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FINANCE COMMITTEE
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TODD TENNIS
BRIAN McGRAIN
BRYAN CRENSHAW
SARAH ANTHONY
RANDY SCHAFER
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, APRIL 6, 2016 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [March 16, 2016 Minutes](#)

Additions to the Agenda

Limited Public Comment

1. Treasurer's Office
 - a. Resolution Authorizing [2016 Administrative Fund](#)
 - b. [2016 Borrowing Resolution](#) (2015 Delinquent Taxes)

2. Sheriff's Office
 - a. Resolution Authorizing Participation with the Meridian Township Police Department [Highway Safety Grant](#)
 - b. Resolution Authorizing Participation with the Meridian Township Police Department [Youth Alcohol Enforcement Grant](#)

3. Animal Control
 - a. Resolution to [Cancel the "On Call" Letter](#) of Understanding with the United Auto Workers
 - b. Resolution to [Adopt the "On Call" Letter](#) of Understanding with Capital City Labor Program
 - c. Resolution to Create Two [Lead Worker](#) Positions

4. Health Department
 - a. Resolution to Authorize an Extension to the Agreement with Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH-CEI) for a [Mental Health Therapist](#)
 - b. Resolution to Amend the Agreement with St. Vincent Catholic Charities (STVCC) for [Interpreter Services](#)
 - c. Resolution to Authorize a Contract with Iron Mountain Inc. for the Transport, Storage and Retrieval of [Files](#)
 - d. Resolution to Authorize an [Infectious Disease Physician](#) Agreement with the College of Osteopathic Medicine at Michigan State University
 - e. Resolution to Authorize [Amendment #3](#) to the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health

5. Parks Department
 - a. Resolution Authorizing Ingham County to Enter into a Contract with Spicer Group, Inc. for Professional Consulting Services to Assist the Ingham County Parks Department and Park Commission in Assembling the [2017-2021 Master Plan](#)
 - b. Resolution Authorizing the Funding for the Purchase of a Versymmetric Plus 2 Lift - [Vehicle Hoist](#) System at Hawk Island County Park

6. Equalization/Tax Mapping
 - a. Resolution Approving Entering into a Grant with the Michigan Department of Licensing and Regulatory Affairs and Appointing Douglas A. Stover as County [Grant Administrator](#) for the 2016 Remonumentation Project
 - b. Resolution to Contract with Ronnie M. Lester as [County Representative](#) for the Ingham County Monumentation and Remonumentation Project in 2016
 - c. Resolution to Contract with Bumstead Land Surveys, Enger Surveying and Engineering, Geodetic Design, Inc., David R. Lohr Surveying, Co., Reynolds Heritage Land Surveying and Mapping and Wolverine Engineers & Surveyors, P.C., as [Project Surveyors](#) for the 2016 Ingham County Remonumentation Project
 - d. Resolution to Contract with and Appoint Anthony Bumstead, David Clifford, Ronald Enger, Gilbert Barish, David Van Denberghe, David Lohr, Brian Reynolds and Greg Vaughn, as [Peer Review Group](#) Members for the 2016 Ingham County Remonumentation Project

7. Road Department
 - a. Resolution to Retain As-Needed [Construction Inspection and Supervision Services](#) with Tetra Tech of Michigan, P.C. and NTH Consultants, Ltd
 - b. Resolution to Retain As-Needed [Material Testing Services](#) with Soil and Materials Engineers, Inc. (SME) and Professional Service Industries, Inc. (PSI)
 - c. Resolution Authorizing the Purchase of 2016 Seasonal Requirement of [Asphalt Emulsions](#) for the Road Department
 - d. Resolution to Authorize a [Bridge Design](#) Professional Engineering Services Contract with DLZ Michigan, Inc.
 - e. Resolution to Authorize a [Bridge Design](#) Professional Engineering Services Contract with Great Lakes Engineering Group, LLC
 - f. Resolution Authorizing the Purchase of 2016 Seasonal Requirements of Smooth-Lined Corrugated Polyethylene Pipe & Helically Corrugated Steel [Pipe](#) for the Road Department
 - g. Resolution Authorizing the Extension of a Contract for [Gravel Road Dust Control](#) Service for the Road Department

8. Controller/Administrator's Office - Resolution Authorizing [Adjustments](#) to the 2016 Ingham County Budget

9. Board Referral - Letter from the City of Lansing Regarding a Notice of Public Hearing for the Approval of [Brownfield Plan #65](#)

Announcements
Public Comment
Adjournment

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

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

FINANCE COMMITTEE
March 16, 2016
Draft Minutes

Members Present: Bahar-Cook, Crenshaw, McGrain, Schafer, and Tennis

Members Absent: Anthony and Case-Naeyaert

Others Present: Clerk Barb Byrum, Register of Deeds Derrick Quinney, Commissioner Banas, Tim Dolehanty, Teri Morton, Jared Cypher, Jen Schuster, Tim Morgan, Rick Terrill, Travis Parsons, Bill Conklin, Ryan Sebolt, Mike Unsworth, Ralph Monsma, Curt Smith, Henry Rojas, and others

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

Approval of the March 2, 2016 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE MARCH 2, 2016 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Case-Naeyaert.

Additions to Agenda

Substitutes –

5. Parks Department

- e. Resolution Authorizing Ingham County Parks Department to Apply for a Recreation Passport Program Grant for Accessibility Upgrades at Overlook Picnic Area at Burchfield County Park
- g. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Department of Natural Resources Land and Water Conservation Fund Federal Grant
- h. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Natural Resources Trust Fund Grant
- i. Resolution Approving 8% of the Trails and Parks Millage Collected for FY 2015 and FY 2016 Be Allocated to the Ingham County Parks Department to Fund CIP Projects
- j. Resolution Directing Staff to Develop a Job Description for a Staff Person Who Would Specifically Work on the Trails and Parks Millage
- k. Resolution Declaring That All 84 Segments of Existing Asphalt Trails Identified Within the Mannik & Smith Trails and Parks Comprehensive Report in Table #3 with a Pavement Surface Evaluation and Rating System (PASER) Rating Between 1-7 Are Eligible for Millage Funds Effective April 1, 2016

- l. Resolution Declaring All Bridges Identified within the Mannik & Smith Trails and Parks Comprehensive Report in Table #7, with Priority Given to Those Bridges with a Need for Total Replacement (12 in Total), Are Eligible for Millage Funds Effective April 1, 2016 Through June 1, 2016
- m. Resolution Declaring That a Second Round of Applications for the Trails and Parks Millage Funds Will Be Taken Beginning October 1, 2016
- n. Resolution to Adopt the Ingham County Trails and Parks Comprehensive Report from Mannik & Smith

Late-

9. Board Referrals
 - a. Resolution to Adopt an Intern/Volunteer Driving and Records Policy, Procedure and Rules

Pulled –

5. Parks Department
 - f. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Recreation Passport Program Grant

Limited Public Comment

Ralph Monsma, Parks Commission, addressed the committee regarding the integrity of the funding process for the millage.

Mike Unsworth, Tri-County Bicycle Association, addressed the committee regarding the planned approval of Trails and Parks related resolutions.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. Sheriff's Office
 - a. Resolution to Allow the Ingham County Sheriff's Office to Enter into a 2016 Contract with Advanced Public Safety Company for the Sheriff's Office and 55th District Court Electronic Ticket Writing Annual Maintenance Fees
 - b. Resolution to Enter into a Contract with Trittech Software Systems to Purchase an Evidence Room Barcoding System
 - c. Resolution to Allow the Ingham County Sheriff's Office to Accept from the Holt VFW Organization 100 Child ID Kits to Use in the Delhi Office Community Policing Program
3. Facilities Department - Resolution Authorizing a Contract with Laux Construction for Security Enhancements in the Register of Deeds Office

4. Financial Services - Resolution to Authorize the Purchase of the Contracts Module for the Munis Accounting Software System
5. Parks Department
 - a. Resolution to Amend the Ingham County Parks and Recreation 2012-2016 Master Plan
 - b. Resolution Continuing an Agreement with the City of Lansing for the Maintenance and Operation of Soldan Dog Park and the Non-Motorized Pathway Through Scott Woods Park
 - c. Resolution to Rescind Resolution #14-426 Accepting a Grant of Easement Over Property Owned by the City of Lansing and Located in the City of Lansing
 - d. Resolution Authorizing a License Agreement for the Property Owned by the City of Lansing and Located in the City of Lansing
 - e. Resolution Authorizing Ingham County Parks Department to Apply for a Recreation Passport Program Grant for Accessibility Upgrades at Overlook Picnic Area at Burchfield County Park
 - g. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Department of Natural Resources Land and Water Conservation Fund Federal Grant
 - h. Resolution Authorizing Ingham County Parks Department to Apply for a Michigan Natural Resources Trust Fund Grant
6. Road Department
 - a. Resolution to Approve Proposed 2016 Ingham County Bridge Funding Applications for Submission to the Local Bridge Program Manager
 - b. Resolution Authorizing the Purchase of 2016 Seasonal Requirement of Bituminous Surface Mixture for the Ingham County Road Department
 - c. Resolution Authorizing the Purchase of 2016 Seasonal Requirement of 29A Aggregate for the Ingham County Road Department
7. 55th District Court - Resolution Approving the Appointment of James B. Pahl Attorney Magistrate of the 55th District Court
8. Health Department
 - a. Resolution to Authorize Entering into an Agreement with Avatar for Patient Satisfaction Surveys
 - b. Resolution to Authorize an Administrative Services Agreement with Blue Cross Blue Shield for Services at the Ingham County Jail
 - c. Resolution to Update Authorized Signers on Forms 855A and 855B

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Case-Naeyaert.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Case-Naeyaert.

2. Ingham County Clerk - Resolution to Modify the County Clerk's 2016 Budget to Include an Additional Deputy County Clerk Position Number 15-212 UAW E

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION TO MODIFY THE COUNTY CLERK'S 2016 BUDGET TO INCLUDE AN ADDITIONAL DEPUTY COUNTY CLERK POSITION NUMBER 15-212 UAW E.

Clerk Barb Byrum addressed the committee regarding the need for an additional deputy clerk.

Commissioner McGrain asked what made the Clerk's office different from other departments experiencing a staff shortfall.

Clerk Byrum answered that she had taken on more of her constitutional and statutory responsibilities. She stated that since it was the year of the presidential election, her office was in desperate need of more staff.

Commissioner McGrain relayed a firsthand experience of prompt service at the Lansing office. He asked if the position would carry on past the presidential election.

Clerk Byrum stated that she wanted the employee to last further than the presidential election. She further stated that due to her staff shortage, it was difficult to manage the office when a deputy clerk went on vacation.

There was a discussion regarding data provided with the resolution.

Commissioner Tennis relayed a firsthand experience of slow service at the Lansing office. He stated that he would support the request.

There was a discussion regarding a previous part-time deputy clerk position.

Commissioner Crenshaw asked where within the Clerk's budget the funds would come to fund the position.

Clerk Byrum answered that a lot of the office's election expenses would be reimbursed by the state and school districts.

Commissioner Crenshaw asked if there was a ballpark for how much would be reimbursed.

Clerk Byrum answered no. She stated that the state would reimburse for temporary but not regular employees.

Chairperson Bahar-Cook stated that the County was running a deficit of around \$2,000,000. She further stated that she did not want to make decisions about weighing staff hirings among different departments. She stated that the request should come through the budget process for 2017 and that Ingham County had always been the largest county in the area.

Clerk Byrum stated that Hayes Green Beach had started sending their births to Ingham Medical.

Commissioner Schafer stated that it was dangerous to go outside the Controller's recommendation and that it was important that staff requests go through the budget process.

Commissioner Banas stated that staff was lacking in many departments and that she was sympathetic.

THE MOTION FAILED TO PASS. **Yeas:** Tennis **Nays:** Bahar-Cook, McGrain, Crenshaw, and Schafer **Absent:** Anthony and Case-Naeyaert

5. Parks Department

- i. Resolution Approving 8% of the Trails and Parks Millage Collected for FY 2015 and FY 2016 Be Allocated to the Ingham County Parks Department to Fund CIP Projects

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION APPROVING 8% OF THE TRAILS AND PARKS MILLAGE COLLECTED FOR FY 2015 AND FY 2016 BE ALLOCATED TO THE INGHAM COUNTY PARKS DEPARTMENT TO FUND CIP PROJECTS.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Case-Naeyaert.

- j. Resolution Directing Staff to Develop a Job Description for a Staff Person Who Would Specifically Work on the Trails and Parks Millage

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION DIRECTING STAFF TO DEVELOP A JOB DESCRIPTION FOR A STAFF PERSON WHO WOULD SPECIFICALLY WORK ON THE TRAILS AND PARKS MILLAGE.

Commissioner Crenshaw asked if it was legal to hire a staff person funded through the millage.

Tim Morgan answered that legal counsel was consulted and that they answered it was something that could be done.

Commissioner Crenshaw asked if the position would go away if the millage was not renewed.

Jared Cypher answered yes.

Commissioner Schafer stated that he did not support the millage, and that he would vote no. He expressed amazement at the disrepair of bridges built thirty years ago.

Commissioner Banas stated that standards were adopted for new development and repair in the report. She further stated that requirements for maintenance were written into the application.

There was a discussion regarding the standards of maintenance.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Case-Naeyaert.

- k. Resolution Declaring That All 84 Segments of Existing Asphalt Trails Identified Within the Mannik & Smith Trails and Parks Comprehensive Report in Table #3 with a Pavement Surface Evaluation and Rating System (PASER) Rating Between 1-7 Are Eligible for Millage Funds Effective April 1, 2016

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION DECLARING THAT ALL 84 SEGMENTS OF EXISTING ASPHALT TRAILS IDENTIFIED WITHIN THE MANNIK & SMITH TRAILS AND PARKS COMPREHENSIVE REPORT IN TABLE #3 WITH A PAVEMENT SURFACE EVALUATION AND RATING SYSTEM (PASER) RATING BETWEEN 1-7 ARE ELIGIBLE FOR MILLAGE FUNDS EFFECTIVE APRIL 1, 2016.

Mr. Morgan expressed worry over municipalities rushing to file their applications. He recommended putting in a window so that municipalities did not feel pressured to submit their applications at 8:00 a.m. on April 1, 2016.

Jared Cypher, Deputy Controller, expressed worry over municipalities rushing to complete their applications and submitting incomplete forms.

Mr. Morgan suggested a month long window for application submission.

There was a discussion regarding amending the resolution to include a submission window.

Commissioner Tennis asked what the estimated cost for repairs with a PASER rating of 1-7 was.

Barry Bushman, Mannick & Smith, stated that there could be lots of cost variation depending on the trail.

Commissioner Tennis expressed amazement at the amount of projects with a PASER rating over 7. He further stated that it should be assumed that all the projects could be funded because of how much money would be saved by not funding projects with a PASER rating of over 7.

Commissioner Banas stated that the intent of the resolution was to put money towards the most serious trails. She further stated that if there were more funds available, another round could be opened up. She stated that she wanted to have a cushion in case the bridges came in over budget.

There was a discussion regarding the potential cost of the repairs.

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MCGRAIN, TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT FURTHER RESOLVED, that all 84 segments of existing asphalt trails identified within the Mannik & Smith Trails and Parks Comprehensive Report in table #3 with a

Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 are eligible to **apply** for millage funds effective April 1, 2016 to **April 29, 2016** ~~with the application period remaining open until funds approved~~ through this resolution are allocated to specific projects by the Board of Commissioners with the total amount not to exceed \$1,000,000 ~~with applications to be considered in the order received.~~

There was a discussion regarding a recommendation to include ASHTO standards in the application.

Mr. Cypher stated that if the recommendation was in the report, it would have to be answered in the application.

Commissioner Crenshaw asked if the application would be approved with the current resolution.

Chairperson Bahar-Cook answered no.

THE MOTION TO AMEND CARRIED. Absent: Commissioners Anthony and Case-Naeyaert.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Case-Naeyaert.

1. Resolution Declaring All Bridges Identified within the Mannik & Smith Trails and Parks Comprehensive Report in Table #7, with Priority Given to Those Bridges with a Need for Total Replacement (12 in Total), Are Eligible for Millage Funds Effective April 1, 2016 Through June 1, 2016

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION DECLARING ALL BRIDGES IDENTIFIED WITHIN THE MANNIK & SMITH TRAILS AND PARKS COMPREHENSIVE REPORT IN TABLE #7, WITH PRIORITY GIVEN TO THOSE BRIDGES WITH A NEED FOR TOTAL REPLACEMENT (12 IN TOTAL), ARE ELIGIBLE FOR MILLAGE FUNDS EFFECTIVE APRIL 1, 2016 THROUGH JUNE 1, 2016.

Commissioner Tennis asked which replacement items were being considered.

Mr. Morgan reviewed the bridges listed for total replacement in the comprehensive report.

There was a discussion regarding the terms of reimbursement.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Case-Naeyaert.

- m. Resolution Declaring That a Second Round of Applications for the Trails and Parks Millage Funds Will Be Taken Beginning October 1, 2016

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION DECLARING THAT A SECOND ROUND OF APPLICATIONS FOR THE TRAILS AND PARKS MILLAGE FUNDS WILL BE TAKEN BEGINNING OCTOBER 1, 2016.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW, TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT RESOLVED, that a second round of applications will be taken beginning October 1, 2016 that will address new construction ~~with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.~~ Application forms will be reviewed and approved by the Board of Commissioners prior to the second round.

There was discussion regarding further changes to the resolution.

The motion was amended as follows:

WHEREAS, the Ingham County Board of Commissioners supports projects that advance the goal of a regional non-motorized network and connections for Ingham County,

THEREFORE BE IT RESOLVED, that a second round of applications will be taken beginning October 1, 2016 ~~that will address new construction with priority given to those projects that advance the goal of a regional non-motorized network and connections for Ingham County as identified as regional priority corridors in figure 24 of the Mannik & Smith Trails and Parks Comprehensive Report, and special projects (including blue ways) as well as repairs, rehabilitation, and long-term maintenance projects.~~ Application forms will be reviewed and approved by the Board of Commissioners prior to the second round.

THE MOTION TO AMEND CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Case-Naeyaert.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Case-Naeyaert.

- n. Resolution to Adopt the Ingham County Trails and Parks Comprehensive Report from Mannik & Smith

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION TO ADOPT THE INGHAM COUNTY TRAILS AND PARKS COMPREHENSIVE REPORT FROM MANNIK & SMITH.

There was a discussion regarding language and edits to the application.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW TO AMEND THE MOTION AS FOLLOWS:

BE IT FURTHER RESOLVED, that the application should be altered to include ASHTO requirements in question 3, and if any special circumstance requires deviation from ASHTO standards, they need to be stated.

THE MOTION TO AMEND CARRIED. Absent: Commissioners Anthony and Case-Naeyaert.

There was a discussion regarding reimbursement stipulations.

MOVED BY CRENSHAW, SUPPORTED BY COMM. SCHAFFER, TO AMEND THE RESOLUTION AS FOLLOWS:

THEREFORE BE IT FURTHER RESOLVED, that individual projects will be reimbursed based on actual expenses, in phases, to be defined in each individual contract.

THE MOTION TO AMEND CARRIED. Absent: Commissioners Anthony and Case-Naeyaert.

THE MOTION, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Case-Naeyaert.

9. Board Referrals

- a. Resolution to Adopt an Intern/Volunteer Driving and Records Policy, Procedure and Rules

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO ADOPT AN INTERN/VOLUNTEER DRIVING AND RECORDS POLICY, PROCEDURE AND RULES.

Travis Parsons, Human Resources Director, addressed the committee regarding the Resolution to Adopt an Intern/Volunteer Driving and Records Policy, Procedure and Rules.

There was a discussion regarding the policy.

Commissioner Tennis suggested adding language to add a conviction limit within the past five years.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHAFFER, TO AMEND THE POLICY AS FOLLOWS:

5. No Driver may have been convicted **within the last 5 years** or have a pending charge for any form of operating a....

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Case-Naeyaert.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 8:09 p.m.

**APRIL 6, 2016 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

- 1a. Treasurer's Office – Resolution Authorizing 2016 Administrative Fund
- 1b. Treasurer's Office – 2016 Borrowing Resolution (2015 Delinquent Taxes)

These resolutions will authorize the borrowing of funds in order to pay local taxing units within the County their shares of delinquent property taxes in anticipation of the collection of those taxes by the Treasurer. They will also authorize the establishment of a revolving fund for this purpose. This process is approved annually by the Board of Commissioners.

- 2a. Sheriff's Office – Resolution Authorizing Participation with the Meridian Township Police Department Highway Safety Grant

This resolution authorizes the Ingham County Sheriff's Office to participate with the Meridian Township Police Department in the Traffic Enforcement grant for an amount up to \$63,992.00 for the time period of October 1, 2015 through September 30, 2016. This is a long time grant that Ingham County has participated in whereby increased traffic enforcement patrols are conducted to decrease the number of drunk driving violations and seatbelt violations within Ingham County. Meridian Township is serving as the fiduciary again this year. The County will be reimbursed up to \$63,992.00 in overtime costs through this grant and the budget will be increased accordingly. (See attached memo for details)

- 2b. Sheriff's Office – Resolution Authorizing Participation with the Meridian Township Police Department Youth Alcohol Enforcement Grant

This resolution authorizes the Ingham County Sheriff's Office to participate with the Meridian Township Police Department in the Youth Alcohol Enforcement grant for an amount up to \$24,999.00 for the time period of October 1, 2015 through September 30, 2016. This grant is to increase law enforcement action to decrease consumption of alcohol by minors and to increase compliance with Ingham County's liquor licensees by conducting compliance checks at licensed establishments throughout Ingham County. Meridian Township is serving as the fiduciary agent for this grant. The County will be reimbursed up to \$24,999.00 in overtime costs through this grant and the budget will be increased accordingly. (See attached memo for details)

- 3a. Animal Control – Resolution to Cancel the "On Call" Letter of Understanding with the United Auto Workers

This resolution authorizes dissolution of the current Letter of Understanding (LOU) with Animal Control UAW employees to carry an "on call" phone for the purposes of authorizing foster volunteers to take foster animals to private veterinarians in the event of a medical emergency when Ingham County Animal Control (ICAC) staff is not available to treat the animal and to respond to after-hours alarms at the shelter.

The ICAC UAW employees initiated this change from current practice. Management then talked to Capital City Labor Program (CCLP) employees, the majority of whom were willing to take on this responsibility as long as there is the ability to opt out. CCLP leadership agrees that having their members staff the on call phone would be appropriate and indicated they are willing to enter into an LOU on this subject with the same terms as the UAW's agreement.

3b. Animal Control – Resolution to Adopt the “On Call” Letter of Understanding with Capital City Labor Program

This resolution authorizes a new Letter of Understanding (LOU) with Animal Control Capital City Labor Program (CCLP) employees to carry an “on call” phone for the purposes of authorizing foster volunteers to take foster animals to private veterinarians in the event of a medical emergency when Ingham County Animal Control (ICAC) staff is not available to treat the animal and to respond to after-hours alarms at the shelter. The terms are identical to the UAW LOU and funds are contained within the current budget. Animal Control employees on Standby/On-Call for each week shall be paid for Standby/On-Call time at the rate of \$20.00 for each weekday and \$25.00 for each weekend day, for a maximum weekly total of \$150.00. Employees on the Standby/On-Call lists shall also be entitled to a minimum of 3 hours pay, if called in to work. This shall be in addition to Standby/On-Call pay.

3c. Animal Control – Resolution to Create Two Lead Worker Positions

This resolution authorizes reorganization within the Animal Control Department which creates two lead worker positions for the animal care and animal control officer groups. This proposed reorganization originated as a recommendation from the National Animal Care and Control Association (NACCA) in their 2015 study of Ingham County Animal Control (ICAC) operations. It was noted of the three functional divisions at the Department, clerical staff, animal care and animal control officers (ACO) only the clerical staff had a lead worker. ICAC management agrees with this recommendation and is now proposing this reorganization as presented.

With assistance from the County Human Resources Department, ICAC has created job descriptions for a lead worker in the animal care division and a lead ACO. These positions were reviewed by and discussed with relevant ICAC staff and leadership of the Capital City Labor Program (CCLP). Staff and the CCLP agree with ICAC management regarding proposed scope of work and corresponding increase in wages for each lead position. The lead worker in the animal care division is to be paid a stipend of \$3,200 annually in addition to regular wages and a lead ACO position to be paid a stipend of \$3,700 annually in addition to regular wages. For the remainder of 2016, a budget adjustment, if necessary, would be done through a future county-wide quarterly adjustment. (See attached communications and attachments)

4a. Health Department – Resolution to Authorize an Extension to the Agreement with Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH-CEI) for a Mental Health Therapist

This resolution authorizes an extension to the agreement between Ingham County Health Department (ICHHD) and Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH-CEI) for a 1.0 FTE Mental Health Therapist for the term of February 1, 2016 through January 31, 2017, in an amount not to exceed \$80,000.

4b. *Health Department – Resolution to Amend the Agreement with St. Vincent Catholic Charities (STVCC) for Interpreter Services*

This resolution authorizes an agreement between Ingham County and STVCC for May 1, 2016 through January 31, 2017 at a prorated amount of \$30,000. Following this term, the agreement will automatically renew on an annual basis for the amount of \$40,000 per year with a term of February 1st through January 31st of each year, contingent upon funding. This resolution also authorizes an extension of the existing agreement between Ingham County and STVCC for the period of February 1, 2016 through February 29, 2016 at a prorated amount of \$3,333.

4c. *Health Department – Resolution to Authorize a Contract with Iron Mountain Inc. for the Transport, Storage and Retrieval of Files*

This resolution authorizes a contract with Iron Mountain, Inc. for the transport, storage, and retrieval of files. The proposed fees by Iron Mountain, Inc. include \$0.20 per cubic foot, \$3.06 per file for retrieval, \$3.06 per file for re-file and a \$25.12 administrative fee per month. The Ingham County Health Department would like to contract with Iron Mountain Inc. to provide transport, storage and retrieval of files. The cost of these services are not to exceed \$20,000 which will include monthly storage fees, administrative fees and file retrieval and re-file fees for a one year. The cost for the storage of documents is included in the FY 16 Ingham County Health Department budget.

4d. *Health Department – Resolution to Authorize an Infectious Disease Physician Agreement with the College of Osteopathic Medicine at Michigan State University*

This resolution authorizes a renewal of the agreement between Ingham County Health Department (ICHHD) and Michigan State University College of Osteopathic Medicine (MSU COM) for 0.4 FTE infectious disease physician services. The Infectious Disease Physician Services Agreement will be renewed at a 2% annual increase, for the amount of \$93,693 in Year 1 (January 1, 2016 through December 31, 2016), in the amount of \$95,566 in Year 2 (January 1, 2017 through December 31, 2017) and in the amount of \$97,477 in Year 3 (January 1, 2018 through December 31, 2018).

4e. *Health Department – Resolution to Authorize Amendment #3 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health*

This resolution authorizes Amendment #3 of the 2015-2016 Comprehensive Agreement between Ingham County Health Department (ICHHD) and the Michigan Department of Health and Human Services (MDHHS). This amendment will increase the budget for Comprehensive Local Health Services from \$5,029,541 to \$5,209,376, an increase of \$179,835. The amendment makes the following specific changes in the budget:

1. Local Agency Vendor Compliance Pilot (WIC) \$36,000 - new funding
2. Well-Integrated Screening & Evaluation for Women across the Nation (WISEWOMAN) \$20,100 - new funding
3. TB Control increase of \$2,200 from \$12,513 to \$14,713
4. HIV Prevention increase of \$20,000 from \$160,943 to \$180,943
5. Breast & Cervical Cancer Control Program (BCCCP) Coordination increase of \$67,500 from \$161,875 to \$229,375
6. Public Health Emergency Preparedness Ebola Virus Disease Phase II increase of \$19,975 from \$39,485 to \$59,820
7. Immunization Billing Practice Infrastructure Enhancement increase of \$14,060 from \$4,000 to \$18,060.

The resolution includes authorization of contracts for McDonald Broadcasting and Adams Outdoor Advertising, not to exceed \$5,900 for the BCCCP Coordination and WISEWOMAN program; authorization of contracts currently in existence with Genesee County Health Department Breast and Cervical Cancer Control Program (BCCCP) providers; and a full-time temporary Community Health Worker and two part-time temporary BCCCP Nurse positions to provide the services required for the BCCCP Coordination program. These positions are for the duration of the agreement (September 30, 2016).

5a. *Parks Department – Resolution Authorizing Ingham County to Enter into a Contract with Spicer Group, Inc. for Professional Consulting Services to Assist the Ingham County Parks Department and Park Commission in Assembling the 2017-2021 Master Plan*

The Ingham County Parks and Recreation Commission recently identified a need to update the Ingham County Parks Master Plan to provide direction for Park operations and improvements. A Request for Proposals (RFP) was issued to invite bids from qualified vendors to develop the 2017-2021 Master Plan. Seven potential vendors responded to the RFP, and after careful review and evaluation, the Evaluation Committee recommended that a contract be awarded to Spicer Group, Inc. in an amount not to exceed \$23,700.

5b. *Parks Department – Resolution Authorizing the Funding for the Purchase of a Versymmetric Plus 2 Lift – Vehicle Hoist System at Hawk Island County Park*

Three quotes were received to replace the existing vehicle hoist capable of lifting a ¾ ton truck. A professional inspection recently determined the current hoist to be unsafe, it is tagged and locked and cannot be used. Although not the lowest bid, Leak Petroleum Equipment is the only vendor that provided a quote for a Versymmetric Plus 2 lift. The Parks Department recommends awarding the purchase order to Leak Petroleum Equipment Inc. in an amount not to exceed \$6,023.20.

6a. *Equalization/Tax Mapping Department – Resolution Approving Entering into a Grant with the Michigan Department of Licensing and Regulatory Affairs and Appointing Douglas A. Stover as County Grant Administrator for the 2016 Remonumentation Project*

A grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs, for the sole purpose of receiving funds to implement Ingham County's Monumentation and Remonumentation Plan. The Ingham County Remonumentation Committee consulted with and took into account the preferences and needs of local units of government, the Ingham County Road Department, local surveyors, and area real estate developers in choosing areas in which to work. The proposed resolution would approve entering into an agreement with the Michigan Department of Licensing and Regulatory Affairs for the purpose of receiving \$103,370 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2016, and to appoint Equalization Director Douglas A. Stover as Grant Administrator, as required by statute (MCL 54.269a). The grant amount represents a decrease of \$15,916 (15.3%) from 2015.

6b. *Equalization/Tax Mapping Department – Resolution to Contract with Ronnie M. Lester as County Representative for the Ingham County Monumentation and Remonumentation Project in 2016*

Michigan statute (MCL 54.269a) requires appointment of the County Surveyor as County Representative for Monumentation and Remonumentation Projects. The Ingham County Remonumentation Committee recommends approval of a contract with Ronnie M. Lester, P.S., to fulfill this obligation. The contract would take effect upon approval of the 2016 Grant Application by the State.

6c. Equalization/Tax Mapping Department – Resolution to Contract with Bumstead Land Surveys, Enger Surveying and Engineering, Geodetic Design, Inc., David R. Lohr Surveying, Co., Reynolds Heritage Land Surveying and Mapping and Wolverine Engineers & Surveyors, P.C., as Project Surveyors for the 2016 Ingham County Remonumentation Project

Michigan statute (MCL 54.270) requires that any monumentation or remonumentation work be performed under a negotiated contract. The Ingham County Remonumentation Committee recommends approval of contracts for services of County Project Surveyors as follows:

Bumstead Land Surveys	\$ 11,500
Enger Surveying and Engineering	\$ 11,500
Geodetic Design, Inc.....	\$ 11,500
David R. Lohr Surveying, Co.	\$ 11,500
Reynolds Heritage Land Surveying and Mapping.....	\$ 11,500
Wolverine Engineering and Surveyors, Inc.	\$ 11,500

Funding for these survey and remonumentation contracts was authorized in the 2016 budget.

6d. Equalization/Tax Mapping Department – Resolution to Contract with and Appoint Anthony Bumstead, David Clifford, Ronald Enger, Gilbert Barish, David Van Denberghe, David Lohr, Brian Reynolds and Greg Vaughn, as Peer Review Group Members for the 2016 Ingham County Remonumentation Project

Michigan statute (MCL 54.269b) requires that the county board of commissioners appoint a county peer review group to act as a panel of surveyors. The purpose of this group is to review and provide advice on original public land survey corners or protracted public land survey corners presented by surveyors. Such review and advice must be sought before the County accepts the original public land survey corners or protracted public land survey corners for filing under the County plan. The proposed resolution names eight qualified individuals to fulfill this role, with terms expiring on December 31, 2016.

7a. Road Department – Resolution to Retain As-Needed Construction Inspection and Supervision Services with Tetra Tech of Michigan, P.C. and NTH Consultants, Ltd

The Road Department relies on engineering consultants to perform certain required inspections and supervision of construction sites. Inspection and supervision services include field or office construction technician services normally associated with the inspection and supervision of federal-aid road and/or bridge construction projects. The Road Department recommends that Tetra Tech of Michigan, P.C., and NTH Consultants, Ltd. be retained to provide as-needed construction inspection and supervision services at prices quoted to the Purchasing Department.

7b. Road Department – Resolution to Retain As-Needed Material Testing Services with Soil and Materials Engineers, Inc. (SME) and Professional Service Industries, Inc. (PSI)

The Road Department relies on engineering consultants to perform required material testing. Testing services associated with road and/or bridge construction projects are performed both on-site and in-plant. The Road Department recommends that Soil and Materials Engineers, Inc. and Professional Service Industries, Inc. be retained to provide as-needed testing services at prices quoted to the Purchasing Department.

7c. *Road Department – Resolution Authorizing the Purchase of 2016 Seasonal Requirement of Asphalt Emulsions for the Road Department*

The Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program. The Department recommends that the Board accept a bid and authorize purchase of HFRS 2-M, SS-1H and AE-90 asphalt emulsion on an as-needed, unit price basis from Michigan Paving and Materials Inc. and Asphalt Materials Inc. Funding for this purchase was included in the 2016 Road Department Budget.

7d. *Road Department – Resolution to Authorize a Bridge Design Professional Engineering Services Contract with DLZ Michigan, Inc.*

The Road Department received funds from the 2017 Local Bridge Program to replace the Columbia Road Bridge over the Grand River. The existing structure has deteriorated and needs to be replaced. The Purchasing Department solicited proposals from Michigan Department of Transportation (MDOT) pre-qualified design consultants to provide professional engineering services for bridge replacement. Based on the review, the Road Department recommends that DLZ Michigan, Inc. be retained to provide bridge design services at a cost of \$71,626.57. The DLZ proposal is recommended in favor of four lower cost proposals because the DLZ proposal fully addresses and accounts for costs of providing bridge design alternatives required by the RFP.

7e. *Road Department – Resolution to Authorize a Bridge Design Professional Engineering Services Contract with Great Lakes Engineering Group, LLC*

The Road Department received funds from the 2017 Local Bridge Program to replace the Zimmer Road Bridge over Deer Creek. The existing structure has deteriorated and needs to be replaced. The Purchasing Department solicited proposals from Michigan Department of Transportation (MDOT) pre-qualified design consultants to provide professional engineering services for bridge replacement. Based on the review, the Road Department recommends that Great Lakes Engineering Group, LLC be retained to provide bridge design services at a cost of \$27,974.

7f. *Road Department – Resolution Authorizing the Purchase of 2016 Seasonal Requirements of Smooth-Lined Corrugated Polyethylene Pipe & Helically Corrugated Steel Pipe for the Road Department*

The Road Department annually purchases approximately 3,500 lineal feet of smooth-lined corrugated polyethylene pipe and helically corrugated steel pipe—both galvanized and aluminized coated, for use as road drainage culverts and piping. Upon review of various proposals submitted in response to a County-issued RFP, the Road Department proposes a resolution to accept bids, and authorize the purchase on an as-needed basis, from Advanced Drainage Systems and from Contech Engineered Solutions, LLC.

7g. *Road Department – Resolution Authorizing the Extension of a Contract for Gravel Road Dust Control Service for the Road Department*

The Road Department uses a service to provide, deliver and/or apply approximately 250,000 gallons of calcium chloride solution for dust control each year on 81 miles of gravel county roads during the dry months of the year. Upon review of various proposals submitted in response to a County-issued RFP, the Road and Purchasing Departments recommend awarding a contract to Chloride Solutions at the unit price of \$0.13 per gallon for calcium chloride dust control solution delivered and/or applied.

8. Controller's Office – *Resolution Authorizing Adjustments to the 2016 Ingham County Budget*

This resolution would authorize the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2016. The total increase to the General Fund is \$169,669. (See attached memo for details)

BOARD REFERRALS:

9. Board Referral - *Letter from the City of Lansing Regarding a Notice of Public Hearing for the Approval of Brownfield Plan #65*

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING 2016 ADMINISTRATIVE FUND

RESOLUTION # _____

A _____ meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), was held in Mason, Michigan, on _____, _____. The following Commissioners were

PRESENT:

ABSENT:

RESOLUTION AUTHORIZING 2016 ADMINISTRATIVE FUND

IT IS RESOLVED BY THE INGHAM COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:

The County Treasurer, pursuant to Section 87c, Subsection (2), of Act 206, is designated as Agent for the County, and the Treasurer's office shall receive all such sums as are provided in Section 87c, Subsection (3), to cover administrative expenses so long as Treasurer waives right to receive such sums as would be payable to his under Section 87c, Subsection (3).

Discussion followed. A vote was thereupon taken on the foregoing resolution and was as follows:

AYES:

NAYS:

ABSTAIN:

A sufficient majority having voted therefor, the resolution appearing above was adopted.

STATE OF MICHIGAN

COUNTY OF INGHAM

I certify that the foregoing is a true and accurate copy of the resolution adopted by the Ingham County Board of Commissioners, that such resolution was duly adopted at a _____ meeting held on the _____ day of _____, _____, and that notice of such meeting was given as required by law.

Ingham County Clerk

[SEAL]

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

2016 BORROWING RESOLUTION
(2015 DELINQUENT TAXES)

RESOLUTION # _____

A _____ meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), was held in Mason, Michigan, on _____, _____. The following Commissioners were

PRESENT:

ABSENT:

The preambles and resolution set forth below were offered by Commissioner _____ and were seconded by Commissioner _____.

2016 BORROWING RESOLUTION
(2015 DELINQUENT TAXES)

WHEREAS, ad valorem real property taxes are imposed by the County and the local taxing units within the County on July 1 and/or December 1 of each year; and

WHEREAS, a certain portion of these taxes remain unpaid and uncollected on March 1 of the year following assessment, at which time they are returned delinquent to the County's treasurer (the "Treasurer"); and

WHEREAS, the Treasurer is bound to collect all delinquent taxes, interest and property tax administration fees which would otherwise be payable to the local taxing units within the County; and

WHEREAS, the statutes of the State of Michigan authorize the County to establish a fund, in whole or in part from borrowed proceeds, to pay local taxing units within the County their respective shares of delinquent ad valorem real property taxes in anticipation of the collection of those taxes by the Treasurer; and

WHEREAS, the County Board of Commissioners (the "Board") has adopted a resolution authorizing the County's Delinquent Tax Revolving Fund (the "Revolving Fund Program"), pursuant to Section 87b of Act No. 206, Michigan Public Acts of 1893, as amended ("Act 206"); and

WHEREAS, such fund has been established to provide a source of monies from which the Treasurer may pay any or all delinquent ad valorem real property taxes which are due the County, and any city, township, school district, intermediate school district, community college district, special assessment district, drainage district, or other political unit within the geographical boundaries of the County participating in the County's Revolving Fund Program pursuant to Act 206 ("local units"); and

WHEREAS, the Treasurer is authorized under Act 206, and has been directed by the Board, to make such payments with respect to delinquent ad valorem real property taxes (including the property tax administration fees assessed under subsection (6) of Section 44 of Act 206) owed in 2015 to the County and the local units (collectively, the "taxing units") which will have remained unpaid on March 1, 2016 and the Treasurer is authorized to pledge these amounts in addition to any amounts not already pledged for repayment of prior series of notes (or after such prior series of notes are retired as a secondary pledge) all as the Treasurer shall specify in an order when the notes authorized hereunder are issued (the "Delinquent Taxes"); and

WHEREAS, the Board has determined that in order to raise sufficient monies to adequately fund the Revolving Fund, the County must issue its General Obligation Limited Tax Notes, Series 2016 in one or more series, in accordance with Sections 87c, 87d, 87g and 89 of Act 206 and on the terms and conditions set forth below.

NOW, THEREFORE, IT IS RESOLVED BY THE BOARD AS FOLLOWS:

**I.
GENERAL PROVISIONS**

101. Establishment of 2016 Revolving Fund. In order to implement the continuation of the Revolving Fund Program and in accordance with Act 206, the County hereby establishes a 2016 Delinquent Tax Revolving Fund (the "Revolving Fund") as a separate and segregated fund within the existing Delinquent Tax Revolving Fund of the County previously established by the Board pursuant to Section 87b of Act 206.

102. Issuance of Notes. The County shall issue its General Obligation Limited Tax Notes, Series 2016 in one or more series (the "Notes"), in accordance with this Resolution and Sections 87c, 87d, 87g and 89 of Act 206, payable in whole or in part from the Delinquent Taxes and/or from the other sources specified below.

103. Aggregate Amount of Notes.

(a) The Notes shall be issued in an aggregate amount to be determined in accordance with this Section by the Treasurer.

(b) The aggregate amount of the Notes shall not be less than the amount by which the actual or estimated Delinquent Taxes exceeds (i) the County's participating share of Delinquent Taxes, and (ii) any sums otherwise available to fund the Tax Payment Account established under Section 702 (including any monies held in respect of Section 704(c)).

(c) The aggregate amount of the Notes shall not be greater than the sum of (i) the actual amount of the Delinquent Taxes pledged to the payment of debt service on the Notes, plus (ii) the amount determined by the Treasurer to be allocated to a reserve fund. Original proceeds of the Notes devoted to a reserve fund shall not exceed the lesser of (A) the amount reasonably required for those of the Notes secured by the reserve fund, (B) 10% of the proceeds of such Notes, (C) the maximum amount of annual debt service on such Notes, or (D) 125% of average annual debt service on such Notes.

(d) The aggregate amount of the Notes shall be designated by the Treasurer by written order after (i) the amount of the Delinquent Taxes, or the amount of Delinquent Taxes to be funded by the issuance of the Notes, has been estimated or determined, and (ii) the amount of the reasonably required reserve fund has been calculated. Delinquent Taxes shall be estimated based on delinquencies experienced during the past three fiscal years and on demographic and economic data relevant to the current tax year, and shall be determined based on certification from each of the taxing units. The amount of the reasonably required reserve fund shall be calculated pursuant to such analyses and certificates as the Treasurer may request.

104. Proceeds. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated to occur to allow distribution of the proceeds of the Notes within 20 days after the date of issue, the proceeds of the Notes shall be deposited in the County's 2016 Delinquent Tax Project Account and thereafter used to fund the whole or a part of the County's 2016 Tax Payment Account, 2016 Note Reserve Account and/or 2016 Note Payment Account, subject to and in accordance with Article VII. If the Notes are issued and sold on or after such time, the proceeds of the Notes shall be deposited directly into the County's 2016 Tax Payment Account, 2016 Note Reserve Account and/or 2016 Note Payment Account, as provided in Article VII.

105. Treasurer's Order Authorizing Notes and Establishing Delinquent Taxes. At or prior to the time any Notes are issued pursuant to this resolution, the Treasurer, as authorized by Act 206, may issue a written order specifying the amount and character of the Delinquent Taxes, the Article or Articles under which the Notes are being issued and any other matters subject to the Treasurers control under either this resolution or Act 206.

II. FIXED MATURITY NOTES

201. Authority. At the option of the Treasurer, exercisable by written order, the Notes may be issued in accordance with this Article II. All reference to "Notes" in Article II refers only to Notes issued pursuant to Article II, unless otherwise specified.

202. Date. The Notes shall be dated as of the date of issue or as of such earlier date specified by written order of the Treasurer.

203. Maturity and Amounts. Notes issued pursuant to this Article II shall be structured in accordance with subsections (a) or (b) below as determined by the Treasurer pursuant to written order.

(a) The first maturity of the Notes or of a series of the Notes shall be determined by the Treasurer pursuant to written order, but shall not be later than four years after the date of issue. Later maturities of the Notes shall be on the first anniversary of the preceding maturity or on such earlier date as the Treasurer may specify by written order. The Notes shall be structured with the number of maturities determined by the Treasurer to be necessary or appropriate, and the last maturity shall be scheduled for no later than the sixth anniversary of the date of issue. The amount of each maturity or of any mandatory or optional call date shall be set by the Treasurer when the amount of Delinquent Taxes is determined by the Treasurer or when a reliable estimate of the Delinquent Taxes is available to the Treasurer. In determining the exact amount of each maturity or of any mandatory or optional call date the Treasurer shall consider the schedule of delinquent tax collections prepared for the tax years ending December 31, 2015, or after any other years and the corollary schedule setting forth the anticipated rate of collection of those Delinquent Taxes which are pledged to the repayment of the Notes. The amount of each maturity and the scheduled maturity dates of the Notes shall be established to take into account the dates on which the Treasurer reasonably anticipates the collection of such Delinquent Taxes and shall allow for no more than a 15% variance between the debt service payable on each maturity date, the Notes, and the anticipated amount of pledged monies

available on such maturity date to make payment of such debt service.

(b) Alternatively, the Notes or a series of the Notes may be structured with a single stated maturity falling not later than the fourth anniversary of the date of issue. Notes issued under this subsection (b) shall be subject to redemption on such terms consistent with the applicable parts of subsection (a) of this section and with Section 209 as shall be ordered by the Treasurer, but in no event shall such Notes be subject to redemption less frequently than annually.

204. Interest Rate and Date of Record.

(a) Except as otherwise provided in this paragraph, Notes issued pursuant to subsection (a) of Section 203 shall bear interest payable semi-annually, with the first interest payment to be payable (i) on the first date, after issuance, corresponding to the day and month on which the maturity of such Notes falls, or (ii) if the Treasurer so orders, six months before such date. In the event (i) any maturity of the Notes arises either less than six months before the succeeding maturity date or less than six months after the preceding maturity date and (ii) the Treasurer so orders in writing, interest on the Notes shall be payable on such succeeding or preceding maturity date. Subject to the following sentence, Notes issued pursuant to subsection (b) of Section 203 shall, pursuant to written order of the Treasurer, bear interest monthly, quarterly, or semiannually, as provided by written order of the Treasurer. If Notes issued under this Article II are sold with a variable rate feature as provided in Article IV, such Notes may, pursuant to written order of the Treasurer, bear interest weekly, monthly, quarterly or on any put date, or any combination of the foregoing, as provided by written order of the Treasurer.

(b) Interest shall not exceed the maximum rate permitted by law.

(c) Interest shall be mailed by first class mail to the registered owner of each Note as of the applicable date of record, provided, however, that the Treasurer may agree with the Registrar (as defined below) on a different method of payment.

(d) Subject to Section 403 in the case of variable rate Notes, the date of record shall be not fewer than 14 nor more than 31 days before the date of payment, as designated by the Treasurer prior to the sale of the Notes.

205. Note Form. The form of Note shall be consistent with the prescriptions of this Resolution and shall reflect all material terms of the Notes. Unless the Treasurer shall by written order specify the contrary, the Notes shall be issued in fully registered form both as to principal and interest,

registrable upon the books of a note registrar (the "Registrar") to be named by the Treasurer. If the Notes are issued in bearer form the Treasurer shall appoint a paying agent (the "Paying Agent"). (The Registrar or Paying Agent so named may be any bank or trust company or other entity, including the County, offering the necessary services pertaining to the registration and transfer of negotiable securities.)

206. Denominations and Numbers. The Notes shall be issued in one or more denomination or denominations of \$1,000 each or any integral multiple of \$1,000 in excess of \$1,000, as determined by the Treasurer. Notwithstanding the foregoing, however, in the event the Notes are deposited under a book entry depository trust arrangement pursuant to Section 208, the Notes may, if required by the depository trustee, be issued in denominations of \$5,000 each or any integral multiple of \$5,000. The Notes shall be numbered from one upwards, regardless of maturity, in such order as the Registrar shall determine.

207. Transfer or Exchange of Notes.

(a) Notes issued in registered form shall be transferable on a note register maintained with respect to the Notes upon surrender of the transferred Note, together with an assignment executed by the registered owner or his or her duly authorized attorney-in-fact in form satisfactory to the Registrar. Upon receipt of a properly assigned Note, the Registrar shall authenticate and deliver a new Note or Notes in equal aggregate principal amount and like interest rate and maturity to the designated transferee or transferees.

(b) Notes may likewise be exchanged for one or more other Notes with the same interest rate and maturity in authorized denominations aggregating the same principal amount as the Note or Notes being exchanged, upon surrender of the Note or Notes and the submission of written instructions to the Registrar or, in the case of bearer Notes, to the Paying Agent. Upon receipt of a Note with proper written instructions the Registrar or Paying Agent shall authenticate and deliver a new Note or Notes to the owner thereof or to the owner's attorney-in-fact.

(c) Any service charge made by the Registrar or Paying Agent for any such registration, transfer or exchange shall be paid for by the County as an expense of borrowing, unless otherwise agreed by the Treasurer and the Registrar or Paying Agent. The Registrar or Paying Agent may, however, require payment by a noteholder of a sum sufficient to cover any tax or other governmental charge payable in connection with any such registration, transfer or exchange.

208. Book Entry Depository Trust. At the option of the Treasurer, and notwithstanding any contrary provision of Section 212, the Notes may be deposited, in whole or in part, with a

depository trustee designated by the Treasurer who shall transfer ownership of interests in the Notes by book entry and who shall issue depository trust receipts or acknowledgments to owners of interests in the Notes. Such book entry depository trust arrangement, and the form of depository trust receipts or acknowledgments, shall be as determined by the Treasurer after consultation with the depository trustee. The Treasurer is authorized to enter into any depository trust agreement on behalf of the County upon such terms and conditions as the Treasurer shall deem appropriate and not otherwise prohibited by the terms of this Resolution. The depository trustee may be the same as the Registrar otherwise named by the Treasurer, and the Notes may be transferred in part by depository trust and in part by transfer of physical certificates as the Treasurer may determine.

209. Redemption.

(a) Subject to the authority granted the Treasurer pursuant to subsection (c) of this Section (in the case of fixed rate Notes) and to the authority granted the Treasurer pursuant to Section 404 (in the case of variable rate Notes), the Notes or any maturity or maturities of the Notes shall be subject to redemption prior to maturity on the terms set forth in subsection (b) below.

(b) Notes scheduled to mature after the first date on which any Notes of the series are scheduled to mature shall be subject to redemption, in inverse order of maturity, on each interest payment date arising after the date of issue.

(c) If the Treasurer shall determine such action necessary to enhance the marketability of the Notes or to reduce the interest rate to be offered by prospective purchasers on any maturity of the Notes, the Treasurer may, by written order prior to the issuance of such Notes, (i) designate some or all of the Notes as non-callable, regardless of their maturity date, and/or (ii) delay the first date on which the redemption of callable Notes would otherwise be authorized under subsection (b) above.

(d) Notes of any maturity subject to redemption may be redeemed before their scheduled maturity date, in whole or in part, on any permitted redemption date or dates, subject to the written order of the Treasurer. Notes called for redemption shall be redeemed at par, plus accrued interest to the redemption date, plus, if the Treasurer so orders, a premium of not more than 1%. Redemption may be made by lot or pro rata, as shall be determined by the Treasurer.

(e) With respect to partial redemptions, any portion of a Note outstanding in a denomination larger than the minimum authorized denomination may be redeemed, provided such portion as well as the amount not being redeemed constitute authorized denominations. In the event less than the entire principal

amount of a Note is called for redemption, the Registrar or Paying Agent shall, upon surrender of the Note by the owner thereof, authenticate and deliver to the owner a new Note in the principal amount of the principal portion not redeemed.

(f) Notice of redemption shall be by first class mail 30 days prior to the date fixed for redemption, or such shorter time prior to the date fixed for redemption as may be consented to by the holders of all outstanding Notes to be called for redemption. Such notice shall fix the date of record with respect to the redemption if different than otherwise provided in this Resolution. Any defect in any notice shall not affect the validity of the redemption proceedings. Notes so called for redemption shall not bear interest after the date fixed for redemption, provided funds are on hand with a paying agent to redeem the same.

210. Discount. At the option of the Treasurer, the Notes may be offered for sale at a discount not to exceed 2%.

211. Public or Private Sale. The Treasurer may, at the Treasurer's option, conduct a public sale of the Notes after which sale the Treasurer shall either award the Notes to the lowest bidder or reject all bids. The conditions of sale shall be as specified in a published Notice of Sale prepared by the Treasurer announcing the principal terms of the Notes and the offering. Alternatively, the Treasurer may, at the Treasurer's option, negotiate a private sale of the Notes as provided in Act 206. If required by law, or if otherwise determined by the Treasurer to be in the best interest of the County, (a) the Notes shall be rated by a national rating agency selected by the Treasurer, (b) a good faith deposit shall be required of the winning bidder, and/or (c) CUSIP numbers shall be assigned to the Notes. If a public sale is conducted or if otherwise required by law or the purchaser of the Notes, the Treasurer shall prepare or cause to be prepared and disseminated an offering memorandum or official statement containing all material terms of the offer and sale of the Notes. Pursuant to any sale of the Notes, the County shall make such filings, shall solicit such information and shall obtain such governmental approvals as shall be required pursuant to any state or federal law respecting back-up income tax withholding, securities regulation, original issue discount or other regulated matter.

212. Execution and Delivery. The Treasurer is authorized and directed to execute the Notes on behalf of the County by manual or facsimile signature, provided that if the facsimile signature is used the Notes shall be authenticated by the Registrar or any tender agent as may be appointed pursuant to Section 801(c). The Notes shall be sealed with the County seal or imprinted with a facsimile of such seal. The Treasurer is authorized and directed to then deliver the Notes to the purchaser thereof upon receipt of the purchase price. The Notes

shall be delivered at the expense of the County in such city or cities as may be designated by the Treasurer.

213. Renewal, Refunding or Advance Refunding Notes. If at any time it appears to be in the best interests of the County, the Treasurer, by written order, may authorize the issuance of renewal, refunding or advance refunding Notes. The terms of such Notes, and the procedures incidental to their issuance, shall be set subject to Section 309 and, in appropriate cases, Article X.

III. SHORT-TERM NOTES

301. Authority. At the option of the Treasurer, exercisable by written order, Notes may be issued in accordance with this Article III. All references to "Notes" in Article III refer only to Notes issued pursuant to Article III, unless otherwise specified.

302. Date and Maturity. The Notes shall be dated as of their date of issuance or any prior date selected by the Treasurer and shall mature on such date not exceeding three years from the date of their issuance as may be specified by written order of the Treasurer.

303. Interest and Date of Record. The Notes shall bear interest payable monthly, quarterly, or semi-annually and at maturity at such rate or rates as may be determined by the Treasurer not exceeding the maximum rate of interest permitted by law on the date the Notes are issued. The date of record shall be not fewer than two nor more than 31 days before the date of payment, as designated by the Treasurer prior to the sale of the Notes.

304. Note Form. The form of Note shall be consistent with the prescriptions of this Resolution and shall reflect all material terms of the Notes. The Notes shall, in the discretion of the Treasurer and consistent with Section 205, either be payable to bearer or be issued in registered form. If issued in registered form, the Notes may be constituted as book-entry securities consistent with Section 208, notwithstanding any contrary provision of Section 308.

305. Denomination and Numbers. The Notes shall be issued in one or more denomination or denominations, as determined by the Treasurer. The Notes shall be numbered from one upwards in such order as the Treasurer determines.

306. Redemption. The authority and obligations of the Treasurer set forth in subsections (b) and (c) of Section 209 (in the case of fixed rate Notes), or Section 404 (in the case of variable rates Notes), as the case may be, shall apply also to Notes issued under Article III.

307. Sale of Notes. The authority and obligations of the Treasurer set forth in Sections 210 and 211 respecting Fixed Maturity Notes shall apply also to Notes issued under Article III.

308. Execution and Delivery. The authority and obligations of the Treasurer set forth in Section 212 respecting Fixed Maturity Notes shall also apply to Notes issued under Article III.

309. Renewal or Refunding Notes.

(a) The Treasurer may by written order authorize the issuance of renewal or refunding Notes (collectively the "Renewal Notes"). Renewal Notes shall be sold on the maturity date of, and the proceeds applied to the payment of debt service on, the Notes to be renewed. The maturities and repayment terms of the Renewal Notes shall be set by written order of the Treasurer.

(b) In the order authorizing Renewal Notes, the Treasurer shall specify whether the Notes shall be issued in accordance with this Article III, in which event the provisions of Article III shall govern the issuance of the Notes, or whether the Notes shall be issued in accordance with Article II, in which event the provisions of Article II shall govern the issuance of the Notes. The order shall also provide for and shall also govern with respect to:

- (i) the aggregate amount of the Renewal Notes;
- (ii) the date of the Renewal Notes;
- (iii) the denominations of the Renewal Notes;
- (iv) the interest payment dates of the Renewal Notes;
- (v) the maturity or maturities of the Renewal Notes;
- (vi) the terms of sale of the Renewal Notes;
- (vii) whether any Renewal Notes issued in accordance with Article II shall be subject to redemption and, if so, the terms thereof; and
- (viii) any other terms of the Renewal Notes consistent with, but not specified in, Article II or Article III.

(c) Regardless of whether Renewal Notes need be approved by prior order of the Department of Treasury, the

Treasurer, pursuant to Section 89(5)(d) of Act 206, shall promptly report to the Department of Treasury the issuance of any Renewal Notes.

IV. VARIABLE INTEREST RATE

401. Variable Rate Option. At the option of the Treasurer, exercisable by written order, the Notes, whether issued pursuant to Article II or Article III, may be issued with a variable interest rate, provided that the rate shall not exceed the maximum rate of interest permitted by law.

402. Determination of Rate. The order of the Treasurer shall provide how often the variable interest rate shall be subject to recalculation, the formula or procedure for determining the variable interest rate, whether and on what terms the rate shall be determined by a remarketing agent in the case of demand obligations consistent with Section 801(d), and whether and on what terms a fixed rate of interest may be converted to or from a variable rate of interest. Such formula or procedure shall be as determined by the Treasurer, but shall track or float within a specified percentage band around the rates generated by any one or more of the following indices:

(i) Publicly reported prices or yields of obligations of the United States of America;

(ii) An index of municipal obligations periodically reported by a nationally recognized source;

(iii) The prime lending rate from time to time set by any bank or trust company in the United States with unimpaired capital and surplus exceeding \$40,000,000;

(iv) Any other rate or index that may be designated by order of the Treasurer provided such rate or index is set or reported by a source which is independent of and not controlled by the Treasurer or the County.

The procedure for determining the variable rate may involve one or more of the above indices as alternatives or may involve the setting of the rate by a municipal bond specialist provided such rate shall be within a stated percentage range of one or more of the indices set forth above.

403. Date of Record. The Date of Record shall be not fewer than one nor more than 31 days before the date of payment, as designated by written order of the Treasurer.

404. Redemption. Notwithstanding any contrary provision of subsections (b) and (c) of Section 209, but subject to the last sentence of this Section 404, Notes bearing interest at a

variable rate may be subject to redemption by the County and/or put by the holder at any time or times and in any order, as may be determined pursuant to written order of the Treasurer. Notes shall not be subject to redemption more frequently than monthly.

405. Remarketing, Repurchase and Resale.

(a) In the event Notes issued under this Article IV are constituted as demand obligations, the interest rate on the Notes shall be governed by, and shall be subject to, remarketing by a remarketing agent appointed in accordance with Section 801(c), under the terms of a put agreement employed in accordance with Section 801(d).

(b) The County shall be authorized, consistent with Act 206 and pursuant to order of the Treasurer, to participate in the repurchase and resale of Notes in order to reduce the cost of, or increase the revenue, attendant to the establishment of the Revolving Fund and the issuance and discharge of the Notes. Any purchase of Notes pursuant to this subsection (b) shall be made with unpledged monies drawn from revolving funds established by the County in connection with retired general obligation limited tax notes.

**V.
MULTIPLE SERIES**

501. Issuance of Multiple Series. At the option of the Treasurer, exercisable by written order, the Notes issued under Article II, Article III or Article X may be issued in two or more individually designated series. Each series shall bear its own rate of interest, which may be fixed or variable in accordance with Article IV. Various series need not be issued at the same time and may be issued from time to time in the discretion of the Treasurer exercisable by written order. In determining the dates of issuance of the respective series, the Treasurer shall consider, among other pertinent factors, the impact the dates selected may have on the marketability, rating and/or qualification for credit support or liquidity support for, or insurance of, the Notes. The Notes of each such series shall be issued according to this Resolution in all respects (and the term "Notes" shall be deemed to include each series of Notes throughout this Resolution), provided that:

(a) The aggregate principal amount of the Notes of all series shall not exceed the maximum aggregate amount permitted under Section 103;

(b) Each series shall be issued pursuant to Article II or Article III, and different series may be issued pursuant to different Articles;

(c) Each series shall be issued pursuant to Section 502 or Section 503, and different series may be issued pursuant to different Sections;

(d) A series may be issued under Article II for one or more of the annual maturities set forth in Article II with the balance of the annual maturities being issued under Article II or under Article III in one or more other series, provided that the minimum annual maturities set forth in Section 203 shall be reduced and applied pro rata to all Notes so issued; and

(e) The Notes of all series issued pursuant to Article II above shall not, in aggregate, mature in amounts or on dates exceeding the maximum authorized maturities set forth in Section 203.

502. Series Secured Pari Passu. If the Notes are issued in multiple series pursuant to this Article V, each series of Notes may, by written order of the Treasurer, be secured *pari passu* with the other by the security described in and the amounts pledged by Article VII below. Moreover, such security may, pursuant to further written order of the Treasurer, be segregated in accordance with the following provisions.

(a) The Treasurer may by written order establish separate sub-accounts in the County's 2016 Note Reserve Account for each series of Notes, into which shall be deposited the amount borrowed for the Note Reserve Account for each such series.

(b) The Treasurer may by written order establish separate sub-accounts in the County's 2016 Note Payment Account for each series of Notes, and all amounts deposited in the Note Payment Account shall be allocated to the sub-accounts.

(c)(i) In the event separate sub-accounts are established pursuant to subsection (b) above, and subject to Paragraph (ii) below, the percentage of deposits to the County's 2016 Note Payment Account allocated to each sub-account may be set equal to the percentage that Notes issued in the corresponding series bears to all Notes issued under this Resolution or to any other percentage designated by the Treasurer pursuant to written order; provided that if the various series are issued at different times or if the various series are structured with different maturity dates, (I) sums deposited in the Note Payment Account prior to the issuance of one or more series may upon the issuance of each such series be reallocated among the various sub-accounts established under Subsection (b) above to achieve a balance among the sub-accounts proportionate to the designated percentage allocation, and/or (II) deposits to the Note Payment Account may be allocated among the sub-accounts according to the total amount of debt service that will actually be paid from the respective sub-accounts.

(ii) Alternatively, the Treasurer may, by written order, rank the sub-accounts established under Subsection (b) above in order of priority, and specify that each such sub-account shall receive deposits only after all sub-accounts having a higher priority have received deposits sufficient to discharge all (or any specified percentage of) Notes whose series corresponds to any of the sub-accounts having priority.

(d) In the absence of a written order of the Treasurer to the contrary, the amounts in each sub-account established pursuant to this Section 502 shall secure only the Notes issued in the series for which such sub-account was established, until such Notes and interest on such Notes are paid in full, after which the amounts in such sub-account may, pursuant to written order of the Treasurer, be added pro rata to the amounts in the other sub-accounts and thereafter used as part of such other sub-accounts to secure all Notes and interest on such Notes for which such other sub-accounts were created, until paid in full. Alternatively, amounts held in two or more sub-accounts within either the Note Reserve Account or the Note Payment Account may be commingled, and if commingled shall be held *pari passu* for the benefit of the holders of each series of Notes pertaining to the relevant sub-accounts.

503. Series Independently Secured. If the Notes are issued in multiple series pursuant to this Article V, each series of Notes may, by written order of the Treasurer, be independently secured in accordance with this Section 503.

(a) Each series of Notes shall pertain to one or more taxing units, as designated by the Treasurer pursuant to written order, and no two series of Notes shall pertain to the same taxing unit. A school district, intermediate school district, or community college district extending beyond the boundaries of a city in which it is located may, pursuant to written order of the Treasurer, be subdivided along the boundaries of one or more cities and each such subdivision shall be deemed a taxing unit for purposes of this Section 503.

(b) Separate sub-accounts shall be established in the County's 2016 Tax Payment Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account to only those taxing units designated as being in that series.

(c) In the event Notes are issued for deposit into the Project Account established under Section 701, separate sub-accounts shall be established in the Project Account. Each sub-account shall receive the proceeds of one and only one series of Notes, and amounts shall be disbursed from the sub-account only to accounts, sub-accounts and/or taxing units designated as being in the series corresponding to the sub-account from which disbursement is being made.

(d) A separate sub-account shall be established in the County's 2016 Note Reserve Account for each series of Notes, into which shall be deposited the amount determined by the Treasurer under Section 103 or Section 703 with respect to the series. Each sub-account shall secure one and only one series.

(e) A separate sub-account shall be established in the County's 2016 Note Payment Account for each series of Notes. Each sub-account shall be allocated only those amounts described in Section 704 which pertain to the taxing units included in the series corresponding to the sub-account. Chargebacks received from a taxing unit pursuant to Section 905 shall be deposited in the sub-account corresponding to the series in which the taxing unit is included. Amounts held in each sub-account shall secure the debt represented by only those Notes included in the series corresponding to the sub-account, and disbursements from each sub-account may be applied toward the payment of only those Notes included in the series corresponding to the sub-account.

(f) The amounts in each sub-account established pursuant to this Section 503 shall secure only the Notes issued in the series for which such sub-account was established until such Notes and interest on such Notes are paid in full, after which any amounts remaining in such sub-account shall accrue to the County and shall no longer be pledged toward payment of the Notes.

VI. TAXABILITY OF INTEREST

601. Federal Tax. The County acknowledges that the current state of Federal law mandates that the Notes be structured as taxable obligations. Consequently, the Notes shall, subject to Article X, be issued as obligations the interest on which is not excluded from gross income for purposes of Federal income tax.

602. State of Michigan Tax. Consistent with the treatment accorded all obligations issued pursuant to Act 206, interest on the Notes shall be exempt from the imposition of the State of Michigan income tax and the State of Michigan single business tax, and the Notes shall not be subject to the State of Michigan intangibles tax.

603. Change in Federal Tax Status. In the event there is a change in the Federal tax law or regulations, a ruling by the U.S. Department of Treasury or Internal Revenue Service establishes that the Notes may be issued as exempt from Federal income taxes or a change in Michigan law causes the Notes in the opinion of counsel to be exempt from federal income taxes, the Notes may be so issued.

VII.
FUNDS AND SECURITY

701. Delinquent Tax Project Account. If the Notes are issued and sold before the Treasurer has received certification from the taxing units of the amount of the Delinquent Taxes and if such certification is not reasonably anticipated in time to allow distribution of the proceeds of the Notes within 20 days after the date of issue, a 2016 Delinquent Tax Project Account (the "Project Account") shall be established by the Treasurer as a separate and distinct fund of the County within its general fund. The Project Account shall receive all proceeds from the sale of the Notes, including any premium or accrued interest received at the time of sale. The Project Account shall be held in trust by an escrow agent until the monies therein are disbursed in accordance with this Article VII. The escrow agent shall be a commercial bank, shall be located in Michigan, shall have authority to exercise trust powers, and shall have a net worth in excess of \$25,000,000. The form and content of the agreement between the County and the escrow agent shall be approved by the Treasurer. Subject to the following sentence, monies deposited in the Project Account shall be expended only (i) for the purpose of funding the Tax Payment Account established under Section 702 and (ii) to the extent permitted by Act 206, for the purpose of paying the expenses of the offering of the Notes. In the event the Treasurer by written order so directs, additional funding of the Project Account may be undertaken, and any surplus proceeds remaining in the Project Account after the Treasurer has completed the funding of the Tax Payment Account may be transferred to either the 2016 Note Reserve Account created under Section 703 or the 2016 Note Payment Account created under Section 704. Monies in the Project Account may be disbursed by the escrow agent to the County's 2016 Tax Payment Account at any time and from time to time, upon receipt of a written requisition signed by the Treasurer.

702. 2016 Tax Payment Account. The County's 2016 Tax Payment Account (the "Tax Payment Account") is hereby established as a distinct account within the Revolving Fund. The Treasurer shall designate all or a portion of the proceeds of the Notes, not to exceed the amount of Delinquent Taxes, for deposit in the Tax Payment Account. If, however, the proceeds of the Notes are initially deposited in the Project Account pursuant to Section 701, the Treasurer is instead authorized and directed to transfer monies included in the Project Account in accordance with the procedures set forth in Section 701. The County shall apply the monies in the Tax Payment Account to the payment of the Delinquent Taxes or expenses of the borrowing in accordance with Act 206. The allocation of monies from the Tax Payment Account may be made pursuant to a single, comprehensive disbursement or may instead be made from time to time, within the time constraints of Act 206, to particular taxing units as

monies are paid into the Tax Payment Account, such that the source of the monies (whether from the County's own funds, from the proceeds of a tax exempt borrowing or from the proceeds of a taxable borrowing) may be traced to the particular taxing unit receiving the funds. Moreover, and regardless of whether multiple series of Notes are issued, the Tax Payment Account may be divided into separate sub-accounts in order to allow the Treasurer to designate which taxing units shall receive borrowed funds and which shall receive funds otherwise contributed by the County.

703. 2016 Note Reserve Account. In the event funding is provided as described in this Section 703, the Treasurer shall establish a 2016 Note Reserve Account (the "Note Reserve Account") as a distinct account within the Revolving Fund. After depositing all of the monies to fund the Tax Payment Account pursuant to Section 702, the Treasurer shall next transfer to the Note Reserve Account, either from the Project Account or directly from the proceeds of Notes, any proceeds remaining from the initial issuance of the Notes. In addition, the Treasurer may transfer unpledged monies from other County sources to the Note Reserve Account in an amount which, when added to any other amounts to be deposited in the Note Reserve Account, does not exceed the amount reasonably required for the Notes secured by the Reserve Account or, if less, 20% of the total amount of the Notes secured by the Reserve Account. Except as provided below, all monies in the Note Reserve Account shall be used solely for payment of principal of, premium, if any, and interest on the Notes to the extent that monies required for such payment are not available in the County's 2016 Note Payment Account. Monies in the Note Reserve Account shall be withdrawn first for payment of principal of, premium, if any, and interest on the Notes before County general funds are used to make the payments. All income or interest earned by, or increment to, the Note Reserve Account due to its investment or reinvestment shall be deposited in the Note Reserve Account. When the Note Reserve Account is sufficient to retire the Notes and accrued interest thereon, the Treasurer may order that the Note Reserve Account be used to purchase the Notes on the market, or, if the Notes are not available, to retire the Notes when due. If so ordered by the Treasurer, all or any specified portion of the Note Reserve Account may be applied toward the redemption of any Notes designated for redemption in accordance with Section 209.

704. 2016 Note Payment Account.

(a) The County's 2016 Note Payment Account is hereby established as a distinct account within the Revolving Fund. (The County's 2016 Note Payment Account, as supplemented by monies held in any interim account that are designated for transfer to the 2016 Note Payment Account, is herein referred to as the "Note Payment Account".) The Treasurer is directed to deposit into the Note Payment Account, promptly on receipt,

those amounts described below in Paragraphs (i), (ii), (iv), and (v) that are not excluded pursuant to Subsection (c) below. Furthermore, the Treasurer may, by written order, deposit into the Note Payment Account all or any portion of the amounts described below in Paragraph (iii).

(i) All Delinquent Taxes.

(ii) All statutory interest on the Delinquent Taxes.

(iii) All property tax administration fees on the Delinquent Taxes, net of any amounts applied toward the expenses of this borrowing.

(iv) Any amounts which are received by the Treasurer from the taxing units within the County because of the uncollectability of the Delinquent Taxes.

(v) Any amounts remaining in the Project Account after the transfers to the Tax Payment Account and Note Reserve Account have been made as specified in Sections 702 and 703.

(b) Monies in the Note Payment Account shall be used by the County to pay principal of, premium, if any, and interest on the Notes as the same become due and payable.

(c)(i) The Treasurer may by written order provide that only a portion of the sums described above in Subsection (a) shall be deposited into the Note Payment Account and applied toward the payment of debt service on the Notes, in which event those sums which are withheld from the Note Payment Account shall be deposited into the Tax Payment Account or, pursuant to further order of the Treasurer, applied toward any other purpose consistent with Act 206. The portion of any sums described in Subsection (a) which are withheld from the Note Payment Account pursuant to this Subsection shall be determined in accordance with the following Paragraph.

(ii) Prior to the issuance of the Notes, the Treasurer may by written order specify a cut-off date not earlier than March 1, 2016, and only those sums payable to the Note Payment Account and received by the County after the cut-off date shall be applied to the Note Payment Account.

(d) The Treasurer may by written order provide that at such time as sufficient funds shall have been deposited into the Note Payment Account to pay all remaining amounts owed under the Notes the pledge on any additional monies otherwise payable to the Note Payment Account shall be discharged and such monies shall not be deposited into the Note Payment Account or otherwise pledged toward payment of the Notes.

(e) The Treasurer may by written order provide that in the event Notes are issued pursuant to Article III, amounts which would otherwise be included in the Note Payment Account or the Note Reserve Account (or any sub-account therein for a particular series of Notes) shall not include any amounts received by the County prior to the latest maturity date of any series of Notes previously issued under Article II and/or Article III.

705. Limited Tax General Obligation and Pledge.

(a) The Notes shall be the general obligation of the County, backed by the County's full faith and credit, the County's tax obligation (within applicable constitutional and statutory limits) and the County's general funds. The County budget shall provide that if the pledged monies are not collected in sufficient amounts to meet the payments of the principal and interest due on the Notes, the County, before paying any other budgeted amounts, shall promptly advance from its general funds sufficient monies to pay such principal and interest.

(b) In addition, the monies listed below are pledged to the repayment of the Notes and, subject to Section 901, shall be used solely for repayment of the Notes until the principal of, premium, if any, and interest on the Notes are paid in full:

(i) All amounts deposited or earned in any Project Account, until disbursed in accordance with Section 701;

(ii) All net proceeds from the sale of the Notes deposited or earned in the Tax Payment Account, until disbursed in accordance with Section 702;

(iii) All amounts deposited in the Note Payment Account pursuant to Section 704(a);

(iv) All amounts deposited in the Note Reserve Account;

(v) All amounts earned from the investment of monies held in the Note Payment Account or the Note Reserve Account; and

(vi) Any monies placed in the Note Payment Account and drawn in the discretion of the Treasurer from unpledged sums on the revolving funds, which pledge shall be subject to such limitations or exceptions as shall be set forth in the written order of the Treasurer.

(c) If the Notes shall be issued in various series pursuant to Article V, this pledge shall in the case of any

independently secured series extend only to monies in accounts or sub-accounts pertaining to the particular series.

(d) If the amounts so pledged are not sufficient to pay the principal and interest when due, the County shall pay the same from its general funds or other available sources. Pursuant to written order of the Treasurer, the County may later reimburse itself for such payments from the Delinquent Taxes collected.

706. Security for Renewal, Refunding or Advance Refunding Notes. Renewal, refunding, or advance refunding Notes shall be secured by all or any portion of the same security securing the Notes being renewed, refunded or advance refunded. The monies pledged in Section 705 for the repayment of the Notes are also pledged for the repayment of the principal of, premium, if any, and interest on any renewal, refunding, or advance refunding Notes issued pursuant to this Resolution, and any such renewal, refunding, or advance refunding Notes shall be the general obligation of the County, backed by its full faith and credit, which shall include the tax obligation of the County, within applicable constitutional and statutory limits.

707. Use of Funds after Full Payment or Provisions for Payment. After all principal of, premium, if any, and interest on the Notes have been paid in full or provision made therefor by investments of pledged amounts in direct noncallable obligations of the United States of America in amounts and with maturities sufficient to pay all such principal, premium, if any, and interest when due, any further collection of Delinquent Taxes and all excess monies in any fund or account of the Revolving Fund, and any interest or income on any such amounts, may, pursuant to written order of the Treasurer and subject to Article V, be used for any proper purpose within the Revolving Fund including the securing of subsequent issues of notes.

VIII. SUPPLEMENTAL AGREEMENTS

801. Supplemental Agreements and Documents. The Treasurer, on behalf of the County, is authorized to enter into any or all of the following agreements or commitments as may, in the Treasurer's discretion, be necessary, desirable or beneficial in connection with the issuance of the Notes, upon such terms and conditions as the Treasurer may determine appropriate:

(a) A letter of credit, line of credit, repurchase agreement, note insurance, or similar instrument, providing backup liquidity and/or credit support for the Notes;

(b) A reimbursement agreement, revolving credit agreement, revolving credit note, or similar instrument, setting

forth repayments of and security for amounts drawn under the letter of credit, line of credit, repurchase agreement or similar instrument;

(c) A marketing, remarketing, placement, authenticating, paying or tender agent agreement or dealer agreement designating a marketing, remarketing, authenticating, paying, tender or placement agent or dealer and prescribing the duties of such person or persons with respect to the Notes; and

(d) A put agreement or provision allowing the purchaser of the Notes to require the County to repurchase the Notes upon demand at such times as may be provided in such put agreement or provision.

(e) An agreement to use amounts formerly pledged to other years borrowings as security for the Notes when no longer so pledged.

802. Revolving Credit Notes. If the Treasurer enters into a revolving credit agreement (the "Agreement") pursuant to Section 801 above, the Agreement may call for the issuance of one or more revolving credit notes (the "Revolving Credit Notes") for the purpose of renewing all or part of maturing Notes or Notes that have been put pursuant to a put agreement or provision. Such Revolving Credit Notes shall be issued pursuant to Article II or III, as appropriate, and in accordance with the following provisions:

(a) Interest on the Revolving Credit Notes may be payable on maturity, on prior redemption, monthly, bimonthly, quarterly, or as otherwise provided in the Agreement.

(b) The Revolving Credit Notes may mature on one or more date or dates not later than the final maturity date of the Notes, as provided in the Agreement.

(c) The Treasurer may, at the time of the original issuance of the Notes, execute and deliver one Revolving Credit Note in a maximum principal amount not exceeding the lending commitment under the Agreement from time to time in force (and may substitute one such Note in a lesser principal amount for another in the event the lending commitment is reduced), provided that a schedule shall be attached to such Note on which loans and repayments of principal and interest are evidenced and further provided that the making of a loan and the evidencing of such loan on the schedule of any such Note shall constitute the issuance of a renewal Note for the purposes of this Resolution.

IX. MISCELLANEOUS PROVISIONS

901. Expenses. Expenses incurred in connection with the Notes shall be paid from the property tax administration fees collected on the Delinquent Taxes and, if so ordered by the Treasurer, from any earnings on the proceeds of the offering or from other monies available to the County.

902. Bond Counsel. The Notes (and any renewal, refunding or advance refunding Notes) shall be delivered with the unqualified opinion of Axe & Ecklund, P.C., attorneys of Grosse Pointe Farms, Michigan, bond counsel chosen by the Treasurer, which selection may, at the option of the Treasurer, be for one or more years.

903. Financial Consultants. Stauder, BARCH & ASSOCIATES, Inc., Ann Arbor, Michigan, is hereby retained to act as financial consultant and advisor to the County in connection with the sale and delivery of the Notes.

904. Complete Records. The Treasurer shall keep full and complete records of all deposits to and withdrawals from each of the funds and accounts in the Revolving Fund and any account or sub-account created pursuant to this Resolution and of all other transactions relating to such funds, accounts and sub-accounts, including investments of money in, and gain derived from, such funds and accounts.

905. Chargebacks. If, by the date which is three months prior to the final maturity date of the Notes, sufficient monies are not on deposit in the Note Payment Account and the Note Reserve Account to pay all principal of and interest on the Notes when due, Delinquent Taxes not then paid or recovered at or prior to the latest tax sale transacted two or more months before the final maturity of the Notes shall, if necessary to ensure full and timely payment on the date of final maturity, be charged back to the local units in such fashion as the Treasurer may determine, and, subject to Article V, the proceeds of such chargebacks shall be deposited into the County's 2016 Note Payment Account no later than five weeks prior to the final maturity of the Notes. This Section 905 shall not be construed to limit the authority of the Treasurer under State law to charge back under other circumstances or at other times.

906. Investments. The Treasurer is authorized to invest all monies in the Project Account, in the Revolving Fund or in any account or sub-account therein which is established pursuant to this Resolution in any one or more of the investments authorized as lawful investments for counties under Act No. 20, Public Acts of 1943, as amended. The Treasurer is further authorized to enter into a contract on behalf of the County under the Surplus Funds Investment Pool Act, Act No. 367, Michigan Public Acts of 1982, as amended, and to invest in any investment pool created thereby monies held in the Project Account, in the Revolving Fund, or in any account or sub-account therein which is established pursuant to this Resolution.

907. Mutilated, Lost, Stolen or Destroyed Notes. In the event any Note is mutilated, lost, stolen, or destroyed, the Treasurer may, on behalf of the County, execute and deliver, or order the Registrar or Paying Agent to authenticate and deliver, a new Note having a number not then outstanding, of like date, maturity and denomination as that mutilated, lost, stolen, or destroyed. In the case of a mutilated Note, a replacement Note shall not be delivered unless and until such mutilated Note is surrendered to the Treasurer or the Registrar or Paying Agent. In the case of a lost, stolen or destroyed Note, a replacement Note shall not be delivered unless and until the Treasurer and the Registrar or Paying Agent shall have received such proof of ownership and loss and indemnity as they determine to be sufficient.

ARTICLE X.
TAX-EXEMPT NOTES OR REFUNDING

1001. Refunding of Taxable Debt or Issuance of Tax-Exempt Debt. The County acknowledges that the current state of Federal law precludes the issuance of the Notes as obligations the interest on which is exempt from Federal income tax. However, the County presently contemplates that anticipated amendments to the Internal Revenue Code of 1986 (the "Code") and/or the Treasury Regulations issued thereunder (the "Regulations") or a change in Michigan law changing the character of the Notes may in the future permit the issuance of general obligation limited tax notes on a tax-exempt basis, and, in view of this expectation, the County, through the offices of the Treasurer, shall issue tax-exempt notes or issue obligations to refund any or all outstanding Notes issued as taxable obligations, at the time, on the terms, and to the extent set forth in this Article X.

1002. Timing of Refunding. The aforementioned refunding obligations (the "Refunding Notes") shall be issued after the effective date of any change in the Code, Regulations, Internal Revenue Service pronouncements or judicial rulings which, as confirmed by the written opinion of bond counsel, permit the refunding of all or some of the outstanding Notes with proceeds from obligations the interest on which is excluded from gross income for purposes of Federal income tax.

1003. Extent of Refunding. Subject to the other provisions of this Section 1003, the Refunding Notes shall refund all Notes outstanding at or after the effective date of any change in the law described in Section 1002. This Section 1003 shall not, however, be construed to require the refunding of any Note prior to the time such Note may be refunded on a tax-exempt basis, nor shall this Section 1003 be construed to require the refunding of any Note, if that refunding would result in greater cost to the County (including interest

expense, professional fees and administrative outlays) than would arise if the Note were to remain outstanding.

1004. Confirmatory Action. Subsequent to any change in the law described in Section 1002, the Board shall convene to consider any terms of the Refunding Notes requiring specific ratification by the Board.

1005. Arbitrage Covenant and Tax Law Compliance. In the event tax-exempt Notes or Refunding Notes are issued pursuant to this Article X, the following covenants shall be observed by the County:

(i) the County will make no use of the proceeds of the Notes or Refunding Notes and will undertake no other intentional act with respect to the Notes or Refunding Notes which, if such use or act had been reasonably expected on the date of issuance of the Notes or Refunding Notes or if such use or act were intentionally made or undertaken after the date of issuance of the Notes or Refunding Notes, would cause the Notes or Refunding Notes to be "arbitrage bonds," as defined in Section 148 of the Internal Revenue Code of 1986, as amended (the "Code"), in the Regulations promulgated under Sections 103 and 148 of the Code or in any successor or supplementary provision of law hereinafter promulgated,

(ii) the County will undertake all actions as shall be necessary to maintain the Notes or Refunding Notes as obligations the interest on which qualifies for the tax exemption provided by Section 103(a) of the Code, including, where appropriate and without limitation, filing informational returns with the Secretary of Treasury, keeping accurate account of all monies earned in any fund, account or sub-account authorized by this Resolution or any resolution adopted in accordance with Section 1004 above, certifying cumulative cash flow deficits of the County and the local units, and investing any required portion of the gross proceeds of the Notes or Refunding Notes, whether on behalf of the County or the local units, in tax-exempt obligations or State and Local Government Series obligations, and

(iii) the County will make timely payment to the United States of any investment earnings, realized by the County on the gross proceeds of the Notes or Refunding Notes, as may be subject to rebate under Section 148(f) of the Code, and, to the extent required under applicable law or deemed by the Treasurer to be in the best interest of the County pursuant to written order, the County's obligation to make such payment to the United States shall also account for excess investment earnings realized by local units on all or a portion of the gross proceeds distributed to, and held by, the local units pursuant to Section 702.

(iv) the Treasurer shall be directed to take such actions and to enter into such agreements and certifications, on behalf of the County, as the Treasurer shall deem necessary or appropriate to comply with the foregoing covenants.

1006. Undertaking to Provide Continuing Disclosure. If necessary, this Board of Commissioners, for and on behalf of the County of Ingham, hereby covenants and agrees, for the benefit of the beneficial owners of the Notes to be issued by the County, to enter into a written undertaking (the "Undertaking") required by Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule") to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be substantially in the form as approved by the Underwriter of the Notes. The Undertaking shall be enforceable by the beneficial owners of Notes or by the Underwriter on behalf of such beneficial owners (provided that the Underwriter's right to enforce the provisions of the Undertaking shall be limited to a right to obtain specific enforcement of the County's obligations hereunder and under the Undertaking), and any failure by the County to comply with the provisions of the Undertaking shall not be deemed a default with respect to the Notes.

The County Treasurer or other officer of the County charged with the responsibility for issuing the Notes shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the terms of the County's Undertaking.

Discussion followed. A vote was thereupon taken on the foregoing resolution and the vote for each such resolution was as follows:

AYES:

NAYS:

ABSTAIN:

A sufficient majority having voted therefor, the two resolutions appearing above were adopted.

STATE OF MICHIGAN

COUNTY OF INGHAM

I, _____, Clerk for the County of Ingham, do hereby certify that the above and foregoing is a true and correct copy of a resolution adopted by the Board of Commissioners of the County of Ingham, Michigan on _____, _____ as appears on record in my office, and that I have compared the same with the original and that it is a true transcript therefrom and of the whole thereof.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of said County at Mason, Michigan this _____ day of _____, _____.

_____, Ingham County Clerk

[SEAL]

elk.gr-ing2016.doc

Agenda Item 2a

TO: Law and Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: March 16, 2016

RE: Traffic Enforcement and Compliance Grant

This resolution requests permission to participate with the Meridian Township Police Department for the Traffic Enforcement and Compliance Grant, for the amount up to \$63,992.00 for the time period October 1, 2015 through September 30, 2016.

Meridian Township Police Department will reimburse Ingham County Sheriff's Deputies overtime spent working on this grant.

The financial implications for participating in this grant for the county will be to increase Ingham County Sheriff's Office overtime budget up to \$63,992.00 for reimbursement of overtime wages for participating with Meridian Township Police Department in this grant.

This is an annual grant Ingham County Sheriff's Office participates with Meridian Township Police Department and other area police agencies in Ingham County.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING PARTICIPATION WITH THE MERIDIAN TOWNSHIP
POLICE DEPARTMENT HIGHWAY SAFETY GRANT**

WHEREAS, the Meridian Township Police Department entered into a Traffic Enforcement Grant Agreement with the Michigan Department of State Police's Office of Highway Safety Planning; and

WHEREAS, the purpose is to provide enforcement action to decrease the number of drunk driving violations and seatbelt violations by conducting random patrols, specifically for enforcement against those violations within Ingham County; and

WHEREAS, the Ingham County Sheriff's Office wishes to participate with the Meridian Township Police Department in the operation of the Traffic Enforcement Grant acquired by the Meridian Township Police Department; and

WHEREAS, Meridian Township Police Department shall reimburse Ingham County from the grant funds for the Sheriff Deputies' overtime wages and personnel costs not to exceed \$63,992.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to participate with the Meridian Township Police Department in the Traffic Enforcement grant for an amount up to \$63,992.00 for the time period of October 1, 2015 through September 30, 2016.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Ingham County Sheriff's Office 2016 budget in accordance with this resolution.

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

Agenda Item 2b

TO: Law and Courts Committee
Finance Committee

FROM: Major Joel Maatman

DATE: March 16, 2016

RE: Youth Alcohol Grant resolution

This resolution requests permission to participate with the Meridian Township Police Department for a Youth Alcohol Enforcement grant for an amount up to \$24,999.00 for the time period of October 1, 2015 through September 30, 2016.

Meridian Township Police Department will reimburse Ingham County Sheriff's Deputies overtime spent working on this grant.

The financial implications for participating in this grant for the county will be to increase Ingham County Sheriff's Office overtime budget up to \$24,999.00 for reimbursement of overtime wages for participating with Meridian Township Police Department in this grant.

This is an annual grant Ingham County Sheriff's Office participates with Meridian Township Police Department and other area police agencies in Ingham County.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING PARTICIPATION WITH THE MERIDIAN TOWNSHIP
POLICE DEPARTMENT YOUTH ALCOHOL ENFORCEMENT GRANT**

WHEREAS, the Meridian Township Police Department entered into a Youth Alcohol Enforcement Grant Agreement with the Michigan Department of State Police's Office of Highway Safety Planning; and

WHEREAS, the purpose is to provide enforcement action to decrease consumption of alcohol by minors and to increase compliance with Ingham County's liquor licensees by conducting compliance checks at licensed establishments throughout Ingham County; and

WHEREAS, the Ingham County Sheriff's Office wishes to participate with the Meridian Township Police Department in the operation of the Youth Alcohol Enforcement Grant acquired by the Meridian Township Police Department; and

WHEREAS, Meridian Township Police Department shall reimburse Ingham County from the grant funds for the Sheriff Deputies' overtime wages and personnel costs not to exceed \$24,999.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff's Office to participate with the Meridian Township Police Department in a Youth Alcohol Enforcement grant for an amount up to \$24,999.00 for the time period of October 1, 2015 through September 30, 2016.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Ingham County Sheriff's Office 2016 budget in accordance with this resolution.

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

Agenda Item 3a

TO: Finance Committees
Law & Courts Committee
County Services Committee

FROM: John Dinon, Director Animal Control

DATE: 22 March 2016

CC: John Neilsen, Chief Deputy Controller

RE: Cancellation of the on call LOU with the UAW

The Ingham County Animal Control Department (ICAC) has a Letter of Understanding (LOU) with our UAW employees to carry an “on call” phone for the purposes of authorizing foster volunteers to take foster animals to private veterinarians in the event of a medical emergency when ICAC staff is not available to treat the animal and to respond to after-hours alarms at the shelter.

The ICAC UAW employees approached management asking to no longer have this responsibility and suggesting it would be better handled by Capital City Labor Program (CCLP) staff (animal care staff and Animal Control Officers). The UAW staffers were unanimous in their wish to no longer carry the on call phone. Management talked to CCLP employees, the majority of whom were willing to take on this responsibility as long as there is the ability to opt out. CCLP leadership agrees that having their members staff the on call phone would be appropriate and indicated they are willing to enter into an LOU on this subject with the same terms as the UAW’s agreement.

The cost of the stipend for staffing the on call phone (\$7,800/year plus call-ins) is in the current budget and will be the same for CCLP staff as it was for UAW staff. That is, this change in who staffs the on call phone is budget neutral.

The CCLP LOU will be handled through a separate resolution.

I thank you for your consideration regarding this matter.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CANCEL THE “ON CALL” LETTER OF UNDERSTANDING WITH THE UNITED AUTO WORKERS

WHEREAS, the Ingham County Animal Control Department’s UAW employees have a Letter of Understanding under which they staffed an after-hours on call phone; and

WHEREAS, ICAC’s UAW employees are unanimous in their desire to no longer perform the duties specified in the LOU; and

WHEREAS, ICAC employees under the Capital City Labor Program (CCLP) are willing to take on this responsibility; and

WHEREAS, current funding for the responsibilities covered in the Letter of Understanding will not change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached Letter of Understanding with the UAW to cancel the previous LOU which specified terms under which UAW members would staff the ICAC on call phone.

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.

**LETTER OF UNDERSTANDING BETWEEN
COUNTY OF INGHAM (Employer)
And
UNITED AUTO WORKERS (Union) and its
TECHNICAL, OFFICE, PARAPROFESSIONAL and SERVICE (TOPS) EMPLOYEE
UNIT**

WHEREAS, the Employer and the Union have entered a collective bargaining agreement extending through December 31, 2017 (the “CBA”); and

WHEREAS, as part of the CBA, the parties continued a Letter of Understanding concerning Standby/On-Call lists for all non-probationary, full-time employees within the Office Coordinator, Redemption Clerk/Dispatcher, and Volunteer Assistant classifications in the Animal Control Department that had been in place since approximately 2014 (the “LOU”); and

WHEREAS, the Union and the Employer have been advised that the LOU is no longer needed; and

WHEREAS, the parties mutually agree to terminate the LOU.

NOW, THEREFORE, IT IS HEREBY AGREED between the parties as follows:

1. The LOU concerning the Standby/On-Call for all non-probationary, full-time employees within the Office Coordinator, Redemption Clerk/Dispatcher, and Volunteer Assistant classifications in the Animal Control Department is hereby terminated and no longer in effect.

2. The balance of the CBA will remain in full force and effect for the duration of the CBA’s term.

IT IS FURTHER AGREED THAT this Letter of Understanding shall be unique to this case and neither the Employers nor Unions waive any rights as to other future cases. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

COUNTY OF INGHAM

UNITED AUTO WORKERS

Kara Hope, Chairperson Date
Ingham County Board of Commissioners

Sally Auer, UAW Chairperson Date

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

Mattis D. Nordfjord, Esq.

Agenda Item 3b

TO: Finance Committee
Law & Courts Committee
County Services Committee

FROM: John Dinon, Director Animal Control

DATE: 22 March 2016

CC: John Neilsen, Chief Deputy Controller

RE: Creation of an “on call” LOU with the Capital City Labor Program

The Ingham County Animal Control Department (ICAC) had a Letter of Understanding (LOU) with our UAW employees to carry an “on call” phone for the purposes of authorizing foster volunteers to take foster animals to private veterinarians in the event of a medical emergency when ICAC staff is not available to treat the animal and to respond to after-hours alarms at the shelter.

The ICAC UAW employees approached management asking to no longer have this responsibility and suggesting it would be better handled by CCLP staff (animal care staff and Animal Control Officers). The UAW staffers were unanimous in their wish to no longer staff the on call phone. Management talked to CCLP staff, the majority of whom are willing to take on this responsibility as long as there is the ability to opt out. CCLP leadership agrees that having their members staff the on call phone would be appropriate and indicated they are willing to enter into an LOU on this subject with the same terms as the UAW’s agreement.

The cost for staffing the on call phone (\$7,800/year plus call-ins) will be the same for CCLP staff as it was for UAW staff and is in the current budget. That is, the change in who staffs the on call phone is budget neutral.

Cancellation of the LOU with the UAW is covered under a separate resolution.

I thank you for your consideration regarding this matter.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ADOPT THE “ON CALL” LETTER OF UNDERSTANDING WITH
CAPITAL CITY LABOR PROGRAM**

WHEREAS, the Ingham County Animal Control Department has need for employees to carry and answer an on call phone for the purpose of assisting foster volunteers with certain medical emergencies with their foster animals and to respond to after-hours alarms; and

WHEREAS, ICAC’s UAW employees are unanimous in their desire to no longer perform these duties; and

WHEREAS, ICAC’s Capital City Labor Program (CCLP) employees (animal care and ACO staff) are willing to take on this responsibility; and

WHEREAS, current funding for the responsibilities covered in the Letter of Understanding will not change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the attached Letter of Understanding with the CCLP specifying terms under which CCLP members would staff the ICAC on call phone.

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.

**LETTER OF UNDERSTANDING BETWEEN
COUNTY OF INGHAM (Employer)
AND
CAPITOL CITY LABOR PROGRAM, INC.
Animal Control Unit (Union)**

Standby/On-Call: Animal Control Employees

WHEREAS, the COUNTY OF INGHAM, a municipal body corporate of the State of Michigan (the "Employer") and the CAPITOL CITY LABOR PROGRAM, INC. (the "Union") have agreed to a collective bargaining agreement for the Animal Control employees bargaining unit from January 1, 2016, through December 31, 2017 (the "CBA"); and

WHEREAS, the Employer and the Union wish to enter this Letter of Understanding to supplement the CBA regarding on-call time for Employees in Animal Control only (the "LOU").

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as follows:

1. Standby/On-Call list will be established annually for all non-probationary, full-time employees within the Animal Control Officer, Veterinary Technician and Animal Shelter Operator classifications. Employees within these classifications will sign up for such lists annually, provided however, the list must have 1 employee sign up in each Standby/On-Call slot. If no employees sign up for the Standby/On-Call slots, an additional employee will be added by the Employer based on the employee from the eligible classification with the least amount of overtime worked so that there is at least 1 employee in each Standby/On-Call slot.

2. The Standby/On-Call list will be arranged by seniority, beginning with the person with the highest seniority in the first position on the list and descending from there. Employees on the Standby/On-Call list will select a week for Standby/On-Call assignment from the initial weeks available. Thereafter, Standby/On-Call assignments will rotate by week for Standby/On-Call duty, with the order initially selected repeating itself. However, by mutual agreement of the employees involved and with the Director's approval, the employees may exchange their Standby/On-Call day(s) with another employee from the list

3. Each Standby/On-Call week assignment will run for 7 consecutive days.

4. In the event that an employee assigned to Standby/On-Call has called into work sick, then the Employer shall attempt to fill that Standby/On-Call assignment from volunteers. If the assignment remains unfilled, the least senior eligible employee on the list will be assigned the Standby/On-Call. In the event that an employee assigned to Standby/On-Call is anticipated to be off work for a pay period or more, or if an employee on the list leaves County employment, the Employer will first seek volunteers to fill that employee's Standby/On-Call assignments from those eligible employees. If the assignments remain unfilled, eligible employees will be assigned to the Standby/On-Call assignments on a rotating basis.

5. Employees who are on Standby/On-Call shall carry a cell phone or other communication device issued by the Employer, shall remain within its range, and be able to return to the Animal Control Shelter within 1 hour after being called in to work.

6. Employees shall have the option to opt out of serving on Standby/On-Call and shall sign a notice stating they are choosing to do so.

7. The Standby/On-Call employee is only required to answer the cell phone during the hours that the Animal Control Shelter is closed.

8. Animal Control employees on Standby/On-Call for each week shall be paid for Standby/On-Call time at the rate of \$20.00 for each weekday and \$25.00 for each weekend day, for a maximum weekly total of \$150.00.

9. Employees on the Standby/On-Call lists shall also be entitled to a minimum of 3 hours pay, if called in to work. This shall be in addition to Standby/On-Call pay.

10. All the other terms and condition specified in the CBA shall remain in full force and effect.

11. This LOU shall be reviewed by both parties on, at least, an annual basis to ensure that it meets the needs of both parties. Any modification of this LOU must be in writing and signed by the parties hereto.

IT IS FURTHER AGREED THAT this LOU shall be unique to this case and neither the Employer nor Union waive any rights as to other future cases. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstance.

COUNTY OF INGHAM

CAPITOL CITY LABOR PROGRAM, INC.

Kara Hope, Chairperson
Board of Commissioners
Date: _____

John Good, Union Unit President
Date: _____

John Dinon, Animal Control Director
Date: _____

Tom Krug, Executive Director
Date: _____

APPROVED AS TO FORM FOR
COUNTY OF INGHAM:
COHL, STOKER & TOSKEY, P.C.

Steven T. Lett, CCLP, Inc. Attorney
Date: _____

Mattis D. Nordfjord, Esq.

Agenda Item 3c

TO: Finance Committee
Law & Courts Committee
County Services Committee

FROM: John Dinon, Director Animal Control

DATE: 22 March 2016

CC: John Neilsen, Chief Deputy Controller

RE: Creation of Lead Worker positions in the animal care and animal control officer divisions

The Ingham County Animal Control Department (ICAC) has three functional divisions – clerical staff, animal care and animal control officers (ACO). Neither the animal care nor ACO groups currently have a lead worker.

A reorganization which creates lead worker positions for the animal care and ACO groups was recommended by the National Animal Care and Control Association (NACCA) in their 2015 study of ICAC operations. ICAC management feels that the department will run more effectively if there were lead workers in these functional divisions.

With assistance from the County HR Department, ICAC has created job descriptions for a lead worker in the animal care division and a lead ACO. These positions were reviewed by and discussed with relevant ICAC staff and leadership of the Capital City Labor Program. Staff and the CCLP agree with ICAC management regarding proposed scope of work and corresponding increase in wages for each lead position.

The proposed stipend for the lead animal care worker is \$3,200/year which will result in a cost to the County of \$5,450/year. Assuming a May 1 effective date for the lead position, 2016 budget impact will be \$3,634.

The proposed stipend for the lead ACO is \$3,700/year which will result in a cost to the County of \$6,303/year. Assuming a May 1 effective date for the lead position, 2016 budget impact will be \$4,202.

The County Budget Director recommends that necessary adjustment be made in a county-wide quarterly adjustment and funded from salary attrition in 2016. Costs of lead positions will need to be built into the budget beginning in 2017.

I thank you for your consideration regarding this matter.

TO: John Dinon, Director Animal Control
FROM: Joan Clous, Human Resources Specialist
DATE: 3/14/16
RE: Support for Creation and Reorganization – Lead Animal Control Officer and Animal Care Unit Lead Worker

Per your request, Human Resources has reviewed the request to create two lead worker positions within the Animal Control Department, a Lead Animal Control Officer and Animal Care Unit Lead Worker

After analysis, the classification has a community of interest with the Capital City Labor Program (CCLP) and will be compensated by an annual stipend of \$3,200 for the Animal Care Unit Lead Worker and \$3,700 for the Lead Animal Control Officer. The CCLP has been notified. They support the creation of these positions and the annual stipends.

Please use this memo as acknowledgement of Human Resources' participation and analysis of your proposed creation and reorganization. You are now ready to complete the final steps in the process: contact Budgeting, write a memo of explanation and prepare a resolution for Board approval.

If I can be of further assistance, please email or call me 887-4374.

From: Tom Krug [<mailto:tkrug@cclp.us>]
Sent: Monday, March 14, 2016 1:20 PM
To: Clous, Joan
Subject: Re: Animal Control Lead Positions

that is correct

On Mon, Mar 14, 2016 at 10:12 AM, Clous, Joan <JClous@ingham.org> wrote:

Tom, It is my understanding that an agreement was reached on Friday, March 11, 2016 for an annual stipend of \$3,200 for the Animal Care Division Unit Lead Worker and an annual stipend of \$3,700 for the Lead Animal Control Officer to run for the duration of the current collective bargaining unit contract.

Joan Clous, Human Resources Specialist

2016 PERSONNEL COST PROJECTION
 LEAD POSITION PROPOSALS - ANIMAL CONTROL

Animal Control Officer		Animal Care Specialist	
	Stipend		Stipend
Wages	<u>\$3,700</u>	Wages	<u>\$3,200</u>
Unemployment	19	Unemployment	16
FICA	283	FICA	245
Health	0	Health	0
Current Retiree Hlth	0	Current Retiree Hlth	0
Future Retiree Hlth	167	Future Retiree Hlth	144
Dental	0	Dental	0
Vision	0	Vision	0
Life	0	Life	0
Disability	5	Disability	4
Retirement	2,122	Retirement	1,835
Workers Comp	7	Workers Comp	6
CARES	0	CARES	0
Total	<u>\$6,303</u>	Total	<u>\$5,450</u>
May 1 effective date	<u>\$4,202</u>	May 1 effecitve date	<u>\$3,634</u>
June 1 effective date	<u>\$3,677</u>	June 1 effecitve date	<u>\$3,179</u>

Budget Director recommends that necessary adjustment be made in a county-wide quarterly adjustment and funded from salary attrition in 2016. Costs of lead positions will need to be built into the budget beginning in 2017.

**INGHAM COUNTY
JOB DESCRIPTION**

DIVISION LEAD WORKER – ANIMAL CARE UNIT

General Summary: Works under general direction of the Veterinarian, Animal Control Director or the Deputy Director. As the Division Lead Worker directs the activities of the animal care unit staff providing them with advice and assistance as needed, and is responsible to assure their proper and timely performance of assigned duties. Performs duties of animal care unit staff as required.

Essential Functions:

1. Serves as Division Lead Worker for the Animal Care Unit of Animal Control directing work and assisting animal care unit employees when required.
2. Ensures adequate staffing for all shifts, including coverage for unscheduled absences. Assigns work areas to animal care unit employees on a daily basis, briefs them on events of previous shifts or special assignments.
3. Maintains inventories of cleaning supplies, medical supplies and medicines.
4. Provides for or oversees the necessary training and guidance of new animal care personnel; makes necessary recommendations for corrections to supervisors.
5. Ensures Animal Care Staff are trained on any new procedures.
6. Reviews inbound/outbound animal paperwork for accuracy and completeness.
7. Documents internal disputes pertaining to workflow and quality assurance issues.
8. Under the direction of the veterinarian, provides medical care and treatment to shelter animals. Assists in medical evaluations of animals.
9. Performs approved animal euthanasia.
10. Performs temperament testing and other behavioral evaluation of shelter animals.
11. Assists with feeding, watering, cleaning and walking the animals in the shelter.
12. Examines animals and assists the veterinarian with examinations. Treats animals, administers medications, vaccines, intramuscular, intravenous and subcutaneous injections to animals under the direction of the veterinarian.
13. Cleans and disinfects surgical equipment; surgery suite, counters, tables, cages and floors, and operates autoclave.
14. Provides educational information on animal care, nutrition and medical conditions. Recommends products for optimal wellness, such as vitamins, supplements, dental cleanings, flea control, geriatric care and dietary measures.
15. Prepares and labels medications to be sent home with patients. Teaches adopters and fosters how to administer medicines at home.
16. Disposal of dead animals.
17. Maintains various records and jobs which pertain to the kinds and numbers of animals admitted to facility and their disposition.
18. Provide excellent customer service to individuals who come to the facility in order to inquire about the adoption of animals or the location and redemption of lost pets.
19. Directs the work of community service workers, fosters and volunteers and prepares paperwork accordingly. Coordinates and oversees activities of fosters and volunteers in coordination with foster coordinator and volunteer coordinator.
20. Prepares animal specimens for rabies examination.

Other Functions:

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

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

Employment Qualifications:

Education/Experience: High School diploma or equivalent, additional education in Animal Science preferred and four years of experience caring for animals in a shelter, kennel or veterinarian office

OR

An Associate's degree in Animal Science or Veterinary Technology from an accredited school and two years of experience as a Veterinary Technician or Animal Care Specialist.

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

Working Conditions:

1. This position works in both an indoor and outdoor environment. While indoors, there is planned exposure to notable lights, noises, and odors. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position is exposed to noise levels which require shouting in order to be heard.
3. This position is exposed to air quality conditions such as fumes, odors, dusts, mists, gases, poor ventilation, etc.
4. This position works closely with domestic and wild animals with unpredictable temperaments.
5. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.

Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position's physical requirements require continuous stamina in sitting, standing, walking, traversing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, typing, and enduring repetitive movements of the wrists, hands or fingers.

- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***Union
Pay Grade
Feb 2016***

**INGHAM COUNTY
JOB DESCRIPTION
LEAD ANIMAL CONTROL OFFICER**

General Summary: Works under general direction of the Animal Control Director or Deputy Director traveling to various parts of the County in order to enforce State and County animal control laws; includes all of the duties of Animal Control Officer in addition acts as Lead worker. As Lead Animal Control Officer directs the activities of a shift of animal control officers providing them with advice and assistance as needed, and is responsible to assure their proper and timely performance of assigned duties.

Essential Functions:

1. Serves as lead worker of a shift of animal control officers directing the investigation of complicated incidents and assists subordinate officers when required.
2. Assigns work and patrol areas to officers on a daily basis; ensures adequate coverage for all shifts including for unscheduled absences. Briefs other ACO's on events of previous shifts or special assignments.
3. Provides for or oversees the necessary training and guidance of new Animal Control Officers; makes necessary recommendations for corrections to supervisors.
4. Reviews all warrant requests for accuracy, completeness and applicability.
5. Maintains inventory of all issued supplies and equipment.
6. Documents internal disputes pertaining to workflow and quality assurance issues.
7. Provides documents and monitors mandated training and guidance of new road patrol personnel. Ensures that all certifications and training are current. Periodically evaluates all subordinate road patrol officers under his/her supervision; makes necessary recommendation for corrections to department managers.
8. License enforcement – includes writing licenses on the road, issuance of tickets and warrants, court appearances, preparation of monthly reports, notarizing of sterilization affidavits.
9. In response to complaints or requests for assistance from County residents, or as a part of a predetermined schedule or route, travels to various parts of the County by driving or riding as a passenger in a County-owned vehicle.
10. Investigates complaints such as animal bites, cruelty to animals, animals at large, and the like. Records information and decides on proper course of action.
11. Captures and impounds unlicensed, stray, and uncontrolled animals often using ropes, snares, traps, and similar devices.
12. Picks up dead animals as requested or as observed on roads or elsewhere.
13. Investigates and writes up reports of all instances in which people have been bitten by animals.
14. Issues summons for violation of County or State Animal Control laws.
15. Transports animals to a County animal care facility, removes same from vehicle, cleans and disinfects vehicle.
16. Monitors condition of vehicles including fluid levels, tire pressure, etc. Schedules routine maintenance and transports vehicles to repair facilities. Monitors and reports maintenance issues with ACO equipment and relevant areas of the animal shelter.
17. May assist with census, data entry or answering phones.
18. Coordinates and oversees the Animal Control Officer ride along program.
19. Perform duties of animal care specialist as needed.

Other Functions:

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

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

Employment Qualifications:

Education: High School diploma or equivalent

Experience: Three years of experience as an Animal Control Officer

Other Requirements:

- Must have a good driving record and be able to pass a security clearance
- Must be capable of working responsibly on own and performing the required tasks.
- Must be capable of pulling and lifting and carry weight up to 150 lbs. (Lifts weights from ground into pickup truck box.)
- Pushes weights up to 200 lbs. (In controlling livestock that may weigh up to 200 lbs.)
- Sit for the majority of the day's duty time while driving from 30 to 200 miles and stand for intermittent times outside of the patrol vehicles.
- Operates specialized types of equipment such as police radios, snare, capture net, bite stick, tranquilizer gun and shot gun.
- Must be able to write in report form, in citation books and completing a general court summons.

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

Working Conditions:

1. This position works in an outdoor environment. Exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, tractors, etc.
3. This position is exposed to close quarters which could cause claustrophobia such as crawl spaces, narrow passage ways, shafts, enclosed rooms, manholes, pipelines, etc.
4. This position is required to travel for meetings and appointments. Some appointments may be held at personal residences where levels of cleanliness and safety vary.
5. This position works closely with domestic and wild animals with unpredictable temperaments.

Physical Requirements:

- This position requires the ability to sit, stand, walk, run, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, and pinch.
- This position's physical requirements require regular stamina in sitting, standing, walking, running, traversing, climbing, balancing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, carrying, pushing, pulling, reaching, grasping, handling and pinching.
- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.
- This position primarily requires medium visual acuity to perform tasks at arm's reach such as operating machinery, operating vehicles or heavy equipment, performing cleaning tasks, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

***Union FOP AN
Pay Grade 2
Feb 2016***

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CREATE TWO LEAD WORKER POSITIONS

WHEREAS, the Ingham County Animal Control Department management believes that the department would have an increased operational efficiency if lead worker positions are created for the animal care and animal control officer (ACO) divisions; and

WHEREAS, the National Animal Care and Control Association (NACA) recommended creation of division leads for ICAC in their 2015 study of the department; and

WHEREAS, ICAC employees and the Capital City Labor Program (CCLP) agree that creating two new “lead” workers would benefit ICAC operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves a reorganization creating a lead worker in the animal care division to be paid a stipend of \$3,200 annually in addition to regular wages and a lead ACO position to be paid a stipend of \$3,700 annually in addition to regular wages as described by the attached job descriptions.

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.

Agenda Item 4a

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: March 17, 2016

SUBJECT: Resolution to Authorize an Extension to the Agreement with the Community Mental Health Authority of Clinton, Eaton and Ingham Counties for a Mental Health Therapist

This resolution authorizes an extension to the agreement between Ingham County Health Department (ICHD) and Community Mental Health Authority of Clinton, Eaton and Ingham Counties (CMH-CEI) for a 1.0 FTE Mental Health Therapist for the term of February 1, 2016 through January 31, 2017.

In Resolution #16-061, the Ingham County Board of Commissioners accepted \$2,286,075 in Health Center Cluster Program Funding for the period of February 1, 2016 through January 31, 2017 from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA). The HRSA funding included \$80,000 to extend the agreement between ICHD and CMH-CEI for a 1.0 FTE Mental Health Therapist for the term of February 1, 2016 through January 31, 2017 in an amount not to exceed \$80,000. All other terms of the agreement will remain the same.

The Ingham Community Health Center Board of Directors supports this amendment to the agreement between ICHD and CMH-CEI for a 1.0 FTE Mental Health Therapist.

I recommend that the Board of Commissioners authorize an amendment to the agreement between ICHD and CMH-CEI for a 1.0 FTE Mental Health Therapist for the term of February 1, 2016 through January 31, 2017 in an amount not to exceed \$80,000.

cc: Eric Thelen w/ attachment
Russ Kolski w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN EXTENSION TO THE AGREEMENT WITH COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON, EATON AND INGHAM COUNTIES (CMH-CEI) FOR A MENTAL HEALTH THERAPIST

WHEREAS, in Resolution #16-061, the Ingham County Board of Commissioners accepted \$2,286,075 in Health Center Program Funding for the period of February 1, 2016 through January 31, 2017 from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA); and

WHEREAS, the HRSA funding included \$80,000 to extend the agreement between Ingham County Health Department (ICHHD) and CMH-CEI for a 1.0 FTE Mental Health Therapist for the term of February 1, 2016 through January 31, 2017 in an amount not to exceed \$80,000; and

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

WHEREAS, the Ingham Community Health Center Board of Directors supports the extension to the agreement between Ingham County and CMH-CEI for a 1.0 FTE Mental Health Therapist; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an extension to the agreement between Ingham County and CMH-CEI for a 1.0 FTE Mental Health Therapist for the term of February 1, 2016 through January 31, 2017 in an amount not to exceed \$80,000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an extension to the agreement between Ingham County and CMH-CEI for a 1.0 FTE Mental Health Therapist for the period of February 1, 2016 through January 31, 2017 in an amount not to exceed \$80,000.

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

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

Agenda Item 4b

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: March 14, 2016

SUBJECT: Resolution to Amend the Agreement with St. Vincent Catholic Charities for Interpreter Services

This resolution amends the agreement between Ingham County Health Department (ICHHD) and St. Vincent Catholic Charities (STVCC) for interpreter services.

Resolution #16-061 authorized acceptance of \$2,286,075 in Health Center Program Funding for the period of February 1, 2016 through January 31, 2017 from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA).

The HRSA funding includes a requirement and funding for interpreter services within the Ingham County Health Centers. In order to meet this requirement, this resolution authorizes an agreement between ICHHD and STVCC for May 1, 2016 through January 31, 2017 at a prorated amount of \$30,000. Following this term, the agreement will automatically renew on an annual basis for the amount of \$40,000 per year with a term of February 1st through January 31st of each year, contingent upon funding. This resolution also authorizes an extension of the existing agreement between ICHHD and STVCC for the period of February 1, 2016 through February 29, 2016 at a prorated amount of \$3,333.

The Ingham Community Health Center Board has reviewed and supports an amendment to extend the agreement between ICHHD and STVCC for interpreter services and supports any budget adjustments necessary as part of extending the agreement.

I recommend that the Ingham County Board of Commissioners authorize the amendment to extend the agreement between ICHHD and STVCC for interpreter services.

cc: Eric Thelen w/ attachment
Russ Kolski w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE AGREEMENT WITH ST. VINCENT CATHOLIC CHARITIES (STVCC) FOR INTERPRETER SERVICES

WHEREAS, in Resolution #16-061, the Ingham County Board of Commissioners accepted \$2,286,075 in Health Center Program Funding for the period of February 1, 2016 through January 31, 2017 from the U.S. Department of Health and Human Services Health Resources and Services Administration (HRSA); and

WHEREAS, the HRSA funding includes a requirement and funding for interpreter services within the Ingham County Health Centers; and

WHEREAS, in order to meet this requirement, this resolution authorizes an agreement between ICHD and STVCC for May 1, 2016 through January 31, 2017 at a prorated amount of \$30,000; and

WHEREAS, following this term, the agreement will automatically renew on an annual basis for the amount of \$40,000 per year with a term of February 1st through January 31st of each year, contingent upon funding; and

WHEREAS, this resolution also authorizes an extension of the existing agreement between ICHD and STVCC for the period of February 1, 2016 through February 29, 2016 at a prorated amount of \$3,333; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports an amendment to extend the agreement between ICHD and STVCC for interpreter services and supports any budget adjustments necessary as part of extending the agreement; and

WHEREAS, the Health Officer recommends the Ingham County Board of Commissioners authorizes the amendment to extend the agreement between Ingham County and STVCC for interpreter services.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement between Ingham County and St. Vincent Catholic Charities for interpreter services from May 1, 2016 through January 31, 2017 at a prorated amount of \$30,000.

BE IT FURTHER RESOLVED, following this term, the agreement will automatically renew on an annual basis for the amount of \$40,000 per year with a term of February 1st through January 31st of each year, contingent upon funding.

BE IT FURTHER RESOLVED, this resolution also authorizes an extension of the existing agreement between ICHD and STVCC for the period of February 1, 2016 through February 29, 2016 at a prorated amount of \$3,333.

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

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

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: March 15, 2016

SUBJECT: Resolution to Authorize a Contract with Iron Mountain, Inc. for the Transport, Storage and Retrieval of Files

This is a resolution to contract with Iron Mountain, Inc., for the transport, storage, and retrieval of files.

Iron Mountain, Inc., currently has approximately 7,700 cubic feet of Ingham County Health Department (ICHD) files stored. ICHD sought bids from three vendors for the purpose of entering into an agreement for transport, storage and retrieval of files. Iron Mountain, Inc., was determined to be the best external storage solution to store files in a secure environment. ICHD Purchasing has reviewed and supports the use of Iron Mountain, Inc., for the transport, storage and retrieval of files.

The proposed fees by Iron Mountain, Inc., include \$0.20 per cubic foot, \$3.06 per file for retrieval, \$3.06 per file for re-file and a \$25.12 administrative fee per month. ICHD would like to contract with Iron Mountain Inc., to provide transport, storage and retrieval of files. The cost of these services are not to exceed \$20,000.00 which will include monthly storage fees, administrative fees and file retrieval and re-file fees for a one year. The cost for the storage of documents is included in the FY 16 Ingham County Health Department budget.

I recommend that the Ingham County Board of Commissioners authorize a one year contract between ICHD and Iron Mountain Inc., for the transport, storage and retrieval of ICHD files.

cc: Debbie Edokpolo, w/attachment
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 AUTHORIZE A CONTRACT WITH IRON MOUNTAIN INC. FOR THE
TRANSPORT, STORAGE AND RETRIEVAL OF FILES**

WHEREAS, Iron Mountain, Inc. currently has approximately 7,700 cubic feet of Ingham County Health Department (ICHHD) files stored; and

WHEREAS, ICHHD sought bids from three vendors for the purpose of entering into an agreement for transport, storage and retrieval of files; and

WHEREAS, Iron Mountain, Inc. was determined to be the best external storage solution to store files in a secure environment; and

WHEREAS, ICHHD Purchasing has reviewed and supports the use of Iron Mountain, Inc. for the transport, storage and retrieval of files; and

WHEREAS, the proposed fees by Iron Mountain, Inc. include \$0.20 per cubic foot, \$3.06 per file for retrieval, \$3.06 per file for re-file and a \$25.12 administrative fee per month; and

WHEREAS, the cost of these services are not to exceed \$20,000.00 which will include monthly storage fees, administrative fees and file retrieval and re-file fees and will be for a one year period; and

WHEREAS, the cost for the storage of documents is included in the FY 16 Ingham County Health Department budget; and

WHEREAS, the Health Officer recommends that the Ingham County Board of Commissioners authorize a one year contract between Ingham County and Iron Mountain, Inc. for the transport, storage and retrieval of files.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a one year contract between Ingham County and Iron Mountain, Inc. for the transport, storage and retrieval of files effective the date of execution.

BE IT FURTHER RESOLVED, fees include \$0.20 per cubic foot, \$3.06 per file for retrieval, \$3.06 per file for re-file and a \$25.12 administrative fee per month.

BE IT FURTHER RESOLVED, the cost of these services are not to exceed \$20,000.00 which will include monthly storage fees, administrative fees, file retrieval and re-file fees for a one year.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.

Agenda Item 4d

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: March 15, 2016

SUBJECT: Resolution to Authorize an Infectious Disease Physician Services Agreement with the College of Osteopathic Medicine at Michigan State University

In Resolution #15-413 the Ingham County Health Department (ICHHD) accepted more than \$4.6 million dollars in state/federal funds through the Comprehensive Agreement for 2015-2016. The Comprehensive Agreement included \$322,040 in state/federal funds for the HIV Ryan White Part B program.

This resolution authorizes a renewal of the agreement between Ingham County Health Department (ICHHD) and Michigan State University College of Osteopathic Medicine (MSU COM) for 0.4 FTE infectious disease physician services.

The agreement currently in place was for the term of January 1, 2013 through December 31, 2015. The new agreement shall be from January 1, 2016 through December 31, 2018.

The Infectious Disease Physician Services Agreement will be renewed at a 2% annual increase, for the amount of \$93,693 in Year 1 (January 1, 2016 through December 31, 2016), in the amount of \$95,566 in Year 2 (January 1, 2017 through December 31, 2017) and in the amount of \$97,477 in Year 3 (January 1, 2018 through December 31, 2018).

The Ingham Community Health Center Board has reviewed and supports the renewal of the agreement between ICHHD and MSU COM for infectious disease physician services.

I recommend the Ingham County Board of Commissioners authorize the renewal of the agreement between ICHHD and MSU COM for infectious disease physician services for the term of January 1, 2016 through December 31, 2018.

cc: Eric Thelen w/ attachment
Russ Kolski w/attachment

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN INFECTIOUS DISEASE PHYSICIAN AGREEMENT WITH THE COLLEGE OF OSTEOPATHIC MEDICINE AT MICHIGAN STATE UNIVERSITY

WHEREAS, in Resolution #15-413 the Ingham County Health Department (ICHD) accepted more than \$4.6 million dollars in state/federal funds through the Comprehensive Agreement for 2015-2016; and

WHEREAS, the Comprehensive Agreement included \$322,040 in state/federal funds for the HIV Ryan White Part B program; and

WHEREAS, the agreement currently in place was for the term of January 1, 2013 through December 31, 2015; and

WHEREAS, the new agreement shall be from January 1, 2016 through December 31, 2018; and

WHEREAS, the Infectious Disease Physician Services Agreement will be renewed at a 2% annual increase, for the amount of \$93,693 in Year 1 (January 1, 2016 through December 31, 2016), in the amount of \$95,566 in Year 2 (January 1, 2017 through December 31, 2017) and in the amount of \$97,477 in Year 3 (January 1, 2018 through December 31, 2018); and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports the renewal of the agreement between ICHD and Michigan State University College of Osteopathic Medicine (MSU COM) for infectious disease physician services; and

WHEREAS, the Health Officer recommends the Ingham County Board of Commissioners authorize the renewal of the agreement between ICHD and MSU COM for infectious disease physician services for the term of January 1, 2016 through December 31, 2018.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with MSU COM for 0.4 full-time infectious disease physician services.

BE IT FURTHER RESOLVED, the new agreement shall be from January 1, 2016 through December 31, 2018.

BE IT FURTHER RESOLVED, the Infectious Disease Physician Services Agreement will be renewed at a 2% annual increase, for the amount of \$93,693 in Year 1 (January 1, 2016 through December 31, 2016), in the amount of \$95,566 in Year 2 (January 1, 2017 through December 31, 2017) and in the amount of \$97,477 in Year 3 (January 1, 2018 through December 31, 2018).

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

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

TO: Human Services, County Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: March 17, 2016

RE: Resolution to Authorize Amendment #3 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services

This is a recommendation to authorize Amendment #3 of the 2015-2016 Comprehensive Agreement between Ingham County Health Department (ICHD) and the Michigan Department of Health and Human Services (MDHHS). The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal funds to ICHD to support public health programs. The Comprehensive Agreement establishes the funding levels and the terms and conditions under which the funds are disbursed. The Board of Commissioners authorized the 2015-2016 Agreement in Resolution #15-413, Amendment #1 in Resolution 15-479, Amendment # 2 in Resolution 16-048.

The Comprehensive Agreement is regularly amended to adjust funding levels and clarify terms and conditions. This amendment will increase the budget for Comprehensive Local Health Services from \$5,029,541 to \$5,209,376 an increase of 179,835. The amendment makes the following specific changes in the budget:

Amendment # 3

1. Local Agency Vendor Compliance Pilot (WIC) \$36,000 - new funding
2. Well-Integrated Screening & Evaluation for Women across the Nation (WISEWOMAN) \$20,100 - new funding
3. TB Control increase of \$2,200 from \$12,513 to \$14,713
4. HIV Prevention increase of \$20,000 from \$160,943 to \$180,943
5. Breast & Cervical Cancer Control Program (BCCCP) Coordination increase of \$67,500 from \$161,875 to \$229,375
6. Public Health Emergency Preparedness Ebola Virus Disease Phase II increase of \$19,975 from \$39,485 to \$59,820.
7. Immunization Billing Practice Infrastructure Enhancement increase of \$14,060 from \$4,000 to \$18,060.

The resolution includes authorization of contracts for McDonald Broadcasting and Adams Outdoor Advertising, not to exceed \$5,900 for the BCCCP Coordination and WISEWOMAN program.

The resolution includes authorization of contracts currently in existence with Genesee County Health Department Breast and Cervical Cancer Control Program (BCCCP) providers. The authorization of these contracts is mandated by MDHHS as a grant condition requirement of a Local Coordinating Agency (LCA) which is a function of the Ingham County Health Department.

The resolution also authorizes a full-time temporary Community Health Worker and two part-time temporary BCCCP Nurse's positions to provide the services required for the BCCCP Coordination program. These positions are for the duration of the agreement (September 30, 2016).

The resolution also authorizes an increase of an existing Medical Assistant I position (#601109) from part-time to full-time to provide support for the WIC Local Agency Vendor Compliance Pilot program. This increase will be in effect for the duration of the agreement.

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

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

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2015-2016 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

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

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

WHEREAS, the MDHHS and Ingham County Health Department (ICHD) have entered into a 2015-2016 Agreement authorized in Resolution #15-413, and Amendment #1 in Resolution 15-479, and Amendment #2 in Resolution 16-048; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #3 to the 2015-2016 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from \$5,029,541 to \$5,209,376, an increase of \$179,835.

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

1. Local Agency Vendor Compliance Pilot (WIC) \$36,000 - new funding
2. Well-Integrated Screening & Evaluation for Women Across the Nation (WISEWOMAN) \$20,100 - new funding
3. TB Control increase of \$2,200 from \$12,513 to \$14,713
4. HIV Prevention increase of \$20,000 from \$160,943 to \$180,943
5. Breast & Cervical Cancer Control Program (BCCCP) Coordination increase of \$67,500 from \$161,875 to \$229,375
6. Public Health Emergency Preparedness Ebola Virus Disease Phase II increase of \$19,975 from \$39,485 to \$59,820
7. Immunization Billing Practice Infrastructure Enhancement increase of \$14,060 from \$4,000 to \$18,060

BE IT FURTHER RESOLVED, the resolution includes authorization of contracts, not to exceed \$5,900, for McDonald Broadcasting and Adams Outdoor Advertising to provide advertising for the BCCCP Coordination and WISEWOMAN program.

BE IT FURTHER RESOLVED, the resolution includes authorization of contracts currently in existence with Genesee County Health Department Breast and Cervical Cancer Control Program (BCCCP) providers.

BE IT FURTHER RESOLVED, the authorization of these contracts is mandated by MDHHS as a grant condition requirement of a Local Coordinating Agency (LCA) which is a function of the Ingham County Health Department.

BE IT FURTHER RESOLVED, the resolution authorizes a temporary full-time Community Health Worker and two part-time temporary BCCCP Nurse's for the BCCCP Coordination program, through September 30, 2016.

BE IT FURTHER RESOLVED, the resolution also authorizes an increase of an existing Medical Assistant I position (#601109) from part-time to full-time to provide support for the WIC Local Agency Vendor Compliance Pilot program through September 30, 2016.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer is authorized to submit Amendment #3 of the 2015-2016 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to 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 as to form by the County Attorney.

Agenda Item 5a

Date: March 17, 2016

To: County Services & Finance Committees

From: Tim Morgan, Parks Director

Re: Resolution Authorizing Ingham County to Enter into a Contract with Spicer Group, Inc. for Professional Consulting Services to Assist the Ingham County Parks Department and Park Commission in Assembling the 2017-2021 Master Plan

The Ingham County Parks & Recreation Commission has identified a need to update the Ingham County Parks 2012-2016 Master Plan to provide direction for Park operations and improvements.

The Ingham County Purchasing Department solicited Requests for Proposals (RFP) inviting proposals from qualified companies for the purpose of entering into a contract with the County to provide professional consulting services to assist the Ingham County Parks Department and Park Commission in assembling the 2017-2021 Master Plan.

The Ingham County Purchasing Department solicited proposals and seven vendors submitted bids: Carlisle Wortman, Edgewater, Mannik & Smith, Rowe, Spicer Group, Inc., Beckett Raeder, and LAP: Landscape Architech & Planners. After careful review and evaluation of the proposals received, the Evaluation Committee recommends that a contract be awarded to Spicer Group, Inc. in an amount not to exceed \$23,700.

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

Agenda Item 5a

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 8, 2016
SUBJECT: Professional Consulting Services to Develop a Comprehensive Parks Master Plan for Ingham County

Project Description:

The Ingham County Purchasing Department 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 Parks Department and Park Commission in assembling the 2017-2021 Master Plan.

Proposal Summary:

Vendors contacted: 41 Local: 05
Vendors responding: 07 Local: 03

Vendor Name	Local Pref	Est # of Hours	Total Firm Fixed Cost
Rowe Professional Services Co.	Yes, Lansing	234	\$18,500.00
Spicer Group	Yes, Lansing	198	\$23,700.00
Carlisle Wortman Assoc Inc.	No, Ann Arbor	226	\$25,000.00
Beckett & Raeder Inc.	No, Ann Arbor	257	\$28,960.00
Landscape Architect & Planners Inc.	Yes, Lansing	402	\$37,929.80
Mannik Smith Group	Yes, Lansing	378	\$39,736.00
Edgewater Resources	No, St. Joseph	340	\$40,870.00

Vendors Not Bidding:

Butler, Fairman and Seufert, Inc., of Indiana did not have ample time to put together a proposal and are committed to other projects at this time.

Recommendation:

The Parks Department and Planning Committee is recommending awarding the contract to Spicer Group, a local vendor that has experience working on projects of similar size and scope. The contract amount is not to exceed \$23,700.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING INGHAM COUNTY TO ENTER INTO A CONTRACT WITH SPICER GROUP, INC. FOR PROFESSIONAL CONSULTING SERVICES TO ASSIST THE INGHAM COUNTY PARKS DEPARTMENT AND PARK COMMISSION IN ASSEMBLING THE 2017-2021 MASTER PLAN

WHEREAS, the Ingham County Parks & Recreation Commission has identified a need to update the Ingham County Parks 2012-2016 Master Plan to provide direction for park operations and improvements; and

WHEREAS, the Ingham County Purchasing Department solicited Requests for Proposals (RFP) inviting proposals from qualified companies for the purpose of entering into a contract with the County to provide professional consulting services to assist the Ingham County Parks Department and Park Commission in assembling the 2017-2021 Master Plan; and

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

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Spicer Group, Inc., for a cost not to exceed \$23,700 with January 31, 2017 as the completion date to provide professional consulting services to assist the Ingham County Parks Department and Park Commission in assembling the 2017-2021 Master Plan.

BE IT FURTHER RESOLVED, that funds are available in 208-75200-967000.

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.

Agenda Item 5b

TO: County Services and Finance Committees
FROM: Tim Morgan, Director of Parks
DATE: March 22, 2016
SUBJECT: Vehicle Hoist System for the Parks Department

Project Description:

Three quotes were sought to replace the existing vehicle hoist capable of lifting a ¾ ton truck. A professional inspection recently determined that the current hoist to be unsafe, it is tagged and locked and cannot be used.

Company	Address	Local	Cost
Automotive Equipment Specialists, Inc.	3800 West River Dr., Comstock Park MI	No	\$5,175.00
Leak Petroleum Equipment, Inc.	8208 S. DeWitt Road, DeWitt MI	No	\$6,023.20
Allied Inc.	240 Metty Drive, Ann Arbor MI	No	\$6,073.00

Recommendation:

Although not the lowest bid, Leak Petroleum Equipment is the only vendor that provided a quote for a Versymmetric Plus 2 lift. The Versymmetric lift provides a central lifting mechanism that allows the mechanic to reconfigure the lift arms in order to shift the center of gravity and safely work on equipment of varying sizes from lawn mowers to ¾ ton trucks. Geographically, Leak Petroleum Equipment, Inc. is also closer to Ingham County for providing future maintenance when needed.

The Parks Department recommends awarding the purchase order to Leak Petroleum Equipment Inc. in an amount not to exceed \$6,023.20.

Agenda Item 5b

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 22, 2016
SUBJECT: Vehicle Hoist System for the Parks Department

Project Description:

Three quotes were sought to replace the existing vehicle hoist with a hoist capable of handling up to a ¾ ton truck. A professional inspection determined the current hoist to be unsafe.

Company	Address	Local	Cost
Automotive Equipment Specialists Inc.	3800 West River Dr., Comstock Park MI	No	\$5,175.00
Leak Petroleum Equipment Inc.	8208 S. DeWitt Road, DeWitt MI	No	\$6,023.20
Allied Inc.	240 Metty Drive, Ann Arbor MI	No	\$6,073.00

Recommendation:

Although not the lowest cost, Leak Petroleum Equipment’s location is the closest vendor providing a versymmetric lift. The versymmetric lift allows for the mechanic to reconfigure the arms in order to shift the center of gravity on various size vehicles to safely work on lawn mowers to ¾ ton trucks.

Lift manufacturers and distributors are a specialized industry with limited sales territories.

The Parks Department recommendation is awarding the purchase order to Leak Petroleum Equipment Inc. in an amount not to exceed \$6,023.20.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE FUNDING FOR THE PURCHASE OF A VERSYMMETRIC PLUS 2 LIFT – VEHICLE HOIST SYSTEM AT HAWK ISLAND COUNTY PARK

WHEREAS, the vehicle hoist system at Hawk Island County Park was recently inspected; and

WHEREAS, the 15 year old vehicle hoist system failed the inspection; and

WHEREAS, the hoist is currently tagged as inoperable and needs replacing; and

WHEREAS, the Parks Department solicited quotes from qualified and experienced firms for the purpose of installing a vehicle hoist system at Hawk Island County Park; and

WHEREAS, after careful review and evaluation of the proposals received, staff recommends that a purchase order be issued to Leak Petroleum Equipment, Inc.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes issuing a purchase order to Leak Petroleum Equipment, Inc., for a cost not to exceed \$6,023.20 for the installation of a Versymmetric Plus 2 Lift at Hawk Island County Park.

BE IT FURTHER RESOLVED, that funds are available in the Machinery and Equipment Revolving fund balance (664-75299-978000).

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

Agenda Item 6a, 6b, 6c and 6d

To: County Services and Finance Committees

From: Douglas A. Stover, Director
Equalization/Tax Mapping

Date: March 22, 2016

Subject: 2016 Remonumentation Grant

Attached are four resolutions.

The first resolution authorizes entering into the 2016 Survey and Remonumentation Grant with the Michigan Department of Licensing and Regulatory Affairs and appoints the County Grant Administrator. The appropriation amount for the 2016 grant is \$87,454.

The second resolution appoints the County Representative.

The third resolution authorizes entering into contracts with County Surveyors.

The fourth resolution appoints Peer Review Group members.

These resolutions are being submitted for the April 5th County Services Committee meeting and the April 6th Finance Committee meeting.

Agenda Item 6b, 6c and 6d

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director, Purchasing Department

DATE: March 9, 2016

SUBJECT: Proposal Summary for Remonumentation Surveyor Services

Project Description:

The Ingham County Remonumentation Committee seeks proposals for the services of multiple monumentation surveyors for 2016. It is the County’s intent to award multiple contracts for the work contained herein. All work shall be performed under the guidelines and conditions set forth in P.A. 345 of 1990.

The Remonumentation Committee has established a proposed work schedule for 2016. This work schedule was incorporated into Ingham County’s 2016 grant application which is expected to be approved by the State Survey and Remonumentation Commission.

Proposal Summary:

Vendors contacted: 19 Local: 9
 Vendors responding: Local:

Vendors not bidding:

Ziemnick Foster Engineering, Grand Ledge, MI, does not have surveyor staff.

Boss Engineering, Howell, MI, will not be submitting a bid.

Autenrieth Land Surveys LLC, a local vendor, withdrew their bid because of scheduling conflict.

Vendor Name	Local Pref Requested	Local	Professional Licensed Surveyor Rate/Hr	2 Man Field Crew/Equipment & Vehicle Rate/Hour	Additional Crew Member Rate/Hour	Sr. Office Technician Rate/Hour	Draftperson Rate/Hour	Typist/General Office Rate/Hour
David R Lohr Land Surveyors	Yes, Lansing	Yes, Lansing	\$111.00	\$136.00	\$35.00	\$65.00	\$65.00	\$40.00
Reynolds - Heritage	No, Hastings	No, Hastings	\$98.00	\$125.00	\$33.00	\$60.00	\$60.00	\$38.00
Bumstead Land Surveys	No, Charlotte	No, Charlotte	\$100.00	\$130.00	\$40.00	\$60.00	\$60.00	\$45.00
Wolverine Engineering	Yes, Mason	Yes, Mason	\$100.00	\$130.00	\$30.00	\$60.00	\$60.00	\$35.00
Geodetic Designs	Yes, Lansing	Yes, Lansing	\$110.00	\$140.00		\$63.00	\$62.00	\$45.00
Eger Surveying & Engineering	Yes, Mason	Yes, Mason	\$93.00	\$140.00	\$28.00	\$60.00	\$60.00	\$35.00

Recommendation:

The Evaluation Committee recommends awarding multiple contracts to the following vendors, each at a total cost not to exceed \$11,500 (at the rates at the table below): David R. Lohr, Wolverine Engineering, Bumstead Land Surveyors, Reynolds Heritage Land Surveyors, Geodetic Designs, and Enger Surveying & Engineering:

Service Description	Lowest Quoted Cost (rate / hour)
Prof. Licensed Surveyor	\$93.00
2 Man Field Crew/Equipment & Vehicle	\$125.00
Additional Crew Member	\$28.00
Senior Office Technician	\$60.00
Draftsperson	\$60.00
Typist /General Office Tasks	\$35.00

Advertisement:

The RFP was advertised in the Lansing State Journal, El Central Hispanic News and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ENTERING INTO A GRANT WITH THE MICHIGAN DEPARTMENT OF LICENSING AND REGULATORY AFFAIRS AND APPOINTING DOUGLAS A. STOVER AS COUNTY GRANT ADMINISTRATOR FOR THE 2016 REMONUMENTATION PROJECT

WHEREAS, a grant application was submitted to the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs, for the sole purpose of receiving funds to implement Ingham County's Monumentation and Remonumentation Plan; and

WHEREAS, as requested, the Ingham County Remonumentation Committee did consult with and take into account the preferences and needs of local units of government, the Ingham County Road Department, local surveyors, and area real estate developers in choosing areas in which to work; and

WHEREAS, the Office of Land Survey and Remonumentation of the Michigan Department of Licensing and Regulatory Affairs has reviewed Ingham County's 2016 Survey and Remonumentation Grant Application in the amount of \$87,454, and has forwarded the 2016 Grant Agreement/Contract for execution; and

WHEREAS, as required by Act 345, P.A. 1990, a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County appoint a County Grant Administrator.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a grant with the Michigan Department of Licensing and Regulatory Affairs for the purpose of receiving \$87,454 in grant funds for the Ingham County Monumentation and Remonumentation Project in the year 2016.

BE IT FURTHER RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoint Douglas A. Stover, Equalization Director, for the related services of County Grant Administrator as required by Act 345, P.A. 1990.

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO CONTRACT WITH RONNIE M. LESTER AS COUNTY REPRESENTATIVE
FOR THE INGHAM COUNTY MONUMENTATION AND REMONUMENTATION PROJECT
IN 2016**

WHEREAS, Acts 345 and 346, P.A. of 1990, states that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Monumentation and Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, as required by Act 345, P.A. 1990 a condition of receiving annual grant funds to implement the County Monumentation and Remonumentation Plan is that the County obtain and/or contract with a professional surveyor to oversee the activities of the grant project; and

WHEREAS, Ronnie M. Lester, P.S., was selected in 1992 to be the Ingham County Representative and has since been an integral part of the implementation of the Ingham County Monumentation and Remonumentation Plan.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contract with Ronnie M. Lester, P.S., upon approval of the 2016 Grant Application by the State Monumentation and Remonumentation Commission, for the related services of County Representative as required by Act 345, P.A. 1990. Said contract to be funded by Survey and Remonumentation grant funds authorized under Act 345, P.A. 1990, for the period of one year, January 1, 2016 through December 31, 2016, at a cost not to exceed \$12,600.

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH BUMSTEAD LAND SURVEYS, ENGER SURVEYING AND ENGINEERING, GEODETIC DESIGN, INC., DAVID R. LOHR SURVEYING, CO., REYNOLDS HERITAGE LAND SURVEYING AND MAPPING AND WOLVERINE ENGINEERS & SURVEYORS, P.C., AS PROJECT SURVEYORS FOR THE 2016 INGHAM COUNTY REMONUMENTATION PROJECT

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, six qualified surveying firms were selected through a thorough competitive process and have each proposed performing a portion of the monumentation services for 2016; and

WHEREAS, it is the recommendation of the Evaluation Committee, with the concurrence of the Remonumentation Committee, that it is in the County's best interest to authorize contracts with Bumstead Land Surveys, Enger Surveying and Engineering, Geodetic Design, Inc., David R. Lohr Surveying, Co., Reynolds Heritage Land Surveying and Mapping and Wolverine Engineering and Surveyors, Inc. for services as monumentation surveyors for 2016.

THEREFORE BE IT RESOLVED, upon the respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts for the services of County Project Surveyors as required by Act 345, P.A., 1990, said contracts to be funded by survey and remonumentation grant funds authorized for 2016:

Bumstead Land Surveys: \$11,500
Enger Surveying and Engineering: \$11,500
Geodetic Design, Inc.: \$11,500
David R. Lohr Surveying, Co.: \$11,500
Reynolds Heritage Land Surveying and Mapping: \$11,500
Wolverine Engineering and Surveyors, Inc.: \$11,500

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.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH AND APPOINT ANTHONY BUMSTEAD, DAVID CLIFFORD, RONALD ENGER, GILBERT BARISH, DAVID VAN DENBERGHE, DAVID LOHR, BRIAN REYNOLDS AND GREG VAUGHN, AS PEER REVIEW GROUP MEMBERS FOR THE 2016 INGHAM COUNTY REMONUMENTATION PROJECT

WHEREAS, Acts 345 and 346, 1990, state that each County in the State of Michigan shall prepare a County Monumentation and Remonumentation Plan; and

WHEREAS, the Ingham County Remonumentation Plan was submitted by the Ingham County Board of Commissioners and approved by the State Survey and Remonumentation Commission on June 24, 1992; and

WHEREAS, the State Survey and Remonumentation Act, Public Act 345 of 1990, specifically MCL 54.296b, requires that Peer Review Group members be appointed by the County Board of Commissioners.

THEREFORE BE IT RESOLVED, that upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners appoints the following individuals as Peer Review Group Members for the 2016 Ingham County Remonumentation Project:

Anthony Bumstead, 513 W. Lovett Street, Charlotte, MI 48813
David Clifford, 805 N. Cedar Street, Mason, MI 48854
Ronald Enger, 805 N. Cedar Street, Mason, MI 48854
Gilbert Barish, 2300 N. Grand River Avenue, Lansing, MI 48906
David Van Denberghe, 2300 N. Grand River Avenue, Lansing, MI 48906
David Lohr, 6014 Chesapeake Drive, Lansing, MI 48911
Brian Reynolds, 138 W. State Street, Hastings, MI 49058
Greg Vaughn, 312 North Street, Mason, MI 48854
Brett Hollandsworth, 312 North Street, Mason, MI 48854

to terms expiring December 31, 2016.

BE IT FURTHER RESOLVED, upon respectful recommendation of the Ingham County Remonumentation Committee, that the Ingham County Board of Commissioners contracts the services of the Peer Review Group Memebers, said contracts to be funded by survey and remonumentation grant funds authorized for 2016 at a cost not to exceed \$600 per Peer Review Group Member.

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

Agenda Item 7a

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: March 14, 2016

SUBJECT: 2016 – 2017 As-Needed Construction Inspection and Supervision Services

Ingham County Road Department (ICRD) staffing is such that there may be times during the construction season where we don't have enough staff to perform all required inspection and supervision for our construction projects. Therefore, we must rely on engineering consultants to perform the work when needed.

Generally, the inspection and supervision services include full-time or part-time staffing to perform field or office construction technician services normally associated with the inspection and supervision of ICRD federal-aid road and/or bridge construction projects within the public road rights-of-way in Ingham County, Michigan.

The Purchasing Department solicited proposals from Michigan Department of Transportation (MDOT) prequalified and experienced inspection firms to provide the services on an as-needed basis and received two (2) proposals. ICRD and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, experience, and overall value to the county.

Based on the review and our typical inspection and supervision needs, ICRD recommends that both respondents be retained to provide the requested services. When retaining the inspection and supervision services, ICRD staff will strive to retain the lowest cost consultant whenever possible. When not possible because of schedule conflicts or staffing shortages, the other consultant will be retained to provide the required testing.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the unit price inspection and supervision service proposals from both Tetra Tech of Michigan, P.C. and NTH Consultants, Ltd.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RETAIN AS-NEEDED CONSTRUCTION INSPECTION AND SUPERVISION SERVICES WITH TETRA TECH OF MICHIGAN, P.C. AND NTH CONSULTANTS, LTD

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection and supervision firms to provide services on an as-needed basis; and

WHEREAS, the Purchasing Department advertised for the as-needed construction inspection and supervision services and received two (2) proposals; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, experience, and overall value to the county; and

WHEREAS, when retaining as-needed construction inspection and supervision, ICRD staff would strive to retain the lowest cost consultant whenever possible; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain both Tetra Tech of Michigan, P.C. and NTH Consultants, Ltd. to provide the as-needed construction inspection and supervision services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining both Tetra Tech of Michigan, P.C., 401 South Washington Square, Suite 100, Lansing, Michigan and NTH Consultants, Ltd., 608 South Washington Avenue, Lansing, Michigan to provide the as-needed construction inspection and supervision services.

BE IT FURTHER RESOLVED, 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.

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: March 14, 2016

SUBJECT: 2016 – 2017 As-Needed Material Testing Services

Ingham County Road Department (ICRD) staffing is such that many times during the construction season, we don't have staff, the equipment, or expertise to perform all project related material testing that is required. Therefore, we must rely on testing consultants to perform the work when needed.

Generally, the testing services include as-needed material testing services, both on-site and in-plant, associated with ICRD road and/or bridge construction projects within the public road rights-of-way in Ingham County, Michigan.

The Purchasing Department solicited proposals from Michigan Department of Transportation (MDOT) prequalified and experienced material testing firms to provide the services on an as-needed basis and received two (2) proposals. ICRD and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, testing experience, and overall value to the county.

Based on the review and our testing needs, ICRD recommends that both respondents be retained to provide the requested testing services. When retaining the testing services, ICRD staff will strive to retain the lowest cost consultant whenever possible. When not possible because of schedule conflicts or staffing shortages, the other consultant will be retained to provide the required testing.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the unit price testing service proposals from both Soil and Materials Engineers, Inc. (SME) and Professional Service Industries, Inc. (PSI).

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO RETAIN AS-NEEDED MATERIAL TESTING SERVICES
WITH SOIL AND MATERIALS ENGINEERS, INC. (SME)
AND PROFESSIONAL SERVICE INDUSTRIES, INC. (PSI)**

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced material testing firms to provide services on an as-needed basis; and

WHEREAS, the Purchasing Department advertised for the as-needed testing services and received two (2) proposals; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed unit prices, testing experience, and overall value to the county; and

WHEREAS, when retaining as-needed testing services, ICRD staff would strive to retain the lowest cost consultant whenever possible; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain both Soil and Materials Engineers, Inc. (SME) and Professional Service Industries, Inc. (PSI) to provide the as-needed material testing.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining both Soil and Materials Engineers, Inc., 2663 Eaton Rapids Road, Lansing, Michigan and Professional Service Industries, Inc., 3120 Sovereign Drive, Suite C, Lansing, Michigan to provide the as-needed material testing.

BE IT FURTHER RESOLVED, 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.

Agenda Item 7c

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: March 1, 2016
 SUBJECT: Proposal Summary for the Purchase of Emulsified Asphalt

Project Description:

Proposals were sought for furnishing the Road Department with its 2016 season’s requirements of emulsified asphalt.

Proposal Summary:

Vendors contacted: 13 Local: 0
 Vendors responding: 3 Local: 0

Vendor	SS-1H Plant Pickup	HFRS-2 Delivery to Jobsite	HFRS-2M Delivery to Jobsite	AE-90 Plant Pickup	CM-300 Delivery to Metro	Detention Rate	Total Cost for SS-1H	Total Cost for HFRS-2	Total Cost for HFRS-2M	Total Cost for AE-90	Total Cost for CM-300	Plant Location
Asphalt Materials Inc.	\$1.6000	\$1.5400	\$1.7400	\$1.4000	\$3.1400	\$90/hr. after 3 hr.	\$32,000.00	N/A	\$783,000.00	\$14,000.00	\$50,240.00	Oregon, OH
Bit-Mat Products	\$1.8500	\$1.6500	\$1.8300	\$1.7500	No Bid	\$90/hr. after 3 hr.	\$37,000.00	N/A	\$823,500.00	\$17,500.00	No Bid	Bay City, MI
Michigan Paving &	\$1.9000	No Bid	\$1.6300	\$1.7500	No Bid	\$90/hr. after 3 hr.	\$38,000.00	N/A	\$733,500.00	\$17,500.00	No Bid	Alma/Monroe, MI

It is the recommendation of the Evaluation Committee to award a contract to Michigan Paving & Materials., for SS-1H Plant Pick up, HFRS-2M Delivery to Jobsite, and AE-90 Plant Pick up. The reason for this recommendation is to allow small quantity pickup by the Road Department’s crews as needed. Without on-site emulsion storage, they often need to purchase SS-1H in small quantities to maintain efficiency in the paving operation, especially when transitioning to or from chip seal.

Additionally, it is the recommendation to award Asphalt Materials Inc., a contract for HFRS-2 Delivery to Jobsite, HFRS-2M Delivery to Jobsite, CM-300 Delivery to Metro, as well as SS-1H and AE-90 Plant Pickup. Having this flexibility ensures that Ingham County is purchasing quality materials, in required quantity and at the lowest prices while minimizing transportation costs.

Advertisement:

The RFP was advertised in the Lansing State Journal, the Michigan Infrastructure and Transportation Association (MI-ITA) DBE websites and posted on the Purchasing Department’s Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF 2016 SEASONAL REQUIREMENT OF ASPHALT EMULSIONS FOR THE ROAD DEPARTMENT

WHEREAS, the Ingham County Road Department annually purchases various types of asphalt emulsion (asphalt oil suspended in water) for placement by Road Department crews in various road maintenance operations and in the Local Road Program in the following approximate, estimated quantities and for the following purposes: SS-1h for asphalt pavement tack (bond) coat—20,000 gallons, HFRS-2M for chip-sealing sealer—450,000 gallons, HFRS-2 for chip-sealing sealer—as needed where HFRS-2M may not be necessary, AE-90 for spray-patching oil—10,000 gallons, CM-300 for on-site manufacturing of cold patch---16,000 gallons; and

WHEREAS, the Road Department adopted 2016 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, bids for the various types of asphalt emulsions were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #43-16, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and to purchase the HFRS 2-M, SS-1H and AE-90 asphalt emulsions on an as-needed, plant pickup, unit price basis from Michigan Paving and Materials Inc. based on their lowest qualified bid and/or logistically practical plant location and to award HFRS-2 (if needed) and CM-300 asphalt emulsions on an as-needed, delivered, unit price basis from Asphalt Materials Inc. and to award HFRS-2M, SS-1H and AE-90 emulsions as a secondary option to Asphalt Materials Inc. in the event that Michigan Paving and Materials Inc. fails to meet specifications or is unable to provide material when needed.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of the various types of asphalt emulsions on an as-needed, unit price basis from Michigan Paving and Materials Inc. and Asphalt Materials Inc. based on their lowest qualified bid and/or logistically practical plant location and/or availability of specified material for the selected various types of asphalt emulsions.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders accordingly with Michigan Paving and Materials Inc. and Asphalt Materials Inc., and purchase asphalt emulsions as needed and budgeted.

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: March 17, 2016

SUBJECT: Columbia Road Bridge Professional Engineering Services

The Ingham County Road Department (ICRD) received 2017 Local Bridge Program funding to replace the Columbia Road Bridge over the Grand River. The bridge is located west of the City of Mason, between the south leg and north leg of Waverly Road. The existing structure is deteriorated to the point where it needs to be replaced.

The Purchasing Department solicited proposals from Michigan Department of Transportation (MDOT) pre-qualified design consultants to provide professional engineering services for the replacement of the Columbia Road Bridge and received six (6) proposals. ICRD and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county.

Based on the review, ICRD recommends that DLZ Michigan, Inc. of Lansing, Michigan, be retained to provide the requested bridge design services. Their proposed fee totals \$71,626.57. The DLZ proposal is recommended in favor of lower cost proposals because the DLZ proposal fully addresses and accounts for costs of providing bridge design alternatives required by the RFP. Design alternatives were requested so the Road Department could make the most informed decisions regarding environmental impacts, construction costs, construction duration and associated user delay costs, and construction complexity (inspection costs) inherent with different bridge types. Lower cost proposals are not recommended because they do not adequately address the development and costs of the requested bridge design alternatives.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the professional engineering services proposal from DLZ Michigan, Inc.

Agenda Item 7d

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: March 22, 2016
SUBJECT: Columbia Road Bridge Replacement Project Professional Engineering Services

Project Description:

Proposals were sought from Michigan Department of Transportation prequalified and experienced engineering firms for the purpose of entering into a contract to provide professional engineering services for the Columbia Road Bridge Replacement Project.

The project involves replacement of the Columbia Road Bridge over the Grand River in accordance with the Michigan Department of Transportation, Michigan Department of Environmental Quality, Michigan Department of Natural Resources, and other required review agency requirements.

Proposal Summary:

Vendors contacted: 16 Local: 05
Vendors responding: 06 Local: 05

Vendor Name	Local Pref	Total Hours	Total Cost
Great Lakes Engineering Group LLC	Yes, Lansing	231.25	\$34,927.00
Rowe Professional Services Co.	Yes, Lansing	332.5	\$40,121.50
Fishbeck, Thompson, Carr & Huber Inc	Yes, Lansing	363	\$59,600.00
Mannik Smith Group	Yes, Lansing	739	\$68,265.00
DLZ Michigan, Inc.	Yes, Lansing	548	\$71,626.57
Williams & Works	No, Grand Rapids	1071	\$101,031.00

Not Bidding:

Fleis & VandenBrink, 2960 Lucern Drive S.E., Ste. 100, Grand Rapids MI: Thanked the County for the opportunity to bid; however, will not be bidding at this time.

Recommendation:

The Ingham County Road Department evaluated the proposals based on scope of work, experience and overall value to the County. The Purchasing Department reviewed the adherence to County Purchasing requirements.

The Road Department recommends awarding the contract to DLZ Michigan, Inc. for the reasons explained in the Memorandum, third paragraph, at a cost not to exceed \$71,626.57. DLZ Michigan, Inc. is a local Ingham County registered vendor.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A BRIDGE DESIGN PROFESSIONAL ENGINEERING SERVICES CONTRACT WITH DLZ MICHIGAN, INC.

WHEREAS, the Ingham County Road Department received 2017 Local Bridge Program funding to replace the Columbia Road Bridge over the Grand River; and

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation pre-qualified design consultants to provide professional engineering services for the replacement of the Columbia Road Bridge; and

WHEREAS, the Purchasing Department advertised for professional engineering services for the Columbia Road Bridge Replacement Project and received six (6) proposals; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain DLZ Michigan, Inc. to provide the professional engineering services in the amount of \$71,626.57.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a professional services contract with DLZ Michigan, Inc., 1425 Keystone Drive, Lansing, Michigan based on its Columbia Road Bridge Replacement Project Professional Engineering Services proposal dated February 25, 2016, in the amount of \$71,626.57.

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

Agenda Item 7e

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: March 14, 2016

SUBJECT: Zimmer Road Bridge Professional Engineering Services

The Ingham County Road Department (ICRD) received 2017 Local Bridge Program funding to replace the Zimmer Road Bridge over Deer Creek. The bridge is located south of the City of Williamston, between Waldo Road and Frost Road. The existing structure is deteriorated to the point where it needs to be replaced.

The Purchasing Department solicited proposals from Michigan Department of Transportation (MDOT) pre-qualified design consultants to provide professional engineering services for the replacement of the Zimmer Road Bridge and received five (5) proposals. ICRD and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county.

Based on the review, ICRD recommends that Great Lakes Engineering Group, LLC of Lansing, Michigan, be retained to provide the requested bridge design services. Their proposed fee totals \$27,974.00.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the professional engineering services proposal from Great Lakes Engineering Group, LLC.

TO: County Services and Finance Committees
 FROM: Jim Hudgins, Director of Purchasing
 DATE: March 14, 2016
 SUBJECT: Zimmer Road Bridge Professional Engineering Services

Project Description:

Proposals were sought from MDOT prequalified and experienced engineering firms (Consultant) for the purpose of entering into a contract to provide professional engineering services for the Zimmer Road Bridge Replacement Project.

The project involves replacement of the Zimmer Road Bridge over Deer Creek, Wheatfield Township, Ingham County, Michigan, in accordance with the Michigan Department of Transportation (MDOT), Michigan Department of Environmental Quality (MDEQ), Michigan Department of Natural Resources (MDNR) and other required review agency requirements

Proposal Summary:

Vendors contacted: 16 Local: 05
 Vendors responding: 05 Local: 05

Vendor	Local Preference	Grand Total
Great Lakes Engineering Group	Yes, Lansing	\$27,974.00
Rowe Professional Services	Yes, Lansing	\$31,689.50
Mannik Smith Group	Yes, Lansing	\$33,990.00
Fishbeck, Thompson, Carr & Huber	Yes, Lansing	\$38,120.00

Recommendation:

The Ingham County Road Department evaluated the proposals based on scope of work, experience and overall value to the County. The Purchasing Department reviewed the adherence to County Purchasing requirements.

Great Lakes Engineering Group, a local vendor, submitted the lowest responsive proposal. The company has years of experience working on projects of similar size and scope.

The recommendation is to award the contract to Great Lakes Engineering Group, Inc. at a cost not to exceed \$27,974.00.

Advertisement:

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A BRIDGE DESIGN PROFESSIONAL ENGINEERING SERVICES CONTRACT WITH GREAT LAKES ENGINEERING GROUP, LLC

WHEREAS, the Ingham County Road Department received 2017 Local Bridge Program funding to replace the Zimmer Road Bridge over Deer Creek; and

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation pre-qualified design consultants to provide professional engineering services for the replacement of the Zimmer Road Bridge; and

WHEREAS, the Purchasing Department advertised for professional engineering services for the Zimmer Road Bridge Replacement Project and received five (5) proposals; and

WHEREAS, Road Department and Purchasing Department staff reviewed the proposals for adherence to county purchasing requirements, proposed scope of work, similar project experience, and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain Great Lakes Engineering Group, LLC to provide the professional engineering services in the amount of \$27,974.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a professional services contract with Great Lakes Engineering Group, LLC, 521 Seymour Street, Lansing, Michigan based on its Zimmer Road Bridge Replacement Project Professional Engineering Services proposal dated March 9, 2016, in the amount of \$27,974.00.

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

TO: County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: March 1, 2016

SUBJECT: Extension of contract with Advanced Drainage Systems Inc for the Smooth-Lined Corrugated Polyethylene Pipe and Contech Engineered Solutions for the Helically Corrugated Steel Pipe, respectively.

Project Description:

Contract extensions for furnishing the Ingham County's 2016 season's requirements of smooth-lined corrugated polyethylene pipe and helically corrugated steel pipe.

2015 Proposal Summary:

Vendors contacted:	14	Local: 01
Vendors responding:	04	Local: 01

Recommendation:

Contech Engineered Solutions (a local vendor) satisfactorily fulfilled their contract supplying Helically Corrugated Steel Pipe. Advanced Drainage Systems, Inc. has satisfactorily fulfilled their contract supplying Smooth-Lined Corrugated Polyethylene Pipe. Each vendor has agreed to provide the same product, at the same price, terms and conditions as submitted in their 2015 proposals.

The Road Department seeks approval to extend each contract for the 2016 season at the prices quoted in their respective 2015 proposals. The 2015 cost grids are located on the next two pages.

Item 1: Smooth-lined Corrugated Polyethylene Pipe and Couplers

*To furnish Ingham County Road Department with their annual requirements of smooth-lined corrugated polyethylene pipe and couplers of various sizes and lengths as outlined below.

<u>Pipe Diameter</u>	<u>Price per Linear ft.</u>			
	Contech Engineered Solutions	St. Regis Culvert Inc	Jensen Bridge & Supply Company	Advanced Drainage Systems (ADS)
6 Inch	No Bid	No bid	No Bid	\$1.49
8 Inch		No bid		\$2.33
10 Inch		No bid		\$3.35
12 Inch Self Coupling		\$5.40		\$4.05
15 Inch Self Coupling		\$6.90		\$5.42
18 Inch Self Coupling		\$9.10		\$7.94
24 Inch Self Coupling		\$15.50		\$13.09
30 Inch Self Coupling		\$21.50		\$20.62
36 Inch Self Coupling		\$30.95		\$26.10
<u>Solid Sleeve Couplers</u>		<u>Price Each</u>		
	Contech Engineered Solutions	St. Regis Culvert Inc	Jensen Bridge & Supply Company	Advanced Drainage Systems (ADS)
6 Inch	No Bid	No Bid	No Bid	\$7.71
8 Inch				\$11.73
10 Inch				\$15.41
12 Inch				\$40.17
15 Inch				\$59.50
18 Inch				\$104.91
24 Inch				\$159.28
30 Inch				\$354.70
36 Inch				\$487.28

2015 Quoted Prices

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

*To furnish the Ingham County Road Department with their annual requirement of Helically Corrugated Galvanized Type 1 Coated Steel Pipe and Couplers of various sizes and construction lengths as outlined below.

<u>Galvanized Pipe Diameter</u>	<u>Gage</u>	<u>Price per Linear ft.</u>			
		<u>Contech Engineered Solutions</u>	<u>St. Regis Culvert Inc</u>	<u>Jensen Bridge & Supply Company</u>	<u>Advanced Drainage Systems (ADS)</u>
8 Inch Galvanized	18	No Bid	\$7.60	\$5.00	No Bid
8 Inch Galvanized	16	\$7.50	No Bid	\$6.00	No Bid
8 Inch Galvanized	14	\$9.50	No Bid	No Bid	No Bid
12 Inch Galvanized	16	\$6.00	\$7.50	\$6.91	No Bid
12 Inch Galvanized	14	\$7.20	\$10.20	\$7.76	No Bid
12 Inch Galvanized	12	\$9.00	No Bid	\$10.43	No Bid
15 Inch Galvanized	16	\$7.20	\$9.00	\$8.41	No Bid
15 Inch Galvanized	14	\$9.00	\$13.27	\$11.05	No Bid
15 Inch Galvanized	12	\$10.80	No Bid	\$13.41	No Bid
18 Inch Galvanized	16	\$9.00	\$11.25	\$10.19	No Bid
18 Inch Galvanized	14	\$10.80	\$15.95	\$13.13	No Bid
18 Inch Galvanized	12	\$14.40	No Bid	\$18.04	No Bid
24 Inch Galvanized	16	\$11.75	\$14.25	\$13.23	No Bid
24 Inch Galvanized	14	\$14.95	\$21.25	\$17.42	No Bid
24 Inch Galvanized	12	\$19.50	No Bid	\$24.84	No Bid
30 Inch Galvanized	16	\$14.95	\$18.00	\$16.94	No Bid
30 Inch Galvanized	14	\$19.50	\$26.25	\$22.21	No Bid
30 Inch Galvanized	12	\$23.50	No Bid	\$28.70	No Bid
36 Inch Galvanized	14	\$22.75	\$31.86	\$27.26	No Bid
36 Inch Galvanized	12	\$27.50	No Bid	\$35.48	No Bid
48 Inch Galvanized	14	\$32.50	\$40.00	\$36.89	No Bid
48 Inch Galvanized	12	\$39.00	\$58.00	\$48.25	No Bid
60 Inch Galvanized	12	\$58.00	\$103.00	\$62.45	No Bid
72 Inch Galvanized	10	\$98.00	\$137.00	\$97.43	No Bid

<u>Aluminized Type 2 Pipe Diameter</u>	<u>Gage</u>	<u>Price per Linear ft.</u>			
		<u>Contech Engineered Solutions</u>	<u>St. Regis Culvert Inc</u>	<u>Jensen Bridge & Supply Company</u>	<u>Advanced Drainage Systems (ADS)</u>
8 Inch Spiral Aluminized Type 2	14	\$12.50	No Bid	No Bid	No Bid
12 Inch Spiral Aluminized Type 2	14	\$8.60	\$12.45	\$8.80	No Bid
15 Inch Spiral Aluminized Type 2	14	\$9.90	\$15.60	\$10.99	No Bid
18 Inch Spiral Aluminized Type 2	14	\$12.70	\$18.75	\$13.20	No Bid
24 Inch Spiral Aluminized Type 2	14	\$17.50	\$24.90	\$17.72	No Bid
30 Inch Spiral Aluminized Type 2	14	\$23.25	\$31.10	\$22.06	No Bid
36 Inch Spiral Aluminized Type 2	14	\$26.15	\$37.40	\$26.09	No Bid
48 Inch Spiral Aluminized Type 2	14	\$42.00	\$49.80	\$36.20	No Bid
60 Inch Spiral Aluminized Type 2	12	\$65.00	\$85.95	\$65.93	No Bid
72 Inch Spiral Aluminized Type 2	12	\$78.00	\$132.00	\$85.03	No Bid

<u>Connecting Bands</u>	<u>Gage</u>	<u>Width</u>	<u>Price Each</u>			
			<u>Contech Engineered Solutions</u>	<u>St. Regis Culvert Inc</u>	<u>Jensen Bridge & Supply Company</u>	<u>Advanced Drainage Systems (ADS)</u>
8 Inch Galvanized	18	12	\$7.00	No Bid	\$10.00	No Bid
8 Inch Galvanized	16	12	\$7.00	No Bid	No Bid	No Bid
8 Inch Galvanized	14	12	\$7.50	No Bid	No Bid	No Bid
12 Inch Galvanized	16	12	\$9.50	\$13.00	\$13.82	No Bid
12 Inch Galvanized	14	12	\$9.50	No Bid	\$15.52	No Bid
12 Inch Galvanized	12	12	\$9.50	No Bid	\$20.86	No Bid
12 Inch Galvanized	16	24	\$16.00	\$26.00	\$20.73	No Bid
12 Inch Galvanized	14	24	\$16.00	No Bid	\$23.28	No Bid
12 Inch Galvanized	12	24	\$16.00	No Bid	\$31.29	No Bid
15 Inch Galvanized	16	12	\$11.50	\$15.00	\$16.82	No Bid
15 Inch Galvanized	14	12	\$11.50	No Bid	\$22.10	No Bid
15 Inch Galvanized	12	12	\$11.50	No Bid	\$26.82	No Bid
15 Inch Galvanized	16	24	\$20.00	\$35.00	\$25.23	No Bid
15 Inch Galvanized	14	24	\$20.00	No Bid	\$33.15	No Bid
15 Inch Galvanized	12	24	\$20.00	No Bid	\$40.23	No Bid
18 Inch Galvanized	16	24	\$13.50	\$38.00	\$20.38	No Bid
18 Inch Galvanized	14	24	\$13.50	No Bid	\$26.26	No Bid
18 Inch Galvanized	12	24	\$13.50	No Bid	\$36.08	No Bid
24 Inch Galvanized	16	24	\$22.00	\$40.50	\$39.69	No Bid
24 Inch Galvanized	14	24	\$22.00	No Bid	\$52.26	No Bid
24 Inch Galvanized	12	24	\$22.00	No Bid	\$74.52	No Bid
30 Inch Galvanized	16	24	\$28.00	\$50.00	\$50.82	No Bid
30 Inch Galvanized	14	24	\$28.00	No Bid	\$66.63	No Bid
30 Inch Galvanized	12	24	\$28.00	No Bid	\$86.10	No Bid
36 Inch Galvanized	14	24	\$44.00	No Bid	\$81.78	No Bid
36 Inch Galvanized	12	24	\$44.00	No Bid	\$106.44	No Bid
48 Inch Galvanized	14	24	\$64.00	No Bid	\$110.67	No Bid
48 Inch Galvanized	12	24	\$64.00	No Bid	\$144.75	No Bid
60 Inch Galvanized	12	24	\$130.00	No Bid	\$187.35	No Bid
72 Inch Galvanized	10	24	\$200.00	No Bid	\$292.29	No Bid
12 Inch Aluminized	14	24	\$16.00	No Bid	\$26.40	No Bid
24 Inch Aluminized	14	24	\$20.00	No Bid	\$53.16	No Bid

2015 Quoted Prices

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF 2016 SEASONAL REQUIREMENTS OF SMOOTH-LINED CORRUGATED POLYETHYLENE PIPE & HELICALLY CORRUGATED STEEL PIPE FOR THE ROAD DEPARTMENT

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

WHEREAS, the Road Department's adopted 2016 budget includes in controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, Contech Engineered Solutions, LLC. and Advanced Drainage Systems Inc. were awarded and successfully filled the contracts for the Road Department's 2015 supply of corrugated steel pipe and corrugated polyethylene pipe, respectively, and have both offered to extend 2015 pricing for 2016; and

WHEREAS, it is the recommendation of the Purchasing Department, with concurrence of Road Department staff, to extend pricing with both companies.

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

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

Agenda Item 7g

TO: County Service and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: March 22, 2016

SUBJECT: Contract Extension with Chloride Solutions for Liquid Calcium Chloride Solution

Project Description:

Contract extension for the purpose of furnishing the Road Department’s 2016 seasonal requirements of liquid calcium chloride solution for dust control on gravel roads.

2015 Proposal Summary & Grid

Vendors contacted: 07 Local: 01

Vendors responding: 05 Local: 01

VENDOR NAME	Local Pref	Eastern Garage 38% \$/Gal	Any Location 6,000> Gal. Load 38%	Any Location 3,000< Gal. Load 38%	Eastern Garage 33% \$/Gal	Any Location 6,000> Gal. Load 33%	Any Location 3,000< Gal. Load 33%	Eastern Garage 38% \$/Gal	Any Location 6,000> Gal. Load 38%	Any Location 3,000< Gal. Load 38%
Great Lakes Chloride Inc.	No	.44/gal	.482/gal	.58/gal	.47/gal	.515/gal	.61/gal	.52/gal	.57/gal	.665/gal
Chloride Solutions	Yes	.1395/gal	.1395/gal	.1395/gal	No bid	No bid	No bid	No Bid	No bid	No bid
MI Chloride Sales	No	.170/gal	.290/gal	No bid	No bid	No bid	No bid	No bid	No bid	No bid
MI Mineral Resources	No	.13/gal	.13/gal	.13/gal	No bid	No bid	No bid	No bid	No bid	No bid
Liquid Calcium	No	No bid	No bid	No bid	.522/gal	.562/gal	.647/gal	.61/gal	.65/gal	.735/gal

Recommendation:

Chloride Solutions, a local vendor, satisfactorily fulfilled their contractual obligations to supply the Road Department’s 2015 seasonal requirements of liquid calcium chloride solution for dust control on gravel roads. Chloride Solutions has agreed to provide the same product, at the same price, terms and conditions as in 2015. In 2015, Chloride Solutions, in accordance with the Local Purchasing Preference Policy was willing to match MI Mineral Resources pricing of \$0.13/gallon.

The Road Department seeks approval to extend the contract with Chloride Solutions for the 2016 season, delivered or applied at \$0.13/gallon.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE EXTENSION OF A CONTRACT FOR GRAVEL ROAD DUST CONTROL SERVICE FOR THE ROAD DEPARTMENT

WHEREAS, the Road Department uses a service to provide, deliver and/or apply approximately 250,000 gallons of calcium chloride solution for dust control each year on the 81 miles of gravel county roads during the dry months of the year; and

WHEREAS, the Department of Transportation and Roads adopted 2016 budget includes funds for this expense in controllable expenditures; and

WHEREAS, the 2015 awarded vendor, Chloride Solutions of Webberville MI, has offered to extend for 2016, its 2015 unit price of 13 cents per gallon for calcium chloride dust control solution delivered to the Road Department for incidental application by Road Department crews and/or applied to all gravel roads by the vendor; and

WHEREAS, Chloride Solutions uses a dust control brine that the Road department has found to be better for dust control than most other materials and successfully completed their 2015 contractual obligations; and

WHEREAS, it is therefore the recommendation of the Road and Purchasing Departments to extend for 2016, Chloride Solution's 2015 unit price of 13 cents per gallon for calcium chloride dust control solution delivered and/or applied.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes extending for 2016, the contract and unit price of 13 cents per gallon for calcium chloride dust control solution delivered and/or applied with Chloride Solutions of Webberville, Michigan.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute any necessary purchase documents relating to the above, consistent with this resolution, on behalf of the County.

Agenda Item 8

DATE: March 22, 2016

TO: Finance and Liaison Committees

FROM: Teri Morton, Budget Director

RE: First Quarter 2016 Budget Adjustments and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the first quarter of fiscal year 2016. The total increase to the General Fund is \$169,669.

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

The majority of adjustments this quarter are reappropriations of funds budgeted but not spent in 2015. Some of the larger projects carried over from the 2015 budget include \$350,000 for the Forest Community Health Center parking lot, \$247,128 for the moose exhibit at the Zoo, \$100,000 for boiler replacement at the Youth Center, \$710,000 for Hawk Island path repair and two major imaging/scanning projects which are still ongoing, \$218,080 for Probate Court and \$228,702 for Circuit Court.

The use of fund balance is increased by a net of \$121,891. This includes funds carried over for three contracts approved in 2015 - \$39,370 for strategic planning facilitation, \$14,994 for the Jail/District Court needs assessment and \$55,000 for the employee compensation study, as well as \$21,527 for a Sheriff vehicle ordered in 2015 but received in 2016.

The current contingency amount remains at the adopted amount of \$350,000.

Should you require any additional information or have questions regarding this process, please don't hesitate to contact me.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2016 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2016 Budget on October 27, 2015 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

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

<u>FUND</u>	<u>DESCRIPTION</u>	<u>2016 BUDGET</u> <u>3/15/16</u>	<u>PROPOSED</u> <u>CHANGES</u>	<u>PROPOSED</u> <u>BUDGET</u>
101	General Fund	\$80,624,418	\$169,669	\$80,794,087
208	Parks	2,255,391	59,525	2,314,916
215	Friend of the Court	5,604,120	11,330	5,615,450
228	Trails & Parks Millage	50,000	22,682	72,682
230	Hotel/Motel	2,500,000	100,000	2,600,000
245	Public Improvements	447,100	379,021	826,121
258	Potter Park/Zoo	3,521,764	314,128	3,835,892
261	911 Emergency Phone	7,791,082	117,915	7,908,997
267	Community Corrections	393,552	1,123	394,675
292	Family Div. Child Care Fund	13,728,570	13,125	13,741,695
511	Community Health Centers	20,598,241	350,000	20,948,241
631	Building Authority Operating	4,108,291	100,172	4,208,463
636	MIS	5,084,394	266,176	5,350,570
664	Mach. & Equip. Revolving	806,196	481,942	1,288,138

GENERAL FUND REVENUES

	2016 Budget – <u>3/15/16</u>	Proposed <u>Changes</u>	2016 Proposed <u>Budget</u>
Tax Revenues			
County Property Tax	44,696,645		44,696,645
Property Tax Adjustments	(150,000)		(150,000)
Delinquent Real Property Tax	15,000		15,000
Unpaid Personal Property Tax	(10,000)		(10,000)
Industrial Facility Tax	300,000		300,000
Trailer Fee Tax	15,000		15,000
Intergovernmental Transfers			
State Revenue Sharing	6,088,744		6,088,744
Convention/Tourism Tax - Liquor	1,395,224		1,395,224
Court Equity Fund	1,490,000		1,490,000
Use of Fund Balance	2,645,401	121,891	2,767,292
Department Generated Revenue			
Animal Control	708,136		708,136
Circuit Court - Family Division	1,016,625		1,016,625
Circuit Court - Friend of the Court	562,000		562,000
Circuit Crt - General Trial	2,467,390		2,467,390
Community Mental Health	0		0
Controller	3,170		3,170
Cooperative Extension	2,500		2,500
County Clerk	632,210		632,210
District Court	2,674,448		2,674,448
Drain Commissioner/Drain Tax	394,758		394,758
Economic Development	56,640		56,640
Elections	66,550		66,550

Emergency Operations	53,582		53,582
Equalization /Tax Mapping	10,100		10,100
Facilities	172,957		172,957
Financial Services	89,673		89,673
Health Department	120,000		120,000
Human Resources	42,368		42,368
Probate Court	277,178		277,178
Prosecuting Attorney	597,652		597,652
Register of Deeds	2,036,729		2,036,729
Remonumentation Grant	85,000		85,000
Sheriff	6,303,355	47,778	6,351,133
Treasurer	5,301,633		5,301,633
Tri-County Regional Planning	63,921		63,921
Veteran Affairs	399,829		399,829
Total General Fund Revenues	80,624,418	169,669	80,794,087

GENERAL FUND EXPENDITURES

	2016 Budget - <u>3/15/16</u>	Proposed <u>Changes</u>	2016 Proposed <u>Budget</u>
Board of Commissioners	552,043		552,043
Circuit Court - General Trial	8,605,607		8,605,607
District Court	3,175,311		3,175,311
Circuit Court - Friend of the Court	1,594,800		1,594,800
Jury Board	1,199		1,199
Probate Court	1,487,559		1,487,559
Circuit Court - Family Division	5,495,598		5,495,598
Jury Selection	127,967		127,967
Elections	358,257		358,257
Financial Services	771,089		771,089

County Attorney	445,143		445,143
County Clerk	943,699	6,101	949,800
Controller	882,875	54,364	937,239
Equalization/Tax Services	729,444		729,444
Human Resources	693,469	55,000	748,469
Prosecuting Attorney	6,354,172		6,354,172
Purchasing	217,271		217,271
Facilities	2,078,802		2,078,802
Register of Deeds	751,832		751,832
Remonumentation Grant	85,000		85,000
Treasurer	540,495		540,495
Drain Commissioner	964,065		964,065
Economic Development	131,524		131,524
Community Agencies	220,000		220,000
Ingham Conservation District	8,190		8,190
Equal Opportunity Committee	500		500
Women's Commission	500		500
Historical Commission	500		500
Tri-County Regional Planning	113,053		113,053
Jail Maintenance	215,600		215,600
Sheriff	20,636,698	69,305	20,706,003
Tri-County Metro Squad	75,000		75,000
Community Corrections	154,896		154,896
Animal Control	1,737,697		1,737,697
Homeland Sec./Emergency Ops.	204,115		204,115
Board of Public Works	300		300
Drain Tax at Large	430,000		430,000
Health Department	5,272,865		5,272,865

Community Health Centers	2,892,486		2,892,486
Jail Medical	1,921,190		1,921,190
Medical Examiner	359,075		359,075
Substance Abuse	701,927		701,927
Community Mental Health	1,897,161		1,897,161
Department of Human Services	1,924,769		1,924,769
Tri-County Aging	78,512		78,512
Veterans Affairs	551,795		551,795
Cooperative Extension	444,081		444,081
Library Legacy Costs	133,236		133,236
Parks and Recreation	1,566,141		1,566,141
Contingency Reserves	350,000		350,000
Legal Aid	20,000		20,000
2-1-1 Project	45,750		45,750
Community Coalition for Youth	27,000		27,000
Capital Improvements	1,654,160		1,654,160
Utilities Savings (various depts.)	0	(15,101)	(15,101)
Total General Fund Expenditures	80,624,418	169,669	80,794,087

General Fund Revenues

Sheriff	Increase insurance proceeds \$47,778 to replace damaged transport van.
Use of Fund Balance	Increase use of fund balance \$130,891 for various general fund reappropriations. Decrease use of fund balance \$9,000 to balance budget for various adjustments.

General Fund Expenditures

County Clerk	Increase temporary salary budget \$6,101 to reflect long term wage and fringe savings from 2014 reorganization per Resolution 14-175.
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Controller	Reappropriate remaining funds of \$39,370 for strategic planning facilitation per Resolution 15-400 and of \$14,994 for Jail/District Court needs assessment study per Resolution 15-229.
Human Resources	Reappropriate remaining funds of \$55,000 for employee compensation study per Resolution 15-056.
Sheriff	Reappropriate \$21,527 for vehicle ordered in 2015 but received in 2016. Increase budget \$47,778 to replace damaged transport van. Cost will be reimbursed from insurance proceeds.
Utilities	Decrease utilities budgets for various departments \$15,101 based on reprojected costs.

Non-General Fund Adjustments

Parks (F208)	Reappropriate funds for the following capital improvement projects: Lake Lansing dock (\$5,166) per 2014 capital budget, Lake Lansing North restroom roof repair (\$8,000), Lake Lansing South restroom roof repair (\$8,000), Lake Lansing South gravel/road maintenance (\$7,000) and Burchfield gravel/road maintenance (\$6,359) per 2015 capital budget. Reappropriate funds authorized in the 2015 budget for the master plan update (\$25,000).
Friend of the Court (F215)	Transfer \$1,557 from salary attrition to cover excess cost of vehicle for Friend of the Court. Budget was \$15,000. Final cost was \$16,557. Reappropriate funds for Oasis Center per R15-103 (\$11,330). Funds not spent in FY2015 were used to support the program through its end date of December 31, 2015.
Trails & Parks Millage (F228)	Reappropriate remaining funds for Trails & Parks millage planning consultant per Resolution 15-241. (\$22,682)
Hotel/Motel Fund (F230)	Increase revenues and expenses \$100,000 to reflect current projections.
Public Improvements (F245)	Reappropriate funds for the following capital improvement projects: Circuit Court key card reader (\$1,600), new Facilities maintenance garage (\$45,000) and Lake Lansing Park bathhouse/concession renovation (\$7,015) per 2014 capital budget, space utilization study (\$22,470) per 2014 capital budget and Resolution 14-379, District Court public bath flooring (\$17,293), replace Grady Porter Building rooftop insulation (\$15,000), water main repairs at the Jail (\$4,650), floor replacement at Women's Health (\$9,900) and Child Health (\$7,000), refurbish pod system at WIC (\$14,800), boiler replacement (\$100,000) and vent covers (\$12,000) at the Youth Center, countertop replacement at the Hilliard Building (\$12,293), Hawk Island Park path repair (\$70,000), Hawk Island parking lot repair (\$10,000), Lake Lansing South reforestation (\$5,000) and Drain Office vault shelving (\$25,000) per 2015 capital budget.

Potter Park/Zoo (F258)	Reappropriate funds to complete the moose exhibit per Resolution 15-242 (\$314,128).
911 Emergency Phone (F261)	Increase budgeted use of fund balance \$117,915 to correct budget for debt service payment. Budgeted debt payment is \$96,495. Correct debt payment is \$214,410.
Community Corrections (F267)	Increase use of fund balance to cover substance abuse aftercare services not funded in State of Michigan contract (\$1,123).
Fam. Div. Child Care Fund (F292)	Reappropriate unspent funds for First Step Program and Parenting Wisely curriculum authorized by Resolution 14-327. (\$13,125)
Community Health Centers (F511)	Reappropriate funds for Forest Community Health Center parking lot per 2015 capital budget (\$350,000).
Bldg. Authority Operating (F631)	Reappropriate funds for the following projects at the Human Services Building per the 2015 capital budget: new fire panel (\$45,172), new boilers (\$45,000), and drop ceiling for Public Health Services (\$10,000).
MIS (F636)	Reappropriate remaining funds for the following projects: Probate Court scanning project (\$218,080) approved by 2014 capital budget and Resolution 11-120 and Clerk imaging project (\$48,096) approved by the 2015 capital budget and Resolution 13-199.
Mach./Equip. Revolving (F664)	Increase CIP upgrade funds to purchase laptop for Prosecuting Attorney (\$1,477), 15 replacement PCs for the Register of Deeds (\$18,724) and two replacement PCs for the Drain Office (\$1,784). Reappropriate funds for the following capital projects: Circuit Court imaging/scanning project (\$228,702), video surveillance for District Court (\$5,600), Circuit Court courtroom technology replacements (\$7,954), Circuit Court e-filing software/integration (\$10,000), Circuit Court polycom replacements/video conferencing (\$34,969) and Circuit Court courtroom control system (\$18,000) per 2014 capital budget, phonic ear (\$750), third floor entrance intercom (\$1,000), electric letter opener (\$1,000), polycom replacements (\$5,000), printer/monitor/software replacements (\$9,314), and courtroom technology replacements (\$20,000) for Circuit Court per 2015 capital budget. Reappropriate funds for computer replacements budgeted but not purchased in 2015 for the following departments; Board of Commissioners (\$565), Cooperative Extension (\$2,643), Circuit Court (\$4,995), District Court (\$6,985), Drain Commissioner (\$6,000), Equalization (\$3,993), Financial Services (\$863), Health Department (\$37,529), Probate Court (\$880), Prosecuting Attorney (\$25,431), Sheriff (\$3,297), and Treasurer (\$1,047). Reappropriate funds for Sheriff pistol replacements ordered in 2015 but received in 2016 (\$6,500). Reappropriate funds for FOIA Management software per Resolution 15-461. (\$16,940)

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Virg Bernero, Mayor

City of Lansing
Notice of Public Hearing

The Lansing City Council will hold a public hearing on March 28, 2016 at 7:00 p.m. in the City Council Chambers, 10th Floor, Lansing City Hall, Lansing, MI, for the purpose stated below:

To afford an opportunity for all residents, taxpayers of the City of Lansing, other interested persons and ad valorem taxing units to appear and be heard on the approval of Brownfield Plan #65 – Potter Flats Redevelopment Plan – pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, Public Act 381 of 1996, as amended, for property commonly referred to as 701 E. South St.— Potter Flats located in the City of Lansing, but more particularly described as:

LOT 8 ASSESSORS PLAT NO 26

Approval of this Brownfield Plan will enable the Lansing Brownfield Redevelopment Authority to capture incremental tax increases which result from the redevelopment of the property to pay for costs associated therewith. Further information regarding this issue, including maps, plats, and a description of the brownfield plan will be available for public inspection and may be obtained from Gabriela Allum – Project Coordinator, Lansing Economic Area Partnership, 1000 South Washington, Suite 201, Lansing, MI 48910, (517) 702-3387.