiedon Township for the Ingham County Road Department
 - i. Resolution to Approve Local Road Agreement with Meridian Township for the Ingham County Road Department
 - j. Resolution to Approve Local Road Agreement with Williamstown Township for the Ingham County Road Department
 - k. Resolution to Approve Local Road Agreement with Bunker Hill Township for the Ingham County Road Department
 - l. Resolution Authorizing Two Term-Limited AFSCME Class 4 Highway Worker Positions for the Road Department
 - m. Resolution Authorizing a Re-Organization (Reclassification) of an Engineering Technician Position for the Road Department
6. Board of Commissioners - Resolution Establishing a Freedom of Information Act (FOIA) Policies and Guidelines, Public Summary of Procedures and Guidelines, and FOIA Operational Procedures for Ingham County
7. Facilities Department
- a. Resolution Awarding a Contract to Pavement Consultants, Inc. to Provide Professional Asphalt Consulting and Project Management Services for the Parking Lot Replacement at Forest Community Health Center
 - b. Resolution Authorizing a Purchase Order with Laux Construction, LLC to Fabricate and Install Four (4) Corner Support Posts on the Pavilion II Roof at Potter Park Zoo
9. Resolution Honoring the Lansing Juneteenth Committee on the 22nd Annual Juneteenth Celebration

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

Please note that later in the meeting, the Committee suspended the rules to allow Commissioner Tsernoglou to vote on the previous motion. Commissioner Tsernoglou voted in favor of the motion.

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

Please note that later in the meeting, the Committee suspended the rules to allow Commissioner Tsernoglou to vote on the previous motion. Commissioner Tsernoglou voted in favor of the motion.

- 8. Controller's Office - Resolution Authorizing Entering into a Contract with Redstone Architects, Inc. to Conduct a Needs Assessment and Feasibility Study of the Ingham County Sheriff's Office, Lansing Police Department Including Detention, and 55th and 54A District Courts

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH REDSTONE ARCHITECTS, INC. TO CONDUCT A NEEDS ASSESSMENT AND FEASIBILITY STUDY OF THE INGHAM COUNTY SHERIFF'S OFFICE, LANSING POLICE DEPARTMENT INCLUDING DETENTION, AND 55TH AND 54A DISTRICT COURTS.

Commissioner McGrain asked what concerns were raised by the Commissioners at the County Services Committee meeting that caused a split vote.

John Neilsen, Chief Deputy Controller, stated that there were local vendors with lower cost proposals than Redstone Architects, Inc. (Redstone). He further stated that issues were raised of why the interview committee did not select one of these vendors. Mr. Neilsen indicated the interview committee's consensus was that Redstone should be the final recommendation as they had the best overall proposal.

Commissioner Tennis stated that he wanted more clarification on why Redstone was considered superior to some of the lower-priced vendors.

Mr. Neilsen stated that Redstone presented the most complete overall process in their proposal and interview. He reviewed where Redstone ranked with the interview committee compared to the other vendors.

Commissioner Tsernoglou asked if Redstone was subcontracting with any local vendors.

Mr. Neilsen indicated they would be working with local vendors.

Commissioner McGrain asked for more detail and explanation in the future on the selection processes.

Commissioner Tennis asked why DLZ, the lowest bidder, was ruled out.

Mr. Neilsen stated that their very low bid was concerning to the interview committee. He further stated that the interview committee thought they may have underestimated the scope of the project and that their proposal was not as in depth as others.

Commissioner Tennis stated his concern that the only reason DLZ was not selected was that their proposal was too low.

Mr. Neilsen indicated this was not the only reason.

Discussion.

Commissioner McGrain requested additional information be provided to the Commissioners regarding the interview committee's process of reviewing the vendors.

Commissioner Schafer stated that the seven representatives on the interview committee were best able to make this decision and that he deferred to their expertise.

Mr. Neilsen reviewed the composite ranking by the interview committee based solely on the each of the vendor's proposals.

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

1. Treasurer's Office - Update on the Audit Regarding the Reconciliation Issue

Eric Schertzing, Treasurer, updated the Committee on the audit and reconciliation issue. Mr. Schertzing stated that the majority of the reconciled difference had been identified.

Commissioner Anthony asked what accounting mechanism led to the deficiency.

Desiree Kirkland, Chief Deputy Treasurer, stated that it was a timing issue with some transactions. She further stated the Treasurer's Office had developed a plan, particularly at year-end, to prevent this from occurring in the future.

Commissioner McGrain asked what was the typical time for reconciliation.

Ms. Kirkland indicated reconciliation was typically completed by the 15th day of the following month.

Commissioner McGrain asked about the year-end reconciliation.

Jill Rhone, Financial Services Director, provided an explanation of the procedure for the year-end reconciliation.

Commissioner McGrain stated that most of the money was reconciled and the cause was incorrect journal entries or timing issues with journal entries.

Commissioner Tennis asked what amount was not identified.

Treasurer Schertzing stated around \$50,000.

Commissioner Tennis asked if there was any indication as to what happened with this amount.

Ms. Rhode stated that her recommendation was to complete January, and that if it was truly timing, the issues would resolve themselves.

Commissioner Anthony asked for the time frame for completion.

Ms. Kirkland stated the Treasurer's Office would be ready to present the findings by the end of July.

Commissioner McGrain asked how much Plante Moran's services would cost.

Treasurer Schertzing indicated they were trying to fix the fee at \$50,000.

Ms. Rhode stated this payment would need to come from the general fund.

Commissioner Naeyaert asked how the oversight occurred. She stated that this should be covered under basic accounting practices. She further stated she was concerned about similar, future occurrences.

Treasurer Schertzing stated that there were some challenges with new staff and their knowledge of the procedures. He further stated there had been some loss of institutional knowledge due to staff turnover.

Commissioner Naeyaert asked if another staff turnover would have a similar effect in the future.

Treasurer Schertzing stated he was confident with where his office was moving forward.

Commissioner Naeyaert stated that Treasurer Schertzing and the Commissioners were held accountable to the voters and must answer for these discrepancies.

Treasurer Schertzing stated he agreed with the process.

Commissioner Tsernoglou asked if a training manual would be provided in the future.

Commissioner Anthony stated that the Committee wanted to find the rest of the money and secure an assurance that moving forward the best practices would be implemented.

Ms. Kirkland stated that at the end of July the Treasurer's Office would provide an update on the outcome and new procedures.

Ms. Rhode provided an explanation of the audit procedures.

Commissioner McGrain stated that the Treasurer's Office would present their results in August.

Discussion.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at approximately 6:47 p.m.

JUNE 17, 2015 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

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

This resolution will authorize the use of \$50,000 from the 2015 contingency account to assist the Treasurer's Office in restructuring and streamlining the process of pooled cashed bank reconciliations through a contract with Plante Moran. Plante Moran is familiar with the internal control operations of the County and has given the County a cost not to exceed \$50,000 to perform this service. The current contingency amount is \$100,322.

2. *Drain Commissioner – Resolution Pledging the Full Faith and Credit of the County for the Groesbeck Park Drain Drainage District Bonds*

The Groesbeck Park Drain Drainage District, located within the boundaries of the City of Lansing and Lansing Charter Township, encompasses 185 parcels over an area of 295 acres. A full faith and credit pledge by the Board of Commissioners will help obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of the drainage district. If approved, the draft resolution would authorize the County's full faith and credit for an amount not to exceed \$12,595,000.

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*

This resolution authorizes entering into an agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2015-2016 in the amount of \$212,295 in CCAB Plans and Services and Administration fund along with the authority to subcontract for these services subject to the availability of state grant funds. In addition, it also authorizes the authority for the use \$21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds and for an estimated 30 residential beds per day for a value amounting to \$531,075 for the time period of October 1, 2015 through September 30, 2016. This annual grant application process and subsequent state grant funding is the main vehicle for providing Community Corrections programming in Ingham County. (See attached memo)

4. *Animal Control - Resolution to Accept the Two Seven Oh, Inc. Grant No. Three*

This resolution authorizes accepting a grant from Two Seven Oh, Inc. up to \$8,500.00 for the time period of May 13, 2015 to January 1, 2016, with no match requirement to purchase animal oral hygiene equipment. This equipment will raise the level of adoptability of those senior pets entering the department and improve the oral hygiene of the animals. (See attached memo)

5a. *Health Department - Resolution to Accept Healthy! Capital Counties Funds*

This resolution accepts \$27,100 from the Barry-Eaton District Health Department to support creation of a community health assessment and a community health improvement plan as part of the Health Department's participation in Healthy! Capital Counties.

5b. *Health Department - Resolution Authorizing Amendment to Resolution #14-518 to Distribute County Urban Redevelopment Funds*

This resolution amends Resolution #14-518 and authorizes an agreement between the Ingham County Health Department and Allen Neighborhood Center to reflect the Center's new partner, Happendance. The original partner, the East Lansing Food Co-op, withdrew from this partnership in April 2015.

6. *Innovation & Technology Department – Resolution to Authorize the Purchase of an Upgrade to the Software for the OnSSI Video Wall from Vidcom Solutions*

A video wall consists of a viewing platform that allows one or more persons to monitor several video images in a single location. One such video wall in the jail allows corrections officers to monitor several camera feeds from a single location. The Innovation and Technology Department (IT) proposes installation of new features that will permit users to make more dynamic use of the video wall, immediately changing views and images as needs change. The new system will also allow more effective use of operational cameras. Video walls will also be available at the Veterans Memorial Courthouse, the Youth Center and other facilities as needed. Funds for this upgrade were included in the 2015 IT budget. The total cost of the project, including three years of software support, will be \$28,280.62.

7a. *Road Department – Resolution to Approve Local Road Agreement with Stockbridge Township for the Ingham County Road Department*

Stockbridge Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2015 local road program. These projects involve nearly seven miles of roadway at a total estimated cost of \$402,000. A significant portion of funding for these projects was derived from an agreement with Enbridge Energy Company, Inc. A County Road Department allocation of \$44,000 was reserved for local road improvement in Stockbridge Township pending Township approval of matching funds. If project costs exceed the \$402,000 estimate, they will be paid by Stockbridge Township.

7b. *Road Department – 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*

The Road Department (ICRD) is scheduled to receive federal Urban Surface Transportation Program (STP) funds and a State of Michigan, Transportation Economic Development Fund, Category A (TEDF-A) grant to reconstruct Kipp Road from US-127 to Dexter Trail. The federal

STP funds serve as local match for the TEDF-A grant and the TEDF-A grant serves as local match for the federal STP funds. The project involves milling and repaving the asphalt roadway from US-127 to Eden Road and a crush and shape with asphalt overlay from Eden Road to Dexter Trail. The project also includes improvements to the Kipp Road and Eden Road intersection, installation of paved shoulders, and drainage improvements. The Road Department seeks approval of a resolution to authorize an agreement with the State of Michigan/MDOT to fund this project at a cost not to exceed \$1,338,600.

8a. *Parks Department – 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*

Resolution 15-138, approved on April 28, 2015, authorized the acceptance of a Project Agreement for a Michigan Recreation Passport Grant for Trail Repair and Improvements at Hawk Island County Park. Upon review by the Michigan Department of Natural Resources Recreation Passport Grant Program, Resolution 15-138 unfortunately did not comply with established program criteria. The Parks Department seeks Board approval to rescind Resolution 15-138 in favor of a second resolution (see Item 8b, below) that conforms to State formatting criteria.

8b. *Parks Department – 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*

The Parks Department seeks approval of a resolution to authorize acceptance of a project agreement for the Michigan Department of Natural Resources Recreation Passport Grant Program for repairs to the asphalt trail within Hawk Island County Park. This resolution will replace Resolution 15-138, approved on April 28, 2015 (see discussion in Item 8a, above).

The asphalt trail at Hawk Island County Park was originally constructed in 2001, and is in need of repairs. Runners, walkers, and bikers all utilize the trail system year-round. The County capital budget included \$15,000 required to match funds for this project. The total project cost is estimated to be \$60,000. Repairs to the asphalt trail are planned for the fall of 2015.

8c. *Parks Department – 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*

After considerable discussion, the Trails and Parks Task Force recommended pursuit of a consultant to be tasked with developing best practices, priorities, and maintenance for reference by the Board of Commissioners in ongoing efforts to define County trails and parks priorities. Seven firms solicited proposals in response to a request for proposals issued by the County. The resolution proposed by the Parks Department authorizes execution of 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 development of its plan at a cost not to exceed \$73,514.

9. *Potter Park Zoo – Resolution Authorizing a Contract with _____ for Improvements to the Moose Exhibit at Potter Park Zoo*

Potter Park Zoo recently issued an RFP to construct a permanent moose exhibit. Bids received for the project were much higher than projected, which caused a subsequent renegotiation effort to secure a lower cost. The moose exhibit project was approved in the capital budget for 2015 and includes a \$200,000 gift from the Glassen Foundation. Anticipated construction time for the exhibit is four to five months, depending on weather.

Revised bids for this project are due on June 12. A final contractor recommendation and cost will be reported to the Committee once they are known.

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)*

This resolution awards a contract to DLZ Michigan, Inc. to provide engineering design services for the removal and replacement of two YC boilers, two HSB boilers and the replacement of two air handler units at FCHC at a cost not to exceed \$14,000.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PLANTE MORAN TO ASSIST THE TREASURERS OFFICE WITH BANK RECONCILIATION STRUCTURE AND GENERAL LEDGER RECONSTRUCTION

WHEREAS, Ingham County Treasury needs assistance to restructure and streamline the process of pooled cashed bank reconciliations; and

WHEREAS, the County has determined it needs assistance to implement a MUNIS software General Ledger Restructuring and bank reconciliation processes including financial schedules and analysis; and

WHEREAS, Plante Moran as the County's current auditor is familiar with the internal control operations of the County and has given the County a cost not to exceed \$50,000 to perform this service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Plante Moran to assist in the structure of bank reconciliation and the implementation of the County general ledger pooled cash system at a cost not to exceed \$50,000.

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

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.

Agenda Item 2

Memo to County Services Committee and Finance Committee

From Patrick E. Lindemann, Drain Commissioner

Re Improvements to the Groesbeck Park Drain

May 19, 2015

I request that the Board of Commissioners grant full faith and credit of the county for the bonds that will finance this storm drain construction project. Such action by the Board is customary, because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the property owners and governments of the drainage district who are liable to pay for the project.

The project results from a petition by the Ingham County Road Commission in early 1999 to alleviate flooding during great storms on Lake Lansing Road west of Wood Street and on nearby properties. The purposes of the project will be accomplished by installing a collection system of pipes and ditches to bring the stormwater to treatment ponds on the Groesbeck Golf Course and adjacent to the Lansing Board of Water and Light (LBWL) landfill. The treated water will then flow down the existing Groesbeck Park pipe to the Grand River in Lansing. The project was found necessary in late 1999 by a statutory Board of Determination. Several property owners in the district appealed the finding of necessity in litigation that was completed in the district's favor in early 2003.

The design engineering has been done, twice. The project was ready to construct in 2008. However, as the LBWL constructed a containment slurry wall around its landfill, land that was to be sold to the district for treatment ponds was found to be contaminated. This necessitated redesign of the treatment ponds for placement on the Groesbeck Golf Course. Upon completion of redesign, bids were opened in late 2012. The total computation of costs for the project is \$12,595,000.

The apparent low bidder for construction of the project has held its price during 2 ½ years of litigation by Lansing Township challenging my apportionment of benefits. The state supreme court denied the township's appeal in March, 2015. Therefore, the project is ready to commence upon borrowing of the necessary money by issuance of bonds.

I plan to attend your meetings on June 16th and 17th to answer questions.

Thank you for consideration of my request. It is an honor and a privilege to serve the citizens, municipalities and businesses of Ingham County.

May 21, 2015

Mr. Patrick E. Lindemann
 Ingham County Drain Commissioner
 707 Buhl Ave.
 Mason, MI 48854

RE: ICDC – Groesbeck Park Drain Drainage District (Project No. 02056.0C)
 State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann:

This letter is a summary analysis of SEVs for the Groesbeck Park Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Lansing Charter Township, City of Lansing and Ingham County.

The SEV for the lands in the Drainage District is based on the most current 2014 property tax records on the www.ingham.org website, using entire SEV from each parcel that is a part of the District, whether the entire parcel or just a portion is in the District.

The SEVs used for municipalities are from the published 2014 equalization report available at <http://eq.ingham.org/Portals/DP/2014%20Equalization%20Report%20For%20Web.pdf>

The requested full faith and credit amount is \$12,595,000. The total SEV for all of Lansing Charter Township is \$286,172,600. The total SEV for all of the City of Lansing is \$1,973,156,900. The estimated SEV for the lands within the Drainage District is \$28,687,876. Additionally, the total SEV for all of Ingham County is \$7,500,943,082. Using these numbers, the following relationships are realized:

Full Faith & Credit Amount =	\$12,595,000		
Estimated SEV of the lands in the Drainage District	*\$28,687,876	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Drainage District.	43.903%
Lansing Charter Twp 2014 SEV	\$286,172,600	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Lansing Charter Township.	4.401%
City of Lansing 2014 SEV	\$1,973,156,900	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the City of Lansing.	0.638%
Ingham County 2014 SEV	\$7,500,943,082	Percent of requested full faith and credit as a ratio of the total SEV of the lands in the County of Ingham.	0.167%

** 109.20 acres, or 36.98% of the Drainage District, have no designated SEV (i.e. SEV = \$0). This includes all Ingham County land, City of Lansing park and golf course land, land owned by the Board of Water &*

Please note that lands within the City of Lansing corporate limits comprise approximately 20.95% of the total lands in the Drainage District (including City of Lansing roads), and lands within Lansing Township, excluding Ingham County roads, comprise approximately 75.44% of the total lands in the Drainage District. Ingham County roads within Lansing Township comprise approximately 3.61% of the total lands in the Drainage District.

Please contact us with any questions.

Sincerely,
 Eng., Inc.

Brian J. Cenci, PE
 Vice President

cc: Paul Pratt, Deputy, Ingham County Drain Commissioner
 Steven Mann, Miller Canfield, PLLC

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION PLEDGING THE FULL FAITH AND CREDIT OF THE COUNTY
FOR THE GROESBECK PARK DRAIN DRAINAGE DISTRICT BONDS**

WHEREAS, the Groesbeck Park Drain Drainage District (the “Drainage District”) has been established within the County of Ingham (the “County”) pursuant to the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Drain Code”); and

WHEREAS, pursuant to the Drain Code proceedings are being undertaken by the Ingham County Drain Commissioner (the “Drain Commissioner”) for the construction and financing of improvements to the Groesbeck Park Drain (the “Project”); and

WHEREAS, pursuant to the Drain Code, the Drain Commissioner will levy assessments in the Drainage District pursuant to an assessment roll in the aggregate principal amount of \$12,595,000 (the “Assessments”) to pay for the construction and financing of the Project; and

WHEREAS, the Assessments shall be paid by the Charter Township of Lansing, the City of Lansing, the County, and benefited lands, including those owned by the Lansing Board of Water and Light, according to apportionments as determined by the Drain Commissioner acting pursuant to Section 262 of the Drain Code, in annual principal installments over a period of years as determined by the Drain Commissioner, but in no event to exceed 30 years, with interest thereon at such interest rate as shall be calculated to be sufficient to pay interest on any bonds to be payable from the Assessments; and

WHEREAS, the Drain Commissioner, by order, will authorize the issuance of bonds by the Drainage District, in one or more series, to be designated as the 2015 Drainage District Bonds (Limited Tax General Obligation) in the aggregate principal amount of *not to exceed* Twelve Million Five Hundred Ninety-Five Thousand Dollars \$12,595,000 (the “Bonds”) in anticipation of the payment of the Assessments; and

WHEREAS, the Drain Code authorizes the County to pledge its full faith and credit for the payment of the Bonds if the Board of Commissioners of the County has adopted a resolution by a majority vote of its total membership; and

WHEREAS, it is in the best interest of the County that the Bonds be secured by a pledge of the full faith and credit of the County as authorized by Section 276 of the Drain Code so that the Bonds may be sold at the lowest and most favorable interest cost.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Full Faith and Credit Pledge of County. Pursuant to the authorization provided in the Drain Code, the Board of Commissioners of the County does hereby irrevocably pledge the full faith and credit of the County for the prompt payment of the principal of and interest on the Bonds when due, and pursuant to said pledge, in the event that the collection of the Assessments is insufficient to pay the Bonds or the interest thereon when due, the amount unpaid shall be promptly advanced from County funds as a first budget obligation, and the County Treasurer is directed to immediately make such advancement to the extent necessary.

2. Reimbursement of Advance from Assessment Roll. In the event that pursuant to the pledge of its full faith and credit the County advances out of County funds all or any part of the principal of or interest on the Bonds, it shall be the duty of the County Treasurer and the Drain Commissioner, for and on behalf of the County, to take all actions and proceedings and pursue all remedies permitted or authorized by law for the enforcement and collection of the Assessments, and the reimbursement of such advances so paid by the County, including without limitation the reassessment by the Drain Commissioner of the assessment roll as provided in Section 276 of the Drain Code.

3. Public Purpose. The Board of Commissioners of the County does hereby determine that the Project is necessary for the protection of the public health, safety and welfare of the County and its residents.

4. Tax Covenant. To the extent permitted by law, the County shall take all actions within its control necessary to maintain the exclusion of the interest on the Bonds from adjusted gross income for general federal income tax purposes under the Internal Revenue Code of 1986, as amended, including but not limited to, actions relating to the rebate of arbitrage earnings, if applicable, and the expenditure of proceeds of the Bonds and moneys deemed to be proceeds of the Bonds.

5. Official Statement and Continuing Disclosure. The County hereby agrees to co-operate in preparation of preliminary and final official statements or other marketing circular describing the Bonds and in any application for bond ratings and municipal bond insurance for the Bonds. The County hereby agrees to enter into a Continuing Disclosure Undertaking in order to enable the underwriters of the Bonds to comply with the requirements of Rule 15c2-12 promulgated by the Securities and Exchange Commission. The Drain Commissioner, County Controller/Administrator or County Treasurer are each individually authorized to offer such assistance and to execute and deliver final official statements, or other marketing circulars, and a Continuing Disclosure Undertaking.

6. Application to Michigan Department of Treasury. The Drain Commissioner, County Controller/Administrator, Chief Deputy Controller, County Treasurer or other appropriate officials are each hereby authorized to complete, execute and file any and all applications or requests for waivers with the Michigan Department of Treasury necessary to effectuate the sale, issuance and delivery of the Bonds, including, if necessary, an application for prior approval to the Bonds, and to pay any necessary fees.

7. Rescission. All resolutions and parts of resolutions insofar as they conflict with the provisions of this resolution are hereby repealed. This resolution shall become effective immediately upon its passage.

I hereby certify that the foregoing is a true and complete copy of a resolution duly adopted by the County Board of Commissioners of the County of Ingham, State of Michigan, at a regular meeting held on _____, 2015 at 6:30 p.m., Eastern Daylight Time, and that the meeting was conducted and public notice of the meeting was given pursuant to and in full compliance with the Open Meetings Act, being Act 267, Public Acts of Michigan, 1976, and that the minutes of the meeting were kept and will be or have been made available as required by Act 267.

I further certify that the posting required pursuant to Act 34, Public Acts of Michigan, 2001, as amended, as set forth in Exhibit A attached hereto, was done in due time and form as required by Act 34.

I further certify that the following Members were present at the meeting: _____
_____ and that the following Members were absent:
_____.

I further certify that Member _____ moved for adoption of the resolution and that Member _____ supported the motion.

I further certify that the following Members voted for adoption of the resolution:
_____ and that the following Members voted against adoption of the resolution:
_____.

I further certify that the Members voting for adoption of said resolution constitute at least a majority of the total membership of the Board of Commissioners.

Barb Byrum, County Clerk

EXHIBIT A
Form of Notice pursuant to Section 308, Act 34,
Public Acts of Michigan, 2001, as amended

MEETING NOTICE
County Board of Commissioners
County of Ingham, State of Michigan

At the regular meeting of the County Board of Commissioners of the County of Ingham, Michigan to be held on _____, 2015 at 6:30 p.m. Eastern Daylight Time, at the Ingham County Courthouse, Third Floor, Mason, Michigan, the County Board of Commissioners will consider a resolution relating to issuance of bonds by the Groesbeck Park Drain Drainage District, which bonds, if issued, will pledge as security the limited tax full faith and credit of the County. It is anticipated that the bonds will be paid from assessments levied by the Drain Commissioner within the Groesbeck Park Drain Drainage District.

THIS NOTICE is given pursuant to the requirements of Section 308, Act 34, Public Acts of Michigan, 2001, as amended.

Agenda Item 3

TO: Law & Courts and Finance Committees
FROM: Mary Sabaj
Community Corrections Manager
DATE: June 3, 2015
RE: 2015-2016 State Funding Application, MDOC Contract, Sub-contracts for Community Corrections Programs

This Resolution approves submission of the MDOC-Office of Community Alternatives Grant Application and entering into a contract with the MDOC and vendor subcontracts for Community Corrections programs for the period of October 1, 2015 through September 30, 2016 contingent upon entering a contract with MDOC and funding availability.

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

- Special part-time Pretrial Services Investigator to target incarcerated defendants for community supervision provided by 30th Circuit Court Pretrial Services (\$25,683.) Includes \$10,134 for Sentinel electronic monitoring for Pretrial defendants \$ 35,817
- Relapse Prevention & Recovery Program provided by C-E-I Community Mental Health \$ 47,200
- MRT Cognitive Change Groups provided by Wellness, Inx. \$ 26,082
- Program Referral & Gatekeeper Services provided by Community Corrections staff \$ 12,500
- Day Reporting services provided by Northwest Initiative - ARRO \$ 40,274
- Community Corrections Administration \$ 50,422
- **Plans and Services Total** \$212,295

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

- 30 Residential Substance Abuse Treatment beds to be provided by CEI- Community Mental Health – House of Commons, National Council on Alcoholism – Glass House and Holden House and other out- of- county programs Projected: \$531,075
- **Residential Services Total** \$552,244

- **TOTAL** **\$764,539**

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING SUBMISSION OF A GRANT APPLICATION AND ENTERING INTO A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS FOR INGHAM COUNTY/CITY OF LANSING COMMUNITY CORRECTIONS AND ENTERING INTO PROGRAM SUBCONTRACTS FOR FY 2015-2016

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

WHEREAS, the State Community Corrections Advisory Board approved for FY 2015-2016; and

WHEREAS, the FY 2015-2016 Application provides for the continuation of the following CCAB Plans and Services programming Relapse Prevention and Recovery (\$47,200); Gatekeeper services (\$12,500) to be provided by the CCAB Staff Consultant; MRT Cognitive Change Groups (\$26,082) to be provided by Wellness, Inc., and for Day Reporting services (\$40,274) to be provided by Northwest Initiative – ARRO; and, Sentinel, Inc. Electronic Monitoring Services for Pretrial defendants (\$10,134) for a subcontract program total of \$136,190; and

WHEREAS, the FY 2015-2016 Application also provides funding for a special part-time Pretrial Services Investigator (\$25,683) to enhance the community supervision capacity of 30th Circuit Court Pretrial Services and for CCAB Administration in the amount of \$50,422 for a Plans and Services total of \$212,295 for the time period of October 1, 2015 through September 30, 2016; and

WHEREAS, the FY 2015-2016 grant award provides Ingham County with the use of a projected 30 residential beds with M.D.O.C. contracting directly with residential providers rather than with local jurisdictions for a projected value of \$531,075 and another 1.23 beds per day funded with Drunk Driver Jail Reduction – Community Treatment Program (DDJR-CTP) grant funds in the amount of \$21,169; and

WHEREAS, pursuant to the FY 2015-2016 Application, residential services will be provided by Community Programs, Inc., Pine Rest Christian Mental Health Services, Kalamazoo Probation Enhancement Program, Inc., National Council on Alcoholism, and CEI-CMH House of Commons; and

WHEREAS, pursuant to the FY 2015-2016 grant award, the County may enter into subcontracts for the purpose of implementing Plans and Services programs and services identified in the Community Corrections Plan and Application; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an Agreement with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections FY 2015-2016 in the amount of \$212,295) in CCAB Plans and Services and Administration funds,

\$21,169 in Drunk Driving Jail Reduction and Community Treatment Program funds for a total of \$233,464 and for the use of an estimated 30 residential beds per day for a value amounting to \$531,075 for the time period of October 1, 2015 through September 30, 2016.

BE IT FUTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into subcontracts for CCAB Plans and Services programming from October 1, 2015 through September 30, 2016 with the Wellness, Inx. for the actual cost of MRT Cognitive Change groups not to exceed \$26,082; with CEI Community Mental Health for the actual cost of Relapse Prevention and Recovery services not to exceed \$47,200; with Northwest Initiative - ARRO for the actual cost of Day Reporting services not to exceed \$40,274; and with Sentinel, Inc. for electronic monitoring for Pretrial defendants not to exceed \$10,134.

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

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

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

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

INGHAM COUNTY ANIMAL CONTROL MEMORANDUM

TO: Finance and Law & Courts Committees
FROM: Andrew Seltz, Director
DATE: May 21, 2015
CC: John Neilsen, Chief Deputy Controller
RE: Request to Accept the Two Seven Oh, Inc. Grant No. 3

The Ingham County Animal Control Department (ICAC) has been engaged with Two Seven Oh Inc. since 2014 in reference to advancing the Senior Pets for Senior People (SP2) program. SP2 has been highly engaged within the community providing for senior animal adoptions and animal welfare outreach services.

Two Seven Oh Inc. has provided for Grants #1 and #2 in 2014 which in turn provided funding for the advancement of the overall program. Grant #3 is a continuation for the SP2 program and will provide for much needed animal oral hygiene equipment which will raise the level of adoptability of those senior pets entering the department.

Animal oral hygiene equipment will offset the need of the Department to outsource such services thus realizing an overall savings to the Department's Contractual Services budget line.

This grant is worth \$8,500.00, has no matching requirements, and will be paid out on a reimbursable basis. The Department has the initial funding available in the operating budget to cover the initial purchase cost until funds are received.

The results of this potential action would be improved services to the citizens, a higher level of animal care, a reduction in costs related to the care of animals at the shelter and a reduction in the euthanasia of healthy and friendly animals, all of which contribute to the Quality of Life aspect of the strategic vision and plan implemented by the Board of Commissioners.

I thank you for your consideration regarding this matter.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE TWO SEVEN OH, INC. GRANT NO. 3

WHEREAS, the Ingham County Animal Control has applied for and been approved to receive a grant from Two Seven Oh, Inc.; and

WHEREAS, the purpose of this grant is to purchase a dental machine, which will be used to improve the health of senior pets; and

WHEREAS, the award amount of this grant is up to \$8,500.00, with no match required; and

WHEREAS, the cost of the dental machine will be reimbursed to Ingham County Animal Control once receipt of purchase is provided to Two Seven Oh, Inc.; and

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the grant from Two Seven Oh, Inc. in an amount of up to \$8,500.00 for the time period of May 13, 2015 to January 1, 2016, with no match requirement.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Controller/Administrator to make the necessary budget adjustments to the Ingham County Animal Control budget.

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

MEMORANDUM

TO: Human Services Committee
Finance Committee

FROM: *Linda S. Vail*, MPA, Health Officer

DATE: June 1st, 2015

RE: Resolution to Authorize Accepting Healthy! Capital Counties Funds from Barry-Eaton District Health Department

The Ingham County Health Department (ICHHD) has partnered with Mid-Michigan hospitals and local health departments to work on a community health assessment project, Healthy! Capital Counties. Participation in the project is helping us move closer to one of our goals for the Health Department: achieving national accreditation from the Public Health Accreditation Board (PHAB).

As part of the Affordable Care Act, the Internal Revenue Service requires not-for-profit hospitals to conduct periodic community health assessments and create health improvement plans to guide their community benefits programs (IRS Notice 2011-52). Hospitals are required to collaborate with local health departments in this work. In Mid-Michigan, Sparrow, McLaren Greater Lansing, Eaton Rapids, and Hayes Green Beach hospitals are collaborating with ICHHD, Mid-Michigan District Health Department (MMDHD), and Barry-Eaton District Health Department (BEDHD). The hospitals are providing financial support for this work and have designated the BEDHD as the fiduciary.

This project will help ICHHD earn PHAB accreditation. Accreditation is likely to influence the ability of health departments to secure federal grants in the future. PHAB requires local health departments that want to be accredited to create a community health assessment and a community health improvement plan. As mentioned, these documents will be created as part of our participation in Healthy! Capital Counties.

The participants in this project have agreed to provide financial support to the Ingham County Health Department in the amount of \$27,100 in support of the Community Health Assessment team's work on the health assessment and health improvement plan.

I recommend that the Board of Commissioners authorize acceptance of the \$27,100 from the BEDHD.

Attachment

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT
HEALTHY! CAPITAL COUNTIES FUNDS**

WHEREAS, under Internal Revenue Service regulations (IRS Notice 2011-52), not-for-profit hospitals are required to conduct community health assessments, write health improvement plans, and partner with local health departments in this work; and

WHEREAS, Mid-Michigan hospitals and health departments, including the Ingham County Health Department (ICHHD), are conducting such a community health assessment and will write a health improvement plan; and

WHEREAS, the participating hospitals are providing financial support for this work and have established the Barry-Eaton District Health Department (BEDHD) as fiduciary for the project; and

WHEREAS, ICHHD has agreed to play the leading role in conducting the data analysis and writing for the health assessment and health improvement plan; and

WHEREAS, the project participants have agreed to reimburse ICHHD \$27,100 for the cost of this work.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts \$27,100 from BEDHD in support of the Community Health Assessment team's work on the health assessment and health improvement plan.

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 Service Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: June 2, 2015

SUBJECT: Authorization to Amend Resolution #14-517 to Distribute County Urban Redevelopment Funds

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

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

For fiscal year 2015, the ICHD, in partnership with the PWC Community Assets Alignment Grant Review Committee, chose to support the Allen Neighborhood Center (ANC) in partnership with the East Lansing Food Co-op (ELFCO) for a renovation project at ANC's Eastside location. Ingham County Board of Commissioners approved the distribution of these funds to ANC on December 9th, 2014 in Resolution #14-518. ELFCO's Board of Directors withdrew from this partnership in April 2015.

ANC submitted a revised plan with a new partner, Happendance, a 501(c)3 non-profit organization with the mission to broaden the accessibility of dance to a diverse community. The partnership between ANC and Happendance will bring high quality and affordable dance and exercise instruction to youth and adults in the Eastside neighborhood. This collaboration will enhance Happendance's programs for school aged youth, including those who attend the three public and two parochial schools located within 12 blocks of ANC, many of whom no longer enjoy school-based fitness and health education classes. The Happendance Board of Directors unanimously voted in support of partnering with ANC to create the satellite school at 1607 E. Kalamazoo Street, and the ANC Board unanimously approved the consolidation of ANC's outreach and administrative offices into the space adjacent to the new Happendance suite.

I recommend adoption of this resolution to amend Resolution #14-518 and authorize an agreement between the Ingham County Health Department and Allen Neighborhood Center to reflect ANC's new partner, Happendance.

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

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AMENDMENT TO RESOLUTION #14-518
TO DISTRIBUTE COUNTY URBAN REDEVELOPMENT FUNDS**

WHEREAS, the Ingham County Health Department (ICHHD) is responsible for implementing activities that support the County priority to “Promote Environmental Protection and Smart Growth”; and

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

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

WHEREAS, after a competitive RFP process in 2014 overseen by the Community Assets Alignment Committee of the Power of We Consortium (PWC) it is recommended that the Urban Redevelopment Funds be allocated to Allen Neighborhood Center (ANC) in the amount of \$35,000; and

WHEREAS, the original partner in ANC’s proposal withdrew and ANC submitted an updated proposal to collaborate with Happendance, a 501(c)3 non-profit organization to develop a satellite location next door to ANC’s main service center; and

WHEREAS, this collaboration will enhance Happendance’s programs for school aged youth, including those who attend the three public and two parochial schools located within 12 blocks of ANC, many of whom no longer enjoy school-based fitness and health education classes; and

WHEREAS, ICHHD in partnership with PWC, has determined that greater impact can be made with the 2015 grant funds by allocating the aforementioned amount to this organization to extend its initiatives.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract with ANC in the amount of \$35,000 to collaborate with Happendance, a 501(c)3 non-profit organization to develop a satellite location next door to ANC’s main service center.

BE IT FURTHER RESOLVED, that the contract period is June 1, 2015 through September 30, 2015.

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

Ingham County Innovation and Technology Department

Michael E. Ashton, Chief Information Officer - Email: mashton@ingham.org

To: Board of Commissioners
From: Michael E. Ashton, CIO
Date: May 14, 2015
Re: Video Wall upgrade for the Video Surveillance System

Dear Commissioners,

The Video surveillance system was upgraded in 2014. With the current software version we have the ability to implement a more robust video wall. Currently the video walls are just regular clients which are the same software they use to view cameras from a desk. The Post currently has multiple camera views displaying to remote screens. With the current setup the only way to make changes is to hook up a mouse and change it from the posts. Some of the PCs are not even in the same room as the video wall, which makes it tough to change the views since you can't see what you're doing.

With the video wall feature added, we will have the ability for command (or whomever is granted rights) to control the video wall from any Ocularis client. This will allow command to change the video walls when they have issues or needs to change what is being monitored. It will also allow them to more effectively use the cameras, they will be able to add cameras to the wall on the fly and thus eliminate needing to have cameras with empty cells on them. This will lead to fewer total cameras on the wall, which makes monitoring them more efficient.

The video wall would also be used at the Veteran Memorial Courthouse, Youth Center and other facilities as needed.

This is software licenses which would be purchased using the county's purchasing policy as there is no contract involved.

The funds for this upgraded were budgeted in the Innovation and Technology department budget in the Network Maintenance fund 636-25810-818000.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE THE PURCHASE OF AN UPGRADE TO THE SOFTWARE
FOR THE OnSSI VIDEO WALL FROM VIDCOM SOLUTIONS**

WHEREAS, the Innovation and Technology Department upgraded the OnSSI Video system from an end of life version in late 2014; and

WHEREAS, in the 2015 budget the Innovation and Technology Department budgeted to upgrade the video wall software; and

WHEREAS, the cost to upgrade is \$28,280.62 and \$30,000 was budgeted for in 2015; and

WHEREAS, VidCom Solutions is the only local vendor authorized to support and sell OnSSI software and is currently the vendor that supports 337 county cameras; and

WHEREAS, the purchase of the video wall also has 3 years of software support included.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the Innovation and Technology Department purchase from VidCom Solutions of OnSSI Video Wall software with 3 years of software support at a cost of \$28,280.62.

BE IT FURTHER RESOLVED, the video wall upgrade will be paid out of the Innovation and Technology Department Networking Maintenance Fund Account #636-25810-818000.

BE IT FURTHER RESOLVED, that the Innovation and Technology Department and Purchasing Department are hereby authorized to execute a purchase order with OnSSI for the purchase of an OnSSI Video Wall and 3 years of software maintenance.

Agenda Item 7a

To: County Services & Finance Committees
From: William Conklin, Managing Director
Department of Transportation & Roads
Date: June 1, 2015
RE: Resolution for Local Road Program Agreement with Stockbridge Township

Attached is a proposed resolution for approving an agreement with Stockbridge Township to participate in this year's local road program wherein Townships provide match funding with the Road Department to fund various projects on their respective local roads. These projects have been selected in cooperation with Stockbridge Township, project estimates totaling \$402,000 have been provided, and the Township seeks to have these projects done this year.

In 2013 the Road Department negotiated a non-refundable permit fee of \$900,500 paid by Enbridge Energy Company, Inc., in consideration for Enbridge and/or its contractors building a petroleum pipeline through Stockbridge and other Townships at that time to use certain local, spring weight restricted roads in Stockbridge and other Townships at normal legal loading. Approximately one third, or \$300,000, of this fee is related to, and thus held for use on, local roads in Stockbridge Township. Thus the Road Department and Stockbridge Township agree that \$200,000 of the above-mentioned projects should be funded with revenue from this non-refundable Enbridge permit fee held for use on local road projects in Stockbridge Township.

Stockbridge Township is willing to pay the remaining portion of the cost, which is estimated to be \$157,600 (\$402,000 estimated total project cost less \$200,000 above-mentioned Enbridge permit fee revenue, less \$44,400 in 2015 local road allocation to Stockbridge Township, as laid out in the attached resolution).

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

WHEREAS, Stockbridge Township desires that improvements be performed on the following roads in the 2015 Local Road Program:

Milner Road, Dexter Trail to Brogan Road, 3.3 miles;
Obrien Road, Parman to Chapman Roads, 1.7 miles;
Chapman Road, Heeney to Obrien Roads, 1 mile;
Main Street, Village Limit to Dexter Trail, 0.9 mile;

each to include skip-paving asphalt repair of failed areas, leveling asphalt where needed, and single course chip-seal at an estimated cost of \$402,000.00 for materials to be applied by Road Department crews; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund, \$44,400 per available 2015 local road allocation to Stockbridge Township, and to contribute labor where indicated above without additional charge to the Township; and

WHEREAS, in 2013 the Road Department negotiated a non-refundable permit fee of \$900,500 paid by Enbridge Energy Company, Inc., in consideration for Enbridge and/or its contractors building a petroleum pipeline through Stockbridge and other Townships at that time to use certain local, spring weight restricted roads in Stockbridge and other Townships at normal legal loading, with approximately one third, or \$300,000, of this fee related to, and thus held for use on, local roads in Stockbridge Township; and

WHEREAS, the Road Department and Stockbridge Township have agreed that \$200,000 of the above-mentioned Enbridge permit fee may be used on the above-listed local road projects in Stockbridge Township; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements, which is estimated to be \$157,600 (\$402,000 estimated total project cost less \$200,000 above-mentioned Enbridge permit fee revenue, less \$44,400 above mentioned 2015 local road allocation to Stockbridge Township); and

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

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by Road Department crews during the construction season of the 2015 calendar year.

BE IT FURTHER RESOLVED, for 2015, the County on behalf of the Road Department has allocated to Stockbridge Township's local roads, a maximum sum of \$22,200.00 from the County Road Fund, plus \$22,200.00 carryover from 2014 for a total available in 2015 of \$44,400.00, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute \$44,400.00 toward the cost of said improvement from the County Road Fund and \$200,000 from the above mentioned non-refundable Enbridge permit fee, and to contribute labor where indicated above without additional charge to the Township.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the final cost will be met first by the \$200,000 Enbridge permit revenue, followed by Road Department local road match funds matched by Stockbridge Township for any final costs between \$200,000 and \$288,800, followed by Township contribution.

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 Stockbridge 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.

TO: County Services and Finance Committees
FROM: Robert Peterson, Director of Engineering
Road Department
DATE: May 26, 2015
SUBJECT: Reconstruction of Kipp Road from US-127 to Dexter Trail

The Ingham County Road Department (ICRD) is to receive federal Urban STP funding and a State of Michigan, Transportation Economic Development Fund, Category A (TEDF-A) grant to reconstruct Kipp Road from US-127 to Dexter Trail. Except for \$10,200 worth of non-participating work related to salvaging excess aggregate material to ICRD, the federal STP funds serve as local match for the TEDF-A grant and the TEDF-A grant serves as local match for the federal STP funds.

Due to Congress' inability to extend 2015 federal MAP-21 funding in a timely manner, the project includes 2016 federal Urban STP funding to supplement the 2015 Urban STP funding. The 2016 funding is allocated toward the project as "advance construct", meaning that ICRD is to construct the project and be reimbursed costs not covered by the 2015 Urban STP funding when the 2016 Urban STP funding is available in fiscal year 2016, which starts October 1, 2015.

The project generally involves milling and repaving the asphalt roadway from US-127 through Eden Road and a crush and shape with asphalt overlay from Eden Road to Dexter Trail. The project also includes improvements to the Kipp Road and Eden Road intersection, installation of paved shoulders, and drainage improvements. The estimated costs for the project are as follows:

2015 Federal STP Urban Funding	\$ 721,880
2016 Federal STP Urban Funding	\$ 206,520
State of Michigan TEDF-A grant:	\$ 400,000
Road Department Match:	<u>\$ 10,200</u>
	\$1,338,600

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

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

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, the Ingham County Road Department is to receive federal Urban STP funding and a State of Michigan, Transportation Economic Development Fund, Category A (TEDF-A) grant to reconstruct Kipp Road from US-127 to Dexter Trail; and

WHEREAS, except for \$10,200 worth of non-participating work related to salvaging excess aggregate material to ICRD, the federal STP funds serve as local match for the TEDF-A grant and the TEDF-A grant serves as local match for the federal STP funds; and

WHEREAS, the project includes 2016 federal Urban STP funding to supplement the 2015 Urban STP funding. The 2016 funding is allocated toward the project as “advance construct”, meaning that ICRD is to construct the project and be reimbursed costs not covered by the 2015 Urban STP funding when the 2016 Urban STP funding is available in fiscal year 2016, which starts October 1, 2015; and

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

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

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

2015 Federal STP Urban Funding	\$ 721,880
2016 Federal STP Urban Funding	\$ 206,520
State of Michigan TEDF-A grant:	\$ 400,000
Road Department Match:	<u>\$ 10,200</u>
	\$1,338,600

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect reconstruction of Kipp Road from US-127 to Dexter Trail for a total estimated cost of \$1,338,600 consisting of \$712,880 in 2015 federal funding, \$206,520 in 2016 federal funding, \$400,000 in State of Michigan, Transportation Economic Development Fund, Category A funds, and \$10,200 in Road Department funds.

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

MEMO

Date: June 1, 2015

To: County Services & Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Recreation Passport Grant Program Grant for Trail Repair and Improvements at Hawk Island County Park and Resolution to Rescind Resolution #15-138.

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 was passed at the April 28, 2015 Board of Commissioners meeting. Upon review by the Michigan Department of Natural Resources Recreation Passport Grant Program they require a resolution that meets their state sanctioned form, and Resolution #15-138 unfortunately does not fit the criteria. I apologize for the initial request as this is our first approved grant under the Michigan Department of Natural Resources new passport grant program. The first attached resolution is to rescind Resolution #15-138.

The second resolution is to accept the project agreement as it now conforms to MDNR requirements. This revised document was reviewed by the County legal department and the Michigan DNR grant division for accuracy and confirming compliance for the grant agreement.

This resolution authorizes the acceptance of the project agreement for the Michigan Department of Natural Resources Recreation Passport Grant Program for repairs to the asphalt trail within Hawk Island County Park.

The asphalt trail at Hawk Island County Park was originally constructed in 2001, and is need of repairs. Runners, walkers, and bikers all utilize the trail system year-round. \$15,000 has been previously allocated through Ingham County Capital Improvement funds which are the required matching funds for this project of \$45,000, which will provide a total project of \$60,000. Repairs are planned for the fall of 2015.

Please do not hesitate to contact me if you have questions regarding this issue.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

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

WHEREAS, 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 was passed at the April 28, 2015 Board of Commissioners meeting; and

WHEREAS, the Michigan Department of Natural Resources (MDNR) Recreation Passport Grant Program requires a resolution that meets MDNR's sanctioned resolution form and unfortunately Resolution #15-138 does not meet the MDNR's requirements.

THEREFORE BE IT RESOLVED, that Resolution #15-138 is rescinded.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**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**

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the amount of \$45,000 to assist with the repair and replacement of portions of the asphalt trail within Hawk Island County Park; and

WHEREAS, the required matching funds of \$15,000 will come from previously appropriated County funds reserved for this purpose in Resolution #14-116.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, approves entering into a Project Agreement to accept the \$45,000 Michigan Recreation Passport Grant for trail repair at Hawk Island from the Michigan Department of Natural Resources.

BE IF FURTHER IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby accept the terms of the Agreement as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide fifteen thousand (\$15,000) dollars to match the grant authorized by the DEPARTMENT.
2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.
3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.
4. To regulate the use of the facility constructed and reserved under this agreement to assure the use thereof by the public on equal and reasonable terms.
5. To comply with any and all terms of said agreement including all terms not specifically set forth in the foregoing portions of this resolution.

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

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.

MEMO

Date: May 19, 2015

To: County Services & Finance Committees

From: Tim Morgan, Parks Director

Re: 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

On November 4, 2014, Ingham County voters passed a six-year, 0.5-mill for trails & parks. The millage will generate a projected \$3.5 million a year. An Ingham County Trails and Parks Task Force, comprised of 11 of the 14 Board of Commissioners, was established to guide the process. The Task Force voted to hire a consultant who will be tasked with developing best practices, priorities, and maintenance costs, and a draft trails plan map as well as a plan to assist the Task Force to determine the expenditure of trails and parks millage dollars.

The Purchasing Department solicited proposals from qualified and experienced firms. Seven firms both large and small submitted proposals: Mannik Smith Group, Spicer Group, C2AE, Professional Engineering Association, Edgewater Associates, DLZ, and Landscape Architects & Planners. The firms were scored by Jared Cypher-Deputy Controller, Jim Hudgins-Purchasing Director, Tim Morgan-Parks Director, and Brian Collins-Hawk Island Park Manager. The top three firms were selected as finalists and interviewed: Mannik Smith Group, Edgewater Associates, and Spicer Group. After careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Mannik Smith Group.

This resolution authorizes 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.

The following were key points from their interview with Mannik Smith Group:

- Extensive experience working in, with and for local governmental agencies.
- They are local, Lansing and their sub Michigan Trails & Greenways Alliance (MTGA) is also local, Lansing.
- They were the lowest accepted bidder \$73,514.
- Collaboration with the leader in trails advocacy Michigan Trails & Greenways Alliance (MTGA is the statewide voice for non-motorized trail users, helping people build, connect, and promote trails for a healthier and more prosperous Michigan.)
- They focused on meeting the needs of all the deliverables and scope of work from the Request for Proposal with emphasis on recommendations for spending categories and methodology for utilizing grant dollars to maximize local funding.

Please do not hesitate to contact me if you have questions regarding this issue.

MEMORANDUM

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: May 15, 2015
 SUBJECT: Professional Consulting Services for the Ingham County Trails & Parks Task Force

Project Description

Ingham County sought proposals from qualified and experienced firms for the purpose of entering into a contract with the County to provide 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.

Proposal Summary

Vendors contacted: 41 Local: 05
 Vendors responding: 07 Local: 05

Vendor Name	Local Preference	Alternate Not to Exceed Total:	Not to Exceed Total:
Mannik Smith Group	Yes, Lansing, MI		\$73,514.00
Spicer Group Inc.	Yes, Holt, MI		\$77,587.00
C2AE	Yes, Lansing		\$80,156.24
Professional Engineering Assoc., Inc.	No, Howell, MI		\$112,741.00
Edgewater Resources LLC	No, St. Joseph MI	\$75,720.00	\$52,810.00
DLZ Michigan Inc.	Yes, Lansing		\$147,587.00
Landscape Architects & Planners	Yes, Lansing, MI		\$273,693.00

Vendors Not Bidding

ROWE Professional Services Company, Flint, MI

We appreciate the opportunity to provide our qualifications for this contract; however, we are unable to submit at this time. After closely reviewing the contract scope, we feel our current workload, coupled with ROWE’s commitment to complete quality work within budget and on time, will prevent us from giving this contract the attention it deserves.

Butler Fairman and Seufert Inc., Merrillville, IN

At this time, we do not believe our current staffing and workload would allow us to perform the required services mentioned in the RFP within the four-month timeframe referenced in Section 7.0. Also, we were not able to identify a local Ingham County consultant available to partner with BF&S. We believe this type of partnership would be important in creating a viable Team for the Task Force relative to the scope of work identified in this RFP.

Lapham Associates, West Branch, MI

We appreciate your consideration of our firm for your proposed project, but at this time because of our current staffing and work load we do not believe that we would be able to provide you with the highest of quality of work that we feel is necessary for this project.

WadeTrim, Flint, MI

We appreciate the opportunity to submit a proposal to assist the Ingham County Trails and Parks Task Force. Unfortunately, we will not be submitting a proposal due to our current staff and project commitments.

SmithGroupJJR, Ann Arbor, MI

We have decided not to submit a proposal for this project. The scope of work was not entirely compatible with our services and strengths.

Recommendation:

Mannik Smith Group, a local vendor, submitted the lowest responsive and responsible proposal. The company is qualified, has extensive experience working with governmental agencies, and comes highly referred by current and past clients.

Mannik Smith Group will be subcontracting with Michigan Trails & Greenways Alliance (MTGA), who is also a local vendor, and has worked with the State of Michigan, as well as, other governmental entities throughout Michigan.

The Evaluation Committee, comprised of the Controller's Office, Purchasing and Parks Departments, recommend awarding the contract to Mannik Smith Group in an amount not to exceed \$73,514.00

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 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

WHEREAS, on November 4, 2014 Ingham County voters passed a six-year, 0.5-mill for trails & parks; and

WHEREAS, the millage will generate a projected \$3.5 million a year; and

WHEREAS, an Ingham County Trails and Parks Task Force, comprised of 11 of the 14 Board of Commissioners, has been established to guide the process; and

WHEREAS, the Task Force voted to hire a consultant who would be tasked with developing best practices, priorities, and maintenance costs, and a draft trails plan map as well as a plan to assist the Task Force to determine the expenditure of trails and parks millage dollars; and

WHEREAS, the Purchasing Department solicited proposals from qualified and experienced firms for the purpose of entering into a contract with the County to provide 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; and

WHEREAS, after careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Mannik Smith Group who submitted the most responsive and responsible proposal.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Mannik Smith Group, for a total cost not to exceed \$73,514.00 from the Trails and Parks millage fund, to provide 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.

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

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: June 9, 2015

SUBJECT: **RESOLUTION AUTHORIZING A CONTRACT WITH _____ FOR IMPROVEMENTS TO THE MOOSE EXHIBIT AT POTTER PARK ZOO**

The resolution before you authorizes a contract with _____ for improvements to the Moose Exhibit at Potter Park Zoo.

The Moose Exhibit is in need of improvements and this project has been delayed many times due to several different circumstances. When we finally got the project out for bid, the bids came in much higher than our Architectural and Engineering Consultant imagined, forcing us to renegotiate for a lower cost.

The Purchasing Department solicited a post bid addendum and _____ a registered, local vendor submitted the lowest responsive and responsible base bid in the amount of \$ _____ plus three alternates, totaling \$ _____, for a total bid amount of \$ _____. They are recommended by both the Purchasing and Facilities Departments.

The Facilities Department is requesting a contingency in the amount of \$80,000.00 for any unforeseen circumstances that may arise with these types of improvements, bringing the project cost to a not to exceed total of \$ _____.

Funds are available within the approved CIP Line Item 258-69900-977000-1210Z.

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 WITH _____ FOR IMPROVEMENTS TO THE MOOSE EXHIBIT AT POTTER PARK ZOO

WHEREAS, the Moose Exhibit is in need of improvements; and

WHEREAS, this project has been delayed many times due to several different circumstances; and

WHEREAS, when we finally got the project out for bid, the bids came in much higher than our Architectural and Engineering Consultant imagined, forcing us to renegotiate for a lower cost; and

WHEREAS, the Purchasing Department solicited a post bid addendum and _____ a registered, local vendor submitted the lowest responsive and responsible base bid in the amount of \$ _____ plus three alternates, totaling \$ _____, for a total bid amount of \$ _____; and

WHEREAS, this vendor is recommended by both the Purchasing and Facilities Departments; and

WHEREAS, a contingency of \$80,000.00 is being requested by the Facilities Department for any unforeseen circumstances that may arise with these types of improvements, bringing the project cost to a not to exceed total of \$ _____; and

WHEREAS, funds are available within the approved CIP Line Item 258-69900-977000-1210Z.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with _____ for improvements to the Moose Exhibit for a total not to exceed cost of \$ _____ which includes three alternates totaling \$ _____ and an \$80,000.00 contingency.

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

MEMORANDUM

TO: Human Services, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: June 3, 2015

SUBJECT: **RESOLUTION AWARDING A CONTRACT TO DLZ MICHIGAN, INC. TO PROVIDE ENGINEERING DESIGN SERVICES FOR THE REMOVAL AND REPLACEMENT OF TWO YOUTH CENTER (YC) BOILERS AND TWO HUMAN SERVICES (HSB) BOILERS AND THE REPLACEMENT OF TWO AIR HANDLER UNITS AT FOREST COMMUNITY HEALTH CENTER (FCHC)**

The resolution before you authorizes awarding a contract to DLZ Michigan, Inc. to provide engineering design services for the removal and replacement of two YC boilers, two HSB boilers and the replacement of two air handler units at FCHC.

The current boilers and air handlers are old and in need of replacement, they have outlived their life expectancy and repair costs are no longer cost effective; and

The Purchasing Department solicited proposals from qualified, experienced vendors and both the Purchasing and Facilities Departments agree that a contract be awarded to DLZ Michigan, Inc. who submitted the lowest not to exceed bid of \$14,000.00. They are the most qualified, having more familiarity and experience with county buildings allowing them to complete this project to Ingham County standards.

The required design services for the removal and replacement of the two YC boilers will be performed for a not to exceed cost of \$4,900.00. Funds are available in Line Item 245-66299-976000-5FC05 which has a balance of \$100,000.00.

The required design services for the removal and replacement of the two HSB boilers will be performed for a not to exceed cost of \$4,900.00. Funds are available in Line Item 631-23304-976000-5FC04 which has a balance of \$55,000.00.

The required design services for the replacement of the two FCHC air handlers will be performed for a not to exceed cost of \$4,200.00. Funds are available in Line Item 511-61553-976000-0201 which has a balance of \$1,622,022.90.

I recommend approval of this resolution.

MEMORANDUM

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: June 3, 2015

SUBJECT: Engineering design services for the improvement and/or replacement of the boilers and rooftop air conditioning units (RTU)

Project Description:

Three bids were sought for engineering design services for the improvement and/or replacement to the boilers and rooftop air conditioning units at the following buildings: Ingham County Forest Community Health Center, Human Services Building and the Youth Center.

The scope of work includes but is not limited to the identification of curable and incurable deterioration, functional obsolescence, in addition to, recommendations for cost savings, estimates for improvement or replacement, engineered drawings and specifications, pre-bid meeting attendance and site visits.

Company Name	Local Vendor	Cost
DLZ 1425 Keystone Ave., Lansing MI 48911	Yes	\$14,000.00
Matrix Consulting Engineers Inc. 1601 E. Grand River Ave., Lansing, MI 48906	Yes	\$17,900.00
MacMillian Associates 714 East Midland Street, Bay City MI 48706	No	\$23,000.00

Recommendation:

The recommendation is to award the design service contract to DLZ, a local vendor, who submitted the lowest bid in an amount not to exceed \$14,000.

For clarification this is not for replacement, renovation or construction services; therefore, the prevailing wage policy does not apply.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**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)**

WHEREAS, current boilers and air handlers are old and in need of replacement, they have outlived their life expectancy and repair costs are no longer cost effective; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors and both the Purchasing and Facilities Departments agree that a contract be awarded to DLZ Michigan, Inc. who submitted the lowest not to exceed bid of \$14,000.00; and

WHEREAS, DLZ has more familiarity and experience with county buildings allowing them to complete this project to Ingham County standards; and

WHEREAS, the required design services for the removal and replacement of the two YC boilers will be performed for a not to exceed cost of \$4,900.00, funds for said services are available in Line Item 245-66299-976000-5FC05 which has a balance of \$100,000.00; and

WHEREAS, the required design services for the removal and replacement of the two HSB boilers will be performed for a not to exceed cost of \$4,900.00, funds for said services are available in Line Item 631-23304-976000-5FC04 which has a balance of \$55,000.00; and

WHEREAS, the required design services for the replacement of the two FCHC air handlers will be performed for a not to exceed cost of \$4,200.00, funds for said services are available in Line Item 511-61553-976000-02012 which has a balance of \$1,622,022.90.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with DLZ Michigan, Inc. 1425 Keystone Avenue, Lansing, Michigan 48911 to provide engineering design services for the removal and replacement of two YC boilers, two HSB boilers and the replacement of two air handler units at FCHC for a total not to exceed cost of \$14,000.00.

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.