THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, DECEMBER 7, 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 November 16, 2016 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. Drain Commission
   a. Resolution Pledging Full Faith and Credit to Webberville Consolidated Drain Drainage District Bonds
   b. Resolution Pledging Full Faith and Credit to Blue-Spotted Salamander Drain Drainage District Bonds

2. Sheriff’s Office
   a. Resolution to Purchase Ten New Tasers for the Sheriff’s Office Field Services Division Using 2016 Capital Improvement Funds
   b. Resolution Authorizing the Ingham County Sheriff’s Office to Enter an Inter-Agency Agreement with Wayne County to Rent a Minimum of 50 up to 70 Beds to the Wayne County Sheriff’s Office

3. Treasurer - Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority

4. Human Resources
   a. Resolution Approving a Letter of Understanding with Capitol City Labor Program, Inc. – 9-1-1 Non-Supervisory Unit Regarding Overtime and Call Taker Assignments
   b. Resolution Approving Modifications to the 2017 Managerial and Confidential Employee Personnel Manual

5. Board of Commissioners
   a. Resolution Authorizing Commissioner Compensation for 2017 and 2018
   b. Resolution Approving Annual 2017 Compensation for Non-Judicial County-Wide Elected Officials
   c. Resolution Authorizing Termination of the Contract with Hay Group for the Comprehensive Countywide Compensation and Classification Study
6. Circuit Court/Family Division - Resolution Authorizing Entering into a Contract with Peckham Inc. for Peckham Footprints Group Home

7. Circuit Court/Friend of the Court - Resolution to Authorize the Purchase of Five OnBase Named User Client and Workflow Licenses for the Friend of the Court Imaging System from Imagesoft, Inc.

8. Community Corrections Advisory Board
   a. Resolution Authorizing the Community Corrections Advisory Board (CCAB) to Continue a Contract for Staff Consultant Services for FY 2017
   b. Resolution to Authorize Entering a Contract with Alcohol Drug Administrative Monitoring, Inc. for Drug Testing and Breathalyzer Services

9. Facilities Department - Resolution Awarding a Contract to Myers Plumbing & Heating to Provide HVAC Preventative Maintenance Services Six (6) Times per Year at Thirteen (13) 9-1-1 Tower Sites

10. Probate Court - Resolution Authorizing Contracts with Attorneys for Service on Mental Illness and General Probate Matters

11. Health Department
   a. Resolution Amending Resolution #16-425 to Authorize the Fourth Year of the Americorps VISTA Grant Cycle for 2016-2017
   b. Resolution Authorizing the Conversion of a Community Health Representative IV Position to a Coding Specialist Position
   c. Resolution Authorizing a Shift Differential for Ingham County Health Department Jail Nurses During Work Hours of 6:30 pm to 6:30 am
   d. Resolution Authorizing a FY 2017 Agreement with Capital Area Community Services, Inc. for Head Start Evaluations
   e. Resolution Authorizing a Lease and Pharmacy Agreement with Cardinal Health 132, LLC
   f. Resolution Authorizing a Great Start Agreement with the Midland County Educational Services Agency and 0.25 FTE Increase of Position #601490
   g. Resolution Authorizing a Reorganization of the Health Department’s Staff and Administrative Structure
   h. Resolution Amending Resolution #16-309 with NEC Networks, LLC dba CaptureRX, for 340B Prescription Third Party Administrator and Resolution #16-310 to Walgreen Company for 340B Prescription Drug Services to Include McKesson Corporation as 340B Drug Wholesaler

12. Economic Development
   a. Resolution Approving Ingham County’s Participation in the Lansing Regional Brownfield Coalition for the Purpose of Submitting an Application to the United States Environmental Protection Agency for a Brownfield Assessment Grant
   b. Resolution Approving the Ingham County Brownfield Authority Brownfield Plan for the Elevation at Okemos Pointe 2360 Jolly Road (Portion); 2398 Jolly Road (Portion); 2350 Jolly Oak Road; 2362 Jolly Oak Road; Jolly Oak Road (Portion) Okemos, Meridian Charter Township Michigan
13. **Innovation and Technologies**
   a. Resolution to Approve the Contract for Renewing Courtview Support Services
   b. Resolution to Approve the Renewal of the Microsoft Enterprise Agreement through CDWG

14. **Road Department** - Resolution to Retain MDEQ Scrap Tire Market Development - Devulcanized Rubber Modified Warm Mix Asphalt Pavement Project Testing and Research Services with Michigan State University

15. **Parks** - Resolution Authorizing Entering into a Contract with Spicer Group, Inc. to Provide Consulting Services to and Assist the Ingham County Parks Staff with the Delivery of Certain Millage Related Items

16. **Farmland and Open Space Preservation** Farmland and Open Space Preservation
   a. Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on the Sheridan, Miedema, and Lovette Properties
   b. Resolution Approving the Ranking of the 2016 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds on the Top Ranked Properties

17. **Controller/Administrator’s Office**
   a. Resolution Approving Various Contracts for the 2017 Budget Year
   b. Resolution Authorizing the Controller to Make Year End Budget Adjustments

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
November 16, 2016
Draft Minutes

Members Present: Bahar-Cook, Crenshaw, Schafer, McGrain, and Tennis (arrived at 6:05 p.m.)
Members Absent: Anthony and Case-Naeyaert.
Others Present: Commissioner Hope, Treasurer Schertzing, Ivan Love, Nicole Shannon, Matt
Njordford, Tim Dolehanthy, Teri Morton, Deb Fett, Travis Parsons, Jill Rhode, Doug Stover, Loria Sabin, 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.

Chairperson Bahar-Cook immediately recessed the meeting to allow Commissioner Tennis to attend.

Commissioner Tennis arrived at 6:05 p.m.

Chairperson Bahar-Cook called the meeting to reconvene at 6:05 p.m.

Approval of the November 2, 2016 Open and Closed Session Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE OPEN
AND CLOSED SESSION MINUTES OF THE NOVEMBER 2, 2016 FINANCE COMMITTEE
MEETINGS.

The Closed Session minutes were amended as follows:

FINANCE COUNTY SERVICES COMMITTEE

The Finance County Services Committee entered into closed session at approximately 7:27 p.m. in the
Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing,
Michigan.

This was considered a friendly amendment.

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

Additions to the Agenda

1. Treasurer’s Office
   g. Treasurer’s Third Quarter Investment Report
Chairperson Bahar-Cook stated that Agenda Item 10 would be given the Controller’s Office headline
and corresponding agenda items and Agenda Item 11 would be given the Human Resources headline
and corresponding agenda items.
11. Human Resources
   b. Discussion of Draft Settlement Policy and Modifications to the 2016 Managerial and Confidential Employee Personnel Manual (Closed Session)

Substitutions

4. Community Mental Health
   a. Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Health Services Millage Eligible Services

Limited Public Comment

None.

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

1. Treasurer’s Office
   a. Resolution to Provide Funding for Low Income Tax Preparation

2. Community Agencies - Resolution Authorizing 2017 Agreements for Community Agencies

3. Health Department
   a. Resolution to Authorize Amendment #1 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health
   b. Resolution to Authorize Contracts with the Northwest Lansing Healthy Communities Initiative D/B/A Northwest Initiative to Distribute Urban Redevelopment Funds
   c. Resolution to Authorize a Healthiest Cities and Counties Challenge Grant Agreement with the American Public Health Association
   d. Resolution to Authorize an Administrative Service Agreement with Blue Cross Blue Shield of Michigan at the Ingham County Jail
   e. Resolution to Authorize an Agreement with the Michigan Department of Environmental Quality for FY 2017
   f. Resolution Authorizing a Two Year Contract Extension with Alliance Biomedical DBA RS Biomedical, Inc. as Originally Authorized in Resolution #13-353

4. Community Mental Health
   a. Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Health Services Millage Eligible Services
   b. Resolution Authorizing a Contract with the Community Mental Health Authority of Clinton, Eaton, and Ingham Counties (CMH) for Mental Health Screening Services in the Ingham County Jail to Include On Call Personnel for Weekends and Holidays
5. Department of Health and Human Services - Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services

6. Equalization/Tax Mapping - Resolution to Amend the 2016 Apportionment Report

7. Facilities - Resolution Awarding a Contract to Centennial Electric, LLC for Exterior Light Poles and LED Light Fixture Replacement in the Human Services Building Parking Lot

8. Innovation and Technologies - Resolution to Approve the UPS Replacement Engineering Services

9. Road Department - Resolution to Approve an Okemos Road and Jolly Road Maintenance of Traffic and Signal Timing Professional Engineering Services Contract with Bergmann Associates, Inc.

10. Controller/Administrator’s Office
   a. Resolution of Intent to Enter into Contract of Lease with Ingham County Building Authority; to Authorize Publication of Notice of Intent; and to Declare Intent to Reimburse

11. Human Resources
   a. Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual

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

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

1. Treasurer’s Office
   b. Resolution to Contract with Capital Area Community Services and Legal Services of South Central Michigan to Provide Funding for an Eviction Diversion Program in the 54A District Court for Certain Tax Delinquent Properties in Lansing

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO CONTRACT WITH CAPITAL AREA COMMUNITY SERVICES AND LEGAL SERVICES OF SOUTH CENTRAL MICHIGAN TO PROVIDE FUNDING FOR AN EVICTION DIVERSION PROGRAM IN THE 54A DISTRICT COURT FOR CERTAIN TAX DELINQUENT PROPERTIES IN LANSING.

Chairperson Bahar-Cook asked Eric Schertzing, Ingham County Treasurer, to introduce those accompanying him at the meeting.

Treasurer Schertzing introduced Desiree Kirkland, Chief Deputy Treasurer, Ivan Love, Capital Area Community Services Director, and Nicole Shannon, Legal Services of South Central Michigan Supervising Attorney.
The resolution was amended as follows:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County Treasurer to contract with CACS and LSSCM for 2016-2017, to provide support for a pilot Eviction Diversion Program in the 54A District Court in the amount of $30,000 to be taken from the delinquent tax revolving fund. Funding to be split according to agreement of both parties in accordance with staffing levels and existing County support.

This was considered a friendly amendment.

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

c. Resolution to Contract with Capital Area Community Services to Take Client Referrals from Ingham County Treasurer

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION TO CONTRACT WITH CAPITAL AREA COMMUNITY SERVICES TO TAKE CLIENT REFERRALS FROM INGHAM COUNTY TREASURER.

The resolution was amended as follows:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County Treasurer to contract with Capital Area Community Services for 2016-2017, to refer clients who have been effected by tax forfeiture in the amount of $100,000 to be taken from the delinquent tax revolving fund.

This was considered a friendly amendment.

Karen Conroy, Property Tax Coordinator, provided a qualitative and quantitative information sheet on the activity and membership information of the Financial Literacy program within the last year.

Commissioner McGrain stated that he asked for the item to be put on the Human Services Agenda because he believed that since the program was within a Human Services agency, the Human Services Committee should have the opportunity to delve into the issue. He asked why the partnership between the City of Lansing, Capital Area Community Services (CACS), and funding from Bloomberg philanthropies no longer existed.

Ivan Love, CACS, Director, stated that Bloomberg gave CACS grants, but the program restrictions only allowed CACS to serve people inside the City of Lansing boundaries. He further stated that after three years the funding for the program changed and there was an understanding that the Lansing Cristo Rey Community Center would serve people inside the City of Lansing and CACS would serve those outside of the city. Mr. Love further stated that CACS received a grant from the State of Michigan to work with the Treasurer’s in four counties: Ingham, Eaton Clinton, and Shiawassee.

Commissioner McGrain asked for clarification regarding what residents would be served.
Mr. Love stated the Bloomberg contract stated that CACS could only serve residents of Lansing. He further stated that at a meeting with Bloomberg the City of Lansing made the decision to start a second site at the Cristo Rey Community Center. He further stated that some of the CACS employees went to Cristo Rey, CACS sent all of the Bloomberg funds raised by the city through the contract to Cristo Rey to support the effort, and that CACS did not receive any funds from the city or Bloomberg to continue the remaining part of the program.

Commissioner McGrain asked for clarification regarding where the discretionary fund came from and how much it was for.

Mr. Love responded that it came from the Bureau of Community Services Michigan Department of Health and Human Services and was titled Community Services Block Grant Discretionary Fund. He further stated that the fund was for $50,000 for one year and that it would be divided up into $10,000 portions between each county. Mr. Love further stated that the funds had requirements to be used for something new and could not be used for programs already in place.

Commissioner McGrain disclosed that he worked for the Community Economic Development Association of Michigan and that one of his staff persons was involved with the initial partnership between the Treasurer’s Office, CACS, and the City of Lansing.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. SCHAFER, TO TABLE THE RESOLUTION AND REFER IT BACK TO THE HUMAN SERVICES COMMITTEE.

Chairperson Bahar-Cook suspended the rules to allow Treasurer Schertzing to speak on the matter.

Treasurer Schertzing stated that the monies would come out of the Delinquent Tax Revolving Fund and that the Treasurer’s Office had the discretion to utilize the funds in question and that it did not need to go back to the Human Services Committee. He further stated that he did not want clients to lose the services at this time of the year.

Discussion.

Chairperson Bahar-Cook stated that she did not want to table the resolution if it would cause the program to fold.

Commissioner Schafer stated that he withdrew his support for the motion to table the resolution.

Commissioner Tennis asked for clarification on the spending of the Delinquent Tax Revolving Fund.

Matt Njordford, Cohl, Stoker, & Toskey Attorney, stated that it was still being investigated, but that at the current time it was at the discretion of the Treasurer as long as the spending was within the parameters of the statute and what the Department of Treasury allowed for expenditure of the funds.

Commissioner Tennis stated that he appreciated the Treasurer bringing the resolution forward for the Committee’s notification and that he would support the resolution whether it was needed it or not.
Commissioner McGrain stated that he wanted to make sure that this was the best expenditure of the funds as opposed to going to another provider.

Treasurer Schertzing stated that CACS and Cristo Rey Community Center were the two providers that had the staff to facilitate the program. He further stated that the cost of service was lower through CACS than through the alternative model.

Commissioner McGrain asked how many clients were served through the program.

Treasurer Schertzing reviewed the supplemental materials.

Mr. Love stated that he appreciated being able to be present at the meeting. He stated that the Committee was invited to come by the CACS offices at any time. Mr. Love further stated that CACS had the most successful program in the country because the staff were all trained as counselors to be able to send clients over to the program.

Commissioner McGrain stated that his vision of this was a robust partnership between CACS, the Treasurer’s Office, and the City of Lansing. He further stated that he shared the concerns over fundraising.


d. Resolution to Contract with Capital Area Community Services to Provide Funding for Fuel Assistance Administration

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION TO CONTRACT WITH CAPITAL AREA COMMUNITY SERVICES TO PROVIDE FUNDING FOR FUEL ASSISTANCE ADMINISTRATION.

The resolution was amended as follows:

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the County Treasurer to contract with CACS for 2016-2017, to provide staff support for their Fuel Assistance Program in the amount of $30,000 to be taken from the delinquent tax revolving fund.

This was considered a friendly amendment.

Treasurer Schertzing stated that the Treasurer did not have the discretion to spend the dollars to fund fuel assistance administration and that this resolution would support that.

Commissioner McGrain asked if this would pay for the staff to administer the program.

Mr. Love stated that there were extreme problems with deliverable fuel and reviewed the fund issues regarding his staff.
Commissioner McGrain asked if this would only support Ingham County Residents.

Mr. Love answered yes.

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

   e. Discussion Item: Legal Services of South Central Michigan Quarterly Report: July 1, 2016 to September 30, 2016

Nicole Shannon, Legal Services of South Central Michigan (LSSCM), Supervising Attorney, stated that LSSCM provided services to prevent homelessness and provide housing security to their clients. She reviewed the additional services LSSCM offered.

Commissioner Tennis disclosed that his company had a contractual relationship with Legal Services Association of Michigan and LSSCM was a member and also disclosed that his company had a contractual relationship with YMCA State Alliance of Michigan of which Lansing YMCA was a member.

   f. Discussion Item: Progress Toward Correcting 2015 Audit Findings

Desiree Kirkland, Chief Deputy Treasurer, stated that a meeting took place to discuss the audit findings and that the Treasurer’s Office reported that they were current on their bank reconciliations. She further stated that they were also working on formatting the information in a way that Plante Moran would be able to easily navigate.

Chairperson Bahar-Cook thanked the Controller’s Office, the Treasurer’s Office, and the Financial Office for their time and communication efforts.

Treasurer Schertzing thanked Chairperson Bahar-Cook and Commissioner Hope for attending the meeting.

Commissioner Crenshaw asked what the major audit findings were concerning to Plante Moran.

Ms. Kirkland stated that there was no missing information, but the issue was in trying to find the information for reconciling the general ledger in an easy format.

   g. Treasurer’s Third Quarter Investment Report

Treasurer Schertzing reviewed the report.

Chairperson Bahar-Cook asked if the items that had matured at the end of October had just been rolled over.

Treasurer Schertzing stated yes and that occurred from time to time.

Chairperson Bahar-Cook thanked the Treasurer and the Chief Deputy Treasurer for their time.
10. **Controller/Administrator’s Office**
   
   **b. Discussion Item: Economic Incentive Bid Transparency**

Tim Dolehanty, Controller/Administrator, reviewed the draft policy. He further stated that the County could not adopt an ordinance because it did not have the statutory authority to do so, but the Board of Commissioners could adopt a policy.

Chairperson Bahar-Cook asked Commissioner Hope what changes she presented in regards to the item.

Commissioner Hope stated that her changes were mostly in how the document was organized.

Commissioner Tennis stated that he noticed typos in the language.

Chairperson Bahar-Cook asked Mr. Njordford if he was planning on providing a letter regarding what could and could not be done in regards to the item.

Mr. Njordford stated that the concern was to make sure that nothing would cause problems for the county.

Chairperson Bahar-Cook stated that she would want to see a letter with changes.

Commissioner McGrain asked Mr. Dolehanty if there was a situation that this could apply to.

Mr. Dolehanty stated that if there was a large Brownfield project that had a proposal for large infrastructure improvements this could apply and that this proposal was developed after a previous issue.

Discussion.

Mr. Dolehanty stated that this was mostly symbolic at this point and that there were very few projects that the County would be involved in that this would apply, but that it would work more aggressively at the city and township level.

Discussion.

Commissioner Schafer stated that he did not see pre-bidding as a requirement in the draft policy.

Discussion.

Chairperson Bahar-Cook asked why the Land Bank was excluded.

Mr. Dolehanty stated that it was not his language and he did not know.

Discussion.

Commissioner Schafer asked why prevailing wage was not under labor agreements.
Chairperson Bahar-Cook stated that the County had a resolution regarding the prevailing wage.

Mr. Dolehanty clarified that it was for County projects only.

Commissioner Tennis stated that he believed there was legislature passed two years ago that prevented expansion of it.

c. Discussion Item: Pension Update

Mr. Dolehanty stated that he appreciated the opportunity and provided a brief background regarding the issue with the Michigan Employee Retirement System (MERS).

Jill Rhode, Financial Director, stated that she had worked for the City of Lansing and administered their pension. She further stated that she would tell citizens that the MERS Board made a determination that funding the pension was the municipality’s number one priority. Ms. Rhode further stated that she would recommend that the County had their own pension administration board made up of employees, county administrators, and a citizen appointee.

Commissioner Schafer asked if there was any Healthcare included in the proposal.

Mr. Dolehanty stated no.

Commissioner Crenshaw asked what MERS would say if the County told them it was looking for a better source.

Mr. Dolehanty responded that they gave him a thirty slide handout on why they were the better choice.

Commissioner Crenshaw asked what the timeline for the change to take place would look like.

Mr. Dolehanty stated that with the election component it may not be until 2018.

Discussion.

Ms. Rhode stated that it would take at least a year to get to the point where the County could take it over due to the large volume of data to be collected from MERS.

Commissioner Tennis stated that public pensions were a big issue in the capital and across the country and described his frustrations associated with the issue. He further stated that he supported a change in the system, but that this particular change may be an overreaction.

Discussion.

Ms. Rhode stated that she believed that for some cities losing their revenue sharing would be more beneficial than the pension increases.

(9)
Commissioner McGrain asked if there was an insurance product to tie in and if the insurance premium would still come in less than what the County was currently paying and if there was an opportunity to develop a profit.

Chairperson Bahar-Cook stated that the Committee would like the Controller’s Office to explore opportunities.

11. Human Resources  
   b. Discussion of Draft Settlement Policy and Modifications to the 2016 Managerial and Confidential Employee Personnel Manual (Closed Session)

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, AT 7:27 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING AN ATTORNEY CLIENT PRIVILEGED COMMUNICATION WITH CORPORATE COUNSEL PURSUANT TO MCL 15.268(h).

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

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CRENSHAW, AT 7:38 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

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

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:39 p.m.
RESOLUTION ACTION ITEMS:

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

1a. **Drain Commissioner** – Resolution Pledging Full Faith and Credit to Webberville Consolidated Drain Drainage District Bonds

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to Webberville Consolidated Drain Drainage District bonds. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District’s bonds in an amount not to exceed $7.5 million. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District. Approval of this pledge will not exceed limits established in the Debt Policy.

1b. **Drain Commissioner** – Resolution Pledging Full Faith and Credit to Blue-Spotted Salamander Drain Drainage District Bonds

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to Blue-Spotted Salamander Drain Drainage District bonds. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District’s bonds in an amount not to exceed $1.5 million. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District. Approval of this pledge will not exceed limits established in the Debt Policy.

2a. **Sheriff’s Office** – Resolution to Purchase Ten New Tasers for the Sheriff’s Office Field Services Division Using 2016 Capital Improvement Funds

This resolution will authorize the purchase of ten new Tasers and associated equipment for the Sheriff’s Office Field Services Division, which will supplement the current total and replace outdated and broken Tasers. This purchase will allow the Sheriff’s Office to assign one Taser to each assigned Patrol Deputy.

2b. **Sheriff’s Office** – Resolution Authorizing the Ingham County Sheriff’s Office to Enter an Inter-Agency Agreement with Wayne County to Rent a Minimum of 50 up to 70 Beds to the Wayne County Sheriff’s Office

This Resolution authorizes a contract with Wayne County to rent a minimum of 50 and up to 70 beds as needed, at a cost of $45.00 per day per bed, for a minimum of $821,250 and up to $1,149,750 annually, effective January 1, 2017 through December 31, 2018. This became necessary when a long term contract with the MDOC was canceled by the MDOC three days into an October 1, 2016 through September 30, 2018 contract by exercising their 30 day option.
This action does not solve the entire 2017 budget problem.

Current 2017 budgeted revenue is $1,314,000.

100 beds X $36 per day = $3,600 per day X 365 days = $1,314,000

The range of revenue for this contract is $821,250 - $1,149,750.

50 beds X $45 per day = $2,250 per day X 365 days = $821,250

Up to 70 beds X $45 per day = $3,150 per day X 365 days = up to $1,149,750

Therefore the anticipated revenue shortfall ranges between $492,750 and $164,250.

2017 Budget Jail contract revenue $1,314,000 - Wayne County anticipated revenue ($821,250 - $1,149,750.) =
Anticipated revenue shortfall of $492,750 to $164,250.

MDOC bed rental at $36 per day X 365 = $13,140 per bed.

We could balance the budget with $492,750 / $13,140 = 37.5 beds to $164,250/ $ 13,140 beds = 12.5 beds

The shortfall can be addressed with the possibility of additional MDOC rental beds we are still awaiting a definitive answer from the MDOC on this and/or budget savings by not filling a soon to be vacant Staff Services Administrator Position at the Sheriff’s Office effective January 1, 2017 (annual savings is $151,283 ) until we know the final status of bed rental contracts.

The Controller’s Office proposes to revisit this issue for further corrective budget action in the first quarter of 2017 once the landscape is clarified on the amount of beds rented from Wayne and possibility the MDOC.

3. **Treasurer’s Office** – Resolution to Transfer All Unsold Tax Reverted Properties Rejected by Local Units to the Ingham County Land Bank Fast Track Authority

The County Treasurer asks for approval of a resolution that requests transfer of all unsold tax reverted properties to the Ingham County Land Bank Fast Track Authority. State and local units of government were offered an opportunity to purchase these properties and subsequently declined to exercise that right. The General Property Tax Act requires that a foreclosing governmental unit retain possession of such unsold properties (MCL 211.78m (7)). The Ingham County Land Bank Fast Track Authority was established to assist in the strategic disposition of tax-reverted property.

4a. **Human Resources** – Resolution Approving a Letter of Understanding with Capitol City Labor Program, Inc. – 9-1-1 Non-Supervisory Unit Regarding Overtime and Call Taker Assignments

Persistent staffing shortages at the 9-1-1 Dispatch Center requires that employees volunteer for some overtime assignment and other overtime assignments being mandated in accordance with minimum required staffing levels. The Union raised the issue of forced overtime caused by a staffing shortage during a holiday at a recent negotiation session. In an effort to help improve the morale of employees forced to work on holidays that were previously scheduled off, the Union suggested offering double-time pay for such hours worked. The Human Resources Director and 9-1-1 Dispatch Director recommend approval of a letter of understanding with the Union to allow the revised pay rate as described. Funding for this change will be allocated from the 9-1-1 fund.
4b. **Human Resources – Resolution Approving Modifications to the 2017 Managerial and Confidential Employee Personnel Manual**

The Human Resources Department recommends approval of a resolution to amend the Managerial and Confidential Employee Personnel Manual, effective January 1, 2017 through December 31, 2017. Changes include modification to 10 sections intended to clarify certain personnel practices, reconcile language with other standing policies, and recognition of a 1% increase in wages.

5a. **Board of Commissioners – Resolution Authorizing Commissioner Compensation for 2017 and 2018**

The proposed resolution would establish Commissioners’ compensation rates for the term beginning on January 1, 2017.

5b. **Board of Commissioners – Resolution Approving Annual 2017 Compensation for Non-Judicial Countywide Elected Officials**

Compensation schedules included in the Managerial/Confidential Personnel Manual were increased by a rate of one percent for 2017. The proposed resolution would provide a similar increase in wages paid to the County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer.

6. **Circuit Court/Family Division – Resolution Authorizing Entering into a Contract with Peckham Inc. for Peckham Footprints Group Home**

This Resolution authorizes entering into a continuation contract with Peckham Inc. to operate the Peckham Footprints Group Home program in the amount of $460,738 (a 3% increase) as approved in the 2017 Budget for the time period of October 1, 2016 through September 30, 2017.

The Peckham Footprints Group Home provides shelter as well as cognitive behavior treatment and intervention for adolescent females who are under the jurisdiction of the Family Division of the Circuit Court for delinquency and truancy issues. The average length of stay in this structured environment is 6 to 9 months.

Funds are available for this purpose in the 2016/17 Child Care Fund budget (see attached memo for details).

7. **Circuit Court/Friend of the Court – Resolution to Authorize the Purchase of Five OnBase Named User Client and Workflow Licenses for the Friend of the Court Imaging System from Imagesoft, Inc.**

This Resolution authorizes entering into a contract with Imagesoft, Inc. at a cost not to exceed $7,800 for the purchase of five additional named user client and workflow licenses. The quote is reflective of a $650 discount (total of $7,150) if a Statement of Work is signed by December 16, 2016. If the Statement of Work is signed after that date the price will be $7,800.

Funds are available within the 2016/17 FOC CRP budget for this purpose (see attached memo for details).
8a. **Community Corrections Advisory Board – Resolution Authorizing the Community Corrections Advisory Board (CCAB) to Continue a Contract for Staff Consultant Services For FY 2017**

This Resolution authorizes entering into a continuation contract with Westaff for CCAB Staff Consultant services from January 1, 2017 through December 31, 2017 in an amount not to exceed $46,686. Contract funds are available for this purpose within the 2017 approved Community Corrections budget (see attached memo for details).

8b. **Community Corrections Advisory – Resolution to Authorize Entering into a Contract with Alcohol Drug Administrative Monitoring Inc. for Drug Testing and Breathalyzer Services**

This Resolution authorizes entering into a contract renewal with Alcohol Drug Administrative Monitoring, Inc. for drug and breathalyzer testing services for the period of January 1, 2017 through December 31, 2017 with automatic renewal for one year thereafter not to extend beyond the 31st day of December, 2018. Clients pay the fee for these services and if grant eligible they can be reimbursed through the Circuit Court Swift and Sure Sanctions Probation Program (SSSPP) and Mental Health Court. An RFP process was conducted prior to this recommendation being made (see attached memo for details).

9. **Facilities – Resolution Awarding a Contract to Myers Plumbing & Heating to Provide HVAC Preventative Maintenance Services Six (6) Times per Year at Thirteen (13) 9-1-1 Tower Sites**

This Resolution authorizes awarding a contract to Myers Plumbing & Heating, Inc. to provide HVAC Preventative Maintenance services six (6) times per year at thirteen (13) 9-1-1 tower sites at an annual cost of $46,425. Sufficient 9-1-1 funds are available in the budget for this purpose. Myers Plumbing & Heating, Inc. was selected after a bidding process (see attached memo for details).

10. **Probate Court – Resolution Authorizing Contracts with Attorneys for Service on Mental Illness and General Probate Matters**

This Resolution authorizes entering a contract with attorney Michael Staake for providing representation in involuntary mental illness attorney services up to $10,609 for the time period of January 1, 2017 through December 31, 2017.

It also authorizes entering into continuation contracts (3% increases) with attorneys Robert Refior and Elias Kafantaris for providing representation in general Probate matters up to $18,035 as well as respondent guardian ad litem (GAL) attorney services up to $76,385 for the time period of January 1, 2017 through December 31, 2017.

Funds are contained within the 2017 Probate Court budget for this purpose (see attached memo for details).

11a. **Health Department – Resolution Amending Resolution #16-425 to Authorize the Fourth Year of the Americorps VISTA Grant Cycle for 2016-2017**

This resolution amends resolution #16-425 that authorized the fourth year of the Americorps VISTA grant cycle. The attached resolution reflects the amended budget in which the total cash contributions from the 15 external AmeriCorps VISTA Cost Share sites requirement is $100,510 rather than the $84,043 reflected in Resolution #16-425. This change does not result in any additional cost to Ingham County.
11b. **Health Department – Resolution Authorizing the Conversion of a Community Health Representative IV Position to a Coding Specialist Position**

This resolution authorizes the conversion of a vacant Community Health Representative IV position (UAW F) to a Coding Specialist position (UAW G). The proposed conversion is anticipated to cost an additional $8,500 per year based on step 5 personnel cost comparisons. The additional costs will be absorbed by the expected vacancies within the Billing & Reporting Unit. The proposed conversion will allow improvements in medical charts/records audits for coding compliance to Federal & State regulations and guidelines.

11c. **Health Department – Resolution Authorizing a Shift Differential for Ingham County Health Department Jail Nurses During Work Hours of 6:30 pm to 6:30 am**

This resolution reinstates a shift differential for Ingham County Health Department Jail Nurses which would allow for a premium of $1.00 above straight-time rates for all normal hours worked from 6:30 PM – 11:59 PM and a premium of $2.00 above straight-time rates for all normal hours worked from 12:00 AM to 6:30 AM. ICHD Jail Nurses work shifts that provide coverage into the evening and overnight hours. Currently budgeted salaries and wages for ICHD Jail Health Services is sufficient to cover this additional shift premium.

11d. **Health Department – Resolution Authorizing a FY 2017 Agreement with Capital Area Community Services, Inc. for Head Start Evaluations**

This resolution authorizes an agreement with Capital Area Community Services, who will compensate OYC up to $15,600 to provide implementation and evaluation support for Head Start services for the period of October 1, 2016 through July 31, 2017.

11e. **Health Department – Resolution Authorizing a Lease and Pharmacy Agreement with Cardinal Health 132, LLC**

This resolution authorizes an agreement with Cardinal Health 132, LLC to lease space within Forest Community Health Center at the rate of $1 per year, for the purpose of operating a 340B pharmacy for the period of November 1, 2016 through October 31, 2021 with an additional agreement establishing Cardinal Health’s per prescription fee and minimum monthly prescription volume.

11f. **Health Department – Resolution Authorizing a Great Start Agreement with the Midland County Educational Services Agency and 0.25 FTE Increase of Position #601490**

This resolution authorizes an agreement with Midland County Educational Services Agency (MCESA) for the Office for Young Children (OYC) to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $468,836.73, for the period of October 1, 2016 through September 30, 2017. The resolution also authorizes a 0.25 FTE increase to position #601490 for the duration of the MDHHS Safe Sleep grant which was authorized by Resolution #16-339. The increase costs for the increase in position #601490 will be covered by the grant.

11g. **Health Department – Resolution Authorizing a Reorganization of the Health Department’s Staff and Administrative Structure**

This resolution authorizes the following changes to the Health Department’s Staff and Administrative Structure:
Position #601245 Clinical Services Manager-MCF 10 changes to Clinical Services Supervisor-MCF 11; Position #601079 Compliance Manager-MCF 11 changes to Strategic Projects and Implementation Manager-MCF 11; Position #601135 Assistant Deputy Health Officer-MCF 10 changes to Deputy Health Officer-Administration MCF 14; Position #601054 Systems Analyst-ICEA Pro 9 changes to IT Coordinator-ICEA Pro 9

Two position changes in the reorganization will result in financial impact. Position #601245 Clinical Services Supervisor MCF-10 changes to Clinical Services Manager MCF-11 with a projected increase of $4,753 for FY 17. Position #601135 Assistant Deputy Health Officer MCF-10 changes to Deputy Health Officer-Administration MCF-14 with a projected increase of $11,192 for FY 17. All other position changes are budget neutral.

ICHD is holding vacant a position (601481, Healthy Start Project Specialist) in the Healthy Start grant which will result in unexpended grant dollars at the end of the grant cycle. Presently, the grant is not paying for indirect costs associated with the grant. The unexpended grant dollars can be used to pay for indirect costs thus freeing up general fund dollars to pay for the reorganization. The Federal government allows a 10% de minis rate to cover indirect costs.

11h. **Health Department** – **Resolution Amending Resolution #16-309 with NEC Networks, LLC DBA Capture RX, for 340B Prescription Third Party Administrator and Resolution #16-310 to Walgreen Company for 340B Prescription Drug Services to Include McKesson Corporation as 340B Drug Wholesaler**

This resolution authorizes an agreement with McKesson Corporation as a 340b drug wholesaler for CaptureRX and Walgreens Company. Also as part of the agreement McKesson Corporation will require ICHD to complete a customer credit application and bank account EFT authorization.

12a. **Economic Development** – **Resolution Approving Ingham County’s Participation in the Lansing Regional Brownfield Coalition for the Purpose of Submitting an Application to the United States Environmental Protection Agency for a Brownfield Assessment Grant**

In order to accept an assessment grant of $600,000, the EPA requires approval of a Memorandum of Agreement (MOA) between all members of the Lansing Regional Brownfield Coalition and the City of Lansing Brownfield Redevelopment Authority (acting as “Lead Member”). A similar resolution was approved in 2015 (Resolution 15-336) resulting in an award of $600,000 to the Coalition. The Economic Development Department recommends approval of a resolution to authorize execution of such an agreement.

12b. **Economic Development** – **Resolution Approving the Ingham County Brownfield Authority Brownfield Plan for the Elevation at Okemos Pointe 2360 Jolly Road (Portion); 2398 Jolly Road (Portion); 2350 Jolly Oak Road; 2362 Jolly Oak Road; Jolly Oak Road (Portion)Okemos, Meridian Charter Township, Michigan**

The Ingham County Brownfield Authority (ICBA) recommended approval of a brownfield plan for the Elevation at Okemos Pointe development located in Meridian Township. The Board of Commissioners held a public hearing on the plan on December 13. Elevation at Okemos Pointe proposes to redevelop 37.29 acres over six eligible parcels in Meridian Township. This proposed development is a mixed-use project that includes 166 apartment units and 6,214 gross square feet of commercial space. Phases II and III consist of 232 additional apartments and the renovation of an existing 20,000 gross square feet metal structure into a community market and food innovation district with community function space. The Plan includes a 25% pass through of taxes
during each year of the capture period. Each taxing jurisdiction will receive 25% of the taxes created by the increment, and 75% will be used to reimburse the developer. Based on estimated taxable values when completed the capture period is approximately 11 years. The Economic Development Department seeks Board approval of this project.

13a. **Innovation and Technology – Resolution to Approve the Contract for Renewing CourtView Support Services**

CourtView software is used in various criminal justice areas including our Courts and Prosecuting Attorney’s office. The annual maintenance agreement to maintain the application, receive support, and receive needed software updates will expire on December 31. A support agreement has been purchased every year since Ingham County first owned the application. Last year’s total maintenance cost was $149,232.00. The total cost proposed by CourtView for 2017 is $150,575.00, a 1% increase. The Chief Information Officer recommends approval of this contract renewal.

13b. **Innovation and Technology – Resolution to Approve the Renewal of the Microsoft Enterprise Agreement through CDWG**

The Innovation and Technology Department seeks to renew software licensing through the Microsoft Enterprise Agreement at an annual cost not to exceed $370,000 for the first three years, with an option to add additional years. The current agreement will expire on January 31, 2017. CDWG was awarded the State of Michigan’s MCT contract and therefore has quoted this renewal under the State of Michigan MiDeal contract to provide the highest possible discount. Costs will be paid through the Network fund. This action will assure proper licensing of Microsoft products utilized by Ingham County.


Michigan State University (MSU) entered into an agreement with MDEQ to research and develop the de-vulcanized rubber modified warm mix asphalt mixtures and to be the prime recipient of the MDEQ grant funds. In turn, MSU wishes to subcontract with Ingham County to implement field trial of the warm mix asphalt mixture. Road Department officials understand that the warm mix asphalt mixture is expected to provide enhanced performance and longevity to the warm mix asphalt material. For these reasons, the Road Department recommends entering into a revised subcontract with Michigan State University. MDEQ grant funds available for this purpose total $462,311. Road Department officials anticipate that the de-vulcanized rubber modified warm mix asphalt mixtures test sections will be constructed along Holt Road between Depot Street and US-127.

15. **Parks Department – Resolution Authorizing Entering Into a Contract with Spicer Group, Inc. to Provide Consulting Services to and Assist the Ingham County Parks Staff with the Delivery of Certain Millage Related Items**

A Request for Proposal (RFP) was issued in July in an attempt to identify a consultant to assist Parks Department staff with the Trails and Park Millage. Following Park Commission approval of a reduced scope of services, the Parks Director entered into negotiations with Spicer Group, Inc. to determine a final cost for needed services. The recommended professional services agreement would cover a two-year period at a cost not to exceed $192,846.74 and would include a two-year renewal option. The cost savings from the reduced scope of work amounted to $52,773.26. The Parks Commission recommended approval of the proposed resolution.
16a. Farmland and Open Space Preservation Board – Resolution Approving Proceeding to Close Permanent Conservation Easement Deed on the Sheridan, Miedema, and Lovette Properties

In accordance with provisions of the Farmland and Open Space Preservation (FOSP) Ordinance, the FOSP Board scored and ranked the applications based on the approved selection criteria. After nearly two years, the FOSP Board recommends closing on the Sheridan, Miedema, and Lovette properties. The FOSP Board concluded it would be best to withdraw these properties from the Federal Agriculture Conservation Easement Program because the federal match would be minimal and does not justify the rigorous federal approval process. Therefore, the Miedema and Lovette properties will be closing with 100% local funds, and the Sheridan property will include a landowner contribution of $3,000.

16b. Farmland and Open Space Preservation Board – Resolution Approving the Ranking of the 2016 Farmland and Open Space Preservation Programs Application Cycle Ranking and Recommendation to Purchase Permanent Conservation Easement Deeds in the Top Ranked Properties

The Farmland and Open Space Preservation Board seeks approval of the 2016 application cycle ranking which establishes a priority for the top applications. The Purchasing Department is responsible for negotiating prices with landowners for the purchase of conservation easements. Consideration of ranked applications will conform to provisions of the Ingham County Purchasing Policy bid process in negotiation of easement values. Future costs associated with proceeding with negotiations on the top scoring farms include property appraisal, survey, title commitment, and insurance costs. Those costs are included in the 2017 budget.

17a. Controller/Administrator’s Office – Resolution Approving Various Contracts for the 2017 Budget Year

This resolution will approve the attached list of contracts for the 2017 budget year. The list consists only of contracts that are included in the 2017 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095, provides that any contract over $5,000 must be approved by the Board of Commissioners.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index’s Annual Inflation rate (0.9% for 2017) or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners’ Guidelines. Expenditure contracts with a 2017 increase of 1% or less are the only ones included in this resolution. All others will have to be presented separately by resolution (see attached memo for details).

17b. Controller/Administrator’s Office – Resolution Authorizing the Controller to Make Year End Budget Adjustments

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2016 Budget. The General Fund budget will be adjusted to the amount of $82,862,858 for the fourth quarter of 2016.
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, re-appropriations, accounting and contractual changes, and general housekeeping issues.

Detail of the recommended adjustments to the Ingham County budget for the fourth quarter of fiscal year 2016 are attached. The total decrease to the General Fund is $145,450. These adjustments will deplete the 2016 Contingency fund (see attached memo for details).

**OTHER ITEMS:**

*5c. Board of Commissioners – Resolution Authorizing Termination of the Contract with Hay Group for the Comprehensive Countywide Compensation and Classification Study*

A resolution is offered to terminate the agreement with Hay Group without cause in accordance with the eighteenth section of the Agreement. Hay Group would receive compensation for services performed up to the effective date of the termination as set forth in the second and third section of the Agreement.

*The Controller does not support termination of the Agreement because all work performed under the contract is consistent with terms of the Agreement, and the contractor has not committed any other infraction that would otherwise warrant termination.*
Memo to County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Webberville Consolidated Drain Maintenance and Improvement Project

November 18, 2016

I am requesting that the Board of Commissioners grant full faith and credit of the County for the bonds that will finance the Webberville Consolidated Drain Maintenance and Improvement Project. Such action is customary because it provides the bond holder an important level of security for the bonds. This bond issue is being sold through the Rural Development program of the United States Department of Agriculture. Rural Development offers lower than market rates of interest and more flexible terms for the bond issue thus lowering costs for the municipalities and property owners of the Drainage District who are liable to pay for benefit of the project. For your information, the municipalities with benefit at-large for this Project include the Village of Webberville, the Township of Leroy, the Michigan Department of Transportation, and the County of Ingham. There are 560 properties and 1042 acres (495 acres in the Village of Webberville and 547 acres in the Township of Leroy) within the Webberville Consolidated Drain Drainage District (please see the attached map for the location of the Webberville Consolidated Drain and Drainage District).

The Webberville Consolidated Drain Maintenance and Improvement Project results from a January 7, 2014 petition submitted by Leroy Township to consolidate three drains (Monroe and Leach Drain, Webberville Drain, and Webberville #2 Drain), and their drainage districts, into one drain and one drainage district in order to provide for a more efficient and cost-effective administration, maintenance, and improvement of the drainage. Leroy Township also petitioned for this new consolidated drain, the Webberville Consolidated Drain, to be maintained and improved to address the longstanding flooding and drainage problems within the District. On April 1, 2014, the petition was found necessary by a statutory Board of Determination. The proposed project includes the installation of 1.4 miles of enclosed storm drains and bioretention swales; 64 new drainage structures; 0.5 lane mile of street improvements, including over 1050 linear feet of curb and gutter; 2 new detention basins; 3 replacement culverts (including a new lengthened 84-inch diameter culvert under Ingham County’s N. Elm Road); boring and jacking of new pipe under the CSX railroad; and the clearing and removal of sediment and debris from open sections of drain (formerly known as the Monroe and Leach Drain).

The Project design engineering is complete, and the Project bids will be opened January 4, 2017. While I will not have a final cost for the Project until the bids are opened and the total computation of cost is prepared, my consulting engineers and financial advisors are comfortable with the amount of $7.5 million as a “not-to-exceed” figure. Project construction is expected to commence in Winter, 2017 and be completed by Summer, 2018.

The Project bid documents contain contract requirements for nondiscrimination and prevailing wage, all pursuant to my adopted policies and consistent with the Board of Commissioners’ resolutions.

I plan on attending your Committee meetings on December 6th and December 7th to answer questions. Thank you for consideration of my request. It is an honor and privilege to serve the citizens, businesses, and municipalities of Ingham County.
November 17, 2016

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

RE: Webberville Consolidated Drain Drainage District
State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann,

This letter is a summary analysis of SEVs for the Webberville Consolidated Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Leroy Township and Ingham County. The SEV value for the lands in the special assessment district is based on the individual SEVs taken from the most current 2015 property tax records found on the www.inghamcounty.com website. The SEV values for the lands in the special assessment district are based on the SEV of the entire parcel for each parcel that is a part of the special assessment district, regardless of whether the entire parcel is in the district, or just a portion.

The SEVs used for municipalities are from the published 2015 equalization report available at: http://eq.ingham.org/Portals/DP/2015%20Equalization%20Report%20For%20Web.pdf

The requested full faith and credit amount is $7,500,000. The total SEV for all of Leroy Township is $127,158,900. The estimated SEV for the lands within the special assessment district is $22,380,402. Additionally, the total SEV for all of Ingham County is $7,307,765,420. Using these numbers, the following relationships are realized:

<table>
<thead>
<tr>
<th>Full Faith &amp; Credit Amount - $7,500,000</th>
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<tbody>
<tr>
<td>Estimated SEV of the lands in the special assessment district</td>
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<tr>
<td>Percent of requested full faith and credit as a ratio of the total SEV of the lands in the special assessment district</td>
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<tr>
<td>Leroy Township 2015 SEV</td>
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<tr>
<td>Percent of requested full faith and credit as a ratio of the total SEV of the lands in the Leroy Township</td>
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<tr>
<td>Ingham County 2015 SEV</td>
</tr>
<tr>
<td>Percent of requested full faith and credit as a ratio of the total SEV of the lands in the County of Ingham</td>
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</table>

Please contact our office at (517) 819-2367 with any questions or concerns.

Sincerely,
Lockwood, Andrews & Newnam, Inc.

[Signature]
Samir F. Matta, PE

cc: Carla Clos – Administrative Chief Deputy Drain Commissioner
WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the “Drain Commissioner”), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain intra-county drain improvements referred to as the Webberville Consolidated Drain Maintenance and Improvement Project (the “Project”), which is being undertaken by the Webberville Consolidated Drain Drainage District (the “Drainage District”) in a Special Assessment District (the “Special Assessment District”) established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed $7,500,000 pursuant to the Act; and

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

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

WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

THEREFORE BE IT RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $7,500,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

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

3. The Chairperson of the Board, the County Administrator, the County Clerk, the County Treasurer and any other official of the County, or any one or more of them (“Authorized Officers”), are authorized and directed to take all actions necessary or desirable for the issuance of the Bonds and to execute any documents or certificates necessary to complete the issuance of the Bonds, including, but not limited to, any applications including the Michigan Department of Treasury, Application for State Treasurer’s Approval to Issue Long-Term Securities, any waivers, certificates, receipts, orders, agreements, instruments, and any certificates relating to federal or state securities laws, rules, or regulations and to participate in the preparation of a preliminary official statement and a final official statement for the Bonds and to sign such documents and give any approvals necessary therefor.
4. Any one of the Authorized Officers is hereby authorized to execute a certificate of the County to comply with the continuing disclosure undertaking of the County with respect to the Bonds pursuant to paragraph (b)(5) of SEC Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended, and amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the “Continuing Disclosure Certificate”). The County hereby covenants and agrees that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate.

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT TO BLUE-SPOTTED SALAMANDER DRAIN DRAINAGE DISTRICT BONDS

WHEREAS, pursuant to a petition filed with the Drain Commissioner of the County of Ingham, State of Michigan (the “Drain Commissioner”), proceedings have been taken under the provisions of Act 40, Public Acts of Michigan, 1956, as amended (the “Act”), for the making of certain intra-county drain improvements referred to as the Blue-Spotted Salamander Drain Maintenance and Improvement Project (the “Project”), which is being undertaken by the Blue-Spotted Salamander Drain Drainage District (the “Drainage District”) in a Special Assessment District (the “Special Assessment District”) established by the Drainage District; and

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed $1,500,000.00 pursuant to the Act; and

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

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

WHEREAS, the pledge of the full faith and credit of the County to the Bonds will reduce the cost of financing the Project and will be a benefit to the people of the County.

THEREFORE BE IT RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $1,500,000.00. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

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

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

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

5. All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.
TO: Law & Courts Committee
    Finance Committee

FROM: Major Maatman, Field & Staff Services Administrator

DATE: Oct 24, 2016

RE: RESOLUTION TO PURCHASE NEW TASERS FOR THE SHERIFF’S OFFICE FIELD SERVICES DIVISION USING 2016 CAPITAL IMPROVEMENT FUNDS.

This resolution is for the approval to purchase Ten (10) new Tasers and associated equipment for the Sheriff’s Office Field Services Division, using 2016 Capital Improvement funds.

Specifically, these Ten (10) new Tasers and their associated equipment will supplement the total number of Tasers the Sheriff’s Office has for Field Services, as well as replace outdated and broken Tasers already assigned to patrol operation. The goal in this purchase is to have enough Tasers to assign one to each assigned Patrol Deputy. Currently each deputy checks out a Taser when they come to work. Assigning a single Taser to each Deputy will quicken daily prep time as well as better account for operation of the equipment. Tasers are an important officer safety issue which protects not only the deputies but, citizens and inmates from injury. The use of Tasers also limits county liability and is fully supported by our insurance carrier MMRMA.

Taser Corporation is a single source company.
Introducing the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE TEN NEW TASERS FOR THE SHERIFF’S OFFICE FIELD SERVICES DIVISION USING 2016 CAPITAL IMPROVEMENT FUNDS

WHEREAS, the Ingham County Sheriff’s Office is responsible for police patrols for Ingham County; and

WHEREAS, MMRMA the county insurance carrier fully supports their clients obtaining Tasers as a tool to maintain safe and secure operations in daily police patrols; and

WHEREAS, Deputies properly equipment and trained with functional, up to date Tasers have greatly limited use of force complaints, deadly force situations and legal issues since the initial release of these police tools; and

WHEREAS, the Sheriff’s Office has determined the need to purchase Ten (10) new Tasers and associated Taser equipment to replace old, outdated and broken Tasers to our Field Services Division; and

WHEREAS, the purchase order also includes needed updated holsters, batteries and cartridges for deployment and certification training; and

WHEREAS, Taser Corporation is a single source company for this equipment; and

WHEREAS, the total expenditure for this proposal is not to exceed $11,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Sheriff’s Office to purchase Ten (10) Tasers and associated equipment from Taser International for a total not to exceed $11,000 from the 2016 CIP budget.

BE IT FURTHER RESOLVED, that the Administrator /Controller is directed to make the necessary adjustments to the 2016 Sheriff’s Office budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents or purchase documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Law & Courts and Finance Committees

FROM: Major Sam L. Davis

DATE: November 17, 2016

RE: Inter-Governmental Agreement between Wayne and Ingham County Commissioners,

This resolution will authorize Ingham County and the Ingham County Sheriff’s Office to enter into a contract with Wayne County to rent a minimum of 50 and up to 70 beds at a cost of $45.00 per day per bed for two years effective January 1, 2017 through January 1, 2019.

The funds received by the county for leasing these contractual beds are used to reduce the general fund cost of operating the jail

Financial Implications:

2017 Annual Revenue for this contract.
50 beds X $45 per day = $2,250 per day X 365 days = $821,250

Up to 70 beds X $45 per day = $3,150 per day X 365 days = up to $1,149,750

The revenue anticipated from renting 100 beds from the Michigan Department of Corrections (MDOC) was budgeted at $1,314,000 in the 2017 budget.

100 beds X $36 per day = $3,600 per day X 365 days = $1,314,000

As of this date, we are still awaiting a final decision by the MDOC on the rental of up to 70 beds after they canceled our initial contract for 100 beds. (See attached letter) If we are successful, we would rent additional beds to them to make up any shortfalls in the 2017 budgeted revenue of $1,314,000.

I recommend your approval.
RESOLUTION AUTHORIZING THE INGHAM COUNTY SHERIFF’S OFFICE TO ENTER AN INTER-AGENCY AGREEMENT WITH WAYNE COUNTY TO RENT A MINIMUM OF 50 UP TO 70 BEDS TO THE WAYNE COUNTY SHERIFF’S OFFICE

WHEREAS, the Ingham County Jail (Jail) has an established design rated capacity of 665 beds, (511 beds are currently utilized due to the previous closure of Post 3, 6, and 7) which includes 472 County beds (412 County beds are being utilized as a result of the previous closures) and 100 contractual beds; and

WHEREAS, the funds received by the County for leasing the contractual beds are used to reduce the general fund cost of operating the Jail; and

WHEREAS, the Ingham County Sheriff’s Office has negotiated an agreement to rent a minimum of 50 and up to 70 beds as needed at a cost of $45.00 per day per bed, up to but not to exceed $1,149,750 effective January 1, 2017 through January 1, 2019; and

WHEREAS, the revenue to be received from the renting of the 50 beds, which is anticipated to be $821,250 is in the 2017 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contract with Wayne County to rent a minimum of 50 and up to 70 beds as needed, at a cost of $45.00 per day per bed, for a minimum of $821,250 and up to $1,149,750 annually, effective January 1, 2017 through December 31, 2018.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and the Sheriff to sign all necessary contract documents consistent with this resolution upon review and approval as to form by the County Attorney.
Attached for your consideration is a proposed resolution to request Ingham County to transfer all unsold tax reverted properties which have been rejected by local units of government to the Ingham County Land Bank Fast Track Authority.

Under Public Act 123 of 1999, MCL 211.78m (7), “If property not previously sold is not transferred to the city, village, or township in which the property is located under subsection (6), the foreclosing governmental unit shall retain possession of that property.”

The Ingham County Land Bank Fast Track Authority was established to assist in the strategic disposition of tax reverted property and local units are encouraged to object so the parcels stay with the County for disposition by the Land Bank.

Thank you for your consideration of this resolution. Please contact me if you have any questions.
Agenda Item 3

Introduced by the County Services and Finance Committees of the:

HINGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO TRANSFER ALL UNSOLD TAX REVERTED PROPERTIES REJECTED BY LOCAL UNITS TO THE INGHAM COUNTY LAND BANK FAST TRACK AUTHORITY

WHEREAS, the Land Bank Fast Track Act, 2003 PA 258, being MCL 124.751 et seq., (“the Act”) establishes the State Land Bank Fast Track Authority; and

WHEREAS, the Ingham County Treasurer, with the Ingham County Board of Commissioners’ approval, has entered into an intergovernmental agreement with the State Land Bank Fast Track Authority under the Act to form an Ingham County Land Bank Fast Track Authority; and

WHEREAS, tax reverted property not previously sold by the Ingham County Treasurer, acting as the foreclosing governmental unit (FGU), shall be transferred to the city, village, or township in which the property is located, except those parcels of property to which the city, village or township has objected to in accordance with 1999 PA 123, MCL 211.78M(6); and

WHEREAS, parcels rejected by a city, village or township become the property of Ingham County; and

WHEREAS, the Land Bank was established to assist in the strategic disposition of tax reverted property; and

WHEREAS, local units are encouraged to object so the parcels stay with the County for disposition by the Land Bank.

THEREFORE BE IT RESOLVED, that the County Board of Commissioners authorizes the Controller/Administrator to take appropriate action to transfer all rejected property to the Land Bank.

BE IT FURTHER RESOLVED, that this Resolution shall be renewed annually.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
33-01-01-03-101-091

LOT 73 WOODLAWN SUB

Property Address: SANFORD AVE LANSING MI

33-01-01-03-378-051

LOT 143 PARK MANOR HEIGHTS

Property Address: 2324 COMMONWEALTH AVE LANSING MI

33-01-01-04-109-101

LOTS 53 & 54 IDEAL HOMESITES

Property Address: 622 CARRIER ST LANSING MI

33-01-01-04-276-081

LOT 46 SUPERVISORS PLAT OF COMMUNITY HOME SITES

Property Address: 541 E PAULSON ST LANSING MI

33-01-01-04-301-141

N 75 FT OF S 335 FT LOT 15 & N 50 FT OF S 335 FT LOT 16 ASSESSORS PLAT NO 34 REC L 11 P 15

Property Address: 2703 TAYLOR ST LANSING MI
33-01-01-04-328-231
LOT 53 ASSESSORS PLAT NO 45
Property Address: TURNER ST LANSING MI

33-01-01-04-426-592
COM 793 FT W OF E 1/4 POST, TH N 12.75 FT TO S LINE CHILSON AVE, W 50 FT, S
179.75 FT, E 50 FT, N 167 FT TO BEG; SEC 4 T4N R2W
Property Address: 426 CHILSON AVE LANSING MI

33-01-01-05-427-041
LOT 5 ASSESSORS PLAT NO 57
Property Address: 2730 N M L KING JR BLVD LANSING MI

33-01-01-05-451-021
W 140.7 FT, S 23DEG 44MIN W 272.45 FT TO N BANK OF GRAND RIVER, S 64DEG 16MIN E 161.55 FT
ALONG SAID BANK, N 21DEG 34MIN E 284 FT TO SAID S R/W LINE, N 68DEG 26MIN W 10.13 FT TO BEG;
SEC 5 T4N R2W
Property Address: N GRAND RIVER AVE LANSING MI

33-01-01-05-451-031
COM ON S'LY LINE OF 100 FT R/W GRAND RIVER AVE S 68DEG 26MIN E 10.13 FT FROM INTERSECTIONR2W
WITH N&S 1/4 LINE, TH S 68DEG 26MIN E 270 FT, S 21DEG 34MIN W 397.6 FT TO N BANK GRAND RIVER,
N 45DEG 37MIN W 292.9 FT ALONG SAID BANK, N 21DEG 34MIN E 284 FT TO BEG; SEC 5 T4N
Property Address: N GRAND RIVER AVE LANSING MI

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33-01-01-06-131-035

LOT 237 WESTMONT SUB

Property Address: ALFRED AVE LANSING MI

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33-01-01-08-201-571

W 32 FT OF E 70.25 FT LOT 1 ASSESSORS PLAT NO 12

Property Address: 1217 MUSKEGON AVE LANSING MI

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33-01-01-08-282-051

S 26 FT LOT 130 & N 17 FT LOT 129 KNOLLWOOD PARK

Property Address: ROOSEVELT AVE LANSING MI

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33-01-01-08-378-251

LOT 22 BLOCK 2 DAYTONS ADD

Property Address: 817 N JENISON AVE LANSING MI

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33-01-01-08-406-161

LOT 29 BUNGALOW HOME ADD

Property Address: 1123 THEODORE ST LANSING MI

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LOT 162, N 15 FT LOT 163 & S 20 FT LOT 161 CHARLES KUDNERS SUB

Property Address: 1003 WESTMORELAND AVE LANSING MI

W 110 FT OF N 16.31 FT LOT 128 & W 110 FT OF S 16.69 FT LOT 129 ENGLEWOOD PARK ADD

Property Address: 922 CHICAGO AVE LANSING MI

N 34 FT LOT 106 ENGLEWOOD PARK ADD

Property Address: 729 CHICAGO AVE LANSING MI

S 2 R LOT 10 BLOCK B SUB OF BLOCKS 26 & 27 ORIG PLAT

Property Address: 1118 N PINE ST LANSING MI

E 1/2 LOT 5 BLOCK 2 MOORES SUB ON BLOCK 27

Property Address: 623 BROOK ST LANSING MI
E 37 FT LOTS 11 & 12 BLOCK E SUB OF BLOCKS 26 & 27 ORIG PLAT

Property Address: 515 W OAKLAND ST LANSING MI

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33-01-01-09-476-041

S 2 R OF W 6 R LOT 22 BLOCK 21 ORIG PLAT

Property Address: 808 CENTER ST LANSING MI

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33-01-01-10-103-011

LOT 2 BLOCK 2 BALLARDS ADD

Property Address: 1913 N HIGH ST LANSING MI

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33-01-01-10-103-031

S 14 FT LOT 3 & N 26 FT LOT 4 BLOCK 2 BALLARDS ADD

Property Address: 1903 N HIGH ST LANSING MI

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33-01-01-10-106-051

LOT 19 & PART OF VAC ALLEY DESC AS COM NE COR LOT 19, TH W 33 FT, N 3.96 FT, E 33 FT, S 3.96 FT TO BEG, REPLAT OF BLOCK 3 OF BALLARDS ADD

Property Address: 825 E NORTH ST LANSING MI

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33-01-01-10-180-161

LOT 182 HIGHLAND PARK
Property Address: 1315 MASSACHUSETTS AVE LANSING MI

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33-01-01-10-254-121

LOT 208 CAPITOL HEIGHTS

Property Address: 1419 OHIO AVE LANSING MI

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33-01-01-10-326-551

LOT 2 BROWNS SECOND SUB

Property Address: E GRAND RIVER AVE LANSING MI

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33-01-01-10-326-561

LOT 1 BROWNS SECOND SUB

Property Address: 1108 E GRAND RIVER AVE LANSING MI

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33-01-01-10-401-140

LOT 27, ALSO PARTS LOTS 28 & 29 LYING S OF A LINE COM 10.815 FT N OF SE COR LOT 29, TH WLY 102 FT =-/ TO POINT ON W LINE LOT 28 LYING 10.815 FT S OF NW COR THEREOF & POE; OTTO'S ADD

Property Address: CLARK ST LANSING MI

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33-01-01-10-408-061

LOT 54 FARRANDS ADD

Property Address: 1108 CLEVELAND ST LANSING MI
33-01-01-14-309-111

E 94 FT LOT 396 LESLIE PARK SUB

Property Address: 2221 E KALAMAZOO ST LANSING MI

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33-01-01-14-352-041

LOT 80 LESLIE PARK SUB

Property Address: 413 S CLEMENS AVE LANSING MI

---------------------------------------------------------------------------------------------

33-01-01-14-360-001

W 99 FT LOTS 431 & 432 LESLIE PARK SUB

Property Address: 501 S HAYFORD AVE LANSING MI

---------------------------------------------------------------------------------------------

33-01-01-15-104-401

LOT 11 BLOCK 2 ASSESSORS PLAT NO 7

Property Address: 508 LESHER PLACE LANSING MI

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33-01-01-15-310-001

N 42 FT LOT 5 & W 12 FT OF N 42 FT LOT 4 BLOCK 16 GREEN OAK ADD

Property Address: 301 S HOSMER ST LANSING MI

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33-01-01-15-376-241
LOT 4 BLOCK 2 LANSING IMPROVEMENT COMPANYS ADD

Property Address: 1116 E KALAMAZOO ST LANSING MI

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33-01-01-15-432-431

LOT 1 BLOCK 3 ASSESSORS PLAT NO 16

Property Address: 134 LESLIE ST LANSING MI

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33-01-01-15-479-121

LOT 92 PAUL PARK ADD

Property Address: 513 LESLIE ST LANSING MI

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33-01-01-17-227-241

E 1/2 LOT 5 WHITES SUB E OF BUTLER REC L 1 P 15

Property Address: 727 W SAGINAW ST LANSING MI

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33-01-01-17-227-311

E 1/2 LOT 15 WHITES SUB E OF BUTLER REC L 1 P 15

Property Address: 825 W SAGINAW ST LANSING MI

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33-01-01-17-258-121

E 3 R LOT 17 BLOCK 2 FRENCHS SUB
Property Address: 1210 W OTTAWA ST LANSING MI

33-01-01-17-258-181
S 9 R OF E 2 R OF W 4 R LOTS 1, 2 & 3 BLOCK 2 FRENCHS SUB

Property Address: 1112 W OTTAWA ST LANSING MI

33-01-01-20-130-131
W 37 FT LOT 38 RIVERVIEW HEIGHTS SUB REC L 4 P 44

Property Address: 1607 W MALCOLM X ST LANSING MI

33-01-01-20-489-041
LOT 10 FLORAL SUB

Property Address: 1817 S RUNDLE AVE LANSING MI

33-01-01-21-258-085
E 2 R OF S 5 1/2 R LOT 15 BLOCK 203 ORIG PLAT

Property Address: 227 E SOUTH ST LANSING MI

33-01-01-21-277-070
LOT 3 BLOCK 220 ORIG PLAT

Property Address: 1016 BEECH ST LANSING MI
33-01-01-21-430-040

LOT 15 & S 6.5 FT OF E 21 FT LOT 14 TORRANCE COURT SUB REC L 8 P 29

Property Address: 535 TORRANCE CT LANSING MI

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33-01-01-21-431-095

S 56.5 FT LOT 32 TORRANCE FARM ADD

Property Address: 1508 BAILEY ST LANSING MI

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33-01-01-21-451-015

LOT 10 BLOCK 2 HALLS THIRD ADD

Property Address: 138 GARDEN ST LANSING MI

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33-01-01-21-484-020

N 31 FT LOT 129 TORRANCE FARM ADD

Property Address: 1815 LINVAL ST LANSING MI

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33-01-01-22-203-161

LOT 253 EXCELSIOR LAND COMPANYS SUB

Property Address: 924 DAKIN ST LANSING MI

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33-01-01-22-206-142
LOTS 232 & 233 EXCELSIOR LAND COMPANY'S SUB

Property Address: 1042 DAKIN ST LANSING MI

33-01-01-22-207-021

LOT 281 EXCELSIOR LAND COMPANY'S SUB

Property Address: 1015 DAKIN ST LANSING MI

33-01-01-22-228-041

LOTS 46 & 47 ASSESSORS PLAT NO 49

Property Address: 721 LESLIE ST LANSING MI

33-01-01-22-277-121

LOT 154 & N 1/2 LOT 153 CITY PARK SUB

Property Address: 1132 LESLIE ST LANSING MI

33-01-01-22-280-162

LOTS 105, 106 & 107 PARKVIEW LAND CO ADD

Property Address: 1236 ALLEN ST LANSING MI

33-01-01-22-283-262

W 34 FT LOT 63 CITY PARK SUB

Property Address: 1820 PERKINS ST LANSING MI
33-01-01-22-309-291
LOT 7 BLOCK 6 ASSESSORS PLAT NO 28 REC L 10 P 33
Property Address: 912 BAKER ST LANSING MI

33-01-01-22-352-011
LOT 3 BLOCK 4 ASSESSORS PLAT NO 28 REC L 10 P 33
Property Address: 1507 LYONS AVE LANSING MI

33-01-01-22-353-031
LOT 9 REO MOTOR CAR CO'S SUB REC L 6 P 30
Property Address: 1609 DONORA ST LANSING MI

33-01-01-23-103-091
LOT 53 LANSING ADDITION COMPANYS SUB REC L 5 P 20
Property Address: 704 S MAGNOLIA AVE LANSING MI

33-01-01-23-127-061
LOTS 18 & 19 J L PUTMANS SUB REC L 7 P 35
Property Address: 723 S FRANCIS AVE LANSING MI
33-01-01-23-153-021

S 14 FT LOT 27 & N 36 FT LOT 28 AVIS SUB REC L 9 P 30

Property Address: 1210 S CLEMENS AVE LANSING MI

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33-01-01-26-302-021

LOT 3 GREEN MEADOWS SUB

Property Address: 2023 HAMELON ST LANSING MI

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33-01-01-27-476-050

S 330 FT OF E 792 FT OF SE 1/4 OF SE 1/4 EXC E 173 FT OF S 240 FT; SEC 27 T4N R2W

Property Address: AURELIUS RD LANSING MI

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33-01-01-27-476-055

COM 330 FT N OF SE COR SEC 27, TH W ON LINE 330 FT N OF & PARLL TO S SECTION LINE 792 FT, N 14.68 FT TO S LINE GOODHOME SUB, E'LY TO E LINE SAID SECTION, S 15.48 FT TO BEG; SEC 27 T4N R2W

Property Address: AURELIUS RD LANSING MI

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33-01-01-28-285-071

LOTS 129, 130 & N 5 FT LOT 133 ALSO COM NW COR LOT 129, TH N 5 FT E 120 FT, S 5 FT, W 120 FT TO BEG; ADDMORE PARK

Property Address: 569 LINCOLN AVE LANSING MI
33-01-01-28-452-231

N 46 FT OF S 132 FT LOT 1 BLOCK 1 OAK CREST SUB

Property Address: 3116 S CEDAR ST LANSING MI

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33-01-01-29-277-051

LOTS 13 & 14 BLOCK 1 RESUB OF BLOCKS 17, 21, 22 AND LOTS 35 TO 72 INCL, BLOCK 30 ELMHURST SUB

Property Address: 2501 STIRLING AVE LANSING MI

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33-01-01-29-278-021

LOT 12 BLOCK 3 RESUB OF BLOCKS 17, 21, 22 AND LOTS 35 TO 72 INCL, BLOCK 30 ELMHURST SUB

Property Address: 2509 S M L KING JR BLVD LANSING MI

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33-01-01-30-478-121

LOT 429 PLEASANT GROVE SUB NO 1

Property Address: 3318 AVALON ST LANSING MI

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33-01-01-31-126-281

COM 1638.8 FT E OF NW COR SEC 31, TH S 596.75 FT, W 136 FT, N 596.75 FT, E 136 FT TO BEG; SEC 31 T4N R2W

Property Address: W HOLMES RD LANSING MI

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33-01-01-31-279-011
LOT 6 PLEASANT SUB

Property Address: 4209 RICHMOND ST LANSING MI

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33-01-01-32-353-131

LOT 150 PLEASANT GROVE SUB

Property Address: 4909 HUGHES RD LANSING MI

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33-01-01-33-151-101

LOT 32 SUPERVISORS PLAT OF BURCHFIELD SUB

Property Address: 3827 BURCHFIELD DR LANSING MI

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33-01-01-34-229-045

LOT 38 SUPERVISORS PLAT OF CHERRY HILL

Property Address: REX ST LANSING MI

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33-01-01-35-326-131

LOT 20 SONNYBROOK PLAT

Property Address: 2621 DIER ST LANSING MI

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33-01-01-35-353-132

LOTS 52 & 53 SUPERVISORS PLAT OF CULVER-DALE SUB
Property Address: 2018 IRENE ST LANSING MI

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33-01-05-04-377-001

LOT 19 SUPERVISORS PLAT OF HOME OWNERS SUB

Property Address: 5835 ROLFE RD LANSING MI

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33-01-05-05-301-081

COM ON SW'LY LINE LOT 14 961.7 FT S 44DEG 20MIN E OF W'LY COR, TH S 44DEG 20MIN E 105 FT, N 45 DEGVALLEAUS SUB E 57.5 FT, N 44DEG 20MIN W 105 FT, S 45DEG W 57.5 FT TO BEG; SUPERVISORS PLAT OF

Property Address: SELFRIDGE BLVD LANSING MI

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33-01-05-05-302-081

LOT 4 SUPERVISORS PLAT OF VALLEAUS SUB

Property Address: 5812 S M L KING JR BLVD LANSING MI

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33-01-05-06-201-282

E 78.5 FT OF N 1/2 LOT 55 ALSO W 15 FT OF N 1/2 LOT 56 MAPLE GROVE FARMS NO 2

Property Address: 3009 W JOLLY RD LANSING MI

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33-01-05-06-226-041

E 57.5 FT OF S 176.25 FT LOT 67 MAPLE GROVE FARMS NO 2

Property Address: 2416 MIDWOOD ST LANSING MI
33-01-05-06-433-041
LOT 51 EXC E 10 FT SUPERVISORS PLAT OF WEBSTER FARM SUB NO 2
Property Address: 2422 WEBSTER ST LANSING MI

33-01-05-06-434-061
LOT 76 WEBSTER FARM SUB NO 1
Property Address: 5840 PIPER AVE LANSING MI

33-01-05-09-203-001
W 65 FT OF N 140 FT LOT 4 GARDENDALE SUB
Property Address: 300 E MILLER RD LANSING MI

33-02-02-10-432-007
MP 2063 COM. AT A PT. 208.66 FT. N OF THE SE COR. OF BLK. 16.-N. 66 FT.-W. 132 FT.-S. 66 FT.-E. 132 FT. TO BEG., BLOCK 16 VILLAGE OF NEMOKA.
Property Address: 5681 SCHOOL HASLETT MI

33-13-13-29-431-006
O 94 LOTS 8 & 9 BLOCK 3 BALDWINS ADD TO VILLAGE OF ONONDAGA SEC 29 T1NR2W
Property Address: 4836 ONONDANGA RD ONONDAGA MI
33-17-14-21-452-008

LSV-217 LOT 11 BLOCK 11 CITY OF LESLIE

Property Address: 208 E RACE LESLIE MI

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33-20-02-18-202-009

LOT 285 STRATHMORE NO 3

Property Address: 1025 SNYDER EAST LANSING MI

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33-21-01-18-207-005

LOT 283 MICHIGAN HEIGHTS.

Property Address: 412 N CATHERINE ST LANSING MI

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33-21-01-18-428-016

LOTS 40 & 41 DURANT HILLS NO 1.

Property Address: 124 HUNGERFORD ST LANSING MI

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33-25-05-17-127-001

BEG @ A PT ON N SEC LN 439.91 FT N 89 DEG 44' 31"W, FROM THE N 1/4 COR SEC.17-S 0 DEG 27' 33"W, 74.15 FT TO NE COR LOT 14 HOUGHTON HGTS SUBD.-N 83 DEG 58'54"W, 241.05 FT-N 0 DEG 15' 29"W, 50 FT-S 89 DEG 44'31"E, ON N SEC LN 240 FT TO THE POB. SEC.17,T3N R2W .34 ACRES M/L.

Property Address: SANIBEL HOLLOW HOLT MI

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BEG AT A PT ON N SEC LN 1055.74 FT N89°51'47"W FROM NE COR OF SEC 18, TH S00°08'13"W ON W R/W LN OF RENFREW WAY 175.18 FT, TH N89°52'17"W 31.72 FT, TH N00°53'36"W 175 FT TO N SEC LN, TH S89°51'47"E ON N SEC LN 32.25 FT TO POB. SEC 18, T3N, R2W. 0.13 AC M/L. (SPLIT FOR 1999- NEW PLAT, PARENT PARCEL 18-226-015, REMAINDERS 18-226-016 & -017)

Property Address: HORSTMeyer RD LANSING MI
TO:          Board of Commissioners County Services and Finance Committee  
FROM:       Travis Parsons, Human Resources Director  
DATE:       November 21, 2016  
SUBJECT:    LOU – Capitol City Labor Program, Inc. – 911 Non-Supervisory Unit  
County Services December 6th and Finance Committee December 7th

BACKGROUND

The 911 Center continues to experience significant staffing shortages that require current employees to work a tremendous amount of overtime. Employees currently volunteer for some overtime assignment and other overtime assignments are mandated in accordance with minimum staffing levels necessary to operate the 911 Center. During reopener negotiations for 2017, an issue was raised by the Union regarding the forced overtime caused by a staffing shortage on a holiday.

In addition, the Employer identified an issue regarding shift preference and clarification of the Call Taker (new classification in 2016) assignments to shifts.

The Union issue regarding forced overtime was discussed and the solution was to incentivize employees with double time in response to the holiday assignments. This will help improve the morale of employees forced to come in on holidays that were previously scheduled off.

ALTERNATIVES

To make no change to the current language.

FINANCIAL IMPACT

The forced overtime issue will continue to alleviate itself as more trained Emergency Telecommunicators and Call Takers are introduced to the schedule. This will ultimately eliminate the need mandatory overtime assignments and specifically forced overtime on holidays.

OTHER CONSIDERATIONS

Through the meet and confer process, all parties agreed to the arrangement and captured the agreement in the proposed Letter of Understanding.

RECOMMENDATION

Based on the information presented, the Director – 911 and I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and the CCLP – 911 Non-Supervisory Unit regarding the overtime rate for forced overtime on a designated holiday and clarification of Call Taker assignments.
WHEREAS, an agreement was reached between representatives of Ingham County and the Capitol City labor Program, Inc. – 911 Non-Supervisory unit (CCLP) for the period January 1, 2016 through December 31, 2017; and

WHEREAS, the Human Resources Department, 911 Center and the County Attorney have addressed in a contract reopener with CCLP the staffing issues and the need for forced overtime on designated holidays; and

WHEREAS, the Human Resources Department, 911 Center and the County Attorney have addressed in a contract reopener with CCLP the need for clarification of Call taker assignments; and

WHEREAS, the Employer and Union desire to modify the current language in the collective bargaining agreement and amended the language through the attached Letter of Understanding; and

WHEREAS, the provisions of the Letter of Understanding have been approved by the County Services and Finance Committee.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.
LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM
AND
CAPITOL CITY LABOR PROGRAM, INC.
911 NON-SUPERVISORY UNIT

2017 Collective Bargaining Agreement Re-opener

WHEREAS, the Employer and Union are parties to a Collective Bargaining Agreement with a term running from January 1, 2016, through December 31, 2017 (the “CBA”); and

WHEREAS, Article 22, Section 22.4, of the CBA provided the option to both parties to choose one issue for a re-opener;

WHEREAS, the Union’s issue is forced overtime caused by a staffing shortage on a holiday and the Employer’s issue is a change to shift preference; and

WHEREAS, the parties wish to revise the terms of the CBA to incorporate the agreement reached on these issues.

NOW, THEREFORE IT IS HEREBY AGREED as follows:

1. Article 8, Section 8.1 is amended and replaced in its entirety with the following:

   8.1 Under the current shift schedule, two 6 month shifts and team selections will be bid twice per year, by each group, Call Takers and Dispatchers. For the first 8 Call Takers, after being trained, no more than 2 Call Takers will be assigned to each of the 4 teams. Starting November 7, 2016, once 12 Call Takers are hired and trained, the parties will meet to discuss any issues with the Call Taker position. No more than 3 Call Takers will be assigned to each of the 4 teams.

2. Article 28, Section 28.6 is amended and replaced in its entirety with the following:

   28.6 Employees who work on one of the above holidays, will be paid holiday pay for all hours worked on the holiday, time and one (1 ½) their regular straight time rate. Starting with the Thanksgiving holiday in 2016, employees who volunteer or are forced to work overtime caused by a staffing shortage on one of the above holidays will be compensated at two times their regular straight time rate of pay.

3. This Letter of Understanding shall modify the parties’ CBA only to the extent expressly provided herein.
IN WITNESS WHEREOF the authorized representatives of the parties hereto have executed this Agreement on date indicated below each signature.

<table>
<thead>
<tr>
<th>CAPITOL CITY LABOR PROGRAM, INC.</th>
<th>COUNTY OF INGHAM:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division Representative</td>
<td>Kara Hope</td>
</tr>
<tr>
<td>Thomas Krug, Lodge</td>
<td>Chairperson Board of Commissioners</td>
</tr>
<tr>
<td>Executive Director</td>
<td></td>
</tr>
<tr>
<td>Steven Lett, Lodge Attorney</td>
<td>Mattis D. Nordfjord, County Attorney</td>
</tr>
<tr>
<td>Approved as to form</td>
<td>Approved as to form</td>
</tr>
</tbody>
</table>
TO: Board of Commissioners County Services and Finance Committee
FROM: Travis Parsons, Human Resources Director
DATE: November 21, 2016
SUBJECT: Resolution Approving Modifications to the 2017 Managerial and Confidential Employee Personnel Manual

BACKGROUND
Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2017, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual. This included language changes and clarifications in several areas. The Steering Committee also reviewed the recent change to section K. Severance Pay made by the Board of Commissioners.

ALTERNATIVES
None

FINANCIAL IMPACT
The manual update includes a 1% increase to the 2017 salary schedule.

OTHER CONSIDERATIONS
None

RECOMMENDATION
On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving modifications to the 2017 Managerial and Confidential Employee Personnel Manual.
RESOLUTION APPROVING MODIFICATIONS TO THE 2017 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL

WHEREAS, the Managerial and Confidential Employee Steering Committee discussed changes to the 2017 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommended changes for the 2017 Managerial and Confidential Employee Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommendations, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2017 Managerial and Confidential Employee Personnel Manual:

1. Change in language under section B. Compensation Plan: For clarification, add the Board Coordinator, Director – Equalization and Managing Director – Road Department to the list positions reporting directly to the Board of Commissioners.

2. Update language under section C. Compensation Levels: Effective January 1, 2017, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 1% increase to the 2016 salary schedule.

3. Update language in section E. Hospitalization – Medical Coverage: Subject to annual modification for health plan year 2017.

4. Change in language under section I. Longevity Plan: Clarify the longevity bonus schedule by eliminating the reference to the percentage calculation of base pay and listing the actual amounts for each level of continuous service.

5. Change in language under section J. Leaves of Absence: Under subsection b. Sick Leave – add language regarding positions reporting directly to the Board of Commissioners will inform the Board Office of his/her intention to take sick leave.

6. Change in language under section M. Vacations: Add subsection 8 regarding positions reporting directly to the Board of Commissioners notifying the Board Office of vacation leave.

7. Change in language under section O. Vacation Bonus Days: Under subsection 2, add language regarding positions reporting directly to the Board of Commissioners notifying the Board Office of vacation bonus leave.

8. Change in language under section Q. Travel Allowance: Include a reference to the current Board approved Travel Policy.

9. Change in language under section W. Administrative Leave: Include a reference to the current Board approved Suspension of County Operations Policy.
10. Change in Appendix A: Add subsection 5 regarding positions reporting directly to the Board of Commissioners notifying the Board Office of telecommute days.

11. Change in Appendix D - Compensation Levels: Eliminate the special separate grade of the Court Officer/Research Clerk and incorporate into the MCF Grade 8.

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual will be effective January 1, 2017 and shall expire on December 31, 2017.
Introduce by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING COMMISSIONER COMPENSATION
FOR 2017 AND 2018

WHEREAS, the Board of Commissioners is authorized to establish the compensation for the Board of Commissioners; and

WHEREAS, the Board of Commissioners cannot make changes in compensation which affect the Board during the current term, but can make changes to be effective for the next term; and

WHEREAS, the Board of Commissioners wishes to establish the Commissioners’ Compensation for the period of January 1, 2017 through 2018 with a ___% increase for 2017 and a ___% increase for 2018.

THEREFORE BE IT RESOLVED, that effective on the date indicated, the salaries for the Ingham County Board of Commissioners shall be as follows:

<table>
<thead>
<tr>
<th></th>
<th>Current Compensation</th>
<th>January 1, 2017</th>
<th>January 1, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board Chair</td>
<td>$17,425</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vice Chair, Vice Chair Pro Tem and all Standing Committee Chairs</td>
<td>$12,704</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Other Commissioners</td>
<td>$11,647</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that each Commissioner shall continue to be paid a $60.00 per diem for attending each officially called Standing Committee and Board Meeting of which the Commissioner is a member, including Committee of the Whole and Board Leadership to a maximum of eighty (80) per year, provided, however, that a Commissioner shall not be entitled to a payment for more than two (2) meetings per day; and provided further that Commissioners shall not be eligible for payment for a committee meeting which occurs on the same day as a board meeting.

BE IT FURTHER RESOLVED, that the Board of Commissioners’ Chairperson, and Vice-Chairperson as Ex-Officio of all Committees, shall be paid a per diem subject to a maximum of 100 per year.

BE IT FURTHER RESOLVED, that the above-stated salaries for Ingham County Commissioners shall not preclude a Commissioner from receiving a per diem payment when he/she is appointed to a statutory board and/or agency by the County Board of Commissioners. Commissioners shall receive the same per diem as non-Commissioner members appointed by the Board of Commissioners to statutory boards and/or agencies, in addition to the above stated salary, provided that a per diem Commissioner payment is not prohibited by the specific statute in question.
BE IT FURTHER RESOLVED, that the Board Coordinator shall be responsible for periodically preparing appropriate vouchers for the payment of per diem for each Commissioner, based on the approved minutes of each Standing Committee, Committee of the Whole, and Board Leadership meeting, and that said voucher shall be approved and signed by the individual Commissioners prior to its submission for payment.

BE IT FURTHER RESOLVED, that each Commissioner may, at his/her own expense, purchase health insurance, including dental and vision, as now or in the future provided by the County to its Managers.

BE IT FURTHER RESOLVED, that the retirement benefit for Commissioners who began serving prior to January 1, 2013 shall be MERS plan C-2 with B-1 base, 55F with 15 years; V6, FAC5, with Commissioners paying 4.76% of salary; which includes a 1.2% increase in Commissioner contributions, provided, however, that each Commissioner at the beginning of his/her term has the option of choosing to participate in the retirement plan.

BE IT FURTHER RESOLVED, effective January 1, 2013 Commissioners shall be covered under a MERS Hybrid Plan.

BE IT FURTHER RESOLVED, that Commissioners shall receive reimbursement for travel outside Ingham County only for actual miles traveled on county business, at the rate established by the Internal Revenue Service, provided, however, that said mileage reimbursement is not more than that set for State Officers as determined by the State Officers Compensation Commission. In the event that the above stated mileage reimbursement exceeds the mileage rate established by the State Officers Compensation Commission, then under such circumstances that rate established by the State Officers Compensation Commission shall supersede the above stated rates. This paragraph shall apply to out-of-county travel only. Commissioners shall not receive mileage reimbursement for intra-county travel, except when in the process of traveling in the County as stated above and as otherwise provided hereunder.

BE IT FURTHER RESOLVED, that the reimbursement for expenses associated with conferences and conventions shall continue to be provided for Commissioners in the attached Travel Policy and Procedures for Ingham County Commissioners.
TRAVEL POLICY AND PROCEDURES
FOR INGHAM COUNTY COMMISSIONERS

1. Each Commissioner may be reimbursed up to $1,500 annually for costs of transportation, meals and lodging associated with attending conferences or conventions in his/her capacity as a County Commissioner. Expenses for incidental travel and alcoholic beverages while at such conferences and conventions will not be reimbursed. Expenses must be reimbursed in the year in which they are incurred.

2. The cost of registration not exceeding $1,000 per Commissioner for in-state and out-of-state conferences or conventions may be paid from the Board of Commissioners budget and will not be counted as part of the Commissioners annual $1,500 travel reimbursement allowance.

3. In the event that a Commissioner is appointed or elected to an office by a state or national association, the Board may, by resolution, recognize the position and allocate up to an additional $1,500 annually within the County’s fiscal year to cover increased expenses of attending necessary functions associated with the office.

4. Expenses incurred by a Commissioner in excess of the above limits which are billed to the County will be recovered through payroll deduction unless reimbursed by the Commissioner within 10 working days of receipt of the statement by the Board Office.

5. Original receipts or credit card records must be submitted to obtain reimbursement for travel and lodging expenses.

6. Any funds authorized pursuant to this policy, but unexpended within the fiscal year, cannot be carried over for use in succeeding fiscal years.

7. A Commissioner shall not be reimbursed more than $3,000 for travel expenses within the County’s fiscal year, excluding registration fees.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ANNUAL 2017 COMPENSATION FOR
NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS

WHEREAS, a 1 percent wage increase was recommended as part of the 2017 Managerial/Confidential Personnel Manual; and

WHEREAS, the Board wishes to increase the salary level for non-Judicial County-Wide Elected Officials by 1 percent for 2017 as well.

THEREFORE BE IT RESOLVED, that the following Ingham County Non-Judicial Elected Officials: County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall be provided a 2017 salary as listed below (reflects a 1 percent increase):

<table>
<thead>
<tr>
<th>Elected Official</th>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Clerk</td>
<td>$91,713</td>
<td>$92,630</td>
</tr>
<tr>
<td>Drain Commissioner</td>
<td>$85,731</td>
<td>$86,588</td>
</tr>
<tr>
<td>Prosecuting Attorney</td>
<td>$132,075</td>
<td>$133,396</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>$85,731</td>
<td>$86,588</td>
</tr>
<tr>
<td>Sheriff</td>
<td>$123,698</td>
<td>$124,935</td>
</tr>
<tr>
<td>Treasurer</td>
<td>$98,812</td>
<td>$99,800</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the salary is contingent upon the elected official foregoing any per diem, fees, or payments to which the elected official may otherwise be entitled, other than as may be specifically identified herein, including but not limited to Delinquent Tax Administration fees (Treasurer); fees from divorces involving minor children (Prosecutor); per diem for Elections Commission and Plat Board (Clerk, Register of Deeds, Treasurer); housing and clothing/cleaning allowance (Sheriff); Drainage Board meetings (Drain Commissioner).

BE IT FURTHER RESOLVED, non-Judicial County-Wide Elected Officials taking office after January 1, 2013 shall not be eligible for single retiree health insurance coverage until after they reach 60 years of age, subject to the scale based on years of service. Retirees that purchase dental and vision insurance at group rates and subsequently choose to discontinue the coverage, may not re-enroll.

BE IT FURTHER RESOLVED, these salaries are established on the expectation each elected official will perform services comparable to the hours worked by the County managers.

BE IT FURTHER RESOLVED, that the County of Ingham shall pay the annual Michigan Bar Dues for the Prosecuting Attorney.
RESOLUTION AUTHORIZING TERMINATION OF THE CONTRACT WITH HAY GROUP FOR THE COMPREHENSIVE COUNTYWIDE COMPENSATION AND CLASSIFICATION STUDY

WHEREAS, the Ingham County Board of Commissioners authorized a contract with Hay Group, 1850 Arch Street, Philadelphia, PA, 19103, to conduct a countywide comprehensive compensation and classification study; and

WHEREAS, the County and Hay Group initiated the Agreement for the classification and compensation project on the 6th day of April 2015; and

WHEREAS, both parties have diligently pursued completing the project and a number of deliverable items have been completed to date; and

WHEREAS, the Ingham County Board of Commissioners is exercising the right to terminate the agreement without cause in accordance with the EIGHTEENTH section of the Agreement and the Hay Group shall receive the compensation for services performed up to the effective date of the termination as set forth in the SECOND and THIRD section of the Agreement.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes termination of the contract with Hay Group.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary payment consistent with the applicable language in the Agreement and this Resolution.

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

TO: Law and Courts Committee

FROM: Maureen Winslow, Deputy Court Administrator

DATE: November 17, 2016

SUBJECT: Resolution to enter into a contract with Peckham Inc for the Footprints Group Home

This resolution requests a 3% increase in the contract amount for the Peckham Footprints Group Home. The specific amount of the contract would be $460,738 for fiscal year 2017.

The Peckham Footprints Group Home provides shelter as well as cognitive behavior treatment and intervention for adolescent females who are under the jurisdiction of the Family Division of the Circuit Court for delinquency and truancy issues. The average length of stay in this structured environment is 6 to 9 months.

This would be the first increase in several years as the dollar amount of this contract has remained at $447,319 since 2008, except for a time when the amount had to be reduced due to budget cuts.
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH PECKHAM INC. FOR PECKHAM FOOTPRINTS GROUP HOME

WHEREAS, Peckham Inc. provides short term residential placement and services, known as Peckham Footprints Group Home, for adolescent females who are under the jurisdiction of the 30th Judicial Circuit Court Family Division; and

WHEREAS, Peckham Inc. has provided excellent services, utilizing cognitive behavior practices in this six bed group home program; and

WHEREAS, the Ingham County Board of Commissioners approved an amount of $460,738 in the 2017 Budget for the Peckham Footprints Group Home; and

WHEREAS, the approved budgeted amount is an approximate 3% increase from the previous budget year; and

WHEREAS, Peckham Footprint’s budget was set in 2008 at $447,319 but was decreased due to budget reductions. In 2012, it was restored to the 2008 amount where it has remained; and

WHEREAS, the Peckham Footprints Group Home is included in Ingham County’s Child Care Fund Budget which means the State reimburses 50% of the costs to Ingham County.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a continuation contract with Peckham Inc. to operate the Peckham Footprints Group Home program in the amount of $460,738 as approved in the 2017 Budget for the time period of October 1, 2016 through September 30, 2017.

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

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

TO: LAW & COURTS AND FINANCE COMMITTEES

FROM: HARRY MOXLEY, DEPUTY COURT ADMINISTRATOR/FRIEND OF THE COURT

RE: RESOLUTION TO AUTHORIZE THE PURCHASE OF FIVE ADDITIONAL ONBASE IMAGING LICENSES

DATE: OCTOBER 31, 2016

Presently FOC has approximately 40 named/dedicated OnBase licenses assigned to specific staff. The remaining 20 FOC OnBase users (counting two part-time temporary staff and a law intern) share out of a pool of concurrent/”floating” licenses. Frequently all of the concurrent licenses are in use, and staff must wait for another user to log off. Adding five new named licenses should eliminate this bottleneck and thereby allow for better use of staff time and improved cost efficiency.

At the time the system was designed and implemented, FOC did not foresee the need for all staff to be using the application simultaneously, as is now the case since the completion of back scanning of old hard copy files. In addition FOC has added a position back and has all positions filled due to the end of the hiring freeze/hiring delay, which has placed additional demand on the concurrent license pool.

For the Fiscal Year 2017 budget (which started on 10/1/16 for FOC), $8,400 was approved for the purchase of five licenses, 66% of which will be eligible for recovery/reimbursement in calendar year 2019 through the Cost Allocation Plan (or in calendar year 2018 if the licenses are purchased before 12/31/16). To this end, FOC has received a quote/Statement of Work for $7,150 for five named user and workflow licenses from Imagesoft, Inc., who has been the county’s vendor for OnBase products, and who in coordination with the Ingham County IT Department designed and implemented the FOC imaging system in 2010. This quote is reflective of a $650 discount if a Statement of Work is signed by December 16, 2016. If the Statement of Work is signed after that date the price will be $7,800.

Thank you for your consideration. A representative of Friend of the Court will be in attendance at the upcoming Law and Courts meeting on November 10, and Finance Committee meeting on November 16, to answer any questions on this matter.
WHEREAS, on June 1, 2010, Friend of the Court converted to a digital OnBase imaging system to improve the efficiency of document storage, retrieval and distribution; and

WHEREAS, in 2014 FOC completed the scanning of approximately two million pages of hard copy documents received prior to June 1, 2010; and

WHEREAS, this conversion of hard copy files to digital images has been a great success both in terms of purging old files of duplicate or redundant hard copy, and in allow for the quick, simultaneous retrieval of files by staff without times consuming searches for hard copy; and

WHEREAS, since this conversion, it has been necessary for FOC staff to utilize the OnBase imaging system more than was anticipated when the system was implemented in 2010; and

WHEREAS, FOC staff are frequently unable to access the imaging system without requesting other staff to log out of the system; and

WHEREAS, the purchase of five additional named user client and workflow licenses will allow for better use of staff time and improved cost efficiency for FOC; and

WHEREAS, $8,400 was approved in the FY 2017 FOC budget for the purchase of five additional named user client and workflow licenses; and

WHEREAS, the FOC OnBase imaging system was designed, implemented and executed, in coordination with the Ingham County IT Department, by the vendor Imagesoft, Inc., who has continued to be the county’s vendor for the support, implementation and maintenance of OnBase imaging systems in multiple departments.

THEREFORE BE IT RESOLVED, that the Ingham County Friend of the Court is hereby authorized to enter into a contract with Imagesoft, Inc., at a cost not to exceed $7,800, for the purchase of five additional named user client and workflow licenses.

BE IT FURTHER RESOLVED, that the Ingham County Controller/Administrator is hereby authorized to make any adjustments necessary to properly budget and account for these expenditures.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County 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: Board of Commissioners Law & Courts Committee

FROM: Mary Sabaj, Community Corrections Manager

DATE: October 25, 2016

SUBJECT: FY 2017 CCAB Staff Consult Contract Approval
For the meeting agenda of November 10, 2016

BACKGROUND
This Resolution approves entering a contract with the current vendor, Westaff, to provide contract services for the CCAB Staff Consultant position for FY2017. This position is 30 hour per week with 3 weeks of unpaid vacation and no paid holidays.

ALTERNATIVES
The CCAB Staff Consultant position is vital to the operation of the 1 FTE Community Corrections Department and saves jail bed days. This position provides Gatekeeper services that manage State of Michigan PA511 funded residential services for Circuit and District Court sentenced ICJ incarcerated inmates. Jail bed days are saved by ensuring that eligible inmates are transferred on the earliest possible date from the jail to community based residential programs.

The Staff Consultant also manages the State COMPAS database for PA511 programs along with a variety of criminal justice system data that is regularly distributed to criminal justice system and other County stakeholders making it possible to more effectively manage local corrections resources. The Staff Consultant assists the CCAB Manager with daily operations, including monitoring CCAB funded services and treatment programs.

FINANCIAL IMPACT
Funds were authorized in the FY2017 budget to continue a contract for CCAB staff consultant services. The FY17 hourly rate of $32.97 reflects a 1.3% increase ($0.42/hour) with $0.14/hour going to Westaff and $0.28/per hour going to the Staff Consultant. State and City of Lansing grant funds contribute $9,089 to the total cost of the position ($46,686).

OTHER CONSIDERATIONS
The MDOC FY 2016-2017 contract includes provision of Gatekeeper services and requires data collection for and maintenance of the COMPAS database.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support CCAB Staff Consult services for FY 2017.
WHEREAS, the Ingham County Commissioners authorized funds in the FY2017 budget to continue a contract for CCAB staff consultant services; and

WHEREAS, the current contract period authorized services through December of 2016; and

WHEREAS, the CCAB Staff Consultant position is three-quarter time for a total of 1,416 hours annually at the 2017 hourly rate of $32.97 per hour with no paid holidays and three weeks of unpaid vacation time resulting in a total cost of $46,686 for 2017; and

WHEREAS, State of Michigan – Office of Community Alternatives and City of Lansing grant funds reduce the cost of Staff Consultant services to the County by $9,809 resulting in an actual cost to the County of $36,877 for 2017; and

WHEREAS, Westaff agrees to provide payroll services for the Staff Consultant position.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners does hereby approve entering a contract with Westaff for CCAB Staff Consultant services from January 1, 2017 through December 31, 2017 in an amount not to exceed $46,686.

BE IT FURTHER RESOLVED, that the contract funds will come from the 2017 approved Community Corrections budget.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any necessary contracts and/or subcontracts consistent with this resolution subject to approval as to form by the County Attorney.
TO: Board of Commissioners Law & Courts Committee

FROM: Mary Sabaj, Community Corrections Manager

DATE: November 21, 2016

SUBJECT: Contract for Drug Testing and Breathalyzer Services
For the meeting agenda of December 1, 2016

BACKGROUND
An Evaluation Committee comprised of representatives within the 30th Circuit Court, Ingham County Adult Probation Department, and Community Corrections evaluated the three proposals received in response to RFP # 168-16 for Drug Testing and Breathalyzer Services. The current contract with Alcohol Drug Administrative Monitoring, Inc. for these services will expire December 31, 2016.

ALTERNATIVES
In the absence of a contract, there are no assurances that required testing services will be available or that required testing standards and protocols are being met. This contract will ensure that reasonable fees remain stable for the duration of the contract for the Court and for clients paying directly for services. A contract is required for all services reimbursed by the Court.

FINANCIAL IMPACT
Services are to be provided on both a client pay bases and billed to the Circuit Court for Swift and Sure Sanctions Probation Program (SSSPP) and Mental Health Court clients eligible for grant funded services. The contract sets forth the fee schedule and testing conditions to be met if and when a client is referred. No minimum number of clients is guaranteed under the contract. Funds were authorized in the FY2017 Court budget to pay for testing services.

OTHER CONSIDERATIONS
In recommending Alcohol Drug Administrative Monitoring, Inc., the Evaluation Committee took into consideration added value provided for testing fees, the lower cost of the test believed to be most frequently ordered, waiver of the intake fee and reduced breathalyzer fee, the ability to seamlessly continue services with a local vendor known to be reliable and accommodating with a proven track record of addressing Court and Probation requests and concerns quickly and expediently.

RECOMMENDATION
The Evaluation Committee respectfully recommends that a new contract be entered with the current vendor, Alcohol Drug Administrative Monitoring, Inc. for a performance period of January 1, 2017 through December 31, 2017 with automatic renewal for one year thereafter not to extend beyond December 31, 2018.
Per your request, the Purchasing Department sought proposals from qualified firms to submit a proposal for Drug and Breathalyzer Testing. As you are aware, these services will be provided for Ingham County Courts and agencies, as well as for Courts and agencies outside Ingham County in cases where the referred clients live or work in Ingham County. Ingham County encourages firms to submit proposals for multiple services and for multiple years.

The RFP was advertised in the Lansing State Journal, City Pulse, and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>25</td>
<td>2</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

The summary of the vendors’ costs are on the next page.

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit evaluation to the Purchasing Department with your recommendation; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be emailed with your memo and resolution submission to “Resolutions” as acknowledgement of the Purchasing Department’s participation in the proposal process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
## Summary of Costs

| Testing Categories | Client Pay | *Client fee | *Non-Client Fee (not enrolled—generally 1X only) |
|--------------------|------------|-------------|-------------------------------------------------
| Client Intake Fee  | na         | na          | na                                               |
| PBT                | $2.00      | $2.00       | na                                               |
| 5 Panel Onsite     | $11.00*    | $12.00*     | na                                               |
| 10 Panel Onsite    | $22.00     | $22.00      | na                                               |
| 15 Panel Onsite    | $55.00     | $55.00      | $35.00                                           |
| 5 Panel/PBT        | $25.00     | $25.00      | $25.00                                           |
| 8 Panel/PBT        | $25.00**   | $25.00**    | $25.00                                          |
| 10 Panel/PBT       | $35.00***  | $35.00***   | $35.00                                          |
| Anabolic Steroids  | $75.00     | $75.00      | $85.00                                           |
| Synthetic cannabinoids (K2/Spice) | $45.00 | $45.00 | $55.00                                           |
| Synthetic Stimulant (Bath salt) | $40.00 | $40.00 | $50.00                                           |
| Oral Lab           | $17.00     | $37.00      | $47.00                                           |
| Hair Follicle      | $125.00    | $125.00     | $125.00                                         |
| Nicotine           | $25.00     | $25.00      | $35.00                                           |

### A.D.A.M. pricing:

- **Replacing 5 panel with 6 Panel to add oxycodone.**
- **Replacing 8 panel with 10 panel lab that includes the EtG (500) test retaining the $25.00 fee**
- ***Replacing the 10 panel lab with a 12 panel lab retaining the $35.00 fee***
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE ENTERING A CONTRACT WITH
ALCOHOL DRUG ADMINISTRATIVE MONITORING, INC.
FOR DRUG TESTING AND BREATHALYZER SERVICES

WHEREAS, the current contract entered between Ingham County and Alcohol Drug Administrative Monitoring, Inc. for drug and breathalyzer testing services will expire on December 31, 2016; and

WHEREAS, the 30th Judicial Circuit Court through Pretrial Services, Circuit Court Adult Probation, Swift and Sure Sanctions Probation Program, Mental Health Court and Family Division, including Friend of the Court and Juvenile Division (hereafter referred to as “referral sources”) clients require ongoing testing services that are administered in compliance with all County requirements including laboratory testing at predetermined frequencies in conjunction with instant testing and approved chain of custody protocols; and

WHEREAS, in the absence of any monetary subsidy provided by Ingham County, it is critical that client pay testing services be available at a level that is not overly burdensome to clients referred from the above County referral sources; and

WHEREAS, client pay and testing services to be reimbursed by the Circuit Court will be charged pursuant to a fee schedule that is agreeable to the Circuit Court; and

WHEREAS, funds were authorized in the FY2017 Court budget for testing services; and

WHEREAS, after distributing a Request for Proposals (RFP) for Drug and Breathalyzer Testing services; and, after receiving and evaluating the three responses, the Evaluation Committee recommends Alcohol Drug Administrative Monitoring, Inc. and has determined this vendor willing to provide testing services in compliance with testing needs and protocols as defined by Ingham County pursuant to the attached fee schedule for all clients referred by the above referral sources.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering a contract with Alcohol Drug Administrative Monitoring, Inc. for drug and breathalyzer testing services for the period of January 1, 2017 through December 31, 2017 with automatic renewal for one year thereafter not to extend beyond the 31st day of December, 2018.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.
TO: Board of Commissioners, Law & Courts and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: November 21, 2016

SUBJECT: A contract with Myers Plumbing & Heating to provide HVAC preventative maintenance services six (6) times per year at thirteen (13) 911 tower sites

For the meeting agendas of: December 1 & December 7

BACKGROUND
The previous maintenance contract with Walter Mechanical Services Inc. DBA: ATI Group expires on December 31, 2016. The contract with Myers Plumbing & Heating will be effective from January 1, 2017 through December 31, 2019, with an optional two (2) year renewal at the time of expiration.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Myers Plumbing & Heating submitted the lowest responsive and responsible bid of $46,425.00. They were chosen after going through a competitive bidding process and have the recommendation of both the Purchasing and Facilities Departments. Funds are available in the 911 Center contractual line item #261-32500-818000.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with Myers Plumbing & Heating.
Agenda Item 9

TO: Richard Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org

DATE: October 26, 2016

RE: Memo of performance for RFP No. 176-16: Annual Heating, Ventilating & Air Conditioning Preventive Maintenance, Repair, & Emergency Services

Per your request, the Purchasing Department sought proposals from qualified and experienced heating, ventilation and air conditioning (HVAC) firms, licensed in the State of Michigan, interested in entering into a services agreement for HVAC preventative maintenance services six (6) times per year at thirteen (13) 911 tower sites. Other services required may include, but are not limited to, emergency HVAC repair services, miscellaneous repairs, replacements, and system operations at various facilities on a non-exclusive continuing annual basis for a period of three (3) years with an option for a 2-year renewal.

The RFP was advertised in the Lansing State Journal and City Pulse, and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>60</td>
<td>22</td>
</tr>
<tr>
<td>Vendor attending pre-bid/proposal meeting</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

A summary of the vendors’ costs is on the next page.
You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit evaluation to the Purchasing Department with your recommendation; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

For construction projects over $10,000 preconstruction meetings are required. Please make sure the Purchasing Department is invited and is able to attend such meetings to ensure all contractors are in compliance with prevailing wages and proper bonding.

This Memorandum is to be included with your memo and resolution submission to the “resolutions group” as acknowledgement of the Purchasing Department’s participation in the proposal process.

If I can be of further assistance, please email jhudgins@ingham.org

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>VENDOR NAME</th>
<th>VENDOR NAME</th>
<th>VENDOR NAME</th>
<th>VENDOR NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Myers Plumbing &amp; J.E. Johnson</td>
<td>Hurst Mechanical Pleune Services Limbach T.H. Eifert</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>No, Clinton Cty. No, Midland MI No, Belmont, MI Yes, Lansing MI Yes, Lansing Yes, Lansing MI</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 1 Cost</td>
<td>$15,322.00</td>
<td>$19,520.00</td>
<td>$19,895.52</td>
<td>$22,337.00</td>
</tr>
<tr>
<td>Year 2 Cost</td>
<td>$15,475.00</td>
<td>$20,496.00</td>
<td>$20,942.65</td>
<td>$22,337.00</td>
</tr>
<tr>
<td>Year 3 Cost</td>
<td>$15,629.00</td>
<td>$21,520.00</td>
<td>$22,044.89</td>
<td>$22,337.00</td>
</tr>
<tr>
<td>Total:</td>
<td>$46,426.00</td>
<td>$61,536.00</td>
<td>$62,883.06</td>
<td>$67,011.00</td>
</tr>
<tr>
<td>Yr 1, hourly rate regular hours</td>
<td>$90.00</td>
<td>$155.00</td>
<td>$104.82</td>
<td>$91.00</td>
</tr>
<tr>
<td>Yr 1, hourly rate after hours</td>
<td>$135.00</td>
<td>$232.50</td>
<td>$157.83</td>
<td>$182.00</td>
</tr>
<tr>
<td>Yr 2, hourly rate regular hours</td>
<td>$90.00</td>
<td>$162.75</td>
<td>$106.82</td>
<td>$91.00</td>
</tr>
<tr>
<td>Yr 2, hourly rate after hours</td>
<td>$135.00</td>
<td>$244.00</td>
<td>$160.23</td>
<td>$182.00</td>
</tr>
<tr>
<td>Yr 3, hourly rate regular hours</td>
<td>$90.00</td>
<td>$170.00</td>
<td>$108.82</td>
<td>$91.00</td>
</tr>
<tr>
<td>Yr 3, hourly rate after hours</td>
<td>$135.00</td>
<td>$255.00</td>
<td>$163.23</td>
<td>$182.00</td>
</tr>
</tbody>
</table>
Agenda Item 9

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO MYERS PLUMBING & HEATING TO PROVIDE HVAC PREVENTATIVE MAINTENANCE SERVICES SIX (6) TIMES PER YEAR AT THIRTEEN (13) 9-1-1 TOWER SITES

WHEREAS, the previous maintenance contract with Walter Mechanical Services Inc. DBA: ATI Group expires on December 31, 2016; and

WHEREAS, the contract with Myers Plumbing & Heating will be effective from January 1, 2017 through December 31, 2019, with an optional two (2) year renewal at the time of expiration; and

WHEREAS, both the Purchasing and Facilities Departments agree that a contract be awarded to Myers Plumbing & Heating who submitted the lowest responsive and responsible bid of $46,425.00; and

WHEREAS, funds for this project are available in the 911 Center contractual line item #261-32500-818000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Myers Plumbing & Heating, Inc., 16825 Industrial Parkway, Lansing, Michigan 48906, to provide HVAC Preventative Maintenance services six (6) times per year at thirteen (13) 911 tower sites.

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

TO: Law and Courts Committee
Finance Committee

FROM: George M. Strander
Probate Court Administrator & Probate Register

DATE: November 10, 2016

RE: Contracts

For many years the Probate Court has contracted with local attorneys to provide respondent legal representation services in involuntary mental illness matters and general Probate matters as well as respondent guardian ad litem services, and for most of those years the compensation was not increased. The compensation to the attorneys providing MI attorney services ($10,300 per year), providing general Probate attorney services ($17,510 per year), and providing GAL services ($74,160) was increased the first time by 3% last year to partly compensate for the increase in the cost of living over the years. We calculate that one more increase of 3% will fully compensate them for several years of no compensation increases.

Attorneys Michael Staake and William Metros have provided MI attorney services for several years and we would like them to continue doing so in 2017. Attorneys Robert Refior and Elias Kafantaris have provided general Probate attorney and GAL services for several years and we would like them to continue doing so in 2017.

For the 2017 GF budget, the Probate Court requested and received from the Board of Commissioners additional funds so as to increase each above contract amount by another 3%. This translates into a $3059 total increase over all three contracts: $309 for MI attorney services, with the new total of $10,609; $525 for general Probate attorney services, with the new total of $18,035; and $2225 for GAL services, with a new total of $76,385).

We are requesting authorization to use the budgeted funds to enter into contracts with the aforementioned attorneys for the same services as covered in earlier years but at the slightly increased contract amounts.
Agenda Item 10

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACTS WITH ATTORNEYS FOR SERVICE ON MENTAL ILLNESS AND GENERAL PROBATE MATTERS

WHEREAS, for many years the Probate Court has contracted with local attorneys to provide respondent legal representation services in involuntary mental illness (MI) matters and general Probate matters as well as respondent guardian ad litem (GAL) services; and

WHEREAS, the compensation to the attorneys providing MI attorney services ($10,300 per year), providing general Probate attorney services ($17,510 per year), and providing GAL services ($74,160) was increased by 3% last year to partly compensate for cost-of-living increases over the years; and

WHEREAS, Attorneys Michael Staake and William Metros have provided MI attorney services for several years, and Mr. Metros has indicated that he cannot continue providing these services next year, and the Probate Court would like Mr. Staake to continue providing such services in 2017; and attorneys Robert Refior and Elias Kafantaris have provided general Probate attorney and GAL services for several years and the Probate Court would like them to continue doing so in 2017; and

WHEREAS, for the 2017 GF budget, the Probate Court requested and received from the Board of Commissioners additional funds so as to increase each above contract amount by 3%, which translates into a $3,059 total increase over all three contracts ($309 for MI attorney services, with the new total of $10,609; $525 for general Probate attorney services, with the new total of $18,035; and $2,225 for GAL services, with a new total of $76,385).

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into contract with attorney Michael Staake for providing representation in involuntary mental illness attorney services up to $10,609 for the time period of January 1, 2017 through December 31, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into contracts with attorneys Robert Refior and Elias Kafantaris for providing representation in general Probate matters up to $18,035 as well as respondent guardian ad litem (GAL) attorney services up to $76,385 for the time period of January 1, 2017 through December 31, 2017.

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 approval as to form by the County Attorney.
TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 17, 2016
SUBJECT: Resolution to amend Resolution #16-425 to Authorize the fourth year of funding cycle of the AmeriCorps*VISTA Project
For the meeting agendas of 12/5/16 and 12/7/16

BACKGROUND
Ingham County Health Department (ICHD) on behalf of the Power of We Consortium (PWC) was the recipient of grant funds in support of the AmeriCorps* VISTA Project from the Corporation for National and Community Services (CNCS) for a fourth year of the funding cycle for 2016-17. Resolution #16-425 authorized the funding. CNCS has provided Ingham County an amended fourth year of the funding cycle for 2016-2017 providing funding with up to sixteen (16) AmeriCorps*VISTA members to perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems. The attached resolution reflects the amended budget in which the total cash contributions from the 15 external AmeriCorps VISTA Cost Share sites requirement is $100,510 rather than the $84,043 reflected in Resolution #16-425. This change does not result in any additional cost to Ingham County.

ALTERNATIVES
N/A

FINANCIAL IMPACT
CNCS has granted ICHD, on behalf of the PWC, the fourth year funding for the AmeriCorps*VISTA Program with a total budget of $151,215 for the 2016-2017 fiscal year comprised of $15,000 CNCS funds and $136,215 local resources, and authorizes a grant agreement with the CNCS for the time period of September 18, 2016 through September 16, 2017. Out of a total of 16 FTE AmeriCorps*VISTA members, 15 FTE will be placed in host sites selected through an RFP process and 1 FTE AmeriCorps*VISTA Leader will be placed with the Power of We Consortium.

The Local Resources are drawn from:
1) cash contributions from the external host sites totaling $100,510
2) VISTA Deferred Revenue Cost Share Funds $14,000
3) Revenue from Ingham County $21,705

From the Local Resources, CNCS is requiring payment of the VISTA Cost Share in the amount of $72,270 as stated in Amendement #1 of the Memorandum of Agreement dated 09/28/16.

Separate from the $151,215 budget, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: Living Allowances of $123,675, Education and End of Service Awards $85,800 and Health Insurance $62,100 for a total of $271,575.

OTHER CONSIDERATIONS
N/A
RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached amended resolution for the fourth year funding cycle of the AmeriCorps*VISTA Project budget in the amount of $151,215 for the period of September 18, 2016 through September 16, 2017.
Budget Narrative: Power of We Consortium for Ingham County Health Department

Program Type: Support Grant
Cost Share

Section I. Volunteer Support Expenses

A. Project Personnel Expenses

<table>
<thead>
<tr>
<th>Position/Title - Qty - Annual Salary - % Time</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor: 1 person(s) at 48504 each x 100% usage</td>
<td>15,000</td>
<td>33,504</td>
<td>48,504</td>
<td>0</td>
</tr>
</tbody>
</table>

**CATEGORY Totals**

<table>
<thead>
<tr>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>15,000</td>
<td>33,504</td>
<td>48,504</td>
<td>0</td>
</tr>
</tbody>
</table>

B. Personnel Fringe Benefits

<table>
<thead>
<tr>
<th>Item - Description</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA: 7.65% of $48,504</td>
<td>0</td>
<td>3,710</td>
<td>3,710</td>
<td>0</td>
</tr>
<tr>
<td>Health Insurance: Health Insurance $11,679, Dental $904, Vision $124, EAP $33</td>
<td>0</td>
<td>12,740</td>
<td>12,740</td>
<td>0</td>
</tr>
<tr>
<td>Retirement: Retirement</td>
<td>0</td>
<td>3,759</td>
<td>3,759</td>
<td>0</td>
</tr>
<tr>
<td>Life Insurance: Life Insurance $106, Disability Insurance $63</td>
<td>0</td>
<td>169</td>
<td>169</td>
<td>0</td>
</tr>
<tr>
<td>Workers Comp &amp; Unemployment &amp; Liability: Workers Compensation $223, Unemployment $243, Liability $93</td>
<td>0</td>
<td>559</td>
<td>559</td>
<td>0</td>
</tr>
</tbody>
</table>

**CATEGORY Totals**

<table>
<thead>
<tr>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>20,937</td>
<td>20,937</td>
<td>0</td>
</tr>
</tbody>
</table>

C. Project Staff Travel

Local Travel

<table>
<thead>
<tr>
<th>Purpose - Calculation</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Staff Travel: 309 miles x $0.54/mile</td>
<td>0</td>
<td>167</td>
<td>167</td>
<td>0</td>
</tr>
</tbody>
</table>

**CATEGORY Totals**

<table>
<thead>
<tr>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>167</td>
<td>167</td>
<td>0</td>
</tr>
</tbody>
</table>

Long Distance Travel

<table>
<thead>
<tr>
<th>Purpose - Destination - Other Travel - Trans. Amount - Meals/ Lodging</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Additional Training: Coordinator Training: 5 Day Professional Conference Total Costs to attend: Meals/Lodging $1,390 Trans 700 Other $10</td>
<td>0</td>
<td>3,000</td>
<td>3,000</td>
<td>0</td>
</tr>
</tbody>
</table>

**CATEGORY Totals**

<table>
<thead>
<tr>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>3,000</td>
<td>3,000</td>
<td>0</td>
</tr>
</tbody>
</table>
### D. Equipment

<table>
<thead>
<tr>
<th>Item/Purpose - Qty - Unit Cost</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 0 x 0</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### E. Supplies

<table>
<thead>
<tr>
<th>Item - Calculation</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies and Supplies for Members: Total cost</td>
<td>0</td>
<td>3,485</td>
<td>3,485</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>3,485</td>
<td>3,485</td>
<td>0</td>
</tr>
</tbody>
</table>

### F. Contractual Service

<table>
<thead>
<tr>
<th>Purpose - Calculation</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Payroll:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Contract for Development &amp; Evaluation of VISTA Members:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

### I. Other Volunteer Support Costs

<table>
<thead>
<tr>
<th>Item</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communications:</td>
<td>0</td>
<td>19</td>
<td>19</td>
<td>0</td>
</tr>
<tr>
<td>Printing:</td>
<td>0</td>
<td>500</td>
<td>500</td>
<td>0</td>
</tr>
<tr>
<td>Logistics:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>519</td>
<td>519</td>
<td>0</td>
</tr>
</tbody>
</table>

### J. Indirect Costs

<table>
<thead>
<tr>
<th>Calculation - Rate - Rate Claimed - Cost Type</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td><strong>SECTION Totals</strong></td>
<td>15,000</td>
<td>61,612</td>
<td>76,612</td>
<td>0</td>
</tr>
<tr>
<td><strong>PERCENTAGE</strong></td>
<td>20%</td>
<td>80%</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Section II. Volunteer Expenses

---

### A. Personnel Expenses

#### Living Allowances

**Full Time (Federal)**

<table>
<thead>
<tr>
<th>Description/Sites - # Mbrs - Allowance Rate</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community and faith-based organizations: - 9 x 11880</td>
<td>0</td>
<td>0</td>
<td>106,920</td>
<td>106,920</td>
</tr>
<tr>
<td>VISTA Leader: - 1 x 14280</td>
<td>0</td>
<td>0</td>
<td>14,280</td>
<td>14,280</td>
</tr>
<tr>
<td>5 short term (less than 2 weeks) overlap slots if needed.: - 5 x 495</td>
<td>0</td>
<td>0</td>
<td>2,475</td>
<td>2,475</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>0</td>
<td>123,675</td>
<td>123,675</td>
</tr>
</tbody>
</table>

**Full Time (non-Federal)**

<table>
<thead>
<tr>
<th>Description/Sites - # Mbrs - Allowance Rate</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>6 cost share member: - 6 x 11880</td>
<td>0</td>
<td>0</td>
<td>71,280</td>
<td>0</td>
</tr>
<tr>
<td>Overlap slots for November placement, not to exceed 2 weeks.: - 2 x 495</td>
<td>0</td>
<td>990</td>
<td>990</td>
<td>0</td>
</tr>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>72,270</td>
<td>72,270</td>
<td>0</td>
</tr>
</tbody>
</table>

**Summer Associate (Federal)**

<table>
<thead>
<tr>
<th>Description/Sites - # Mbrs - Allowance Rate</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Summer Associate (non-Federal)**

<table>
<thead>
<tr>
<th>Description/Sites - # Mbrs - Allowance Rate</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CATEGORY Totals</strong></td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

**Education and End of Service Awards**

<table>
<thead>
<tr>
<th>Item - # Mbrs - Rate</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Award: - 12 x 5775</td>
<td>0</td>
<td>0</td>
<td>69,300</td>
<td>69,300</td>
</tr>
<tr>
<td>Education Award - Summer Associate: - 0 x 1222</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>End of Service Stipend - Regular: - 11 x 1500</td>
<td>0</td>
<td>0</td>
<td>16,500</td>
<td>16,500</td>
</tr>
<tr>
<td>End of Service Stipend - Leader: - 0 x 3000</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

https://egrants.cns.gov/espan/main/report.jsp?sid=cm1ssLUHpwFlmwy694w6t_nBApwCs...  9/27/2016
### B. Fringe Benefits

#### Health Insurance

<table>
<thead>
<tr>
<th>Item/Description - Mbrs -Rate</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Insurance: - 23 x 2700</td>
<td>0</td>
<td>0</td>
<td>62,100</td>
<td>62,100</td>
</tr>
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</table>

**CATEGORY Totals**: 62,100

<table>
<thead>
<tr>
<th>Item/Description - Rate (%) - Stipend Amount</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>FICA: - 0 x 5.65 %</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</table>

**CATEGORY Totals**: 0

#### FICA

<table>
<thead>
<tr>
<th>Item/Description - Calculation</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member Travel: 16 members x 270.0231 miles/member x $0.54 per mile</td>
<td>0</td>
<td>2,333</td>
<td>2,333</td>
<td>0</td>
</tr>
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</table>

**CATEGORY Totals**: 2,333

#### C. Travel

<table>
<thead>
<tr>
<th>Item/Description - Calculation</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal COLA Increase:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Non-Federal COLA/Costshare Increase:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Fingerprinting Reimbursement Enter $25 per full-time grant VISTA:</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
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</table>

**CATEGORY Totals**: 74,603

**SECTION Totals**: 346,176

**PERCENTAGE**: 22%

### G. Other Volunteer Expenses

<table>
<thead>
<tr>
<th>Item - Description</th>
<th>CNCS Share</th>
<th>Grantee Share</th>
<th>Total Amount</th>
<th>Member Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUDGET Totals</td>
<td>15,000</td>
<td>136,215</td>
<td>422,790</td>
<td>271,575</td>
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</table>

**PERCENTAGE**: 4%
### Source of Funds

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Section I. Volunteer Support Expenses</td>
<td></td>
</tr>
<tr>
<td>Section II. Volunteer Expenses</td>
<td></td>
</tr>
</tbody>
</table>
Agenda Item 11a

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #16-425 TO AUTHORIZE THE FOURTH YEAR OF THE AMERICORPS VISTA GRANT CYCLE FOR 2016-2017

WHEREAS, Ingham County Health Department (ICHD) on behalf of the Power of We Consortium (PWC) was the recurring recipient of grant funds in support of the AmeriCorps* VISTA Project from 2006-2010, and annual renewal of such funding was accepted by resolution (#06-333, #07-307, #08-321, #09-159, #10-055, #10-396); and

WHEREAS, the Corporation for National and Community Services (CNCS) provided a new funding cycle which the first year of such funding was accepted by resolution #13-380; and the second year funding was accepted by #14-388; and the third year funding was accepted by #15-352; and

WHEREAS, Resolution #16-425 accepted funding for Year Four of the grant cycle and CNCS has provided Ingham County an amended agreement for this fourth year of the funding cycle for 2016-2017 with a total budget of $151,215 comprised of $15,000 CNCS funds, and $136,215 from local funds of which CNCS is requiring payment of the VISTA Cost Share in the amount of $72,270 as stated in Amendment #1 of the Memorandum of Agreement dated 09/28/16. This will provide funding with up to sixteen (16) AmeriCorps*VISTA members to perform national service to strengthen and supplement efforts to eliminate poverty and poverty-related human, social and environmental problems; and

WHEREAS, out of a total of 16 FTE AmeriCorps*VISTA members, 15 FTE will be placed in host sites selected through an RFP process and 1 FTE AmeriCorps*VISTA Leader will be placed with the Power of We Consortium; and

WHEREAS, separate from the $151,215 budget program expenses, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: Living Allowances of $123,675, Education and End of Service Awards $85,800 and Health Insurance $62,100 for a total of $271,575 additional Federal dollars; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners accept the AmeriCorps grant award.

THEREFORE BE IT RESOLVED, that the Board of Commissioners accepts the amended fourth year of the funding cycle for the AmeriCorps*VISTA program with the 2016-2017 year in the budget amount of $151,215 made up of $15,000 CNCS funds and $136,215 local resources, and authorizes a grant agreement with the CNCS for the time period of September 18, 2016 through September 16, 2017.

BE IT FURTHER RESOLVED, that a non-federal match of $136,215 is authorized, obtained through cash contributions of up to $6,700.67 from each of fifteen external AmeriCorps*VISTA host sites totaling $100,510, as selected through a Request for Proposal process, up to $14,000 from VISTA Deferred Revenue Funds and $21,705 in Ingham County Funds.
BE IT FURTHER RESOLVED, that separate from the $151,215 program budget expenses, CNCS will pay the following member expenses directly to the members out of additional Federal dollars: Living Allowances of $123,675, Education and End of Service Awards $85,800 and Health Insurance $62,100 for a total of $271,575.

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

BE IT FURTHER RESOLVED, that the Health Officer is authorized to submit the Amended 2016-2017 budget electronically through the CNCS E-Grants system, and tentatively electronically approve the Memorandum of Agreement. After approval as to form by the County Attorney, the Memorandum of Agreement is final.
TO: Board of Commissioners Human Services, County Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 17, 2016
SUBJECT: Community Health Representative IV conversion to Coding Specialist

For the meeting agenda of 12/5/16 and 12/7/16

BACKGROUND
The Ingham Community Health Department (ICHD) currently has a vacant Community Health Representative IV position in the Billing & Reporting Unit. An analysis was conducted to determine if this position was appropriate based on the continuing complexity of medical/dental and behavioral health coding. It was determined a Coding Specialist position is more appropriate, as it would allow additional support for medical chart/record audits for coding compliance to Federal & State regulations and guidelines. In addition, a Coding Specialist would provide an additional resource for education and training on accurate coding and documentation practices.

ICHD engaged the United Auto Workers (UAW) to discuss the need for a Letter of Understanding (LOU) which allows an employee up to 12 months from date of hire to obtain the necessary training and obtain certification to become a (Certified Professional Coder – CPC).

ALTERNATIVES
Position remains a Community Health Representative IV.

FINANCIAL IMPACT
The proposed conversion of this position is an additional $8,500 annually based on step 5 personnel cost comparison of both positions. The budget analysis is attached. The expected improvements in coding compliance, chart auditing and staff training will lead to improved efficiencies. Additionally, it is expected that two (2) positions will remain vacant in the Billing & Reporting unit in FY 17.

OTHER CONSIDERATIONS
N/A

RECOMMENDATION
Based on the information presented, I respectfully recommend conversion of the Community Health Representative IV position (601303) to a Coding Specialist position.
### Conversion Financial Analysis - Ingham County Health Department

<table>
<thead>
<tr>
<th></th>
<th>Current - FY 17</th>
<th>Proposed</th>
<th>Increase/Decrease</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Community Health Rep IV</td>
<td>Coding Specialist</td>
<td></td>
</tr>
<tr>
<td>1.0 FTE Position #</td>
<td>601303 UAW F Step 5</td>
<td>601303 UAW G Step 5</td>
<td></td>
</tr>
<tr>
<td>Salary</td>
<td>44,839</td>
<td>45,085</td>
<td>246</td>
</tr>
<tr>
<td>Unemployment -</td>
<td>237</td>
<td>225</td>
<td>(12)</td>
</tr>
<tr>
<td>Fica</td>
<td>3,626</td>
<td>3,449</td>
<td>(177)</td>
</tr>
<tr>
<td>Retirement</td>
<td>7,049</td>
<td>2,822</td>
<td>(4,226)</td>
</tr>
<tr>
<td>Health Insurance Waiver</td>
<td>2,563</td>
<td>-</td>
<td>(2,563)</td>
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<tr>
<td>Health Insurance</td>
<td>-</td>
<td>15,325</td>
<td>15,325</td>
</tr>
<tr>
<td>Retiree Health Surcharge Chargeback</td>
<td>3,347</td>
<td>3,347</td>
<td>(0)</td>
</tr>
<tr>
<td>Health Insurance Trust</td>
<td>2,133</td>
<td>2,029</td>
<td>(104)</td>
</tr>
<tr>
<td>Dental</td>
<td>904</td>
<td>904</td>
<td>-</td>
</tr>
<tr>
<td>Vision</td>
<td>124</td>
<td>124</td>
<td>-</td>
</tr>
<tr>
<td>Workers Comp</td>
<td>95</td>
<td>95</td>
<td>1</td>
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<tr>
<td>Life Insurance</td>
<td>79</td>
<td>79</td>
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<tr>
<td>Disability</td>
<td>62</td>
<td>62</td>
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<tr>
<td>CARES</td>
<td>33</td>
<td>33</td>
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<tr>
<td>Liability Insurance</td>
<td>336</td>
<td>338</td>
<td>2</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>65,427</strong></td>
<td><strong>73,918</strong></td>
<td><strong>8,491</strong></td>
</tr>
</tbody>
</table>

**Note:**

Analysis was based on FY 17 Personnel Cost Projections
Health Insurance costs is based on a 2-person policy
DRAFT INGHAM COUNTY  
JOB DESCRIPTION  
CODING SPECIALIST

**General Summary:**
Under the supervision of the Billing and Reporting Manager, assists with the adherence of the Department’s coding and documentation policies. Trains and coordinates the duties of billing staff responsible for charge entry and review. Participates in medical chart/record audits for coding compliance according to federal and state regulations and guidelines. Prepares reports of findings and works with staff to provide education and training on accurate coding and documentation practices.

**Essential Functions:**
1. Provides training to new and existing staff that enter or review submitted charge codes from the Electronic Health/Dental Record for accuracy and compliance.

2. Coordinates the duties of billing staff that perform charge entry/review functions to ensure all activities are complete in a timely and accurate manner.

3. Identifies issues with coding submissions and works to achieve corrections and performance improvement.

4. Audits medical record documentation to identify miscoded and under/up coded services; prepares reports of findings and meets with providers to provide education and training on accurate coding practices and compliance issues.

5. Interacts with providers and other staff regarding billing, coding and documentation policies, procedures, and regulations.

6. Trains, instructs, and/or provides technical support to medical providers and other staff regarding coding compliance documentation, regulatory provisions, and third party payer requirements.

7. Keeps updated on all changes to insurance requirements based on contracts, industry standards and new regulations. Reviews and interprets state documentation and policies related to program benefits and billing.

8. Develops, reviews and modifies relevant procedures, protocols, and data management systems.

9. Interacts with providers and management to review and/or implement codes and to update charge documents.

10. Attends coding conferences, workshops, and in-house sessions to receive updated coding information and changes in coding and/or regulations.

11. May serve as a back-up with billing, claims payment entry and rejection follow-up.
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 and a minimum of specialized training acquired through seminars and workshops, or related activities which are cumulatively viewed as the equivalent to 12 credits of college level training is required. Associates Degree or higher preferred.

Certification: Certified Professional Coder (CPC) or equivalent required or the ability to obtain CPC Apprentice Status within 12 months of hire. Plus a Certified Professional Medical Auditor (CPMA) preferred.

Experience: A minimum of one year of experience in billing and coding. Previous experience reviewing medical charts preferred. Experience in conducting training sessions preferred.

Other Requirements: None

(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)

Physical Requirements:
- Sitting, walking, standing, bending over and lifting/holding/carrying objects found in an office environment.
- Ability to communicate and respond to co-worker and customer inquiries both in person and over the phone.
- Ability to operate a PC/laptop and to enter & retrieve information from a computer.
- 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.)

September 2016
UAW G
TO: Linda Vail, Health Officer  
Russ Kolski, Deputy Health Officer  
Lynn Kiter, Billing and Reporting Manager

FROM: Beth Bliesener, Employment Specialist

DATE: 11-10-16

RE: Memo of Analysis for reorganization of the Billing and Reporting Department

The Health Department is reorganizing the Billing and Reporting Department to enhance their ability to serve residents of Ingham County.

1. Position number 601303 a Community Health Representative IV is currently vacant.
2. The Billing and Reporting Department has created a new position titled Coding Specialist. The newly created position will be compensated at an UAW G, salary range ($37,812.51 - $45,084.11)
3. The Billing and Reporting Department would like to convert vacant position 601303 from a CHR IV to a Coding Specialist.
4. I have attached the updated job descriptions for your records.

I have sent the UAW chair notice and they support the reorganization. I have attached their response.

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

If I can be of further assistance, please email or call me (887-4375).
Here's a signed copy of the LOU for Coding Specialist. The UAW is in agreement with both the LOU and the newly created job description and position level. If you need anything else, please contact me.

Sally Auer
Chairperson Ingham County Unit
UAW Local 2256
(517) 483-6209 – Office
(517) 574-6548 – Cellular

Sally,

Per our conversation this afternoon, please see the revised LOU regarding the extension of probation of the Coding Specialist classification. Please respond with an affirmative email stating your agreement to the LOU.

Thank you,

Travis Parsons
Human Resources Director
5303 S. Cedar Street, Suite 2102
Lansing, MI 48911
Phone: (517) 887-4327
Fax: (517) 887-4396
tparsons@knhm.org
RESOLUTION AUTHORIZING THE CONVERSION OF A COMMUNITY HEALTH REPRESENTATIVE IV POSITION TO A CODING SPECIALIST POSITION

WHEREAS, the Billing & Reporting unit has a vacant Community Health Representative IV position; and

WHEREAS, an analysis was completed to determine the direction and operational efficiencies of the unit; and

WHEREAS, it was determined that a Coding Specialist position would meet those needs; and

WHEREAS, the proposed conversion is anticipated to cost an additional $8,500 per year based on step 5 personnel cost comparisons; and

WHEREAS, the additional costs will be absorbed by the expected vacancies within the Billing & Reporting Unit; and

WHEREAS, the proposed conversion will allow improvements in medical charts/records audits for coding compliance to Federal & State regulations and guidelines; and

WHEREAS, the Ingham County Board of Commissioners and the UAW are agreeable to this arrangement, as reflected in the attached Letter of Understanding between the parties.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves conversion of position #601303, a Community Health Representative IV (UAW F, $44,389) to a Coding Specialist position (UAW G, $45,085).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the Health Officer are hereby authorized to sign any necessary contract documents consistent with this resolution on behalf of the county after approval as to form by the County Attorney.
LETTER OF UNDERSTANDING

BETWEEN

COUNTY OF INGHAM (Employer)

AND

UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA (UAW) INGHAM COUNTY UNIT LOCAL #2256 (Union)

WHEREAS, the Employer and the Union have entered a collective bargaining agreement that covers the new classification of Coding Specialist, extending through December 31, 2017 (the “CBA”); and

WHEREAS, the job description, as agreed to by the Employer and the Union, includes the certification of Certified Professional Coder (CPC), which can be obtained within twelve (12) months of hire, as a minimum qualification; and

WHEREAS, the certification may take up to 12 months following their date of hire to complete the necessary training and obtain certification; and

WHEREAS, the Employer and the Union recognize that the certification process exceeds the current probationary period of 180 days under Article 7, Section 2. Probationary Period; and

WHEREAS, the Employer and the Union agree to extend the probationary period for the Coding Specialist classification to 1 year from the date of hire into the position.

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

1. The new classification description for Coding Specialist, that includes the Certified Professional Coder (CPC), is attached as Exhibit 1.

2. The extension of probation to 1 year is solely for the purpose of employment status, specifically Article 7, Section 2. B. and C. of the CBA shall apply for 1 year, and all other benefits shall be in accordance with the 180 day probationary period.

3. The extension of the probationary period would not apply to current employees who have already completed their initial 180 day probationary period.

4. It is expressly understood and agreed by the parties that because of the particular set of factual circumstances for this new classification, this LOU is without precedence or prejudice as to any other cases.
5. All the other terms and conditions specified in the parties' collective bargaining agreement shall remain in full force and effect.

COUNTY OF INGHAM

Kara Hope, Chairperson
Ingham County Board of Commissioners

UAW LOCAL 2256

Sally Auer, Chairperson

Linda Vail, Health Officer

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

Mattis Nordfjord

Exhibit 1
TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 15, 2016
SUBJECT: Letter of Understanding Reinstating Shift Differential for Jail Nurses
For the meeting agenda of 12/5/16; 12/6/16 and 12/7/16

BACKGROUND
A Letter of Understanding existed between Ingham County Health Department (ICHD) and the ICEA County Professionals Union (ICEA) allowing a shift differential to be paid to Jail Nurses working evening hours. This Letter of Understanding has since expired. To remain competitive in the hiring process and for staff retention ICHD would like to continue this shift differential. The ICEA and its Professional Employees Unit has agreed to terms of this shift differential, which would allow for a premium of $1.00 above straight-time rates for all normal hours worked from 6:30 PM – 11:59 PM and a premium of $2.00 above straight-time rates for all normal hours worked from 12:00 AM to 6:30 AM. ICHD Jail Nurses work shifts that provide coverage into the evening and overnight hours.

ALTERNATIVES
A shift differential for registered nurses is a community standard for those working evening hours and allows the county to remain competitive in its hiring processes.

FINANCIAL IMPACT
There is no negative financial impact as the currently budgeted salaries and wages for ICHD Jail Health Services is sufficient to cover this additional shift premium.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a Letter of Understanding to the Collective Bargaining Agreement (CBA), to provide a shift differential for ICHD Jail Nurses working between the hours of 6:30 PM and 6:30 AM.
We support this LOU.

Sent from my Verizon Wireless 4G LTE Droid

On Nov 14, 2016 5:40 PM, "Bliesener, Elisabeth" <EBliesener@ingham.org> wrote:

Desiree,

After our meeting today and discussing the Letter of Understanding for the Jail Nurse’s, does the Health Department and HR have the unions support to move forward with the LOU regarding the Jail Nurse’s?

I forgot to mention in our meeting today the board of commissioners likes us to have the union support in writing as part of the resolution packet.

Thanks,

Beth Bliesener
Ingham County
Human Resources
Employment Specialist
517-887-4375
WHEREAS, a Letter of Understanding existed between Ingham County Health Department (ICHD) and the ICEA County Professionals Union (ICEA) allowing a shift differential to be paid to Jail Nurses working evening hours; and

WHEREAS, this Letter of Understanding has since expired; and

WHEREAS, a shift differential is a community standard for registered nurses working evening hours and is necessary to be competitive for hiring and staff retention; and

WHEREAS, the ICEA has agreed to the proposed shift differential for the ICHD Jail Nurses and is in fact, reinstating what had already been in place in an expired Letter of Understanding; and

WHEREAS, the parties wish to amend their collective Bargaining Agreement (CBA), effective as soon as approved by both parties, through a term running until December 31, 2017; and

WHEREAS, the parties agree that a premium of $1.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 6:30 PM – 11:59 PM for any Jail Nurse; and

WHEREAS, the parties agree that a premium of $2.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 12:00 AM – 6:30 AM for any Jail Nurse.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes to reinstate a Letter of Understanding approving a shift differential of $1.00 above straight-time rates for hours worked 6:30 PM to 11:59 PM and $2.00 above straight-time rates for hours worked 12:00 AM to 6:30 AM for the Jail Nurses.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson and Health Officer to sign the agreement after it is approved as to form by the County Attorney.
LETTER OF UNDERSTANDING
BETWEEN
COUNTY OF INGHAM (Employer)
AND
INGHAM COUNTY EMPLOYEES' ASSOCIATION (Union)
and its PROFESSIONAL EMPLOYEES UNIT

WHEREAS, the Employer and the Union have entered a collective bargaining agreement (CBA) with a term running from January 1, 2015 through December 31, 2017; and

WHEREAS, A shift differential for Jail Nurses is being requested; and

WHEREAS, the parties wish to amend their Collective Bargaining Agreement (CBA), effective as soon as approved by both parties.

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

1. A premium of $1.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 6:30 P.M. – 11:59 P.M. for any Jail Nurse.
2. A premium of $2.00 above straight-time rates shall be paid for all normal hours scheduled and worked from 12:00 A.M. – 6:30 A.M. for any Jail Nurse.
3. (A) A “holiday” for the purpose of this Agreement shall be defined as beginning at 12:00 A.M. and ending at 11:59 P.M. for the days listed in Article 19, Holidays
   (B) The RN’s assigned to work Holidays shall be determined by seniority rights with the most senior RN having the option to work any Holidays first and then moving down the seniority list until all Holidays are appropriately staffed. In the event Holiday coverage based on employee exercise of seniority rights does not result in adequate coverage the Employer shall assign Holidays based on inverse seniority.
   (C) An RN who works a Holiday who clocks in between 12:00 A.M. and 11:59 P.M. on the Holiday shall be entitled up to a maximum of eight (8) consecutive hours at Holiday rate pursuant to Article 19, Section 4.
      (1) An RN clocking in on a Holiday who works at least eight (8) consecutive hours shall be entitled to eight (8) hours at holiday rate even though some of the eight (8) hours worked may fall on the next consecutive day following the Holiday.
   (D) Holiday Pay shall be made in accord with Article 19, Section 10. If any Jail RN is not regularly scheduled for the day on which the Holiday falls, the Jail RN shall receive Holiday Pay in accord with Article 19, Section 10.
4. All other terms and conditions specified in the parties’ collective bargaining agreement shall remain in full force and effect, except as stated above.
COUNTY OF INGHAM

Kara Hope, Chairperson
Ingham County Board of Commissioners

Linda Vail, Health Officer

INGHAM COUNTY EMPLOYEES’ ASSOCIATION

Desiree Cook, President

Jeffrey S. Donahue, ICEA Counsel

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

Mattis D. Nordfjord
TO:    Board of Commissioners Human Services & Finance Committees
FROM:  Linda S. Vail, MPA, Health Officer
DATE:  November 15, 2016
SUBJECT:  Head Start Agreement with Capital Area Community Services, Inc.
           For the meeting agendas of 12/5/16 and 12/7/16

BACKGROUND
The Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has been partnering with Capital Area Community Services (CACS) to facilitate early childhood Head Start services for over 16 years. CACS has proposed a FY 2017 agreement for OYC to implement classroom evaluations of Head Start Program Standards. Under this agreement, OYC will conduct Classroom Assessment Scoring System (CLASS) evaluations for up to 78 Head Start classrooms in the fall and spring of FY 2017.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
Through this agreement, CACS will compensate OYC up to $15,600 for the specified services; this funding was anticipated in the FY 2017 ICHD budget.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with CACS who will compensate OYC with up to $15,600 to provide implementation and evaluation support for Head Start services for the period of October 1, 2016 through July 31, 2017.
Introducing by the Human Services and Finance Committees of the:

INGLEHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A FY 2017 AGREEMENT WITH CAPITAL AREA COMMUNITY SERVICES, INC. FOR HEAD START EVALUATIONS

WHEREAS, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has been partnering with Capital Area Community Services (CACS) to facilitate early childhood Head Start services for over 16 years; and

WHEREAS, CACS has proposed a FY 2017 agreement for OYC to implement classroom evaluations of Head Start Program Standards by providing Classroom Assessment Scoring System (CLASS) evaluations for up to 78 Head Start classrooms in the fall and spring of FY 2017; and

WHEREAS, through this agreement CACS will compensate OYC up to $15,600 for the specified services; and

WHEREAS, this funding was anticipated in the FY 2017 ICHD budget; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with CACS who will compensate OYC up to $15,600 to provide implementation and evaluation support for Head Start services for the period of October 1, 2016 through July 31, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with CACS who will compensate OYC up to $15,600 to provide implementation and evaluation support for Head Start services for the period of October 1, 2016 through July 31, 2017.

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.
BACKGROUND
The Ingham County Health Department’s (ICHD) Ingham Community Health Centers (ICHC) would like to begin offering 340B pharmacy services to patients onsite at Forest Community Health Center. The 340B pharmacy program allows prescription drugs to be purchased at federally mandated pricing that is substantially lower than retail pricing. This pharmacy will give qualified health center patients access to medications at a reduced cost, improve patient compliance, and reduce patient transportation issues. ICHC patients not eligible for 340B and members of the public will also have access for their prescriptions to be filled as this will be a full service retail pharmacy. ICHC is proposing to contract with Cardinal Health 132, LLC to administer this pharmacy; it will be branded as part of Forest Community Health Center’s operations.

ALTERNATIVES
A request for proposal was issued by Ingham County Purchasing to 340B pharmacy vendors; four responses were received. Cardinal Health was the highest ranking submission from those responses and the only bidder that did not ask for a percentage of the funds saved under the 340B program to be included in their fee. The request for proposal also included a provision that Cardinal Health supply pricing for medications for jail inmates with the hope of reducing that overall cost.

FINANCIAL IMPACT
ICHC will lease space within Forest Community Health Center to Cardinal Health for $1 per year. Cardinal Health will cover the cost of any renovations (up to $65,000) necessary to create a functional, full-service pharmacy within Forest. This will result in “shared savings” from manufacturers through the 340B drug program. Fees for Cardinal Health to provide pharmacy services will be $18.25 per prescription filled under the 340B program; however, ICHC anticipates this will still result in an estimated generation of between $60,000 and $400,000 annually in revenue for ICHC. This amount will be dependent on the types of prescriptions filled at the Cardinal Health pharmacy. The agreement also establishes a minimum monthly prescription volume to guarantee promotion of the pharmacy within ICHC and baseline revenue for Cardinal Health.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement with Cardinal Health 132, LLC to lease space within Forest Community Health Center at the rate of $1 per year, for the purpose of operating a 340B pharmacy for the period of November 1, 2016 through October 31, 2021 with an additional agreement establishing Cardinal Health’s per prescription fee and minimum monthly prescription volume.
RESOLUTION AUTHORIZING A LEASE AND PHARMACY AGREEMENT WITH CARDINAL HEALTH 132, LLC

WHEREAS, the Ingham County Health Department’s (ICHD) Ingham Community Health Centers (ICHC) would like to begin offering 340B pharmacy services to patients onsite at Forest Community Health Center; and

WHEREAS, this pharmacy will give qualified health center patients access to medications at a reduced cost, improve patient compliance, and reduce patient transportation issues; and

WHEREAS, ICHC patients not eligible for 34B and members of the public will also have access for their prescriptions to be filled as this will be a full service retail pharmacy; and

WHEREAS, a request for proposal was issued by Ingham County Purchasing to 340B pharmacy vendors with Cardinal Health 132, LLC being the highest ranking submission from those responses and the only bidder that did not ask for a percentage of the funds saved under the 340B program to be included in their fee; and

WHEREAS, ICHC is proposing to contract with Cardinal Health 132, LLC to administer this pharmacy; it will branded as part of Forest Community Health Center’s operations; and

WHEREAS, ICHC will lease space within Forest Community Health Center to Cardinal Health for $1 per year with Cardinal Health covering the cost of any renovations (up to $65,000) necessary to create a functional, full-service pharmacy within Forest; and

WHEREAS, fees for Cardinal Health to provide pharmacy services will be $18.25 per prescription filled under the 340B program with ICHC anticipating the program will still result in an estimated generation of between $60,000 and $400,000 annually in revenue for ICHC, dependent on the types of prescriptions filled at the Cardinal Health pharmacy; and

WHEREAS, the agreement also establishes a minimum monthly prescription volume to guarantee promotion of the pharmacy within ICHC and baseline revenue for Cardinal Health; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with Cardinal Health 132, LLC to lease space within Forest Community Health Center at the rate of $1 per year, for the purpose of operating a 340B pharmacy for the period of November 1, 2016 through October 31, 2021 with an additional agreement establishing Cardinal Health’s per prescription fee and minimum monthly prescription volume.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with Cardinal Health 132, LLC to lease space within Forest Community Health Center at the rate of $1 per year, for the purpose of operating a 340B pharmacy for the period of November 1, 2016 through October 31, 2021 with an additional agreement establishing Cardinal Health’s per prescription fee and minimum monthly prescription volume.
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.
TO: Board of Commissioners Human Services, County Services, & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: November 7, 2016
SUBJECT: Great Start Agreement with the Midland County Educational Services Agency
For the meeting agendas of 12/5/16 and 12/7/16

BACKGROUND
Since 2009, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has received funding from the Midland County Educational Services Agency (MCESA) to serve as the Central Resource Center for the Great Start to Quality Program. An agreement has been proposed by MCESA for OYC to continue to provide these services for FY 2017.

Under this agreement, OYC will coordinate regional communication and outreach, oversee Central Resource Center management, and provide assistance and professional development to childcare programs and families within a ten county region. This agreement will be in effect from October 1, 2016 through September 30, 2017.

In addition to funding received from MCESA, Office for Young Children has also received funding from the Michigan Department of Health and Human Services (MDHHS) for the Infant Safe Sleep grant; this funding was authorized in Resolution #16-339. Under this grant, OYC will coordinate safe sleep outreach and engagement/education efforts within Lansing, focusing on populations with highest needs. This work will be completed by an existing .5 FTE OYC Early Childhood Consultant, Position #601490. In order to support the Infant Safe Sleep grant, ICHD is requesting a 0.25 FTE increase to Position #601490 for the duration of the grant.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
MCESA will subcontract with ICHD for up to $468,836.73 to serve as the Central Resource Center for the Great Start to Quality Program. This funding was anticipated in the ICHD FY 2017 budget. $18,000 in funding for coordination of Infant Safe Sleep has already been received by ICHD through the MDHHS CPBC agreement; costs associated with the 0.25 FTE increase of Position #601490 will be covered under this funding.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend the Board of Commissioners adopt the attached resolution authorizing an agreement with MCESA for OYC to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $468,836.73, for the period of October 1, 2016 through September 30, 2017. The resolution also authorizes a 0.25 FTE increase to Position #601490 for the duration of the MDHHS Safe Sleep grant which was authorized by Resolution #16-339.
RESOLUTION AUTHORIZING A GREAT START AGREEMENT WITH THE MIDLAND COUNTY EDUCATIONAL SERVICES AGENCY AND 0.25 FTE INCREASE OF POSITION #601490

WHEREAS, since 2009, the Ingham County Health Department’s (ICHD) Office for Young Children (OYC) has received funding from the Midland County Educational Services Agency (MCESA) to serve as the Central Resource Center for the Great Start to Quality Program; and

WHEREAS, an agreement has been proposed by MCESA for OYC to continue to provide these services for FY 2017; and

WHEREAS, this agreement includes up to $468,836.73 in funding for these services which was anticipated in the ICHD FY 2017 budget; and

WHEREAS, in addition to funding received from MCESA, Office for Young Children has also received $18,000 in funding from the Michigan Department of Health and Human Services (MDHHS) CPBC agreement (authorized by Resolution #16-339) for the Infant Safe Sleep grant; and

WHEREAS, in order to support the Infant Safe Sleep grant, ICHD is requesting a 0.25 FTE increase to Position #601490 for the duration of the grant; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize an agreement with MCESA for OYC to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $468,836.73, for the period of October 1, 2016 through September 30, 2017; and

WHEREAS, the Health Officer also recommends that the Board of Commissioners authorize a 0.25 FTE increase to Position #601490 for the duration of the MDHHS Safe Sleep grant which was authorized by Resolution #16-339.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with MCESA for OYC to serve as the Central Resource Center for the Great Start to Quality Program, in an amount not to exceed $468,836.73, for the period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Board of Commissioners also authorizes a 0.25 FTE increase to Position #601490 for the duration of the MDHHS Safe Sleep grant which was authorized by Resolution #16-339.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the budget and position allocation list 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.
TO: Board of Commissioners Human Services, County Services, and Finance Committees  
FROM: Linda S. Vail, MPA, Health Officer  
DATE: November 21, 2016  
SUBJECT: Health Department Reorganization  
For the meeting agendas of 12/5/16; 12/6/16 and 12/7/16

BACKGROUND
Ingham County Health Department (ICHD) Administration is requesting approval for a department reorganization. ICHD has completed the steps outlined in the County’s Reorganization Policy and brought this forward to the Human Services Committee as a discussion item at the November 14th, 2016 meeting.

This reorganization request largely centers around alignment of the Community Health Center (CHC) Administration. The current administrative structure for the CHCs has much redundancy built in which is inefficient for proper oversight of health center operations. In addition, supervision of providers (physicians, nurse practitioners, physician assistants) is not linked to the Medical Director. This was noted in the 2014 HRSA site visit and should be addressed prior to the upcoming site visit in 2017.

The reorganization redefines two former administrative positions in the CHCs to eliminate redundancy and create more effective oversight of health center operations. These positions are as follows:
- Clinical Services Manager will now supervise all clinical support areas and centralized services
- The former Compliance Manager position is retitled Strategic Projects and Implementation Manager so that strategic direction and new initiatives are a focus in addition to oversight of program compliance.

It also improves clinical supervision of all providers (MD, DO, NP, and PA) by having them report to the Medical Director.

In addressing the administrative structure for the CHCs, it was determined that some functions should be reassigned to the Deputy Health Officer (DHO) in Administration (current title is Assistant Deputy Health Officer). Programs and functions reporting to this DHO provide support to the entire organization rather than being a part of either CHCs or Public Health Services (PHS). Maintaining a structure for these types of programs that does not align them within CHCs or PHS helps break down silos in the organization and facilitates departmental collaboration and partnership. Currently this includes Communications, Health Equity and Social Justice, Data Analysis, and IT support. The reorganization will add the Grants Coordinator as well as the Electronic Health Records (EHR) staff to those programs and services supervised by the DHO – Administration which are supportive of the larger organization. The reorganization moves the Grants Coordinator from reporting to the DHO-CHCs to the DHO-Administration. It also places the entire EHR team under the lead of the IT Coordinator and reporting to the DHO—Administration. The existing Systems Analyst position becomes the IT Coordinator position.

ALTERNATIVES
There are no other alternatives.
FINANCIAL IMPACT
Two position changes in the reorganization will result in financial impact. Position #601245 Clinical Services Supervisor MCF-10 changes to Clinical Services Manager MCF-11 with a projected increase of $4,753 for FY 17. Position #601135 Assistant Deputy Health Officer MCF-10 changes to Deputy Health Officer-Administration MCF-14 with a projected increase of $11,192 for FY 17. All other position changes are budget neutral.

OTHER CONSIDERATIONS
N/A

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a reorganization of the Health Department.
INTRODUCED BY THE HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A REORGANIZATION OF THE HEALTH DEPARTMENT’S
STAFF AND ADMINISTRATIVE STRUCTURE

WHEREAS, the current administrative structure for the Community Health Centers (CHC) has much redundancy built in which is inefficient for proper oversight of health center operations also, supervision of providers (physicians, nurse practitioners, physician assistants) is not linked to the Medical Director; this was noted in the 2014 HRSA site visit and should be addressed prior to the upcoming site visit in 2017; and

WHEREAS, the reorganization redefines two former administrative positions (Clinical Services Supervisor and Compliance Manager) in the CHCs and reassigns some administrative functions to the Deputy Health Officer (DHO) in Administration (current title is Assistant Deputy Health Officer); and

WHEREAS, the Clinical Services Manager will now supervise all clinical support areas and centralized services; the former Compliance Manager position is retitled Strategic Projects and Implementation Manager so that strategic direction and new initiatives are the focus in addition to oversight of program compliance this also improves clinical supervision of all providers (MD, DO, NP, and PA) by having them report to the Medical Director; and

WHEREAS, programs and functions reporting to the DHO-Administration provide support to the entire organization rather than being a part of either CHCs or Public Health Services (PHS), maintaining a structure for these types of programs that does not align them within CHCs or PHS helps break down silos in the organization and facilitates departmental collaboration and partnership; and

WHEREAS, the reorganization will add the Grants Coordinator as well as the six Electronic Health Records (EHR) positions to those programs and services supervised by the DHO – Administration which are supportive of the larger organization; and

WHEREAS, the reorganization moves the Grants Coordinator from reporting to the DHO-CHCs to the DHO-Administration and also places the entire EHR team under the lead of the IT Coordinator and reporting to the DHO—Administration and the existing Systems Analyst position becomes the IT Coordinator position; and

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves the following changes to the Health Department’s Staff and Administrative Structure:

Position #601245 Clinical Services Manager-MCF 10 changes to Clinical Services Supervisor-MCF 11; Position #601079 Compliance Manager-MCF 11 changes to Strategic Projects and Implementation Manager-MCF 11; Position #601135 Assistant Deputy Health Officer-MCF 10 changes to Deputy Health Officer-Administration MCF 14; Position #601054 Systems Analyst-ICEA Pro 9 changes to IT Coordinator-ICEA Pro 9;
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the budget and position allocation list in accordance with this resolution.
TO: Board of Commissioners Finance and Human Services Committee  
FROM: Linda S. Vail, MPA, Health Officer  
DATE: November 22, 2016  
SUBJECT: Resolution to amend Resolution # 16-309 with NEC Networks, LLC dba CaptureRX, for 340b Prescription Third Party Administrator Services and Resolution #16-310 with Walgreen Company for 340b Prescription Drug Services to include McKesson Corporation as the 340b drug wholesaler  
For the meeting agendas of December 5th, 2016 and December 7th, 2016

BACKGROUND
The Ingham Community Health Department (ICHD) entered into agreements with NEC Networks, LLC dba CaptureRx and Walgreen Company to provide services under the 340b drug program. These agreements were authorized by Resolution # 16-309 and Resolution # 16-310 respectively. These agreements require a wholesaler to provide the 340b drugs used in the program. CaptureRX and Walgreen Company use McKesson Corporation as a drug wholesaler to meet those needs.

The 340B drug program generates the savings (revenue) described in the previously approved resolutions by replacing medications used by Walgreen’s and Rite Aid with lower cost medications purchased through their supplier of choice which is McKesson Corporation. ICHD must work through each pharmacies preferred supplier if they want to generate savings. ICHD will purchase the replacement medications through McKesson Corporation at the significantly lower federally mandated 340B program price and McKesson Corporation will ship the medications directly to the appropriate local pharmacy. This amendment authorizes ICHD to work with McKesson Corporation to complete the required medication replacement that generates the savings.

ICHD is requesting the approval to enter into an agreement with McKesson Corporation as a 340b drug wholesaler for CaptureRX and Walgreens Company. Also as part of the agreement McKesson Corporation will require ICHD to complete a customer credit application and bank account EFT authorization.

ALTERNATIVES
There are no other alternatives.

FINANCIAL IMPACT
This amended resolution does not change the financial impact as detailed in Resolutions # 16-309 & 16-310.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to enter into agreement with McKesson Corporation as the drug wholesaler for the 340b drugs for CaptureRX and Walgreens Company.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AMENDING RESOLUTION #16-309 WITH NEC NETWORKS, LLC dba CAPTURERX, FOR 340B PRESCRIPTION THIRD PARTY ADMINISTRATOR AND RESOLUTION #16-310 TO WALGREEN COMPANY FOR 340B PRESCRIPTION DRUG SERVICES TO INCLUDE MCKESSON CORPORATION AS 340B DRUG WHOLESALER

WHEREAS, Ingham County entered into an agreement with NEC Networks, LLC dba CaptureRX for 340b prescription third party administrator services; and

WHEREAS, Ingham County entered into an agreement with Walgreen Company for 340b prescription drug services; and

WHEREAS, both NEC Networks, LLC dba Capture RX and Walgreen Company use McKesson Corporation as their 340b drug wholesaler; and

WHEREAS, the 340b program requires medication replacement through a wholesaler selected by the contract pharmacy; and

WHEREAS, no savings (revenue) can be generated without a corresponding agreement with a wholesaler; and

WHEREAS, ICHD requests entering into an agreement with McKesson Corporation as the drug wholesaler for the 340b drugs for CaptureRX and Walgreens Company; and

WHEREAS, McKesson Corporation requires a customer credit application and bank account EFT authorization to be completed.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement which will allow McKesson Corporation to become a 340b drug wholesaler for CaptureRX and Walgreens Company, effective upon approval of this resolution.

BE IT FURTHER RESOLVED, Ingham County Health Department will provide McKesson Corporation with a credit application and bank account EFT authorization.

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.
TO: Board of Commissioners County Services and Finance Committees
FROM: Sandra Gower, Economic Development Coordinator
DATE: November 18, 2016
SUBJECT: EPA Brownfield Assessment Grant Application

BACKGROUND
In December 2014, the Board of Commissioners approved Resolution 14-500 approving the County’s participation in the Lansing Regional Brownfield Coalition for the purpose of applying for a brownfield assessment grant from the Environmental Protection Administration. The grant application was successful and the Coalition was awarded the grant in the April 2015. In late fall of 2015 we were approved to start using the funds. This was a $600,000 grant with a three year period to spend the money. By June 2016 most of the funds had been spent and the rest were allocated to projects that were in process. There is still demand for this funding.

I have included a summary from LEAP on the use of the grant funds. This may change some as they finish finalizing the grant. We have funded 39 projects (16- Lansing; 2- East Lansing; 7-Ingham County (non-Lansing); 12- Eaton County; 2- Clinton County). Per LEAP’s report, “The potential impact of the development spurred by grant activities includes the creation of over 415 full-time jobs and the retention of 271 positions throughout the region.”

LEAP administered the program. The program ran very smoothly and we had a very equitable distribution of funding.

The EPA has announced another round of funding. The Coalition would like to apply for another $600,000 grant. Based on past years, if successful the grant would be awarded in the spring of 2017 with the funds being available by late 2017.

ALTERNATIVES
The alternative would be for the County to apply on its own for funding. The County has been awarded these grants in the past. The application process has become much more competitive since our last award. EPA also views coalition applications much more favorably. If we were to apply on our own we would be competing against the Coalition and/or the City of Lansing.

FINANCIAL IMPACT
This grant does not require any matching dollars. The only cost to the County is the time the Economic Development Coordinator spends working with the coalition.

OTHER CONSIDERATIONS
The Board of Commissioners established the Ingham County Brownfield Redevelopment Authority to assist with cleanup and redevelopment of contaminated sites in Ingham County. This grant facilitates the goal by being able to provide properties owners with funding to help pay for the environmental assessment on a property at no cost to the County.

RECOMMENDATION
Based on the success of the program and the remaining demand for funding I respectfully recommend approval of the attached resolution to support Ingham County’s participation in the Lansing Regional Brownfield Coalition for the purpose of submitting an application to the United States Environmental Protection Agency for a Brownfield Assessment Grant.
Sandy,

Attached is the updated FY15 grant summary (up to date as of 11/15/2016).

In just over a year, the Lansing Regional Brownfield Coalition has coordinated environmental assessment and planning activities at 39 sites throughout Ingham, Clinton, and Eaton counties. The approved FY15 grant estimated 17 Phase I ESAs and 10 Phase II ESAs would occur over a period of three years. To date, 30 Phase I ESAs and 22 Phase II ESAs have been completed or are nearing completion. In addition to this, other necessary environmental assessment and planning activities have been completed for many of the sites. The potential impact of development spurred by grant activities includes the creation of over 415 full-time jobs and the retention of 271 positions throughout our region.

Don’t hesitate to contact me if you have any questions.

Best,
Mr. Kris Klein
Economic Development Specialist
Lansing Economic Area Partnership (LEAP)
1000 S Washington Avenue, Suite #201
Lansing, MI 48910-1682
P: 517.702.3387, Ext 211 | F: 517.702.3390 | C: 517.599.1136
E: kris@purelansing.com | www.purelansing.com

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<table>
<thead>
<tr>
<th>Project Name and Address</th>
<th>Planned Redevelopment</th>
<th>Assessment Status</th>
<th>Environmental Concerns</th>
<th>Authorized Work</th>
<th>Consultant</th>
<th>Expected Grant Type</th>
<th>Related Workplan Goal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thompson Garage 1379 N. Cedar, Mason (Delhi Township), Ingham County</td>
<td>$199,534 in total investment for the acquisition and reuse of a vacant automotive service building. Eric and Lacey Thompson are fulfilling their dream to operate their own business, Thompson's Garage. FTE job creation is 3 and FTE is 1.</td>
<td>ACTIVE</td>
<td>Historical interior waste streams associated with the former service garage operations would have consisted of general hazardous substances.</td>
<td>Phase I &amp; II ESA, BEA, DCP, Haz Mat Survey</td>
<td>FM</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Holt Bank Site 4488 Holt Rd, Delhi Township, Ingham County</td>
<td>$500,000 total investment into building to operate growing dental practice, Snyder Dentistry. Improvements include interior remodeling, exterior finish improvements and landscape improvements. FTE job creation is 2, with retention of 3</td>
<td>ACTIVE</td>
<td>Petroleum in groundwater migrating from adjacent site</td>
<td>Phase I &amp; II ESA, BEA, DCP, Haz Mat Survey</td>
<td>Triterra</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Former Print Shop Redevelopment 112 E Main St/136 Malcolm St, Lansing, Ingham County</td>
<td>Property has been under-utilized for a number of years. Plan is to demolish the buildings and redevelop the site into mixed use of an extended stay hotel and condominiums with underground incorporated parking. $1,543,000 private investment and creation of 5 FTE jobs</td>
<td>COMPLETE</td>
<td>Soil and/or groundwater may be impacted with utilities from printing operations. A UST was reportedly installed at site. Triterra conducted Phase I in December 2015</td>
<td>Phase I ESA</td>
<td>Triterra</td>
<td>Petroleum</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Former Lansing Uniform Building 1341 S Washington Ave, Lansing, Ingham County</td>
<td>$350,000 to $400,000 rehabilitation of an unoccupied 2-story building in MED Town into urban loft apartments and a restaurant/food concept on the main level, creating 3 FTE jobs</td>
<td>COMPLETE</td>
<td>Potential asbestos materials</td>
<td>ACM &amp; LBF Survey</td>
<td>FM</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Meth Lab Explosion Site 510 E Lawrence Ave, Charlotte, Eaton County</td>
<td>Demolition and cleanup of existing building and redevelopment into a green space park, 5550 public sector acquisition investment, part of City's $500k parking lot improvement project</td>
<td>ACTIVE</td>
<td>Potentially impacted with chlorinated solvents. Former dry cleaner and site of meth lab explosion</td>
<td>Phase I &amp; II ESA, Haz Mat Survey</td>
<td>Triterra</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Contractor Building 2805 N High St, Lansing, Ingham County</td>
<td>Expansion of commercial contracting business into a building that will be rehabilitated with exterior improvements, electrical relocations, new windows, doors &amp; area roof along with concrete walls and landscaping. $50,000 investment with 17 FTE jobs created and 8 FTE jobs retained</td>
<td>ACTIVE</td>
<td>Former machine shop. Unknown environmental condition</td>
<td>Phase I &amp; II ESA, ACM &amp; LBF Survey</td>
<td>FM</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Mergh Mavericks Show Low Rehab 533 E Show Low St, Lansing, Ingham County</td>
<td>Gillespie Group will spend $500,000 redeveloping the property as a small-to-medium retail store, creating 2 full-time jobs</td>
<td>ACTIVE</td>
<td>asbestos and lead-based paint suspected. Former printing business and retail auto parts store</td>
<td>Haz Mat Survey</td>
<td>FM</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Kyle Midland Site Redevelopment Park Lake &amp; Merrill Rd, East Lansing, Ingham County</td>
<td>Commercial retail development on former East Lansing Public Works site. Anticipated investment of $6 to 7 million and creation of 30 FTE jobs</td>
<td>COMPLETE</td>
<td>Environmental condition unknown</td>
<td>Phase I ESA</td>
<td>Triterra</td>
<td>Petroleum</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>MSU Gateway Center 3500 Bunker Rd, Lansing, Ingham County</td>
<td>$75,000 million mixed-use redevelopment of former Clarion hotel site into new hotel, and various offerings of market rate retail housing geared around MSU Faculty, visiting faculty and researchers, &amp; retailing, along with supporting retail. Estimated job creation of 50 FTE</td>
<td>COMPLETE</td>
<td>Property was determined to be a facility by AEC's assessment via Phase I, II &amp; BEA based on metal levels in soil</td>
<td>Phase I ESA</td>
<td>SME</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Project Name</td>
<td>Project Description</td>
<td>Project Location</td>
<td>Project Status</td>
<td>Estimated Cost</td>
<td>Year</td>
<td>Key Contacts</td>
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<tr>
<td>Kid's Room Coffee Shop &amp; Milkman Creative Expansion</td>
<td>$300,000 to $500,000 for the construction of a new building</td>
<td>Riggs Ave, Falls, High Point</td>
<td>COMPLETED</td>
<td>$300,000 to $500,000</td>
<td>2022</td>
<td>Jessica Miller, Project Manager</td>
<td></td>
</tr>
<tr>
<td>Power Plant</td>
<td>facebook.com/jacksonenergy</td>
<td>Jackson County, NC</td>
<td>ACTIVE</td>
<td>$500,000,000</td>
<td>2021</td>
<td>John Smith, CEO</td>
<td></td>
</tr>
<tr>
<td>New Plant</td>
<td>facebook.com/jacksonenergy</td>
<td>Jackson County, NC</td>
<td>COMPLETED</td>
<td>$100,000,000</td>
<td>2020</td>
<td>John Smith, CEO</td>
<td></td>
</tr>
<tr>
<td>Civic Center Redevelopment</td>
<td>facebook.com/jacksonenergy</td>
<td>Jackson County, NC</td>
<td>COMPLETED</td>
<td>$50,000,000</td>
<td>2019</td>
<td>John Smith, CEO</td>
<td></td>
</tr>
<tr>
<td>School Building Expansion</td>
<td>facebook.com/jacksonenergy</td>
<td>Jackson County, NC</td>
<td>ACTIVE</td>
<td>$20,000,000</td>
<td>2018</td>
<td>John Smith, CEO</td>
<td></td>
</tr>
<tr>
<td>State Roadway Improvements</td>
<td>facebook.com/jacksonenergy</td>
<td>Jackson County, NC</td>
<td>COMPLETED</td>
<td>$10,000,000</td>
<td>2017</td>
<td>John Smith, CEO</td>
<td></td>
</tr>
<tr>
<td>New Roadway Construction</td>
<td>facebook.com/jacksonenergy</td>
<td>Jackson County, NC</td>
<td>COMPLETED</td>
<td>$5,000,000</td>
<td>2016</td>
<td>John Smith, CEO</td>
<td></td>
</tr>
<tr>
<td>New Bridge Construction</td>
<td>facebook.com/jacksonenergy</td>
<td>Jackson County, NC</td>
<td>COMPLETED</td>
<td>$2,000,000</td>
<td>2015</td>
<td>John Smith, CEO</td>
<td></td>
</tr>
</tbody>
</table>

*Note: All projects are expected to be completed by the end of the fiscal year.*
<table>
<thead>
<tr>
<th>Project Name</th>
<th>Location</th>
<th>Description</th>
<th>Phase I &amp; II EIA</th>
<th>Haz Mat Survey</th>
<th>Triterra</th>
<th>Hazardous Substance</th>
<th>Community Revitalization</th>
</tr>
</thead>
<tbody>
<tr>
<td>311 &amp; 335 Horatio, Charlotte, Eaton County</td>
<td>Redevelopment of former Charlotte High School, which dates back to 1924. Plan is to demolish a small portion and gut the entire building, followed by renovation into 24 apartments complex catering to adult age 55+. Common areas and potential for mixed use. 54 million proposed rehab investment creating 4-60 FTE jobs.</td>
<td>ACTIVE</td>
<td>Condition unknown, potential for asbestos and lead-based paint based on age of building</td>
<td>Phase I &amp; II EIA, Haz Mat Survey</td>
<td>Triterra</td>
<td>Hazardous Substance</td>
<td>Community Revitalization</td>
</tr>
<tr>
<td>Gillespie Co. Redevelopment (Petro &amp; Nacolab)</td>
<td>2218-2224 E Michigan Ave, Lansing, Ingham County</td>
<td>$4.5 million mixed-use redevelopment - complete demolition, construction of 4-stories, 42,000 SF building. Includes 6,500 SF of commercial retail and 30-40 residential units. Creation of 18-20 FTE jobs.</td>
<td>ACTIVE</td>
<td>petroleum - subsurface soils, lead - near surface Fill, USTs</td>
<td>Phase I &amp; II EIA</td>
<td>Triterra</td>
<td>Petroleum</td>
</tr>
<tr>
<td>Heritage Flooring Expansion</td>
<td>1235 S Washington Ave, Lansing, Ingham County</td>
<td>The existing building will be renovated for the purpose of housing a retail tile showroom that will potentially be expanded to include a warehouse. Creation of 2-3 jobs, additional investment of $50,000.</td>
<td>COMPLETE</td>
<td>Unknown, possible migration from adjacent former gas station</td>
<td>Phase I &amp; II EIA, BEA, DCP</td>
<td>Triterra</td>
<td>Petroleum</td>
</tr>
<tr>
<td>Looking Glass Brewery</td>
<td>315 N Bridge St, DeWitt, Clinton County</td>
<td>Existing historic church building will be renovated into Looking Glass Brewery, a restaurant and microbrewery. Anticipated investment of at least $265,000 into the redevelopment, and the creation of 16 full time equivalent jobs.</td>
<td>COMPLETE</td>
<td>Phase I conducted for City of DeWitt in 2012. Site would need Hazardous Materials Survey prior to commencement of renovations.</td>
<td>HazMat Survey, ACM &amp; LPF</td>
<td>PM</td>
<td>Hazardous Substance</td>
</tr>
<tr>
<td>Spartan Motors Expansion</td>
<td>10144 Reynolds Rd, Charlotte, Eaton County</td>
<td>New construction of 12,700 SF manufacturing facility to be built out with manufacturing process &amp; other equipment, &amp; signage site improvements. $56 million investment. 8.18 new FTE jobs</td>
<td>COMPLETE</td>
<td>Industrial land with history of hazardous waste dumping/burying</td>
<td>Cleanup Planning, Due Care Planning and Reporting</td>
<td>SME</td>
<td>Hazardous Substance</td>
</tr>
<tr>
<td>Lenten Oils Expansion</td>
<td>Aurelius/Cavanagh, Lansing, Ingham County</td>
<td>1,823,259 expansion of essential oils manufacturing operation, creating 11 new FTE jobs and retaining the existing 45.</td>
<td>COMPLETE</td>
<td>Environmental condition unknown</td>
<td>Phase I EIA</td>
<td>SME</td>
<td>Hazardous Substance</td>
</tr>
<tr>
<td>Grain Elevator House</td>
<td>410 N Clinton Ave, St. Johns, Clinton County</td>
<td>$350,000 redvelopment of grain silo creating 20 jobs and retaining 20. Site is near by central business district and adjacent to CS Trail and is a residential reuse of the silo along with recreational &amp; green space</td>
<td>COMPLETE</td>
<td>Environmental condition unknown</td>
<td>Phase I EIA</td>
<td>SME</td>
<td>Hazardous Substance</td>
</tr>
<tr>
<td>Willoughby Estates</td>
<td>4154 E. Willoughby Rd, Delhi Township, Ingham County</td>
<td>$28 million multi-family development including 52 townhouses and 241 apartments, creating 200 FTE jobs; 2016 construction start.</td>
<td>COMPLETE</td>
<td>Phase I &amp; II EIA since 2001, metals in soil and groundwater related to urban fill</td>
<td>Phase I &amp; II EIA, BEA, DCP, Construction Management Plan (CECP)</td>
<td>Triterra</td>
<td>Hazardous Substance</td>
</tr>
<tr>
<td>Bailey Corner Redevelopment</td>
<td>Bailey St, East Lansing, Ingham County</td>
<td>$7,334,162 restoration of original building, removal of later addition, and addition of 3 stories new construction with 25 affordable senior units and 1st floor commercial. Creation of 10 FTE jobs and retention of another 6.</td>
<td>COMPLETE</td>
<td>Lead, asbestos, former fuel oil UST</td>
<td>Phase I &amp; II EIA, BEA, DCP, ACM &amp; LSIP Survey, RA</td>
<td>PM</td>
<td>Petroleum</td>
</tr>
<tr>
<td>Other Towers Rehab</td>
<td>310 N Seymour Ave, Lansing, Ingham County</td>
<td>8 million rehabilitation of 8-story Other Towers building into mixed use retail on first floor and 7 floors with a total of 150 microlofts. Creation of 10 FTE jobs.</td>
<td>COMPLETE</td>
<td>Phase II EIA and BEA conducted. Various VORs and materials identified. Need Soil Gas Assessment and Dust Care Plan.</td>
<td>Phase II EIA, BCP</td>
<td>Triterra</td>
<td>Petroleum</td>
</tr>
<tr>
<td>M78 Drive-In Site</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Name</td>
<td>Location</td>
<td>Stage</td>
<td>Description</td>
<td>Phase</td>
<td>Substance</td>
<td>Community</td>
<td></td>
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<tr>
<td>------------------------------------------------------------------------------</td>
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<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
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<tr>
<td>6365 Newton Rd, Meridian Township, Ingham County</td>
<td></td>
<td>COMPLETE</td>
<td>Former 3.5 story townhouse, environmental condition unknown. Phase I &amp; II ESA. Treated by '[X]' Hazardous Substance. Community Revitalization.</td>
<td>PM</td>
<td>Petroleum</td>
<td>Restoration</td>
<td></td>
</tr>
<tr>
<td>Okemos Pointe</td>
<td></td>
<td>ACTIVE</td>
<td>A former construction yard with underground fuel tanks that were recently removed. Existing environmental condition unknown. Phase I &amp; II ESA. BIA/DCP Reporting, Supplemental Sampling, HazMat Assessment.</td>
<td>PM</td>
<td>Petroleum</td>
<td>Restoration</td>
<td></td>
</tr>
<tr>
<td>Senior City Project</td>
<td></td>
<td>COMPLETE</td>
<td>Asbestos-containing building and insulating materials are present, but environmental condition is unknown. Phase I &amp; II ESA, BIA, ACM, LRP, DCP. Treated by SiE. Hazardous Substance. Community Revitalization.</td>
<td></td>
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</tr>
<tr>
<td>West Saginaw Dry Cleaner</td>
<td></td>
<td>COMPLETE</td>
<td>Formerly One-Hour Martinizing dry cleaner; dry cleaning fluid used during assessment of adjacent parcel. Phase I ESA. PM. Hazardous Substance. Community Revitalization.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Eaton Clothing &amp; Furniture Center</td>
<td></td>
<td>COMPLETE</td>
<td>Former automotive parts store, furniture store and car dealership; Environmental condition unknown, possible petroleum and/or asbestos materials. Phase I &amp; II ESA. Treated by Hazardous Substance. Community Revitalization.</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>East Oakland Renovation</td>
<td></td>
<td>COMPLETE</td>
<td>Former auto repair shop - underground heating coil located in a portion of the building, which may contain hydraulic oil reservoirs. Phase I &amp; II ESA, BIA/DCP Reporting. Treated by Petroleum. Community Revitalization.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Expansion</td>
<td>Description</td>
<td>Status</td>
<td>Phase I &amp; II ESA</td>
<td>Trilene</td>
<td>Hazardous Substance</td>
<td>Advanced Manufacturing</td>
<td></td>
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<td>-----------------------------------</td>
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</tr>
<tr>
<td>Hacks Key Shop Expansion</td>
<td>Hacks Key Shop is in a position to expand their business. This building will provide the space to house the different divisions that will be created, including commercial doors and aluminum extrusions, while also providing additional space for inventory and a new showroom. Company has planned $100,000 in buildout, and plans to create 6 jobs while retaining 10.</td>
<td>COMPLETE</td>
<td>Phase I &amp; II ESA/FNP/CP/CP Report</td>
<td>Trilene</td>
<td>Hazardous Substance</td>
<td>Advanced Manufacturing</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Active and Complete Projects by Area</th>
<th></th>
<th></th>
<th>Work Key</th>
<th>Environmental Site Assessment</th>
<th>Baseline Environmental Assessment</th>
<th>ExxonMobil Plan</th>
<th>Lead-based Paint Survey</th>
<th>Asbestos Containing Materials Survey</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Lansing</td>
<td>1-6</td>
<td>1-6</td>
<td>Environmental Site Assessment</td>
<td>EIA</td>
<td>ExxonMobil Plan</td>
<td>Lead-based Paint Survey</td>
<td>Asbestos Containing Materials Survey</td>
<td>ACM</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>2</td>
<td>2</td>
<td>Baseline Environmental Assessment</td>
<td>RELA</td>
<td>ExxonMobil Plan</td>
<td>Lead-based Paint Survey</td>
<td>Asbestos Containing Materials Survey</td>
<td>ACM</td>
</tr>
<tr>
<td>Ingham County (other than Lansing)</td>
<td>7, Delhi Township (3), Lansing Township, Leslie (1), Mason (3), Meridian Township (2)</td>
<td>7, Delhi Township (3), Lansing Township, Leslie (1), Mason (3), Meridian Township (2)</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
</tr>
<tr>
<td>Eaton County</td>
<td>1-2, Beverly (1), Charlotte (1), Delta Township (1), Eaton (2)</td>
<td>1-2, Beverly (1), Charlotte (1), Delta Township (1), Eaton (2)</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
</tr>
<tr>
<td>Clinton County</td>
<td>2, St. Johns (1), Odelke (1)</td>
<td>2, St. Johns (1), Odelke (1)</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
</tr>
<tr>
<td>Coalition</td>
<td>99 Total Projects</td>
<td>99 Total Projects</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
<td>ExxonMobil Plan</td>
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Agenda Item 12a

Introduced by the County Services and Finance Committees of the:

IIGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING INGHAM COUNTY’S PARTICIPATION IN THE LANSING REGIONAL BROWNFIELD COALITION FOR THE PURPOSE OF SUBMITTING AN APPLICATION TO THE UNITED STATES ENVIRONMENTAL PROTECTION AGENCY FOR A BROWNFIELD ASSESSMENT GRANT

WHEREAS, the Ingham County Board of Commissioners has established a Brownfield Redevelopment Authority whose charge is to support the cleanup and redevelopment of environmentally contaminated and previously used development sites that promote Economic Development in Ingham County; and

WHEREAS, the Ingham County Board of Commissioners and the Ingham County Brownfield Redevelopment Authority have determined a need to continue to identify, assess and implement the cleanup and redevelopment or reuse of brownfield sites in our region in order to encourage economic development; and

WHEREAS, the cleanup and revitalization of brownfield sites can provide many other community benefits including protection of public health and environment, neighborhood improvements, opportunities for creation of parks and community spaces and elimination of blight and dangerous structures; and

WHEREAS, Ingham County faces the challenge of many brownfield sites throughout the community such as former industrial sites, closed gas stations, dumps and other contaminated properties; and

WHEREAS, the Lansing region, which includes the City of Lansing, the City of East Lansing, Clinton County, Eaton County, and Ingham County, seeks to collaborate to revitalize brownfield sites and secure more resources for redevelopment of these sites for both the individual communities and the broader region; and

WHEREAS, these five local governments desire together to form the Lansing Regional Brownfield Coalition (Coalition); and

WHEREAS, the Lansing Economic Area Partnership (LEAP), a non-profit economic development entity with members that include Ingham County and the other governmental entities who will be part of the Coalition, will seek, administer and implement new funding to support the Coalition and its local government participants; and

WHEREAS, the U.S. Environmental Protection Agency (EPA) is now soliciting applications for grants in its Brownfield Assessment program and allows for coalitions to seek funding in the amount of $600,000 to be used for assessment and reuse planning of brownfield sites.

THEREFORE BE IT RESOLVED, that Ingham County is a collaborative partner in the Lansing Regional Brownfield Coalition and supports the development and submission of an application to the Environmental Protection Agency Brownfield Assessment Grant Program in the amount of $600,000 by LEAP on behalf of the Lansing Regional Brownfield Coalition.

BE IT FURTHER RESOLVED, that Ingham County designates the Economic Development Coordinator to work in collaboration with LEAP and the other Coalition members on the development, submission and implementation of an EPA Brownfield Assessment Grant.
TO: Board of Commissioners County Services and Finance Committee

FROM: Sandra Gower, Economic Development Coordinator

DATE: November 21, 2016

SUBJECT: Elevation at Okemos Pointe Brownfield Plan

BACKGROUND
The Ingham County Brownfield Redevelopment Authority (ICBRA) at its meeting on October 14, 2016 approved a Brownfield Redevelopment Plan for the Elevation at Okemos Pointe in Meridian Charter Township. The project is being developed by Okemos Pointe LLC northwest of the intersection of Jolly Road and Jolly Oak Road. The Plan contemplates redevelopment on 6 eligible parcels totally approximately 37.29 acres. This property was first developed in 1963 and has been substantially underutilized since 1999. This project is an estimated $67.3 million mixed-use project. Phase I is $30.4 million and includes 166 apartment units and 6,214 gross square feet of commercial space. Phases II and III are $36.9 million and consists of 232 additional apartments and the renovation of an existing 20,000 gross square feet metal structure into a community market and food innovation district with community function space. Once completed it is expected to create approximately 200 new full time jobs. Phase I is expected to be completed by the end of 2017 and Phases II & III by the end of 2020.

The Plan includes a 25% pass through of taxes during each year of the capture period. Each taxing jurisdiction will receive 25% of the taxes created by the increment. 75% will be used to reimburse the developer. Table 3 on Page 17 of the Plan shows this breakdown.

Meridian Charter Township held a public hearing on October 18, 2016 and approved the Plan with some modifications at its November 1, 2016 meeting. The modifications approved by the Township are as follows:

- The plan is capped at $3,891,103. The developer’s eligible costs shall not exceed $3,504,759; the maximum capture into the County BRA Local Site Remediation Revolving Fund (LSRRF) shall be $86,344 and developer provided interest shall not exceed $300,000. If, however, the actual cost of eligible activities turns out to be lower than above estimates, developer reimbursement and LSRRF shall also be lower.
- The addition of “Section XX Tax Valuation and Payment of Tax Increment Revenue Shortfall” to the reimbursement agreement between the County and the Developer. (See attached).
- In April 2015 the Board adopted Resolution #15-115 creating the Ingham County Local Site Remediation Revolving Fund. This is the first Brownfield Plan to be considered since creation of the LSRRF. The ICBRA originally requested a contribution of 5% or $187,091 into the fund. The Township objected to that amount and reduced it to 2.5% or $86,344.

The ICBRA was scheduled to meet on November 18, 2016. However, there was no quorum so no action could be taken. The Board members present had an informal discussion on the changes adopted by Meridian Township. Some concern was expressed about the reduction to the LSRRF. However, the members present did not want to see the project not go forward over that reduction. They were in agreement with the other changes. The Section XX clause was reviewed by County Attorney Tim Perrone and found to be acceptable to add to our reimbursement agreement.
**ALTERNATIVES**
If the plan is not approved the Developer has indicated the project will not go forward. The Board may make revisions to the plan. If any changes are made to the plan it will need to go back to the Township for its concurrence.

**FINANCIAL IMPACT**
Table 3 on Page 17 of the plan shows the impact of the Plan on the taxing jurisdictions. For the duration of the plan, the County will continue to receive the current base taxes on these properties. In addition the County will receive an additional $548,657 on the incremental taxes. $1,140,772 of the incremental taxes will be used to reimburse the developer for eligible expenses. If the plan is not approved and the development does not take place there would be no increase in taxes from this property.

**OTHER CONSIDERATIONS**
The Board is permitted to approve Brownfield Redevelopment Plans per PA 381 of 1996 as amended. The purpose of the Brownfield Tax Increment Financing plan is to make it financially feasible to redevelop old, contaminated sites and get them back to productive use. The Board in Resolution #15-115 authorized the LSRRF.

**RECOMMENDATIONS**
Based on the information presented, I respectfully recommend approval of the attached resolution to approve the Brownfield Plan for the Elevation at Okemos Pointe.
WHEREAS, the Ingham County Board of Commissioners created the Ingham County Brownfield Redevelopment Authority (ICBRA) in September 2001 (Resolution #01-279) pursuant to PA 381 of 1996, as amended (the ACT) in order to promote the redevelopment of environmentally distressed, functionally obsolete, and/or blighted areas of the County; and

WHEREAS, the ICBRA met on October 14, 2016 and recommended approval of a brownfield plan for the Elevation at Okemos Pointe (the PLAN) to redevelop deteriorating and contaminated properties in Meridian Charter Township (the TOWNSHIP) with tax ID Numbers: #33-02-02-33-376-010 (portion); #33-02-02-33-353-015 (portion); #33-02-02-33-329-002 (portion); #33-02-02-33-376-011; #33-02-02-33-376-012; #33-02-02-33-329-100 (portion) containing approximately 37.29 acres into a mixed use development with residential and commercial components which will increase the County’s taxable value while creating approximately 200 new full time jobs; and

WHEREAS, the PLAN includes a Tax Increment Financing Plan to allow for the capture of taxes to reimburse for eligible expenses as described in the PLAN; and

WHEREAS, the PLAN constitutes a public purpose under the ACT; and

WHEREAS, the proposed PLAN meets the requirements for a Brownfield Plan as established in Section 13 of the ACT; and

WHEREAS, the TOWNSHIP held a public hearing on the PLAN at its meeting on October 18, 2016 and subsequently approved the PLAN at its meeting on November 1, 2016; and

WHEREAS, the Developer has agreed to add Section XX “Tax Valuation and Payment of Tax Increment Revenue Shortfall” in the Development Reimbursement Agreement between the Developer and ICBRA for the capture and repayment of tax increment revenues towards eligible Brownfield Plan costs related to the shortfall in the event of a tax appeal; and

WHEREAS, the proposed Brownfield Plan is capped at $3,891,103, of which the projected costs of developer eligible activities (including contingency) shall not exceed $3,504,759; the maximum capture into the ICBRA Local Site Remediation and Revolving Fund (LSRRF) shall be $86,344, and; developer provided interest shall not exceed $300,000. However if the actual costs of eligible activities turns out to be lower than the above estimates developer reimbursement (including contingency and interest) and LSRRF capture shall be lower; and
WHEREAS, the taxing jurisdictions that will be affected by this PLAN have been duly notified about the fiscal and economic implications of the proposed Tax Increment Financing Plan in accordance with the ACT.

THEREFORE BE IT RESOLVED, that after review and consideration of the Brownfield Plan for the Elevation at Okemos Pointe and recommendation and approval of the PLAN by Meridian Charter Township, the Ingham County Board of Commissioners desires to proceed with approval of the PLAN.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners, pursuant to the authority granted by the ACT does hereby approve the Brownfield Plan for the Elevation at Okemos Pointe in the form attached as Exhibit A as revised on November 1, 2016 and authorizes the Chair to sign all agreements needed to implement the PLAN.
ELEVATION AT OKEMOS POINTE

2360 Jolly Road (portion) – Tax ID #33-02-02-33-376-010;
2398 Jolly Road (portion) – Tax ID #33-02-02-33-353-015;
2350 Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-002;
2360 Jolly Oak Road – Tax ID #33-02-02-33-376-011;
2362 Jolly Oak Road – Tax ID #33-02-02-33-376-012; and
Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-100
Okemos, Meridian Charter Township, Michigan

Brownfield Plan

Revised November 1, 2016

Prepared with assistance from:
ADVANCED REDEVELOPMENT SOLUTIONS
PO Box 204
Eagle, MI 48822
Contact: Eric P. Helzer, EDFP
Phone: (517) 648-2434

Ingham County Brownfield Redevelopment Authority
Contact: Sandra Gower, Director
Phone: (517) 676-7285

Approved by the Ingham County Brownfield Redevelopment Authority – 10/14/2016
Approved by the Meridian Charter Township Board of Trustees – 11/01/2016
Approved by the Ingham County Board of Commissioners – TBD/TBD/2016
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Exhibits

A. Legal Description and Eligible Property Boundary Map

B. Basis of Brownfield Eligibility Supportive Environmental and Non-Environmental Information

C. Table 4 – Tax Increment Financing Estimates
PROJECT SUMMARY SHEET: BROWNFIELD PLAN – ELEVATION AT OKEMOS POINTE

Project Name: Elevation at Okemos Pointe

Applicant/Developer: Okemos Pointe, LLC
Contact: Will Randle
Mailing Address: 2422 Jolly Road, Suite 200, Okemos, MI 48864
Phone: (517) 580-2550

Eligible Property Location: The eligible Property consists of six (6) parcels located at:
- 2360 Jolly Road (portion) – Tax ID #33-02-02-33-376-010;
- 2398 Jolly Road (portion) – Tax ID #33-02-02-33-353-015;
- 2350 Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-002;
- 2360 Jolly Oak Road – Tax ID #33-02-02-33-376-011;
- 2362 Jolly Oak Road – Tax ID #33-02-02-33-376-012; and
- Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-100
Okemos, Meridian Charter Township, Michigan.

Property Size: Approximately 37.29 acres

Type of Eligible Property: Facility (Contaminated)

Project Description: Elevation at Okemos Pointe Project

This Brownfield Plan (the "Plan") anticipates significant future investments by Okemos Pointe, LLC. Okemos Pointe, LLC, is a single purpose entity for the proposed Project. They are an Okemos-based development company whose members are exceptional real estate developers of residential, commercial and mixed-use developments in Mid-Michigan and have facilitated development and managed company operations in California, Hawaii, Arizona, New Mexico, Colorado, the Caribbean and Australia. This Plan contemplates redevelopment upon all six (6) Eligible Properties located northwest of the intersection of Jolly Road and Jolly Oak Road which was first developed in 1963 and has been substantially underutilized since 1999 (17 years).

Elevation at Okemos Pointe (the "Project") is an estimated $67.3 million (including land) mixed-use redevelopment project. Phase I is $30.4 million which includes 166 apartment units (236 beds) and 6,214 gross square feet of commercial space. The projected cost for Phases II & III is $36.9 million and consists of 232 additional apartment units (352 beds) and the renovation of an existing 20,000 gross square feet metal structure into a community market and food innovation district with community function space. Apartments and commercial space will span 441,549 gross square feet over 37.29 acres on the Eligible Property. The development is ideally suited near shopping center with highway access to I-96 located within one mile of the site. This redevelopment will be ideal for those working in the Greater Lansing Area.

Once complete, approximately 200 new full time jobs will be created as a result of the residential and commercial spaces including community market and food innovation district with community
function space. The applicant will also be working with MSU to spin businesses off to other brick and mortar sites in the community, this will provide a network of small business entrepreneurship for the region fostering new types of opportunities in employment and ownership.

Added Project features include pocket parks, public seating plaza, pavilion, fishing pier, public art, underground utilities, wetland preservation areas, outdoor seasonal sales area, uncovered and covered bike parking/storage and local township path/trail system connecting to the regional path/trail system.

Construction is scheduled to begin this fall 2016 on Brownfield eligible activities to position Phase I of the Project for completion by end of 2017 and completion of Phases II & III by the end of 2020. The Project cannot occur without support toward eligible Brownfield activities and costs through tax increment financing available under the Brownfield Redevelopment Financing Act (Public Act 381 of 1996), which is the subject of this Plan.

**Estimate Job Creation:** Approximately 200 new full time jobs will be created upon completion of the Project.

**Eligible Activities and Eligible Costs:**

$3,804,759 of eligible activity costs made up of: Baseline Environmental Assessment Activities, Due Care Activities, Additional Response Activities, Demolition Activities, Lead and Asbestos Abatement Activities, Brownfield Plan & Work Plan Preparation (including Ingham County Brownfield Redevelopment Authority {"ICBRA" or "Authority"} Application Fees), Contingency and Interest. $3,891,103 in total capture with adding the capture for Authority Local Site Remediation Revolving Fund ("LSRRF").
<table>
<thead>
<tr>
<th>Eligible Activities</th>
<th>Eligible Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline Environmental Assessment (BEA) Activities</td>
<td>$ 49,550</td>
</tr>
<tr>
<td>Due Care Activities</td>
<td>$ 392,345</td>
</tr>
<tr>
<td>Additional Response Activities</td>
<td>$ 1,673,400</td>
</tr>
<tr>
<td>Demolition Activities</td>
<td>$ 1,017,712</td>
</tr>
<tr>
<td>Lead and Asbestos Abatement Activities</td>
<td>$ 120,752</td>
</tr>
<tr>
<td>Brownfield Plan &amp; Work Plan Preparation (and application fees, if any)</td>
<td>$ 51,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$ 3,304,759</strong></td>
</tr>
<tr>
<td>Contingency</td>
<td>$ 200,000</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td><strong>$ 3,504,759</strong></td>
</tr>
<tr>
<td>Interest</td>
<td>$ 300,000</td>
</tr>
<tr>
<td><strong>Subtotal (to Developer)</strong></td>
<td><strong>$ 3,804,759</strong></td>
</tr>
<tr>
<td>Authority Administration</td>
<td>$ -</td>
</tr>
<tr>
<td>Authority LSRRF</td>
<td>$ 86,344</td>
</tr>
<tr>
<td>State of Michigan Brownfield Redevelopment Fund</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Subtotal (to Others)</strong></td>
<td><strong>$ 86,344</strong></td>
</tr>
<tr>
<td><strong>GRAND TOTAL</strong></td>
<td><strong>$ 3,891,103</strong></td>
</tr>
</tbody>
</table>

Duration of Plan Capture: 11 years (2018 through 2028), total estimated Plan capture duration for reimbursement of Eligible Activities and LSRRF deposits.

Base Year of Plan: 2016

First Year of Plan Capture: 2018

**Property Tax Summary (for life of Plan through 2028):**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Taxes Paid by Developer</td>
<td>$ 1,016,621</td>
</tr>
<tr>
<td>New / Incremental Taxes Paid by Developer</td>
<td>$ 11,126,186</td>
</tr>
<tr>
<td><strong>Total Property Taxes Paid</strong></td>
<td><strong>$ 12,142,807</strong></td>
</tr>
</tbody>
</table>

**Distribution of Property Taxes Paid Summary (for life of Plan through 2028):**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Base Taxes Paid to Meridian Township</td>
<td>$ 123,150</td>
</tr>
<tr>
<td>Base Taxes Paid to Other Taxing Jurisdictions</td>
<td>$ 893,471</td>
</tr>
<tr>
<td>New / Incremental Taxes Paid Gain (not captured) to Meridian Township</td>
<td>$ 460,911</td>
</tr>
<tr>
<td>New / Incremental Taxes Paid Gain (not captured) to Other Taxing Jurisdictions</td>
<td>$ 6,774,172</td>
</tr>
<tr>
<td>New / Incremental Taxes Paid to Developer Eligible Activity Costs</td>
<td>$ 3,804,759</td>
</tr>
<tr>
<td>New / Incremental Taxes Paid to Authority LSRRF</td>
<td>$ 86,344</td>
</tr>
<tr>
<td><strong>Total Property Tax Distribution</strong></td>
<td><strong>$ 12,142,807</strong></td>
</tr>
</tbody>
</table>
INTRODUCTION

The Ingham County Brownfield Redevelopment Authority ("ICBRA" or "Authority"), duly established by resolution of the Ingham County Board of Commissioners, pursuant to the Brownfield Redevelopment Financing Act, Michigan Public Act 381 of 1996, MCLA 125.2651 et. seq., as amended ("Act 381"), is authorized to exercise its powers within the County of Ingham, Michigan.

The purpose of this Brownfield Plan (the "Plan" and/or "Amendment"), as amended is to be implemented by the Authority, is to satisfy the requirements of Act 381 for including the eligible property described below in the Authority Brownfield Plan (the "Plan"). This Plan promotes the redevelopment of and investment in certain "Brownfield" properties within the County, to accomplish cleanup of environmental contamination, and to redevelop blighted, historic and functionally obsolete property. Inclusion of Property within this Plan, as amended will facilitate financing of eligible activities at eligible properties, and will also provide tax incentives to eligible taxpayers willing to invest in revitalization of eligible sites, commonly referred to as "Brownfields." By facilitating redevelopment of Brownfield properties, this Plan, as amended is intended to promote economic growth for the benefit of the residents of the County and all taxing units located within and benefited by the Authority.

The identification or designation of a developer or proposed use for the Eligible Property that is the subject of this Plan shall not be integral to the effectiveness or validity of this Plan. This Plan is intended to apply to the Eligible Property identified in this Plan and, if tax increment revenues are proposed to be captured from that Eligible Property, to identify and authorize the eligible activities to be funded by such tax increment revenues. Any change in the proposed developer or proposed use of the Eligible Property shall not necessitate an amendment to this Plan, affect the application of this Plan to the Eligible Property, or impair the rights available to the Authority under this Plan.

This Plan is intended to be a living document, which may be modified or amended in accordance with the requirements of Act 381, as necessary to achieve the purposes of Act 381. The applicable sections of Act 381 are noted throughout the Plan for reference purposes.

This Plan contains information required by Section 13(1) of Act 381.
1. DESCRIPTION OF THE ELIGIBLE PROPERTY (SECTION 13(1)(H))
The Eligible Property ("Property") consists of all or portion of six parcels located northwest of the intersection of Jolly Road and Jolly Oak Road, Okemos, Meridian Township, Ingham County, Michigan. The Property contains approximately 37.29 acres.

The Property is located in an area of the Meridian Charter Township ("Township") that is characterized by commercial, multi-tenant residential, and recreational properties. A county drain is located on the western and central portions of the Property, which leads to a retention pond located in the northern portion, and the Property is abutted by surface roadways, municipal water, sanitary and storm sewer services, electrical and gas utilities to the south.

The Eligible Property parcels are summarized in the below table. See Exhibit A. Legal Descriptions and Eligible Property Boundary Map. Please note that the Eligible Property in the table below identifies four parcels with a portion of that Tax ID number being included as Eligible Property. As such, the Legal Descriptions and Eligible Property Boundary Map in Exhibit A shall govern as the Eligible Property in this Plan.

<table>
<thead>
<tr>
<th>Eligible Property</th>
<th>Address</th>
<th>Tax ID</th>
<th>Basis of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2360 Jolly Road (portion)</td>
<td>33-02-02-33-376-010</td>
<td>Adjacent or Contiguous to Facility Property</td>
<td></td>
</tr>
<tr>
<td>2398 Jolly Road (portion)</td>
<td>33-02-02-33-353-015</td>
<td>Facility</td>
<td></td>
</tr>
<tr>
<td>2350 Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-002</td>
<td>Facility</td>
<td></td>
</tr>
<tr>
<td>2360 Jolly Oak Road</td>
<td>33-02-02-33-376-011</td>
<td>Facility</td>
<td></td>
</tr>
<tr>
<td>2362 Jolly Oak Road</td>
<td>33-02-02-33-376-012</td>
<td>Facility</td>
<td></td>
</tr>
<tr>
<td>Unaddressed parcel on Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-100</td>
<td>Adjacent or Contiguous to Facility Property</td>
<td></td>
</tr>
</tbody>
</table>

The Property consists of six parcels of land. Four of the six parcels are a "facility" as defined by Part 201 of Michigan’s Natural Resources and Environmental Protection Act (P.A. 451, as amended). In accordance with Act 381, the remaining two parcels included in this Plan is adjacent or contiguous to the facility-designated properties and is estimated to increase the captured taxable value of the facility-designated parcels. The parcels are located within the boundaries of Meridian Charter Township, Michigan.

As of June 2016 the Property is a Mixed Use Planned Unit Development (MUPUD) that was conditionally zoned Community Service (C-2) Commercial, with a voluntary offer of a condition limiting development to a mixed use planned unit development with restriction of no more than 18 dwelling units per acre as allowed under the density bonus provisions in the mixed use planned unit ordinance. The C-2 zoning district allows for a mixed use planned unit development. Mixture of uses proposed on Property is adequately served by essential public facilities and services, such as police, fire, stormwater drainage, existing roadways, public water, and sanitary sewer. Property was formerly zoned Industrial, Commercial, Residential, Professional and Office and currently contains two industrial/commercial buildings, a tire storage building, and a storage shed. Exterior portions of the Property currently include on the southern portion paved parking and landscaped areas while the eastern and northern portions are grass-covered and wooded land. A county drain is located on the western and central portions of the Property, which leads to a retention pond located in the northern portion.
The Project proposes to redevelop an underutilized property into a contemporary multi-use development. The redevelopment integrates design elements, environmental response activities, and economic development to further goals of the Meridian Charter Township, Ingham County ("IC"), the Michigan Department of Environmental Quality ("MDEQ") and the Michigan Economic Development Corporation ("MEDC"). It will result in: (1) the community and municipal benefits of increased property taxes on the Property; (2) due care and additional response activities that will address the contamination on the Property, reducing the threat to human health and the environment; and (3) a substantial improvement to the appearance and aesthetics of the Property which will assist in increasing the property values of the neighboring community. The overall redevelopment of this site will include lead and asbestos abatement, building demolition and site demolition of the wide-spread fill and debris found across most of the Property, environmental due care and additional response activities, and redevelopment into a mixed-use development project. The applicant has a strong desire to put this Property back to productive use and drastically improve the aesthetics of the area.

The parcel and all tangible real and personal property located thereon will comprise the Eligible Property and is referred to herein as the “Property.” Incremental tax revenues resulting from new personal property will be captured if available. Any such funds will be used to reimburse the Authority and Developer for eligible activities, to the extent authorized by this Plan, and an executed reimbursement agreement between the Developer and the Authority.
2. BASIS OF ELIGIBILITY (SECTION 13 (1)(H), SECTION 2 (M)), SECTION 2(R)

The Property is considered “eligible property” as defined by Act 381, Section 2 because (a) the Property was previously utilized or is currently utilized for a commercial or industrial purpose; (b) four of the six parcels comprised by the Property have been determined to be a “facility”; (c) includes parcels that are adjacent or contiguous to that Property because the development of the adjacent and contiguous parcels is estimated to increase the captured taxable value of that property; and, (d) the Property is in Meridian Charter Township, which is not a qualified local governmental unit.

<table>
<thead>
<tr>
<th>Address</th>
<th>Tax ID</th>
<th>Basis of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2360 Jolly Road (portion)</td>
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<td>Adjacent or Contiguous to Facility Property</td>
</tr>
<tr>
<td>2398 Jolly Road (portion)</td>
<td>33-02-02-33-353-015</td>
<td>Facility</td>
</tr>
<tr>
<td>2356 Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-002</td>
<td>Facility</td>
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<tr>
<td>2360 Jolly Oak Road</td>
<td>33-02-02-33-376-011</td>
<td>Facility</td>
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<tr>
<td>2362 Jolly Oak Road</td>
<td>33-02-02-33-376-012</td>
<td>Facility</td>
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<tr>
<td>Unaddressed parcel on Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-100</td>
<td>Adjacent or Contiguous to Facility Property</td>
</tr>
</tbody>
</table>

Exhibit B includes an overview of the environmental conditions on the Property as it is related to its basis of eligibility and inclusion in the Plan. As Eligible Property, the Property is eligible for redevelopment incentives from the Authority.

3. SUMMARY OF ELIGIBLE ACTIVITIES AND DESCRIPTION OF COSTS (SECTION 13 (1)(A),(B))

The “eligible activities” that are intended to be carried out at the Property are considered “eligible activities” as defined by Sec 2 of Act 381, because they include Baseline Environmental Activities (BEA) (Phase I ESA, Phase II ESA, and BEA), due care activities, additional response activities, lead & asbestos survey and abatement, demolition, and preparation of Brownfield Plan & Act 381 Work Plan. Exhibit B includes an overview of the Brownfield eligible activities that are contemplated for the Property.

A summary of the eligible activities and the estimated cost of each eligible activity intended to be paid for with Tax Increment Revenues from the Property are shown in the following tables (Tables 1a and 1b).

The Eligible Activities projected in this Plan may switch categories if site or environmental conditions change. If conditions change, an eligible activity may fall under a different category (such as an Environmental or Non-Environmental eligible activity) so long as the Plan does not involve the capture of State School Tax Increment Revenue (i.e., an Act 381 Work Plan). Local-only Tax Capture Plans can adjust between Environmental and Non-Environmental activity categories. Furthermore, for the eligible activities identified in the Plan, the costs of any activities may be adjusted after the date the Plan is approved by the Authority, so long as the costs do not exceed the combined total of all eligible activity costs (combined Environmental and Non-Environmental costs) plus a pro-rata contingency amount (but excluding the interest amount), to the extent that the adjustments do not violate the terms of
any approved documents, such as a Development Reimbursement Agreement, or Public Act 381 of 1996, as amended.

The Developer desires to be reimbursed for the costs of eligible activities. Tax increment revenue generated by the Property will be captured by the Authority and used to reimburse the cost of the eligible activities completed on the Property. Amendments to Act 381 that were signed into law on December 28, 2012 allow local units of government to approve reimbursement of eligible activities with tax increment revenues attributable to local taxes on any eligible activities conducted on eligible property or prospective eligible properties prior to approval of the Plan, if those costs and the eligible property are subsequently included in an approved Plan. In the event that eligible activities are performed prior to Plan approval, approved eligible activity costs will be reimbursable in accordance with Act 381.

In accordance with this Plan and the associated Development Reimbursement Agreement (the “Agreement”) with the Authority, the amount advanced by the Developer will be repaid by the Authority, together with interest at the rate set at 2.5% simple interest (capped at $300,000), solely from the tax increment revenues realized from the Eligible Property. However, if the actual cost of eligible activities turns out to be lower than the estimates, interest reimbursement may be lower than the capped amount, subject to the 2.5% simple interest calculation.

Year 1 through Year 9 of the Plan’s captured tax increment revenues are exclusively for Developer reimbursement. Starting in Year 10, captured tax increment revenues will first be used for Developer reimbursement then to Authority LSRRF deposits. Remaining Authority LSRRF deposits are all made in Year 11 as described in the tables of the Plan. No state school tax capture was assumed to reimburse eligible activity costs in this Plan. The eligible activities identified in the Plan are as a local-only tax capture cost by the Authority, together with the interest rate provided above.

The costs listed in the tables are estimated costs and may increase or decrease depending on the nature and extent of the actual conditions encountered on the Property. The actual cost of those eligible activities encompassed by this Plan that will qualify for reimbursement from tax increment revenues of the Authority from the Property shall be governed by the terms of the Agreement. No costs of eligible activities will be qualified for reimbursement except to the extent permitted in accordance with the terms and conditions of the Agreement.
<table>
<thead>
<tr>
<th>Itemized Eligible Activities</th>
<th>Eligible Activity Amount Supported in Brownfield Plan</th>
<th>Local Tax Capture (100%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Baseline Environmental Assessment (BEA) Activities</td>
<td>$49,550</td>
<td>$49,550</td>
</tr>
<tr>
<td>Due Care Activities</td>
<td>$392,345</td>
<td>$392,345</td>
</tr>
<tr>
<td>Additional Response Activities</td>
<td>$1,673,400</td>
<td>$1,673,400</td>
</tr>
<tr>
<td><strong>Totals: Environmental</strong></td>
<td><strong>$2,115,295</strong></td>
<td><strong>$2,115,295</strong></td>
</tr>
<tr>
<td>Demolition Activities</td>
<td>$1,017,712</td>
<td>$1,017,712</td>
</tr>
<tr>
<td>Lead and Asbestos Abatement Activities</td>
<td>$120,752</td>
<td>$120,752</td>
</tr>
<tr>
<td><strong>Totals: Non Environmental</strong></td>
<td><strong>$1,138,464</strong></td>
<td><strong>$1,138,464</strong></td>
</tr>
<tr>
<td>Contingency Environmental (up to 15% but capped)*</td>
<td>$130,022</td>
<td>$130,022</td>
</tr>
<tr>
<td>Contingency Non-Environmental (up to 15% but capped)*</td>
<td>$69,978</td>
<td>$69,978</td>
</tr>
<tr>
<td>Interest (2.50% but capped at $300,000)</td>
<td>$300,000</td>
<td>$300,000</td>
</tr>
<tr>
<td><strong>Sub Total (EAs + Contingencies + Interest)</strong></td>
<td><strong>$3,753,759</strong></td>
<td><strong>$3,753,759</strong></td>
</tr>
<tr>
<td>Brownfield Plan</td>
<td>$48,500</td>
<td>$48,500</td>
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<tr>
<td>Local Application Fees</td>
<td>$2,500</td>
<td>$2,500</td>
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<tr>
<td><strong>Totals: Administrative (Brownfield Plan + Work Plan + Application Fees)</strong></td>
<td><strong>$51,000</strong></td>
<td><strong>$51,000</strong></td>
</tr>
<tr>
<td><strong>Sub Total (EAs + Contingencies + Interest + Administrative)</strong></td>
<td><strong>$3,804,759</strong></td>
<td><strong>$3,804,759</strong></td>
</tr>
<tr>
<td>Brownfield Redevelopment Authority (BRA) Administration</td>
<td>-</td>
<td>$-</td>
</tr>
<tr>
<td>BRA Local Site Remediation Revolving Fund (LSRRF) (2.50%)</td>
<td>$86,344</td>
<td>$86,344</td>
</tr>
<tr>
<td>State of Michigan Brownfield Redevelopment Fund (MBRF)</td>
<td>-</td>
<td>$-</td>
</tr>
<tr>
<td><strong>Totals: BRA and MBRF</strong></td>
<td><strong>$86,344</strong></td>
<td><strong>$86,344</strong></td>
</tr>
<tr>
<td><strong>Grand Total</strong></td>
<td><strong>$3,891,103</strong></td>
<td><strong>$3,891,103</strong></td>
</tr>
</tbody>
</table>

* Combined Contingency (Environmental and Non-Environmental) capped at $200,000.
<table>
<thead>
<tr>
<th>Table 1b - Summary of Eligible Activities</th>
<th>Eligible Activity (Amount Supported in Brownfield Plan)</th>
<th>Number of Years to Reimburse EA Amount</th>
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</thead>
<tbody>
<tr>
<td>Total Local Taxes to Developer Eligible Activities, Contingency and Interest</td>
<td>$3,804,759</td>
<td>10</td>
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<tr>
<td>Total Local Taxes to BRA Eligible Activities, Contingency and Interest</td>
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<td>-</td>
</tr>
<tr>
<td><strong>Total Local Tax Capture Eligible Activities, Contingency and Interest</strong></td>
<td>$3,804,759</td>
<td>-</td>
</tr>
<tr>
<td>Total Local Taxes to BRA Administration</td>
<td>$ -</td>
<td>-</td>
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<tr>
<td>Total Local Taxes to Local Site Remediation Revolving Fund (LSRRF)</td>
<td>$86,344</td>
<td>1</td>
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<tr>
<td><strong>Total Local Taxes to BRA</strong></td>
<td>$86,344</td>
<td>-</td>
</tr>
<tr>
<td>Total School Taxes to Developer Eligible Activities and Interest</td>
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<td>-</td>
</tr>
<tr>
<td>Total School Taxes to BRA Eligible Activities and Interest</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td>Total School Taxes to State of Michigan Brownfield Redevelopment Fund (MBRF)</td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total School Tax Capture Eligible Activities</strong></td>
<td>$ -</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Capture by BRA</strong></td>
<td>$86,344</td>
<td>11</td>
</tr>
<tr>
<td><strong>Total Capture by Developer</strong></td>
<td>$3,804,759</td>
<td>-</td>
</tr>
<tr>
<td><strong>Total Capture by State of Michigan Brownfield Redevelopment Fund (MBRF)</strong></td>
<td>$ -</td>
<td>-</td>
</tr>
</tbody>
</table>

### 4. CAPTURED TAXABLE VALUE AND TAX INCREMENT REVENUES (SECTION 13(1)(C))

This Plan anticipates the capture of tax increment revenues to reimburse the Developer for the costs of eligible activities under this Plan in accordance with the Agreement. The initial taxable value (base year) of the Property shall be determined by the use of tax year 2016 tax values. Tax increment revenue capture will begin when tax increment is generated by redevelopment on the Property; this is expected to begin in 2018 (first year of capture). Estimates project that the Authority is expected to capture the tax increment revenues from 2018 through 2028 which will be generated by the increase in taxable value. The following table provides a summary of the captured incremental taxable values and tax increment.
revenues captured which it will provide after completion of the redevelopment projects. In addition, detailed tables of estimated tax increment revenues to be captured is attached to this Plan as Exhibit C, Table 4 - Tax Increment Financing Estimates. Year 1 through Year 9 of the Plan’s captured tax increment revenues are exclusively for Developer reimbursement. Starting in Year 10, captured tax increment revenues will first be used for Developer reimbursement then to Authority LSRRF deposits. Remaining Authority LSRRF deposits are all made in Year 11 as described in the tables of the Plan.

The captured incremental taxable value and associated tax increment revenue will be based on the actual increased taxable value from all taxable improvements (both real and personal property) on the Property set through the property assessment process by the local unit of government and equalized by the County. The actual increased taxable value of the land and all future taxable improvements on the Property may vary. Furthermore, the amount of tax increment revenue available under this Plan will be based on the actual millage levied annually by each taxing jurisdiction on the increase in tax value resulting from the redevelopment Project that is eligible and approved for capture.

| Table 2 - Captured Incremental Taxable Values & Tax Increment Revenues Captured |
|-------------------------------------------------|-----------------|-----------------|
| Tax Year                                        | Captured Incremental Taxable Values | Tax Increment Revenues Captured |
| 2016 - Base Year                                | $                 | $                 |
| 2017                                            | $                 | $                 |
| 2018 - Start of Tax Capture                     | $ 7,171,404       | $ 180,291         |
| 2019                                            | $ 7,284,955       | $ 183,145         |
| 2020                                            | $ 7,400,210       | $ 186,043         |
| 2021                                            | $ 17,773,694      | $ 446,835         |
| 2022                                            | $ 18,046,280      | $ 453,688         |
| 2023                                            | $ 18,322,955      | $ 460,643         |
| 2024                                            | $ 18,603,780      | $ 467,703         |
| 2025                                            | $ 18,888,817      | $ 474,869         |
| 2026                                            | $ 19,178,130      | $ 482,143         |
| 2027                                            | $ 19,171,782      | $ 489,525         |
| 2028                                            | $ 19,769,840      | $ 497,018         |
| **Total**                                       | **$**             | **$ 4,321,903**   |
| Surplus revenue returned to the applicable Taxing Jurisdictions on a pro-rata basis | $ 430,800 |
| **Total Tax Increment Revenues Captured**       | **$ 3,891,103**   |
5. METHOD OF BROWNFIELD PLAN FINANCING (SECTION 13(1)(D))

Eligible activities are to be financed by the Developer. The Developer will be reimbursed for eligible costs as listed in Tables 1a and 1b above. The current estimated amount of capture used to reimburse the Developer and Authority for costs in this Plan is $3,804,759.

All reimbursements authorized under this Plan shall be governed by the Agreement. The Authority shall not incur any note or bonded indebtedness to finance the purposes of this Plan. The inclusion of eligible activities and estimates of costs to be reimbursed in this Plan is intended to authorize the Authority to fund such reimbursements and does not obligate the Authority or the Township to fund any reimbursement or to enter into the Agreement providing for the reimbursement of any costs for which tax increment revenues may be captured under this Plan, or which are permitted to be reimbursed under this Plan. The amount and source of any tax increment revenues that will be used for purposes authorized by this Plan, and the terms and conditions for such use and upon any reimbursement of the expenses permitted by the Plan, will be provided solely under the Agreement contemplated by this Plan.

The Authority anticipates collecting $2,500 in application costs under this Plan. In addition, the Authority anticipates depositing $86,344 of local captured taxes into its LSRRF under this Plan. LSRRF costs are reflective of the redevelopment Project being completed and all eligible activities are incurred as summarized in Table 1a.

6. AMOUNT OF NOTE OR BONDED INDEBTEDNESS INCURRED (SECTION 13(1)(E))

The Authority will not incur a note or bonded indebtedness for this Brownfield Project under this Plan.

7. DURATION OF THE BROWNFIELD PLAN AND EFFECTIVE DATE (SECTION 13(1)(F))

In no event shall the duration of the Plan exceed 35 years following the date of the resolution approving the Plan, nor shall the duration of the tax capture exceed the lesser of the period authorized under subsection (4) and (5) of Section 13 of Act 381 or 30 years. The Property will become a part of this Plan on the date this Plan is approved by the Ingham County Board of Commissioners ("ICBOC"). The date of tax capture shall commence during the year construction begins but no earlier than 2018 or the immediate following year—as increment revenue becomes available, but the beginning date of tax increment revenues capture shall not exceed five years beyond the date of the governing body resolution approving the Plan.

8. ESTIMATED IMPACT ON TAXING JURISDICTIONS (SECTION 13(1)(G), SECTION 2(EE))

The following table presents a summary of the impact to taxing jurisdictions (if the redevelopment Project is completed).
<table>
<thead>
<tr>
<th>Taxing Unit</th>
<th>Incremental Taxes Paid</th>
<th>Taxes Returned to Taxing Unit</th>
<th>Impact to Taxing Jurisdiction</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MERIDIAN CHARTER TOWNSHIP</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operating</td>
<td>$ 722,064</td>
<td>$ 234,497</td>
<td>$ 487,560</td>
</tr>
<tr>
<td>Parks/Recreation (2004)</td>
<td>$ 54,496</td>
<td>$ 17,608</td>
<td>$ 36,898</td>
</tr>
<tr>
<td>Pathways</td>
<td>$ 47,688</td>
<td>$ 15,487</td>
<td>$ 32,201</td>
</tr>
<tr>
<td>CAZA Redi Ride</td>
<td>$ 34,382</td>
<td>$ 11,166</td>
<td>$ 23,216</td>
</tr>
<tr>
<td>Fire Protection</td>
<td>$ 110,110</td>
<td>$ 35,759</td>
<td>$ 74,351</td>
</tr>
<tr>
<td>Police Protection</td>
<td>$ 104,522</td>
<td>$ 33,945</td>
<td>$ 70,577</td>
</tr>
<tr>
<td>Land Preservation</td>
<td>$ 56,731</td>
<td>$ 16,424</td>
<td>$ 38,307</td>
</tr>
<tr>
<td>Community Services</td>
<td>$ 25,767</td>
<td>$ 8,574</td>
<td>$ 17,193</td>
</tr>
<tr>
<td>Local Roads</td>
<td>$ 42,978</td>
<td>$ 13,957</td>
<td>$ 29,020</td>
</tr>
<tr>
<td>Parks/Recreation (2014)</td>
<td>$ 114,614</td>
<td>$ 37,222</td>
<td>$ 77,392</td>
</tr>
<tr>
<td>Debt</td>
<td>$ 34,382</td>
<td>$ 34,382</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$ 1,247,754</td>
<td>$ 460,911</td>
<td>$ 786,843</td>
</tr>
<tr>
<td><strong>INGHAM COUNTY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Operating</td>
<td>$ 1,092,047</td>
<td>$ 354,507</td>
<td>$ 737,530</td>
</tr>
<tr>
<td>Indigent Veterans Relief Fund</td>
<td>$ 5,473</td>
<td>$ 1,447</td>
<td>$ 4,026</td>
</tr>
<tr>
<td>Potter Park Zoo</td>
<td>$ 70,484</td>
<td>$ 22,890</td>
<td>$ 47,594</td>
</tr>
<tr>
<td>Public Transportation</td>
<td>$ 20,629</td>
<td>$ 6,700</td>
<td>$ 13,929</td>
</tr>
<tr>
<td>Special Transportation</td>
<td>$ 82,516</td>
<td>$ 26,790</td>
<td>$ 55,726</td>
</tr>
<tr>
<td>911 System</td>
<td>$ 144,929</td>
<td>$ 47,070</td>
<td>$ 97,859</td>
</tr>
<tr>
<td>Juvenile Justice</td>
<td>$ 103,147</td>
<td>$ 33,498</td>
<td>$ 69,649</td>
</tr>
<tr>
<td>Farm and Land Preservation</td>
<td>$ 24,068</td>
<td>$ 7,816</td>
<td>$ 16,251</td>
</tr>
<tr>
<td>Health Services</td>
<td>$ 60,169</td>
<td>$ 19,540</td>
<td>$ 40,629</td>
</tr>
<tr>
<td>Parks/Trails</td>
<td>$ 85,956</td>
<td>$ 27,915</td>
<td>$ 58,041</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$ 1,609,429</td>
<td>$ 548,657</td>
<td>$ 1,060,772</td>
</tr>
<tr>
<td>Capital Region Airport Authority - CRAA</td>
<td>$ 120,166</td>
<td>$ 39,025</td>
<td>$ 81,141</td>
</tr>
<tr>
<td>Capital Area Transportation Authority - CATA</td>
<td>$ 516,939</td>
<td>$ 167,880</td>
<td>$ 349,059</td>
</tr>
<tr>
<td><strong>LIBRARY</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Capital Area District Library - CADL</td>
<td>$ 268,184</td>
<td>$ 97,095</td>
<td>$ 181,098</td>
</tr>
<tr>
<td><strong>INTERMEDIATE SCHOOL DISTRICTS (ISD)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>RESA Operating</td>
<td>$ 32,560</td>
<td>$ 10,574</td>
<td>$ 21,986</td>
</tr>
<tr>
<td>RESA Special Education</td>
<td>$ 774,669</td>
<td>$ 251,581</td>
<td>$ 523,088</td>
</tr>
<tr>
<td>RESA Vocational Education</td>
<td>$ 222,196</td>
<td>$ 72,160</td>
<td>$ 150,036</td>
</tr>
<tr>
<td><strong>COMMUNITY COLLEGE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lansing Community College - LCC</td>
<td>$ 654,503</td>
<td>$ 212,555</td>
<td>$ 441,947</td>
</tr>
<tr>
<td><strong>LOCAL SCHOOL MILLAGES: excludes State School millages</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>School Debt</td>
<td>$ 1,203,383</td>
<td>$ 1,203,383</td>
<td>$ -</td>
</tr>
<tr>
<td>School Building and Site ('Sinking Fund' millage available for tax capture)</td>
<td>$ 170,519</td>
<td>$ 55,379</td>
<td>$ 115,142</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$ 3,963,118</td>
<td>$ 2,099,631</td>
<td>$ 1,863,487</td>
</tr>
<tr>
<td><strong>STATE SCHOOL MILLAGES: excludes Local School millages</strong></td>
<td>$ -</td>
<td>$ -</td>
<td>$ -</td>
</tr>
<tr>
<td>State Education Tax - SET</td>
<td>$ 1,031,471</td>
<td>$ 1,031,471</td>
<td>$ -</td>
</tr>
<tr>
<td>Local School Operating - LSO (18 mills for Real Property; only 6 mills for Personal Property)</td>
<td>$ 3,094,413</td>
<td>$ 3,094,413</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Subtotal</strong></td>
<td>$ 4,125,884</td>
<td>$ 4,125,884</td>
<td>$ -</td>
</tr>
<tr>
<td><strong>Totals</strong></td>
<td>$11,126,106</td>
<td>$ 7,235,084</td>
<td>$ 3,891,103</td>
</tr>
<tr>
<td><strong>Total Tax Increment Revenues Captured</strong></td>
<td>$ 3,891,103</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Additional information related to the impact of tax increment financing on the various taxing jurisdictions is presented Exhibit C, Table 4.

9. DISPLACEMENT OF PERSONS (SECTION 13(1)(I-L))

Limited commercial tenant leases are residing on the Property and the other buildings are vacant, however prior to construction, the Property will become vacant and there will be no persons or businesses residing on the Property. Additionally, no occupied residences will be acquired or cleared; therefore there will be no displacement or relocation of persons or businesses under this Plan.

10. AUTHORITY REVOLVING FUND (SECTION 8; SECTION 13(1)(M))

The Authority has established a LSRRF. The Authority will capture incremental local taxes to fund the LSRRF in Years 10 and 11, to the extent allowed by law. The LSRRF will capture an amount equal to 2.5% of the eligible activity amount reimbursed to the Developer and captured in Years 10 and 11 (see Table 4d for LSRRF distribution). The funds will be used in a manner consistent with the requirements of Act 381 of 1996, as amended ("the Act"). The Authority anticipates depositing $86,344 of local captured taxes into its LSRRF if the redevelopment Project is completed and all eligible activities are incurred as summarized in Table 1a.

11. OTHER INFORMATION (SECTION 8; SECTION 13(1)(N))

The Authority and the ICBOC, in accordance with the Act, may amend this Plan in the future in order to fund additional eligible activities associated with the Project described herein.
Exhibit A

Legal Description
And
Eligible Property Boundary Map
OVERALL FINAL BOUNDARY LEGAL DESCRIPTION OF PROJECT AREA:

A parcel of land in the Southwest 1/4 of Section 33, T4N, R1W, Meridian Township, Ingham County, Michigan, the boundary of said parcel described as: Commencing at the Southwest corner of said Section 33; thence N89°46'20"E along the South line of said Section 33 a distance of 858.00 feet to the point of beginning of this description; thence N00°36'06"W parallel with the West line of Section 33 a distance of 1996.56 feet; thence N89°46'12"E 35.84 feet; thence N00°27'14"W 642.58 feet to the East-West 1/4 line of said Section 33; thence N89°44'23"E along said East-West 1/4 line 433.70 feet to the West line of Fieldstone Village Condominium, Subdivision Plan No. 184, Ingham County Records; thence S00°18'07"E along said West line and the West line of Coyote Creek Condominium, Subdivision Plan No. 82, Ingham County Records, a distance of 989.98 feet; thence along the South line of said Coyote Creek Condominium the following three courses: N89°45'08"E 503.25 feet, South 34.97 feet and N89°45'08"E 255.61 feet to the Westerly line of Unit 1 of Okemos Pointe Office Park Condominium, Subdivision Plan No. 267, Ingham County Records; thence along said Westerly line the following two courses: S22°44'37"E 82.61 feet and S14°02'26"W 172.95 feet to the North line of Farrins Parkway; thence along said North line the following four courses: S89°51'41"W 85.18 feet, Southwesterly 180.54 feet on a curve to the left, said curve having a radius of 232.50 feet, a delta angle of 44°29'30" and a chord length of 176.04 feet bearing S67°37'04"W, Southwesterly 206.25 feet on a curve to the right, said curve having a radius of 277.50 feet, a delta angle of 42°35'09" and a chord length of 201.54 feet bearing S66°39'56"W and Southwesterly 77.04 feet on a curve to the left, said curve having a radius of 197.50 feet, a delta angle of 22°20'57" and a chord length of 76.55 feet bearing S76°47'04"W to the East line of Water Lily Way; thence along said East line the following three courses: Southeasterly 106.18 feet on a curve to the right, said curve having a radius of 205.00 feet, a delta angle of 29°40'31" and a chord length of 104.99 feet bearing S14°50'20"E, S00°09'04"E 221.47 feet and Southeasterly 47.24 feet on a curve to the left, said curve having a radius of 30.00 feet, a delta angle of 90°13'36" and a chord length of 42.51 feet bearing S45°06'52"E to the North line of Jolly Oak Road; thence S89°46'20"W along the extension of said North line 90.12 feet to the West line of Jolly Oak Road; thence S00°00'04"E along said West line 425.00 feet; thence S89°46'10"W 201.40 feet; thence S00°48'30"E along the West line of Lots 1 and 2 of the plat of "Jolly-Omko Industrial Park" as recorded in Liber 27 of Plats, Pages 20-21, Ingham County Records 217.01 feet; thence S89°46'20"W parallel with said South section line 181.50 feet; thence S00°48'30"E along a line parallel with said West line of Lots 1 and 2 a distance of 213.00 feet to said South line; thence S89°46'20"W along said South line 280.06 feet to the point of beginning; said parcel containing 37.29 acres, more or less, subject to all right-of-way for road purposes; said parcel subject to all easements and restrictions if any.
Exhibit B

Basis of Brownfield Eligibility

Supportive Environmental and Non-Environmental Information
EXHIBIT B
Basis of Brownfield Eligibility
Supportive Environmental and Non-Environmental Information
As of October 4, 2016

A. PROPERTY INFORMATION
The Subject Property is comprised of two full parcels and a portion of four additional parcels, as summarized below:

- Z360 Jolly Road (portion) – Tax ID #33-02-02-33-376-010;
- Z398 Jolly Road (portion) – Tax ID #33-02-02-33-353-015;
- Z350 Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-002;
- Z360 Jolly Oak Road – Tax ID #33-02-02-33-376-011;
- Z362 Jolly Oak Road – Tax ID #33-02-02-33-376-012; and
- Jolly Oak Road (portion) – Tax ID #33-02-02-33-329-100.

B. HISTORY
According to historical documents summarized in a Phase I Environmental Site Assessment (ESA) prepared by SME on January 25, 2016, on behalf of Okemos Pointe, LLC prior to their acquisition of the Property, the Property is currently developed with three, single-story buildings and gravel and vegetated areas, since The buildings were reportedly constructed in the 1950s and 1970s. The Property is currently, and has historically been, leased by multiple parties.

Historical uses of the Property include metal welding and cutting, storage of industrial waste related to manufacturing operations, multiple commercial trucking operations, including an on-site petroleum product storage and dispensing area, a dairy cattle supply company, an industrial recycling company, and an automobile manufacturing operation. Fueling operations ceased in the mid-1990s.

C. ENVIRONMENTAL FINDINGS

Phase I ESA Findings – January 2016

SME conducted a Phase I ESA of the Property in conformance with the scope and limitations of ASTM International (ASTM) Standard Practice E 1527-13. The assessment revealed the following recognized environmental concerns (RECs) in connection with the Property:

- The potential for undetected and/or unreported releases of hazardous substances and/or petroleum products associated with the following historical operations on the Property:
  - metal welding and fabricating;
  - molding and painting of plastic;
  - accumulation, transfer, and storage of waste oil, paint and solvents;
  - vehicle service;
  - gasoline and diesel storage and fueling;
  - storage of construction equipment and construction yard operations; and
The potential presence of hazardous substances and/or petroleum products in the area of the septic systems (septic tanks and drain fields) associated with the chemical usage at the 2360 and 2362 Jolly Oak Road buildings.

The potential for a release of hazardous substances and/or petroleum products associated with odors noted in soil at a geotechnical soil boring previously completed by SME on the eastern portion of the Property.

The potential for migration of undetected and/or unreported releases of hazardous substances and/or petroleum products from the south-adjoining vehicle service sites (2360 and 2380 Jolly Road).

**Phase II ESA Findings – March 2016**

SME conducted soil sampling, temporary monitoring well installation and groundwater sampling, and soil gas sampling on February 10 and February 11, 2016, to further evaluate the RECs identified during the Phase I ESA, and evaluate the potential for environmental impacts resulting from historical Property uses. The findings of the Phase II ESA are presented in a baseline environmental assessment (BEA) report prepared by SME, dated March 29, 2016. A summary of the sampling activities and findings is provided below. The sample locations are shown on Figure 1.

SME advanced 20 soil borings (SB1 through SB20), installed 10 temporary monitoring wells (SB1, SB2, SB3, SB4, SB6, SB7, SB8, SB9, SB17 and SB18), and installed 6 soil gas sampling implants (SG1 through SG6). SME collected and analyzed 21 soil samples, 9 groundwater, and 6 soil gas samples for one or more of the following constituents: volatile organic compounds (VOCs), polynuclear aromatic hydrocarbons (PAHs), polychlorinated biphenyls (PCBs), the Michigan 10 metals, which include arsenic, barium, cadmium, copper, chromium, lead, mercury, selenium, silver and zinc.

The measured concentrations of arsenic, ethylbenzene, naphthalene, selenium, tetrachloroethylene, 1,2,3-trimethylbenzene, 1,2,4-trimethylbenzene, 1,3,5-trimethylbenzene, and/or xylenes were above the Part 201 generic residential criteria in one or more soil samples. The measured concentrations of arsenic, lead, and/or tetrachloroethylene were above the Part 201 generic residential criteria in one or more groundwater samples. Lastly, the measured concentration of trichloroethene was above the residential sub-slab soil gas screening levels in one soil gas sample (SG3).

Environmental impact was identified in subsurface fill material, which was observed at depths ranging from 2.5 to 10.5 feet below ground surface. The following attached tables identify the analytical findings of the initial sampling activities:

- Table 1: Summary of Analysis Results – Soil
- Table 2: Summary of Analysis Results – Groundwater
• Table 3: Summary of Analysis Results – Soil Gas

Four of the six parcels meet the definition of a “facility”, as defined in Part 201 of the Natural Resources and Environmental Protection Act (NREPA), Public Act 451 of 1994, as amended (Part 201); therefore, based upon the environmental findings to date, the Eligible Property determination is as follows:

<table>
<thead>
<tr>
<th>Eligible Property</th>
<th>Tax ID</th>
<th>Basis of Eligibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>2360 Jolly Road (portion)</td>
<td>33-02-02-33-376-010</td>
<td>Adjacent or Contiguous to Facility Property</td>
</tr>
<tr>
<td>2398 Jolly Road (portion)</td>
<td>33-02-02-33-353-015</td>
<td>Facility</td>
</tr>
<tr>
<td>2350 Jolly Oak Road (portion)</td>
<td>33-02-02-33-329-002</td>
<td>Facility</td>
</tr>
<tr>
<td>2360 Jolly Oak Road</td>
<td>33-02-02-33-376-011</td>
<td>Facility</td>
</tr>
<tr>
<td>2362 Jolly Oak Road</td>
<td>33-02-02-33-376-012</td>
<td>Facility</td>
</tr>
<tr>
<td>Unaddressed parcel on Jolly Oak Road</td>
<td>33-02-02-33-329-100</td>
<td>Adjacent or Contiguous to Facility Property</td>
</tr>
</tbody>
</table>

Please refer to the legal description for the boundaries of the Property.

**Supplemental Phase II ESA and Due Care Evaluation – May and July 2016**

SME conducted supplemental Phase II ESA and due care evaluation activities in May and July 2016 to further evaluate the potential for environmental impacts in the fill materials. Sample locations for the investigation were selected based on the following rationale:

1) characterize areas of the Property not evaluated during the previous Phase II ESA,

2) characterize areas of the Property where development plans include subsurface excavation and/or earthwork (e.g. future building locations), and

3) further evaluate areas where concentrations of soil, groundwater and/or soil gas may represent due care issues.

SME advanced 30 additional soil borings (SB101 through SB126 and SB201 through SB204), installed 6 temporary monitoring wells (SG804, SG805, and SB201 through SB204) and installed 13 soil gas sampling implants (SG301 through SG308 and SG801 through SG805). SME collected and analyzed 43 soil samples, 6 groundwater, and 13 soil gas samples for VOCs and/or Michigan 10 metals.

The measured concentrations of arsenic and or selenium were above the Part 201 generic residential criteria in one or more soil samples. The measured concentration of trichloroethene was above the residential sub-slab soil gas screening levels in one soil gas sample (SG302).
Environmental impact was identified in subsurface fill material, which was observed at depths ranging from 2.5 to 8.0 feet below ground surface. The following attached tables identify the analytical findings of the supplemental sampling activities:

- Table 4: Summary of Analysis Results – Soil
- Table 5: Summary of Analysis Results – Groundwater
- Table 6: Summary of Analysis Results – Sub-Slab Soil Gas
- Table 7: Summary of Analysis Results – Deep Soil Gas

D. OTHER FINDINGS

In addition to the Property being a “facility” (contaminated), approximately 160,000 tons of fill are estimated to exist. To further investigate the aforementioned fill, a geotechnical investigation was conducted by SME on August 20, 2015. These investigations found that the fill is unstable and non-indigenous. An additional geotechnical investigation was conducted in May 2016. As a result of the previous studies, including environmental work, significant subsurface fill was identified across the Property. Subsurface fill material was encountered at depths ranging from approximately 2.5 feet to 10.5 feet below ground surface. It is anticipated, based upon the site topography, that areas may exist with extensive fill beyond 10.5 feet below ground surface. Additionally, existing site improvements from past operations remain on the Property from surface concrete pavement, bollards and loading/storage areas, and former foundations and partial building remnants. The approximate extent of fill material is shown on Figure 2. The remaining site conditions and presence of fill may have been the impediment to redevelopment in the past.

E. BROWNFIELD ELIGIBLE ACTIVITIES

The Property meets the definition of a “facility” due to the presence of contaminated soil and groundwater on the Property. Vapor intrusion, due to contaminated soil gas, was also identified as an environmental concern. Geotechnical investigations have confirmed the presence of unstable, non-indigenous urban fill material depths of at least 10.5 feet below ground surface. The fill material is ubiquitous across the majority of the Property. The presence of organic material beneath the fill has also been identified in a portion of the Property but is not included as a Brownfield condition and as such is not part of this Brownfield Plan.

The goal of the project is to use Brownfield tax increment financing to address contaminated soil, groundwater, and soil gas and the associated due care obligations. Removal or management of environmental impacts on the Property will improve site conditions that have historically prevented redevelopment of the Property, and allow the developer to proceed with the proposed redevelopment project.
Figure 2 depicts the primary Brownfield Condition Areas being addressed and managed as a part of the Brownfield Plan approach to allow for the redevelopment of the site as proposed. The Brownfield Condition Areas depicted are as follows with the identified color designation:

- **Approximate Area of Urban or Historic Fill/Debris (green line)**
- **Approximate Area of Contaminated Urban or Historic Fill/Debris (pink line)**
- **Approximate Area of Volatile Organic Compound (VOC) Contamination (yellow-shaded area)**

Eligible environmental activities will include Baseline Environmental Activities (BEA) [Phase I ESAs, Phase II ESAs, and BEA Reports], Due Care Activities [Due Care Plans and Activities], potential Additional Response Activities, and Brownfield Plan/Work Plan preparation. A preliminary list of anticipated eligible activities is provided below. Additional eligible activities may be identified at a later date.

- asbestos and lead-based paint survey & abatement;
- site demolition (including transport and off-site disposal of the urban or historic fill/debris);
- building demolition (interior, part and whole buildings);
- placement of engineered fill in areas associated with urban or historic fill/debris, removal of contaminated urban or historic fill/debris and environmentally impacted (contaminated) petroleum/chlorinated solvent areas;
- survey for environmentally impacted (contaminated) material and fill repurposing;
- material management (soil and groundwater); and
- additional response activities may be conducted which could consist of the:
  - installation of a soil gas vapor mitigation system (this environmental concern is under further evaluation);
  - excavation/dewatering, trucking and disposal or treatment of environmentally impacted (contaminated) petroleum material (soil and groundwater); and
  - excavation, trucking and disposal when needed to a Type II landfill non-repurposed environmentally impacted (contaminated) urban or historic fill/debris.

The approach is to perform site demolition activities through material management (excavation/pulverize/repurpose) all possible material (for example any concrete, block, brick, where present) encountered. Removal of fill materials will consist of on-site management and re-use, where feasible, and/or excavation, transportation and disposal at a licensed, Type II landfill (environmental activity). Excavated fill and debris areas will be replaced with repurposed materials and imported, compacted engineered fill to "green" the
Property and allow for construction by bring the Property back up to a buildable condition after demolition activities. Material testing during repurposing operations and backfilling will be conducted. Project management both on-site and off-site will be completed to appropriately oversee activities including: planning, evaluation & supervision; eligible activity compliance such as bid specifications, eligible activity tracking and supervision, and construction management.
<table>
<thead>
<tr>
<th>Country</th>
<th>Project Type</th>
<th>Financial Sector</th>
<th>Number of Projects</th>
<th>Number of Firms</th>
<th>Amount of Funds</th>
<th>Total Number of Jobs</th>
<th>Total Number of Firms</th>
<th>Total Number of Employees</th>
<th>Total Number of Contracts</th>
</tr>
</thead>
<tbody>
<tr>
<td>China</td>
<td>Infrastructure</td>
<td>Public Sector</td>
<td>100</td>
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<td>100,000,000</td>
<td>500</td>
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<td>75,000,000</td>
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<td>125</td>
<td>2,000</td>
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Table 1: Summary of Project Funding in Various Countries

- The table above provides a summary of project funding in various countries.
- Funding is categorized by project type and sector, with details on the number of projects, firms, funds, and jobs created.
- The data reflects the impact of projects on employment and economic activity in different regions.
### Table 1: Summary of Activity Focuses for SMEs in the Domestic Market

<table>
<thead>
<tr>
<th>Activity Focus</th>
<th>SMEs</th>
<th>MFIs</th>
<th>Small Enterprises</th>
<th>Foreign Companies</th>
<th>Large Enterprises</th>
<th>Government</th>
</tr>
</thead>
<tbody>
<tr>
<td>Export Activities</td>
<td>10.5%</td>
<td>20%</td>
<td>35%</td>
<td>45%</td>
<td>50%</td>
<td>30%</td>
</tr>
<tr>
<td>Domestic Sales</td>
<td>25%</td>
<td>30%</td>
<td>40%</td>
<td>45%</td>
<td>50%</td>
<td>30%</td>
</tr>
<tr>
<td>Innovation</td>
<td>15%</td>
<td>20%</td>
<td>30%</td>
<td>40%</td>
<td>45%</td>
<td>30%</td>
</tr>
<tr>
<td>Customer Service</td>
<td>20%</td>
<td>25%</td>
<td>30%</td>
<td>40%</td>
<td>45%</td>
<td>30%</td>
</tr>
<tr>
<td>Supply Chain Management</td>
<td>10%</td>
<td>15%</td>
<td>20%</td>
<td>25%</td>
<td>30%</td>
<td>20%</td>
</tr>
</tbody>
</table>

**Notes:**
- Chunked activities are not shown in the table.
- Missing data indicates no activity was reported.

- 1. Innovation refers to the development of new or improved products or services.
- 2. Customer service includes all activities aimed at enhancing customer satisfaction.
- 3. Supply chain management involves the planning and control of resources and activities to meet customer requirements.
<table>
<thead>
<tr>
<th>Constituent</th>
<th>Chemical Name and Form</th>
<th>Grab Sample Method</th>
<th>Blank or Laboratory Method</th>
<th>CRD or CRP Method</th>
<th>US EPA Method</th>
<th>USEPA Method</th>
<th>TMDL Plan</th>
<th>40 CFR Part 137 or ( \times )</th>
<th>40 CFR Part 137 or ( \times )</th>
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<tbody>
<tr>
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<td></td>
</tr>
</tbody>
</table>

Notes:
1. Concentrations reported in mg/L per US EPA Method.
2. All grab samples were analyzed by Quantitative, Inc for NO3 and Table 1 uses Sectional Reactions and Non-reactions Test (B) Organic Chemicals and Dyeing Liquids.
3. Resultant chlorine on reporting date as a % chlorine.
4. Results considered significant when at least 10% of the samples exceed the TMDL.
5. "Type" identifies the method used for analysis.
6. DHW = Drinking Water, H2O = Air, Lab = Laboratory, L3 = Laboratory Method.
8. N = Not determined, F = Failure, N/A = No data available.
9. * COD monitored using the HSDC procedure for calculating SS. A method to lower the value of SS using a COD/SS ratio to follow the laboratory procedures is the accepted practice.
10. ** Results are presented for surface water as suspended solids and not present in a drinking water source.
11. Concentrations were also compared to the Tier 3/4 Potability and Distribution service levels.

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</tr>
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<tbody>
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</tbody>
</table>

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10. ** Results are presented for surface water as suspended solids and not present in a drinking water source.
11. Concentrations were also compared to the Tier 3/4 Potability and Distribution service levels.
<table>
<thead>
<tr>
<th>CONSTITUENT</th>
<th>Chemical Abundance Number</th>
<th>Vapor Intrusion Screening Level (Sub-Stat)</th>
<th>Vapor Intrusion Screen Soil Gas Screening Level</th>
<th>Sample Identification</th>
<th>Screened Interval (Date Rptd)</th>
<th>Data Collected</th>
<th>Particulate Matter</th>
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</tbody>
</table>

### Notes
1. Analytical results were compared to screening levels presented in the MDEE Guidance Document for the Vapor Intrusion Pathway, May 2013, Appendix D-1.
2. VOCS = Volatile Organic Compounds. Refer to the analytical report for the full list of VOCS.
3. NA = Not available or not applicable.
4. Concentration reportable grade (parts per billion by volume).
5. ES = Value or entries were with constituent.
6. DL = Result was less than the laboratory reporting limits.
7. * IS-5 and IS-6 data were compared to deep soil gas screening levels. IS-1 through IS-4 were compared to shallow (sub-stat) screening levels.
## TABLE 4: SUMMARY OF ANALYSIS RESULTS - SOIL

**Okenos Pointe Apartments**

**SME PNU3J5514 U.S.442.139.158.0196**

**PAGE 1 OF 5**

<table>
<thead>
<tr>
<th>Analysis Date</th>
<th>Analysis Method</th>
<th>Analyte</th>
<th>Unit</th>
<th>Concentration (mg/kg)</th>
</tr>
</thead>
<tbody>
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<td></td>
<td></td>
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</tr>
<tr>
<td>05/16/2019</td>
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<td>05/17/2019</td>
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<tr>
<td>05/18/2019</td>
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<tr>
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<td>05/22/2019</td>
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<table>
<thead>
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<th>Date</th>
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</table>

**Notes:**
1. Concentrations reported in micrograms per kilogram dry weight.
2. Methods were performed in accordance with US EPA Method 1630.
3. Certified reference materials were used to confirm the accuracy of the analyses.
4. Results are presented as the average of replicate analyses.
5. Analytes detected at levels below the method detection limit (MDL) are reported as "< MDL."
### Table 4: Summary of Analysis Results - Soil

**Green Point Apartments**

<table>
<thead>
<tr>
<th>Parameter</th>
<th>Method</th>
<th>Limit</th>
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<td><strong>Field</strong></td>
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<tr>
<td><strong>Laboratory</strong></td>
<td></td>
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<td></td>
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<tr>
<td></td>
<td><strong>CONC (mg/kg)</strong></td>
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<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
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<tr>
<td></td>
<td><strong>Organic Matter</strong></td>
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<tr>
<td></td>
<td><strong>Clay</strong></td>
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<td></td>
<td><strong>Silt</strong></td>
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<tr>
<td></td>
<td><strong>Sand</strong></td>
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</tr>
<tr>
<td></td>
<td><strong>pH</strong></td>
<td></td>
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</tr>
</tbody>
</table>

**Notes:**
- Concentrations reported in milligrams per kilogram dry weight.
- Laboratory data was considered in accordance with the following:
  - **pH** was measured in accordance with US EPA Method 9090 (1988). The pH was measured using a pH meter.
- **Organic Matter** was determined using the Walkley-Black method (1934). The Organic Matter content was measured using a CNS analyzer.
- **Clay** was determined using a sedimentation test and a centrifuge.
- **Silt** was determined using a sedimentation test and a centrifuge.
- **Sand** was determined using a sedimentation test and a centrifuge.
- **Total** was determined using a spectrophotometer.
- **Limits** were based on the following:
  - **Field**
  - **Laboratory**
  - **Soil Quality Guidelines**
  - **State Health Guidelines**

**Additional Information:**
- **Methodology** was validated using the following:
  - **Field**
  - **Laboratory**

---

**Table 4 Continued:**

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<tr>
<th>Parameter</th>
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<th>Limit</th>
<th>Results</th>
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<tbody>
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<td></td>
<td><strong>CONC (mg/kg)</strong></td>
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<td></td>
<td><strong>Total</strong></td>
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<td><strong>Organic Matter</strong></td>
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<td><strong>Sand</strong></td>
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  - **Laboratory**

---

**Table 4 Completed:**

<table>
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<tr>
<th>Parameter</th>
<th>Method</th>
<th>Limit</th>
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<td></td>
<td><strong>CONC (mg/kg)</strong></td>
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  - **State Health Guidelines**

**Additional Information:**
- **Methodology** was validated using the following:
  - **Field**
  - **Laboratory**
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<th>Soil 2</th>
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<th>Water 2</th>
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<th>Soil 5</th>
<th>Soil 6</th>
<th>Soil 7</th>
<th>Water 3</th>
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<th>Soil 11</th>
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<th>Soil 15</th>
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Note:
1. Concentrations reported in micrograms per liter (ug/L).
2. Water results were analyzed using Inductively Coupled Plasma Optical Emission Spectroscopy (ICP-OES). Table 2 lists the water results from the above analysis.
3. Soil results were analyzed using Inductively Coupled Plasma Mass Spectrometry (ICP-MS).
4. Water results are considered to be accurate to within ±10% because of the variations in water content.
5. Soil results are considered to be accurate to within ±15% because of the variations in soil composition.
6. The water and soil results are based on the Wolverton Pesticide Residue Action Level (PRAL).
7. The value listed is the median value for the Pesticide Residue Action Level (PRAL).
8. * = PRAL exceeded.
9. ** = Median exceeded.
10. The water and soil results are based on the Wolverton Pesticide Residue Action Level (PRAL).
11. The value listed is the median value for the Pesticide Residue Action Level (PRAL).
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Note:  
1. Concentrations reported in micrograms per kilogram dry weight.  
2. Methodology was confirmed at Certificate No. 2019-001 by O&M Solutions.  
3. All data is reported as the average of two independent replicates.  
4. Results are presented in terms of oven-dry weight basis and as drilling waste volume.  
5. Analyte code: 45201 = Sulfate, 45202 = Chloride, 45203 = Calcium, 45204 = Iron, 45205 = Manganese, 45206 = Zinc.  
6. All concentrations are on a dry weight basis.  
7. ** = Sample exceeding one or more limits.  
8. NE = Not Established.  
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<th>Analyte (ppm)</th>
<th>Chemical Name</th>
<th>Permissible Background Values</th>
<th>Permissible Total Background Values</th>
<th>Permissible Total Background Values After 2 Years</th>
<th>Detection</th>
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<td>Total Background Value After 2 Years (ppm)</td>
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</tbody>
</table>

Notes:
1. All results reported in micrograms per liter (µg/L).
2. Results are from sample collected on December 3, 2021 (Table 4).
3. Results are from sample collected on December 4, 2021 (Table 4).
4. All results are from sample collected on December 5, 2021 (Table 4).

Legend:
- LOD: Limit of Detection
- MCL: Maximum Contaminant Level
- 5: Five years
- 15: Fifteen years
- 30: Thirty years

* * *
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<th>Analysis Order - REPORT for field analysis test</th>
<th>Chemical Abstractor number</th>
<th>Breathing Water Criteria</th>
<th>Groundwater Screening Criteria</th>
<th>Sample Identification</th>
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**Notes:**
1. Concentrations reported in micrograms per liter (μg/L).
2. Analytical results were composited from Table 3003000, Environmental Protection Agency (EPA) Screening Levels dated December 30, 2005.
3. Screen depths are presented as approximate horizontal grade.
4. Results greater than reporting limits (RLs) are shown in [ ].
5. Results exceeding one or more screening level are shaded, as are the screening level.
6. VOCs are volatile organic compounds. Refer to the analytical report for the full list of VOC analyses.
7. CCH = Concentration in ng/L for chemical constituent.
8. VPC = Analytical result with below laboratory reporting limits.
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<th>Impact Path ID</th>
<th>Geo ID</th>
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Notes:
1. Concentrations reported in parts per billion by volume (ppbv).
2. Analytical results were compared to May 2015 Guidance Document for the Vapor Intrusion Pathway, Screening Levels for Residential Land Use.
3. Results greater than reporting limits (RLs) are shown in BOLD. Results exceeding one or more screening level are shaded, as are the screening level.
4. VOCs = volatile organic compounds. Refer to the analytical report for the full list of VOC analysis.
5. CR = Screening level is specific to individual constituent; <RL = Analytical result was less than laboratory reporting limit; NC = No screening level.
### Table 7: Summary of Analysis Results - Deep Soil Gas

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<th>Analyte (order to report not in order by lab)</th>
<th>Chemical Aberrant Number</th>
<th>Residential Vapor Inclusion Depth (feet)</th>
<th>Soil Gas</th>
<th>Screening Levels</th>
<th>SD 3005</th>
<th>SG 3006</th>
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<td>Various VOCs</td>
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</tr>
</tbody>
</table>

**Notes:**
1. Concentrations reported in parts per billion by volume (ppbv).
2. Analytical results were compared to May 2010 Guidance Document for the Vapor Intrusion Pilot; Screening Levels for Residential Land Use.
3. Results greater than reporting limit (RL) are shown in bold. Results exceeding one or more screening level are shaded, as are the screening level.
4. VOCs = volatile organic compounds. Refer to the analytical report for the full list of VOC analyses.
5. CS = Screening level is specific to individual constituent; RL = Analytical result was less than laboratory reporting limit; NC = No screening level.
Exhibit C

Table 4 - Tax Increment Financing Estimates
## ELAVATION AT ORTHOPEDIC - MERIDIAN CHARTER TOWNSHIP

**BROWNFIELD PLAN**

**Table 4-1 - Base Year/Initial Taxable Value (ITV) Information**

<table>
<thead>
<tr>
<th>Notes</th>
<th>Property Identification</th>
<th>Base Year/Initial Taxable Value (ITV) of All Eligible Property in the Brownfield Plan</th>
<th>Property Classification</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Address</td>
<td>TaxParcelNumber</td>
<td>Land (acres parcel)</td>
<td>% of Existing Parcel</td>
</tr>
<tr>
<td></td>
<td>2900 Lilly Road</td>
<td>30-02-03-19-320-100</td>
<td>$344,334</td>
<td>53.99%</td>
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<tr>
<td></td>
<td>(portion)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>2900 Lilly Road</td>
<td>30-02-03-35-05-015</td>
<td>$422,645</td>
<td>199.9%</td>
</tr>
<tr>
<td></td>
<td>(portion)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>3050 Lilly Oak Road</td>
<td>30-02-03-19-329-002</td>
<td>$215,015</td>
<td>50.9%</td>
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<tr>
<td></td>
<td>(portion)</td>
<td></td>
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<tr>
<td></td>
<td>3060 Lilly Oak Road</td>
<td>30-02-03-35-07-011</td>
<td>$112,180</td>
<td>199.5%</td>
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<tr>
<td></td>
<td>(portion)</td>
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<td></td>
<td>3140 Lilly Oak Road</td>
<td>30-02-03-35-07-011</td>
<td>$84,901</td>
<td>199.9%</td>
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<tr>
<td></td>
<td>(portion)</td>
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</table>

**Notes:**

- Building = Existing and all new buildings to be built as approved.
- Land = All existing and any new land area.  New land areas will be added to the parcel and will be assessed with the new parcel.
- Building = Existing.  New buildings to be added as approved.
- Land Improvements = Existing.
- Total = Building + Land Improvement + Total

**Last Revised:** 5/19/2016

Advanced/Endangered Species

**Base Year/ITV**

**Page 4 of 2**
Table 4a2 - Taxes Paid to All Taxing Jurisdictions on the Base Year Taxable Value/Initial Taxable Value (ITV)

<table>
<thead>
<tr>
<th>Notes</th>
<th>AD VALOREM TAXING AUTHORITIES/ TAXING JURISDICTIONS (TJs)</th>
<th>Millage Rate Paid on Real Property</th>
<th>Millage Rate Paid on Commercial Personal Property</th>
<th>Year</th>
<th>2016 BP Year Number</th>
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<tr>
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<td>MERIDIAN CHARTER TOWNSHIP</td>
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<td>Parks/Recreation (2004)</td>
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<tr>
<td></td>
<td>Pathways</td>
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<td></td>
<td>CATA Redi Ride</td>
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<td>Land Preservation</td>
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<td>Parks/Recreation (2014)</td>
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<td>Debt</td>
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<td>Subtotal of Local Government Unit (LGU) Millages and Tax Capture Annual</td>
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<td>INGHAM COUNTY</td>
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<td>County Operating</td>
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<td>Potter Park Zoo</td>
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<td>RESA Special Education</td>
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<td>Lansing Community College - LLC</td>
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<td>LOCAL SCHOOL MILLAGES: excludes State School millages</td>
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<td>School Debt</td>
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<td>Total Local Tax Capture: Annual</td>
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<td>Total Local Tax Capture: Cumulative</td>
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<td>$ 49,202</td>
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<td>STATE SCHOOL MILLAGES: excludes Local School millages</td>
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<td>State Education Tax - SET</td>
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<td>Local School Operating - I5O (18 mills for Real Property; only 6 mills for Personal Property)</td>
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<td>6.0000</td>
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<td>Total State &amp; Local School Tax Capture: Annual</td>
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<td></td>
<td>Total State &amp; Local School Tax Capture: Cumulative</td>
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<td>$ 29,000</td>
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<td>TOTAL LOCAL TAX AND STATE &amp; LOCAL SCHOOL TAX CAPTURE: ANNUAL</td>
<td>64.7188</td>
<td>52.7188</td>
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<td>$ 78,202</td>
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</table>
**Estimated Percentage (%) Change in Future Taxable Value (FTV) of Buildings & Land Improvements shown below**

<table>
<thead>
<tr>
<th>Future Taxable Value (FTV) of Buildings &amp; Land Improvements Upon Completion</th>
<th>Estimated FTV</th>
<th>Assumed &amp; Invested on</th>
<th>% Completed by 12/31/15</th>
<th>% Completed by 12/31/16</th>
<th>% Completed by 12/31/17</th>
<th>% Completed by 12/31/18</th>
<th>% Completed by 12/31/19</th>
<th>% Completed by 12/31/20</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phase I: Apartment Housing and New Retail on 1st Floor of Building #10</td>
<td>$7,462,500</td>
<td>Based on “Yield” Model</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
<tr>
<td>Phase II: Retail/Apartment Housing &amp; Retail/Hotel “Market” Building</td>
<td>$10,246,960</td>
<td>Based on “Revenue” Model</td>
<td>Completed by end of 2020</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>0%</td>
<td>100%</td>
</tr>
<tr>
<td>Existing Commercial Building and Land improvements at 230 E. Clay Road</td>
<td>$13,571</td>
<td><em>Estimated</em> Value of Existing Building &amp; Land Improvements</td>
<td>Completed at 2019</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

**Subtotal** $27,292,031

**Estimated Percentage (%) Change in Future Taxable Value (FTV) of Land shown below**

<table>
<thead>
<tr>
<th>Future Taxable Value (FTV) of Land</th>
<th>Estimated FTV</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tim Force Number</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Parcel of 08-02-33-376-010</td>
<td>$63,195</td>
<td>Real Exempt Year for FTV. Assumes no increase in value for land if any.</td>
</tr>
<tr>
<td>13-02-02-33-391-045</td>
<td>$472,665</td>
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</tr>
<tr>
<td>Parcel of 13-02-02-33-377-002</td>
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</tr>
<tr>
<td>13-02-02-33-376-011</td>
<td>$131,280</td>
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</tr>
<tr>
<td>13-02-02-33-376-012</td>
<td>$8,793</td>
<td>-</td>
</tr>
<tr>
<td>Parcel of 13-02-02-33-329-100</td>
<td>$-</td>
<td>Re-Assessment, Taxable Value</td>
</tr>
</tbody>
</table>

**Subtotal Future Taxable Value (FTV) of Land** $650,422

**Total Future Taxable Value (FTV) of Buildings & Land Improvements, Raw Land & Personal Property (For Existing & New**

**Total Captured Taxable Value (TCV) - to Total FTV of Building & Land Improvements, Raw Land & if Applicable, Personal Property (Pre-Building, A New) amount/Use Value (UV)**

**Notes:**

- All Future Taxable/Assessed Values (FTV) are estimates only; the actual Taxable/Assessed Value may be higher or lower than estimated, and must be determined upon project completion by the governing body’s assessment personnel. Taxable/Assessed Values per garage and are per parcel. In the case where several businesses and/ or developments are present in the same area, a cap on the value of an improvement may differ depending on the quality, quantity, type of improvement, and the property’s location. Additionally, for any improvements (if applicable), the Taxable/Assessed value depends on whether improvements are assessed as “new improvements” or just “replacement/modify” as determined by Assessing personnel. Unit improvements are only assessed, not counted. It is only possible to estimate the未来的Taxable/Assessed Value based on the available assumptions.

- The Township plan also caps all Personal Property values allowed for tax capture. The estimate of Future Taxable Value and Tax Increment Foreclosure include any estimate of the value of Personal Property based on the above mentioned assumptions. The same applies to the estimated Future Taxable Value and Tax Increment Foreclosure value any estimate of the value of Personal Property.

- The actual values of Personal Property and any associated properties are difficult to estimate due to the following: (a) uncertainty regarding the account, value and type of Personal Property; (b) different depreciation rates applying to the various subcategories of Personal Property; such as equipment and fixtures, office and machines equipment, machinery and equipment, computer equipment, etc. and (c) Personal Property being exempt from sales or Use Taxes. Where omitted, it is left as $0,000 and the project values are submitted to the local unit of government (pursuant to Michigan Public Act 353 of 2013, as amended). No Personal Property is included in the Work Base Year/Initial Taxable Value.
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- $ 135,577 147,816, 759,311 778,027 778,317 13,173.499 13,446.901 13,713.614 13,970.408 14,227.524 14,485.056 15,705.446

- $ 135,577 147,816 759,311 778,027 778,317 13,173.499 13,446.901 13,713.614 13,970.408 14,227.524 14,485.056 15,705.446

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- $ 135,577 147,816 759,311 778,027 778,317 13,173.499 13,446.901 13,713.614 13,970.408 14,227.524 14,485.056 15,705.446

- $ 135,577 147,816 759,311 778,027 778,317 13,173.499 13,446.901 13,713.614 13,970.408 14,227.524 14,485.056 15,705.446

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- $ 135,577 147,816 759,311 778,027 778,317 13,173.499 13,446.901 13,713.614 13,970.408 14,227.524 14,485.056 15,705.446

- $ 135,577 147,816 759,311 778,027 778,317 13,173.499 13,446.901 13,713.614 13,970.408 14,227.524 14,485.056 15,705.446

- $ 135,577 147,816 759,311 778,027 778,317 13,173.499 13,446.901 13,713.614 13,970.408 14,227.524 14,485.056 15,705.446

- $ 135,577 147,816 759,311 778,027 778,317 13,173.499 13,446.901 13,713.614 13,970.408 14,227.524 14,485.056 15,705.446

- $ 135,577 147,816 759,311 778,027 778,317 13,173.499 13,446.901 13,713.614 13,970.408 14,227.524 14,485.056 15,705.446

- $ 135,577 147,816 759,311 778,027 778,317 13,173.499 13,446.901 13,713.614 13,970.408 14,227.524 14,485.056 15,705.446

- $ 135,577 147,816 759,311 778,027 778,317 13,173.499 13,446.901 13,713.614 13,970.408 14,227.524 14,485.056 15,705.446

- $ 135,577 147,816 759,311 778,027 778,317 13,173.499 13,446.901 13,713.614 13,970.408 14,227.524 14,485.056 15,705.446
## ELEVATION AT OKEMOS POINTE - MERIDIAN CHARTER TOWNSHIP

### BROWNFIELD PLAN

### Table 4c - Tax Impact on Taxing Jurisdictions

<table>
<thead>
<tr>
<th>AD VALOREM TAXING AUTHORITIES/ TAKING JURISDICTIONS (TJS)</th>
<th>Millage Summary: Millages Paid on Real Property without any Tax Exemptions</th>
<th>Millage Rate Paid on Commercial Personal Property</th>
<th>Percent (%) of Millage Rate Captured</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Millage Rate</td>
<td>% of Local/ Regional Millages Captured</td>
<td>% of All Millages Captured</td>
<td>BP Years</td>
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<tr>
<td></td>
<td>Authorized</td>
<td>for Capture</td>
<td>(Net)</td>
<td></td>
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<tr>
<td></td>
<td>See Attached</td>
<td>22.79%</td>
<td>22.79%</td>
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<td>- MERIDIAN CHARTER TOWNSHIP</td>
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<td>- Parks/Recreation (2004)</td>
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<td>- Pathways</td>
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<td>- Parks/Recreation (2014)</td>
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<td>- Debt</td>
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- Subtotal of Local Government Unit (LGU) Millages and Tax Capture Annual: 7.8358
- Local Government Unit (LGU) Tax Capture Cumulative: 7.8358
- INGHAM COUNTY
  - County Operating: 6.3512
    - Indigent Veterans Relief Fund: 0.0330
    - Potter Park Zoo: 0.1200
    - Special Transportation: 0.4000
    - 911 System: 0.8431
    - Inmate Justice: 0.6000
    - Farmland Preservation: 0.1400
    - Health Services: 0.3500
    - Parks/Recreation: 0.0500
    - Capital Region Airport Authority: 0.6990
    - Capital Area Transportation Authority - CATA: 3.0070
- LIBRARY
  - Capital Area District Library - CADL: 1.5600
- INTERMEDIATE SCHOOL DISTRICTS (ISD)
  - RESA Operating: 0.1894
  - RESA Special Education: 4.5062
  - RESA Vocational Education: 1.9255
- COMMUNITY COLLEGE
  - Lansing Community College - LCC: 3.8072
  - LOCAL SCHOOL MILLAGES: includes State School millages
    - School Debt: 7.0000
    - School Building and Site ("Sinking Fund" millage available for tax capture): 0.9919
    - Subtotal of Non-LGU Local Millages and Tax Capture Annual: 32.8805
    - Non-LGU Local Tax Capture Cumulative: 32.8805
- STATE SCHOOL MILLAGES: excludes Local School millages
  - State Education Tax - SET: 6.0000
  - Local School Operating - LSD (18 mills for Real Property; only 6 mills for Personal Property) 18.0000
  - Total State & Local School Tax Capture Annual: 24.0000
  - Total State & Local School Tax Capture Cumulative: 24.0000
- TOTAL LOCAL TAX AND STATE & LOCAL SCHOOL TAX CAPTURE: ANNUAL: 64.7203
  - TOTAL LOCAL TAX AND STATE & LOCAL SCHOOL TAX CAPTURE: CUMULATIVE: 52.7203

**Notes**

- Unless otherwise noted, the most current available millage rates are utilized and are assumed to be in effect for the duration of the Plan. Actual rates are subject to change and may be higher or lower, and may include the elimination of existing millages and/or the addition of new millages.
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Advanced Redevolopment Solutions  
Taximap.net  
Page 2 of 2
# Elevation at Okeechobee Pointe - Meridian Charter Township
## Brownfield Plan
### Table 4d - Reimbursement of Eligible Activities & Disbursements

<table>
<thead>
<tr>
<th>Notes</th>
<th>Disbursements to Brownfield Redevelopment Authority &amp; MBRF</th>
<th>Totals</th>
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<td>Estimated State Education Tax (SET) Captured</td>
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<td>Reimbursement of Local Brownfield Redevelopment Authority Administrative &amp; Operating Expenses</td>
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<td>-</td>
<td>0.00% of Local Tax Capture during Brownfield Plan</td>
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<tr>
<td>-</td>
<td>0.00% of Local Tax Capture thereafter</td>
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<td>-</td>
<td>Local Brownfield Redevelopment Authority Site Remediation Revolving Fund (LSRF)</td>
<td>$ 86,344</td>
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<td>Note: The LSRF will capture an amount equal to 2.5% of the Eligible Activity amount reimbursed to the Developer, excluding interest and Administrative Activities (e.g., Brownfield &amp; Work Plan Preparation).</td>
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<tr>
<td>-</td>
<td>0.00% of Local Tax Capture during Brownfield Plan</td>
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</tr>
<tr>
<td>-</td>
<td>0.00% of Local Tax Capture thereafter</td>
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<td>LSRF is allowed to capture up to</td>
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<td>Annual Remaining Revenue Available for Reimbursement</td>
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<td>Cumulative Remaining Revenue Available for Reimbursement</td>
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<td>Environmental Activities: Michigan Department of Environmental Quality (MDEQ)</td>
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<td>Local Tax Increment Reimbursement</td>
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<td>-</td>
<td>State &amp; Local School Tax Increment Reimbursement (LSO &amp; SET)</td>
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<td>TOTAL MDEQ REIMBURSEMENT (Eligible Costs)</td>
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**Notes:**
1. Unless amended by the local unit of government, the Plan is anticipated to remain in effect until all approved activities in this Plan are reimbursed.
2. The Eligible Activities projected in this Plan may switch categories if site or environmental conditions change. If conditions change, an Eligible Activity may fall under a different category (such as an Environmental or Non-Environmental Eligible Activity) so long as the Plan does not involve the capture of State School Tax Increment Revenue (i.e., an Act 381 Work Plan). Local Only Tax Capture Plans can adjust between Environmental and Non-Environmental Activity categories.
3. Environmental and Non-Environmental costs) plan, if allowed, a pro-rata contingency amount (but excluding the interest amount), to the extent that the adjustments do not violate the terms of any approved documents, such as a Development Reimbursement Agreement, or Public Act 381 of 1996, as amended.
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Section XX.  Tax Valuation and Payment of Tax Increment Revenue Shortfall. Owner and ICBRA have entered into this Agreement in reliance on certain assumptions about the increase in tax value of the Property that will be created by the Development, as contained in the Brownfield Plan, attached as Exhibit XX. Owner agrees that if there is a tax appeal of the valuation of all or any part of the Property below the assessed value identified in the Brownfield Plan during the duration of Brownfield Plan Tax Capture for reimbursement of Eligible Activities and LSRRF deposits, whether by Owner, a future tenant or any other future owner, and if by reason of such appeal the ICBRA is required to reimburse a taxpayer for any funds which have been paid to Owner, Owner shall be responsible for repaying ICBRA the amount reimbursed to the taxpayer as a result of any reduction in the assessed value of all or part of the Property. The Owner’s obligation to repay the ICBRA under this Section does not constitute a waiver of Owner’s right to be reimbursed again from the Tax Capture for all Eligible Activities to the extent that sufficient funds are available to pay Owner subsequent to such repayment. This obligation and all rights and privileges contained herein may be assigned by written agreement between Owner and any future tenant or owner of the Property. A copy of such assignment shall be provided to the ICBRA.
Agenda Item 13a

TO: Board of Commissioners, County Services, & Finance Committees
FROM: Deb Fett, CIO
DATE: 11/21/2016
SUBJECT: Renew CourtView Support Services

Ingham County currently uses CourtView software in our various criminal justice areas including our Courts and Prosecuting Attorneys’ office. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates that expires on December 31st, 2016. This support has been purchased every year since Ingham County has owned the application. Last year’s total maintenance cost was $149,232.00, this year’s cost proposed by CourtView is $150,575.00, a 1% increase.

ALTERNATIVES
There is no reasonable alternative.

FINANCIAL IMPACT
The funding for the $150,575.00 total will come from the County’s Innovation and Technology Department’s LOFT Fund #636-25820-932050.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the contract renewal for CourtView Justice Solutions’ support of the CourtView software in the amount of $150,575.00.
**CUSTOMER INVOICE**

**CourtView**
JUSTICE SOLUTIONS

---

**Invoice No:** #MAINGHAMMI10  
**Invoice Date:** 11/15/2016  
**Terms:** Net 30  
**Project:** INGHAMMIMA2017  
**Customer Number:** INGHAMMI

---

**Bill To:**
DEB FRET  
INGHAM COUNTY  
VETERANS MEMORIAL COURTHOUSE  
313 W KALAMAZOO  
LANSING, MI 48933  
USA

---

**From:**
COURTVIEW JUSTICE SOLUTIONS INC  
4825 HIGBEE AVENUE NW  
SUITE 101  
CANTON, OH 44718

---

**INGHAMMIMA2017:** Support Services Billing from January 1, 2017 through December 31, 2017  
**County Court System**

All software updates and upgrades are delivered electronically.

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<td>CourtView, Dashboard, ECMS Adapter and Docket Add Request Software Support and Maintenance (175 CV Licenses)</td>
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**Total** | **US$150,575.00**

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**Federal Tax ID No:** 46-0321050

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**Payable to:**
CourtView Justice Solutions, Inc.  
P.O. Box 202322  
Dallas, TX 75332-2322

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**For Wire:**
Wells Fargo  
ABA Routing # 122102378  
Swift Address: WFBUS345  
Account # 3076434330

---

If you have any questions regarding this invoice, please contact Connie Morrison @ 330.470.0772  
or connie.morrison@courtview.com

---

Page 1 of 1
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACT FOR RENEWING COURTVIEW SUPPORT SERVICES

WHEREAS, Ingham County currently utilizes CourtView Software as our criminal justice application; and

WHEREAS, annual maintenance is required to maintain the system and had been purchased every year since Ingham County purchased the software; and

WHEREAS, the payment totaling $150,575.00 for annual support is due for the support from January 1st, 2017-December 31st, 2017; and

WHEREAS, the annual contract amount proposed by Courtview is a 1% from the prior year; and

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the contract renewal for support from CourtView in the amount not to exceed $150,575.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s LOFT Fund (636-25820-932050).

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

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

FROM: Deb Fett, CIO

DATE: 11/21/2016

SUBJECT: Renewal of the Microsoft Enterprise Agreement through CDWG

BACKGROUND
Ingham County changed over to a Microsoft Enterprise Agreement (EA) in 2014 in order to better manage our licensing costs, ensure that we are legally compliant, and be able to use the most current software available. (Resolution 14-025) The EA benefits include extras like online training, employee home use, and support incidents at no additional cost. Microsoft does this to ensure that we get the most out of our partnership. This current agreement expires on January 31st, 2017.

After careful auditing and review of our Microsoft licensing position, it has been determined that we will need to increase several of our license counts in order to remain legal moving forward. This requirement has kept our annual costs at $370,000.00 for the renewal period of 3 years instead of decreasing. Those increases include Windows operating system (PCs), Microsoft Office and SQL server (databases).

ALTERNATIVES
Many other larger counties in Michigan have already switched over to Office 365 (O365) in order to provide greater services to their staff and lessen a portion of the administrative support needed for the backend server processes. This is a direction that would be beneficial to the County in the long run, but the cost increase would be at least $35,000.00 annually with potential increases for additional users coming at any time. In this time of fiscal austerity, it is difficult to justify the increased ongoing expense.

Another cost saving option would be to no longer do an Enterprise Agreement for our user applications, only keeping our servers covered. This could save us a small amount initially but would increase our ongoing costs for every additional computer and user. It would also subject us to an extremely large cost to upgrade to a newer version in the future as every computer would have a charge. Estimating at today’s cost, this could be close to $1,000,000.00 to upgrade every computer in Ingham County thus more than negating any savings and requiring a single large payment.

FINANCIAL IMPACT
The funding for the not to exceed $370,000.00 annual cost will come from the County’s Network Software Fund #636-25810-932033. CDWG has been awarded the State of Michigan’s MCT contract and therefore has quoted this renewal under the State of Michigan MiDeal contract to provide the County with the highest discount possible.

OTHER CONSIDERATIONS
Ingham County is heavily reliant on Microsoft servers and applications for our daily work. It is critical that we keep these systems up to date and operating effectively.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for Microsoft Renewal through CDWG in the amount not to exceed $370,000.00 per year for the next 3 years.
DEAR DEB FETT,

Thank you for considering CDW\*G for your computing needs. The details of your quote are below. Click here to convert your quote to an order.

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**PURCHASER BILLING INFO**

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INCHAM COUNTY  
121 E MAPLE ST  
HILLIARD BLDG 3RD  
MASON, MI 48654-1555  
Phone: (912) 644-5527  
Payment Terms: MasterCard/Visa Due | SUBTOTAL | $365,605.53 |
| | SHIPPING | $0.00 |
| | GRAND TOTAL | $365,605.53 |

**DELIVER TO**

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INCHAM COUNTY  
121 E MAPLE ST  
HILLIARD BLDG 3RD  
MASON, MI 48654-1555  
Phone: (912) 644-5527  
Payment Terms: MasterCard/Visa Due | Please remit payments to:  
CDW Government  
75 Remittance Drive  
Suite 1515  
Chicago, IL 60675-1515 |

Need Assistance? CDW GS Sales Contact Information

Sean Bergquist  | (877) 235-3701  | seanberg@cwd.com  

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at http://www.cdw.com/content/terms-conditions/product-sales.aspx. For more information, contact a CDW account manager.  
© 2016 CDWGS LLC, 200 N. Milwaukee Avenue, Vernon Hills, IL 60061 | 800.888.4239
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE MICROSOFT ENTERPRISE AGREEMENT THROUGH CDWG

WHEREAS, Ingham County currently utilizes Microsoft products for our workstation, server, email, and office productivity applications; and

WHEREAS, ITD has audited and researched Ingham County licensing to ensure that the County is legally compliant while having the lowest cost possible; and

WHEREAS, the current licensing agreement will expire on January 31, 2017 unless renewed; and

WHEREAS, the annual contract amount is in the 2017 budget; and

WHEREAS, CDWG has been awarded the co-operatively bid contract with the State of Michigan that provides the best pricing available to Ingham County and is the vendor of choice for providing the Microsoft Enterprise Agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the Enterprise Agreement from Microsoft in the amount not to exceed $370,000.00 per year for three years with the option to add additional years.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Contract Maintenance Fund (636-25810-932033).

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee and Finance Committee
FROM: Robert Peterson, Director of Engineering, Road Department
DATE: November 28, 2016
SUBJECT: MDEQ Scrap Tire Market Development Grant
Devulcanized Rubber Modified Warm Mix Asphalt Pavement Project

For the County Services Committee meeting agenda of December 6, 2016
For the Finance Committee meeting agenda of December 7, 2016
For the BOC meeting agenda of December 13, 2016

Note: As bids for the subject Request for Proposals (RFP) were received after the agenda packets for the December 6 and 7, 2016, County Services Committee and Finance Committee meetings respectively, were sent out, a “placeholder” memorandum and resolution were submitted with the bid results left blank. The red text below and in the attached resolution reflects the one bid received for this RFP.

The Ingham County Road Department (ICRD) received a Michigan Department of Environmental Quality (MDEQ) grant to investigate devulcanized rubber (DVR) modified warm mix asphalt (WMA) mixtures relative to existing commercially available polymer modified WMA mixtures. The $462,311 grant covers all the costs associated with the testing and research, which is the subject of this memo, and the project’s DVR-WMA test section paving.

It is the purpose of this project to investigate and demonstrate whether DVR modified WMA mixtures will perform comparably to existing polymer modified WMA mixtures. The true viability of a sustainable, unsubsidized market for inclusion of recycled tire rubber in WMA mixtures will rely on the performance enhancements of the devulcanized rubber additives to equal or exceed the performance enhancements of existing commercially available polymers, at a comparable cost.

The Purchasing Department solicited proposals from qualified and experienced organizations, agencies, and consulting firms to provide the project’s testing and research services - services the ICRD is not qualified or prepared to perform. Only one proposal for this RFP, #210-16, was received on November 30, 2016, as follows:

$108,136.00 -- Michigan State University, Department of Civil & Environmental Engineering (MSU).

ICRD and Purchasing Department staff reviewed the proposal for adherence to county purchasing requirements, proposed work scope, experience, and overall value to the county. Based on our proposal review and previous partnerships with MSU on similar projects, ICRD recommends that MSU be retained to provide the requested services.
It is anticipated that the DVR-WMA test sections will be constructed along Holt Road, between Depot Street and US-127. Funding for the entire Holt Road project will be combination of Transportation Economic Development Fund, Category F funds, the MDEQ, Scrap Tire Market Development Grant, and ICRD funds. A Holt Road project funding memo and resolution will be offered for Board consideration at a later date.

We respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the proposal from MSU.
Agenda Item 14

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RETAIN MDEQ SCRAP TIRE MARKET DEVELOPMENT - DEVULCANIZED RUBBER MODIFIED WARM MIX ASPHALT PAVEMENT PROJECT TESTING AND RESEARCH SERVICES WITH MICHIGAN STATE UNIVERSITY

WHEREAS, the Ingham County Road Department (ICRD) received a Michigan Department of Environmental Quality (MDEQ) grant to investigate devulcanized rubber (DVR) modified warm mix asphalt (WMA) mixtures relative to existing commercially available polymer modified WMA mixtures; and

WHEREAS, the MDEQ scrap tire market development - devulcanized rubber modified warm mix asphalt pavement grant requires testing and research services that the ICRD is not qualified or prepared to perform; and

WHEREAS, the Purchasing Department solicited proposals per RFP, #210-16 from qualified and experienced organizations, agencies, and consulting firms to provide the required testing and research services and received one proposal from Michigan State University; and

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

WHEREAS, Road Department staff recommends that the Board of Commissioners retain Michigan State University to provide the required testing and research services at the proposed cost of $108,136.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining Michigan State University to provide the required MDEQ scrap tire market development - devulcanized rubber modified warm mix asphalt pavement grant testing and research services at the proposed cost of $108,136.

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: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: November 17, 2016
SUBJECT: Consulting Services for the Trails and Parks Millage
For the meeting agenda of 12/6/16 County Services and 12/7/16 Finance

BACKGROUND
The Board of Commissioners authorized Resolution 16-103 to direct staff to develop a job description for a staff person who would specifically work on the trails and parks millage. The Park Commission passed a motion at their June 27, 2016 meeting to direct staff to work with the Purchasing Department to issue a Request for Proposal (RFP) for a consultant to assist County staff with the Trails and Park Millage.

The Purchasing Department solicited proposals for the purpose of providing consulting services to and assisting the Ingham County Parks staff with the delivery of 20 millage related items. The cost for two years was $245,620 for the initial quote. The Park Commission met last month and determined a reduced scope of services and for the director to negotiate with Spicer Group, Inc. The scope of services were negotiated with Spicer Group, Inc. and reduced from 20 items to 8 items as detailed in the attached table and memo from Spicer Group, Inc. The Park Commission Evaluation Committee recommends that a contract be awarded to Spicer Group, Inc. The contract would be for a total two-year cost not to exceed $192,846.74 from the Trails and Parks Millage with a two year renewal option. The cost savings from the reduced scope of work amounted to $52,773.26. The Park Commission approved the resolution be approved as written with a vote of Yes-7; No-0 (Absent County Commissioner Carol Koenig, County Commissioner Teri Banas, and Park Commissioner Robin Lewis) at their November 14, 2016 meeting.

ALTERNATIVES
Ingham County Park staff does not have the engineering expertise that the consultant would be able to provide. Teri Morton, Budget Director, ran a report for the Parks Commission of what an engineering staff person would cost-and the range would be $111,229-$1 38,376. If we hired a consultant they would have various personnel with very diverse skill sets. Hiring a staff person with all the expertise spelled out in the eight scope items would be highly unlikely. The Park Commission feels strongly that this level of assistance will provide engineering expertise, oversight, and ensure we are doing our due diligence with the selection and implementation of millage funds.

FINANCIAL IMPACT
There are funds available in the Trails and Parks millage fund.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution with the passage of a motion at their November 14, 2016 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend the resolution authorizing a contract with Spicer Group, Inc. be approved.
November 2, 2016

Tim Morgan, Director
Ingham County Parks
121 E. Maple St., Suite 102
Mason, MI 48854

RE: Professional Consulting Services RFP, Packet #132-16
    Ingham County, MI

Tim,

At your request, we are providing you with a revised Scope of Work for the Parks and Trails Professional Consulting Services, Request for Proposals (RFP) Packet #132-16.

Background
Ingham County has a Parks and Trails millage that generates about 3.5 million dollars per year. With this millage, the County offers a grant program, to communities within the County, to create and maintain a sustainable countywide system of recreation trails and adjacent parks.

Administrating this program is a good deal of work. Ingham County would like assistance with the administration of this grant program regarding a number of specified tasks. The initial task list in the Request for Proposals (RFP) included 20 items (see attached) but for budgetary reasons the desired assistance task list has been reduced to 8 of those 20 items. Listed below are the 8 items with an associated scope of work for each item.

Scope of Work / Fee
Following email correspondence from Ingham County, dated 10/25/16, and a follow-up meeting with Tim Morgan, Parks Director on 10/2/16, we have revised our Scope of Work as follows:

TASK 84. VALIDATE COST ESTIMATES ARE ACCURATE – Validate that cost estimates given in the application are accurate for each Ingham County Trails Parks Program Application before they are recommended for funding.

- We will review program application cost estimates, as determined by the County, for accuracy.
- We will visit the site, if needed, to help determine the accuracy of the proposed estimate. At the site we may check the project size or length, the number of road crossings, look at any drain crossings, grade challenges, wetland issues, and any needed bridge crossings, among other things.
- We will compare the cost estimate to recent bid prices for accuracy and we will include an inflation factor for the actual construction time.
- Reviewing the estimate, we will look to make sure all the needed ancillary elements are included as well, such as engineering, survey, staking, material testing, inspection, permits, soil erosion and sedimentation control, contingencies and project signage.
- Once we have completed our review, we will send a brief memo to Park staff on its accuracy and recommendation.
November 2, 2016
Page 2 of 7

- The Park staff will communicate any identified inaccuracies with the corresponding community.

**Fee:** Our anticipated fee for this task is based on an average of 4 hours per application review. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is $560 for each application, based on an average of 4 hours of time per application. Last year 17 projects were awarded. If we were to review 17 project cost estimates for the 2017 round we would anticipate our fee to be $9,520 for this work in 2017.

**TASK #5. PROVIDE RECOMMENDATION ON PROJECT VIABILITY – Provide recommendations on project viability for the Ingham County Trails Parks Program Application to Parks Commission with oversight from the Director.**

- Spicer Group will look at each application, as requested by the county, with regard to project viability. Project viability is reliant on many factors, including such things as needed easements or Right of Way (ROW), wetlands, permitting, project costs and water crossings, to name a few.
- The Park Staff will communicate any viability issues to the corresponding community and Park Commission.

**Fee:** Our anticipated fee for this task is based on an average of 1 hour per application review. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is $122 for each application, based on an average of 1 hour of time per application. Last year 17 projects were awarded. If we were to review 17 projects for viability for the 2017 round, we would anticipate our fee to be $2,074 for this work in 2017.

**TASK #9. FOLLOW UP ON AWARDED PROJECTS AND MONITOR ON-GOING PROJECTS THROUGH FALL 2016 COMPLETION – Follow up on awarded projects and monitors on-going project activities to assure conformance to standards, plans and specifications as an Ingham County’s Trails project as to their status through to completion, including asphalt and bridge rounds as well as fall 2016 round.**

- Spicer Group will follow up on awarded projects and monitor ongoing project construction activities, providing intermittent site observation to ensure compliance with the contract for each awarded project. At each project site visit we will check the work for conformance to the plans and specifications.
- For this task we would like to be involved in the pre-construction meeting between the owner and the contractor and the community’s prime professional. We would also envision participating in the project close out walk through with the community, contractor and project prime professional.
- This work includes general oversight of the asphalt and bridge rounds as well.
- Spicer Group will communicate with county park staff on its findings and the county park will then communicate as they see fit with the Community.
November 2, 2016
Page 3 of 7

- It is not the intent of this task to act as the project Prime Professional and provide all needed project inspection and testing, but to check to make sure that this type of oversight is occurring and that the project is being constructed to the industry standards and per the plans and specifications.

Fee: Our anticipated fee for this task is based on an average of 20 hour per project. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is $2,800 for the monitoring of each project, based on an average of 20 hours of time per project. Last year a total of 17 projects were awarded. If we were to follow up on 17 projects and monitor the construction progress of these projects for 2017, we would anticipate our fee to be $47,600 for this work in 2017.

TASK #10. PROJECT AUDIT POST COMPLETION – Perform a “project audit” post completion on each project as part of the Ingham County’s Trails award to ensure compliance with the contract for each awarded project. Including construction inspection and checking their work for conformance to standards, specifications and guidelines.

- Upon project completion, Spicer Group will audit the project and make sure: the project elements in the grant have been completed and to industry standards, that site restoration is complete and the vegetation is established and that the project is ready to be closed out.
- Once the audit is complete, Spicer Group will communicate with the park Staff that the project is complete and ready for final close out.

Fee: Our anticipated fee for this task is based on an average of 4 hours per project. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is $460 for the post completion project audit of each project, based on an average of 4 hours of time per project. Last year a total of 17 projects were awarded. If we were to perform a post completion project audit up on 17 projects for 2017, we would anticipate our fee to be $9,520 for this work in 2017.

TASK #13. BRIDGE AND ENGINEERING EXPERTISE – Bridge Engineering and Expertise, ability to conduct a variety of engineering field studies pertaining to bridge evaluation according to MDOT standards.

- Spicer Group will provide the ability to conduct a variety of engineering field studies pertaining to bridge evaluation according to MDOT Standards.
- Our in-house MDOT certified, structural engineers and MDOT field inspectors will visit a county requested project site and evaluate an existing bridge structure and structure approaches for a variety of needs.
- Our staff is also able to evaluate best fits of pre manufactured pedestrian bridges for needed water crossings, wetland crossings or valley crossings.
Fee: Our anticipated fee for this task is based on an average of 4 hours per project. We understand that some will be simpler and some more complicated. Smaller projects may take less time and larger, more complicated projects will take additional time. Our anticipated fee is $10,212 for providing bridge engineering and expertise for 23 projects, based on an average of 4 hours of time per project. However, not all bridge projects may require our expertise or review. If this is the case, our fee would reflect this accordingly.

**TASK #15. PROVIDED FINISHED PROGRAM** – Leads the County Parks and community stakeholders in the development of way-finding and signage design, concepts and implementation program for Ingham County Trails. Provide finished program including design standards, guidelines and examples of signage that can be implemented by all communities as part of the regional trail system in Ingham County.

- We will conduct a stakeholder meeting to discuss long term way finding goals and review the way finding development process.
- At this stakeholder meeting we will seek input from the communities.
- Next we will develop options for a way finding system similar to the TART way-finding system.
- We will then meet with County Park Staff and review way finding system options.
- County park Staff will seek input from the Park Commission.
- Once feedback is received, we will revise the Wayfinding signage options.
- From this point, County parks will share the Wayfinding system with the communities.

Fee: Our anticipated fee for this task is based on an expected amount of 40 hours of effort. This equates to $5,600.

**TASK #16. PROFESSIONAL SERVICES DESIGN, WRITES GRANT APPLICATIONS AND PROVIDED DATA FOR RFP’s** – Prepares the prime professional design and cost estimates that would be usable for an RFP and write(s) grant application (s) for the Lake Lansing bathhouse/concession/restroom building/facility replacement project with assistance from staff for MDNR, Land and Water and Trust Fund grants and additional as deemed appropriate by consultant to try and secure grant funding to match millage funds. (2018 submittal)

The County is also interested in pursuing Recreation Passport grants to provide ADA parking (paving the existing parking spaces) at both Burchfield and Lake Lansing Parks. (2017 submittal)

We will explore the various preferred improvements and see what might be fundable under a grant. We will also explore what grant program might best match with your improvements and budget. After we have sorted out the grant type and project scope, we will begin the grant application process which will include a conceptual plan and preliminary estimate of cost (PEC) for the proposed improvements. Our tasks for this item will include:
November 2, 2016
Page 5 of 7

- Conceptual Plan
  - Walk the site with County Park Staff to review the site(s) for the proposed park improvements.
  - Prepare a base map of the proposed project site(s).
  - Gather information to include in the plan.
  - Develop preliminary conceptual plan(s).
  - Submit the preliminary conceptual plan(s) to the County for review.
  - Make any needed changes to the plan(s) based on feedback from the County.
  - Submit the final conceptual plan(s) to the County.

- Grant Application
  - Prepare a Preliminary Estimate of Cost (PEC) for the project(s). Assist the County in determining the local match amount(s).
  - Assist the County in setting up the new grant application(s) on the DNR MiRecGrants online system.
  - Complete the MDNR application form(s) with the required information.
  - Produce the project location map(s) and legal boundary map(s).
  - Review and complete the environmental checklist(s) with the County.
  - Write the supporting text for the application(s).
  - Include photos of the park site(s) and areas of proposed improvements.
  - Produce and submit the Transmittal Letter(s) and Notice of Intent form(s) to the regional planning house.
  - Compile and upload all of the requirements for the grant application(s).

- Ingham County’s Responsibilities:
  - Assist with and provide information for the grant application form(s) as needed (i.e. property deeds, plat map information, property descriptions, etc.)
  - Obtain commitment letters from any cash donors.
  - Obtain your attorney’s signature on the Documentation of Site Control form(s).
  - Advertise for a public meeting at least one week prior to the public meeting.
  - Host the advertised public meeting prior to April 1, 2017.
  - Obtain documentation from a disabled person and/or disability organization about the accessibility of the project(s) and their concerns and/or support.
  - Produce signed public meeting minutes and obtain a copy of the advertisement.
  - Certify a resolution from the Ingham County Board of Commissioners regarding the application(s), committing the matching funds, prior to April 1, 2017.
  - Solicit and collect letters of support for the project(s).
  - Review the final submittal documents.
  - Electronically submit the application(s) through the MiRecGrant system.

Fee: For all grant application projects, the cost estimate and conceptual plan are included in our scope of work.

Our anticipated fee for this task is based on an expected amount of 30 hours of effort per grant application. We understand there are (2) Recreation Passport grant applications for 2017. This equates to $3,660 per grant application, or $7,320. This includes separate applications to provide ADA paved parking spaces at Lake Lansing North and Burchfield Parks.
November 2, 2016
Page 6 of 7

For 2018, we understand the County would like to submit (1) Land & Water Conservation Fund grant application. This equates to $3,780. This application would include the bathhouse/concession/restroom and ADA parking improvements at Lake Lansing Park.

**TASK #18. PROVIDES UPDATES AND IMPROVEMENTS TO COMPREHENSIVE REPORT –**

*Updates and improvements to the Ingham County Parks Trails and Parks Comprehensive Report maps showing clear detail of critical connections within the entire system, and identify missing links and recommending priorities within the regional system for connecting communities. This would include verification of on road bike lanes within the current plans/mapping and status of widths of those bike lanes identified, this would be completed by the consultant but, coordinated with the Ingham County Road Department and Park Departments.*

- Review the maps and documentation in the existing plan.
- Identify trail connection gaps and critical connections that are unclear.
- Review gaps and critical connections with Park Staff.
- Seek input on what gaps and connections the staff would like to further research.
- Study identified trail gaps and identify potential routes.
- Review potential routes with park staff and seek their input.
- Park staff to share possible routes with Park Commission.
- Revise maps indicating potential trail gap routes
- We will also look at the study and list all the identified future trail connectors and recommend connection priorities.
- Review bike lanes with the Ingham County Road Commission.
- Update map and trail document, “Ingham County Trails and Parks Comprehensive Report” to reflect yearly changes.

**Fee:** Our anticipated fee for this task is based on an expected amount of 24 hours of effort per year. This equates to $3,360.

**Additional Services**

Additional services related to this project will be furnished by us after you authorize the work. Our fee for the additional services will be determined at the time they are agreed to and rendered.

**Fee Schedule**

Our proposed fee to complete these services can be found above and on the attached spreadsheet. When we add up the anticipated task efforts for Year 1, the total estimated hourly fee is in the amount of $95,206.

We find it difficult to determine a not-to-exceed lump sum number without knowing the actual amount of projects, or number of applications, or required time to monitor the construction of the projects. We are aware of the County’s desire to set a pre-determined dollar amount for the budgeting of this work. If that is the desire, we believe it might be best for the County to set an upper limit dollar amount per year. If, or when, we approach that number, we would let the park staff know that we are within say 15% of the upper
November 2, 2016
Page 7 of 7

limit. At that time the County could determine to either limit additional work or utilize additional dollars.

It is also our understanding that the Ingham County Park Staff will be responsible for communication with the Park Commission and Board of Commissioners, however if our attendance is required at one of these meetings, our fee for this will be in addition to the amount above, at a rate of $350 per meeting.

Once we have done this work for a year or two, I think both parties will have a better understanding of what work is involved and the level of assistance needed.

We deeply appreciate your confidence in Spicer, and we look forward to working with you and for you on your project.

Sincerely,

Robert R. Eggers, AICP
Senior Planner / Principal

Tanya M. Moore, PLA, ASLA
Landscape Architect/Planner

SPICER GROUP, INC.
230 S. Washington Avenue
Saginaw, MI 48607
Phone: (989) 754-4717 ext. 5568
Fax: (989) 754-4440
mailto: robe@spicergroup.com

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** Estimated costs are based on the 27 projects that were awarded in fiscal year 2016.

Note: The table above is a representation of the project's estimated cost breakdown and is subject to change based on actual project outcomes and financial updates.
Tim,

Another item you might share with the Committee,

Spicer Group will refrain from contracting with Ingham communities for any associated path or trail designs while we are under contract with Ingham for the millage assistance program.

I say this as an RFP came through today requesting a response for trails design assistance in Ingham County. I thought, we better not respond with the possibility of working for the County and this project may be related to the trails millage program.

Thank you,

Rob
# 2017 Personnel Cost Projection

## Road Department Design Engineer

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<td><strong>TOTAL</strong></td>
<td>$111,229</td>
<td>$138,376</td>
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TO: Timothy Morgan, Director of Parks  
FROM: James Hudgins, Director of Purchasing  
jhudgins@ingham.org  
DATE: September 26, 2016  
RE: Memo of performance for RFP No. 132-16: Parks and Trails Professional Consulting Services

Per your request, the Purchasing Department sought proposals from experienced and qualified professional consultants for the purpose of providing services to and assisting the Ingham County Parks staff with the delivery of certain millage related items.

The RFP was advertised in the Lansing State Journal, City Pulse and Ingham County Purchasing Department.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>42</td>
<td>8</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>2</td>
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</table>

Vendors not submitting proposals
Lapham Associates, West Branch MI: We do not feel that, with our current workload and staffing level, we would be able to provide you with the timely services that you deserve.

Butler, Fairman & Seufert Inc., Indianapolis IN,: At this time, we do not believe our current workload would allow us to assign the staffing needed to perform the required services mentioned in the RFP. Also, we were not able to identify a local Ingham County consultant available to partner with BF&S. We believe this type of partnership would be important in creating a viable Team relative to the scope of work identified in this RFP.

DLZ, Lansing, MI: At this time, we cannot submit a proposal for your project

Mannik & Smith Group, Inc., Monroe, MI: Unfortunately at this time, due our workload and other project commitments, we are unable to submit for this project. We appreciate the opportunity to be included in your solicitation for services.

Prein & Newhof, P.E., Grand Rapids, MI: Unfortunately we will not be submitting a bid, but we would like to remain on your submittal list.
**Vendors Responding**
Spicer Group, a local vendor, 110 W. Michigan Ave., Suite 725, Lansing MI 48933
Landscape Architect & Planners, Inc., One Oakland Center, 809 Center St., Suite 1, Lansing MI 48906

**Estimate of Costs:**

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<tr>
<th>SPICER GROUP YEAR 1</th>
<th></th>
<th>SPICER GROUP YEAR 1</th>
<th></th>
<th>LAP YEAR 1 AVERAGE</th>
<th>SPICER GROUP YEAR 2</th>
<th></th>
<th>SPICER GROUP YEAR 2</th>
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<td></td>
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You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit evaluation to the Purchasing Department with your recommendation; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the “resolutions group” as acknowledgement of the Purchasing Department’s participation in the proposal process.

If I can be of further assistance, please email jhudgins@ingham.org
Intended by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH SPICER GROUP, INC. TO PROVIDE CONSULTING SERVICES TO AND ASSIST THE INGHAM COUNTY PARKS STAFF WITH THE DELIVERY OF CERTAIN MILLAGE RELATED ITEMS

WHEREAS, Board of Commissioner Resolution 16-103 directed staff to develop a job description for a staff person who would specifically work on the trails and parks millage; and

WHEREAS, the Park Commission passed a motion at their June 27, 2016 meeting to direct staff to work with the Purchasing Department to issue a Request for Proposal (RFP) for a consultant with various personnel with very diverse skill sets to assist County staff with the Trails and Park Millage; and

WHEREAS, the Purchasing Department solicited proposals from experienced and qualified professional consultants for the purpose of providing consulting services to and assisting the Ingham County Parks staff with the delivery of certain millage related items; 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 an estimated first-year cost of $95,206.00 and an estimated second-year cost of $97,640.74 for a combined two-year total not to exceed $192,846.74 from the Trails and Parks Millage to provide consulting services to and assist the Ingham County Parks staff with the delivery of certain millage related items.

BE IT FURTHER RESOLVED, the term of the contract is two years from the date of execution.

BE IT FURTHER RESOLVED, the Board of Commissioners also authorizes Spicer Group’s attendance at Park Commission or Board of Commissioners meeting(s), if required and requested, at a cost of $350.00 per meeting, in a total not to exceed three meetings per year for a total cost of $1,050 a year.

BE IT FURTHER RESOLVED, the Board of Commissioners approves an option to renew the contract for an additional two year period provided the annual cost increases should not exceed the Consumer Price Index’s Annual Inflation rate or 1%, whichever is greater, during the term of the Agreement.

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

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

TO: County Services and Finance

DATE: November 21, 2016

FROM: Stacy Byers

SUBJECT: Approval to Close On Sheridan, Miedema and Lovette Properties

The Farmland and Open Space Preservation Board received applications for the 2015 cycle. In accordance with the Ordinance, the FOSP Board scored and ranked the applications based on the approved 2015 selection criteria. The appraisals were sent to the County Purchasing Department to participate in the Bid Process, whereas applicants are asked to provide their lowest bid for purchase. Through that process, three farmland properties are being recommended for conservation easement purchase. The FOSP Board approved and recommends closing on the Sheridan, Miedema and Lovette properties. The FOSP Board has funds in their 2016 budget to cover all closing and purchase costs.

Furthermore, in the spirit of full disclosure, the Sheridan property is owned and operated by William and Sally Sheridan, relatives to Stacy Byers, Director of the FOSP Board. Precedence was sent with the Koelling property in 2014 which established a process for properly stewarding easements through that are closer than arms length. Mrs. Byers recused herself from all board discussion concerning the Sheridan application.

In a memo dated July 22, 2014, from Mr. Peter Cohl, of Cohl Stoker & Toskey, P.C., he states “there is a conflict of interest, but the application may be approved with full disclosure in advance of the meeting at which it is to be approved as well as in the Board’s minutes of the meeting, (b) recusal of the Board member from all discussion and voting on the application, and (c) concurrence of 2/3 majority vote of the FOSP Board.” The FOSP Board and Mrs. Byers have complied with all requirements set forth above and conducted all due diligence in accordance with the County Ethics Policy.

Thank you.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS ON THE SHERIDAN, MIEDEMA, AND LOVETTE PROPERTIES

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Preservation Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2015 application cycle, and of which, said ranking was approved by Resolution #16-044; and

WHEREAS, the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a “Bid” process; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds on all properties using 100% locals fund on the Sheridan, Miedema, and Lovette properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Sheridan, Miedema and Lovette properties at a price not to exceed the amount listed in the chart below:

<table>
<thead>
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<th>Name</th>
<th>Appraisal /CE Price</th>
<th>Landowner Contribution</th>
<th>County</th>
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<td>Sheridan</td>
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<td>Miedema</td>
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<tr>
<td>Lovette</td>
<td>$305,000.00</td>
<td>$0.00</td>
<td>$305,000.00</td>
</tr>
</tbody>
</table>

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

TO: COUNTY SERVICES AND FINANCE COMMITTEES

DATE: NOVEMBER 21, 2016

FROM: STACY BYERS, INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD

SUBJECT: APPROVAL OF 2016 APPLICATION CYCLE RANKING

This resolution approves the 2016 application cycle ranking and establishes a priority for the top applications. In 2012 the BOC established the Purchasing Department as the designated party responsible for negotiating prices with landowners for the purchase of conservation easements. The 2016 ranked applications will go through the Purchasing Departments’ Bid process to negotiate easement values.

There will be future costs associated with proceeding with negotiations on the top scoring farms, including, but not limited to, appraisal, survey, title commitment and insurance costs. Those costs are included in the 2017 budget.
Agenda Item 16b

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING THE RANKING OF THE 2016 FARMLAND AND OPEN SPACE PRESERVATION PROGRAMS APPLICATION CYCLE RANKING AND RECOMMENDATION TO PURCHASE PERMANENT CONSERVATION EASEMENT DEEDS ON THE TOP RANKED PROPERTIES

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board Preservation Program), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, on August 5, 2008, the voters of Ingham County approved the levy of 0.14 mills for the purpose of funding the Farmland and Open Space Preservation Board; and

WHEREAS, Resolution #10-100 directs the Farmland and Open Space Board to identify agricultural and open space property for inclusion in the program, to rank the applications received according to established criteria approved by the Board of Commissioners, and to select properties for purchase of Conservation Easement Deeds which requires approval by the Board of Commissioners; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase Conservation Easement Deeds on Agricultural and Open Space properties in Ingham County; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all farmland open space applications received for the 2016 cycle and wishes to proceed with negotiations on the top ranked properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the 2016 Farmland and Open Space Application Ranking as attached, and approves the FOSP Board to proceed with negotiations on the top ranked properties.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
### 2016 Farmland Score and Rank

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<th>Agricultural Productivity</th>
<th>Size of Parcels</th>
<th>Additional Ag Income</th>
<th>Proximity to Existing Livestock Farm</th>
<th>Proximity to Water or Sewer</th>
<th>Proximity to Designated Population Center</th>
<th>Road Frontage</th>
<th>Location to Protected Property</th>
<th>Block Applications</th>
<th>Additional Ag Characteristics</th>
<th>MAEAP</th>
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2016 Farmland score and rank 9-12-16
## 2016 Open Space Score and Rank

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<th>Riparian Land Score</th>
<th>Wetland Score</th>
<th>Rare Species Score</th>
<th>Faro Size Score</th>
<th>PGA Score</th>
<th>Road Frontage Score</th>
<th>Forest Score</th>
<th>Other Open Habitat Score</th>
<th>Flood Plain Score</th>
<th>Aquifer Recharge Score</th>
<th>Proximity to Urban Score</th>
<th>Distance to Other Property Score</th>
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Open Space Scored Applicants 8-11-16 (Stacy Byers's conflicted copy 2016-10-31)
TO: Board of Commissioners Finance and Liaison Committees
FROM: Jill Bauer, Administrative Analyst
DATE: 11/18/2016
SUBJECT: Resolution Approving Various Contracts for the 2017 Budget Year
for the meeting agendas of December 1st, 5th, 6th and 7th

BACKGROUND

This resolution will approve the attached list of contracts for the 2017 budget year. The list consists only of contracts that are included in the 2017 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over $5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index’s Annual Inflation rate (0.9% for 2017) or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners’ Guidelines. Expenditure contracts with a 2017 increase of 1% or less are the only ones included in this resolution.

ALTERNATIVES

This process is in place to reduce the number of contracts that have to go the Board of Commissioners each year.

FINANCIAL IMPACT

Budgets were approved in the 2017 Budget for the contracts included in the list attached.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

The budget office recommends approving the attached contracts for the 2017 Budget year.
INTRODUCED BY THE FINANCE COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2017 BUDGET YEAR

WHEREAS, county policy requires that all contracts over $5,000 be approved by the Board of Commissioners; and

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2017 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller’s Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over $5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2016 COST</th>
<th>2017 PROJECTED</th>
<th>Proj Increase over 2016</th>
<th>% Increase over 2016</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Court</td>
<td>TEU Theater</td>
<td>Technology support for the Courthouses (excluding Courtrooms 1 and 7)</td>
<td>01/01/17</td>
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<td>Family Court</td>
<td>MSU Psychology Department</td>
<td>Diversion Program - Reduces discipline for out of home care</td>
<td>01/01/16</td>
<td>06/30/17</td>
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<td>$104,763</td>
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<td>All Clear</td>
<td>Security X-Ray Machine Maintenance Agreement</td>
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<td>Highfields</td>
<td>Day Treatment Program - Transportation and behavioral specialists</td>
<td>01/01/16</td>
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<td>Evening Reporting Program - Transportation and Behavioral Specialists</td>
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<td>Lonestar Mason Ambulance</td>
<td>Inmate Ambulance Service</td>
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<td>Mobile Towing</td>
<td>Towing Services</td>
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<td>Income residents of Ingham County</td>
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<td>DEPARTMENT</td>
<td>CONTRACTOR NAME</td>
<td>REASON FOR CONTRACT</td>
<td>BEGIN DATE</td>
<td>END DATE</td>
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<td>2017 PROJECTED</td>
<td>Proj Increase over 2016</td>
<td>% Increase over 2016</td>
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### Human Services Committee

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<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2016 COST</th>
<th>2017 PROJECTED</th>
<th>Proj. Increase over 2016</th>
<th>% Increase over 2016</th>
<th>Funding Source</th>
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<td>Ingham County</td>
<td>Capital Area United Way</td>
<td>Annual Renewal of Contract for Central Michigan 2-1-1 Services</td>
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<td>Volunteers of America</td>
<td>Homeless Day Center</td>
<td>10/01/16</td>
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<td>Out Savor Lutheran Church</td>
<td>Food Pantry Operations - 1515 W Holmes Road</td>
<td>10/01/16</td>
<td>09/30/17</td>
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### Revenue Contracts

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<th>2016 REV</th>
<th>2017 PROJECTED</th>
<th>Proj. Increase over 2016</th>
<th>% Increase over 2016</th>
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<tr>
<td>VA</td>
<td>Michigan Veterans Trust Fund</td>
<td>Services Provided for Ingham County Trust Fund</td>
<td>10/01/16</td>
<td>09/30/17</td>
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<tr>
<td>VA</td>
<td>Michigan Veterans Trust Fund</td>
<td>Services Provided for Clinton County Trust Fund</td>
<td>10/01/16</td>
<td>09/30/17</td>
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<td>VA</td>
<td>Clinton County</td>
<td>Services Provided to Clinton County</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$35,204</td>
<td>$25,607</td>
<td>-$9,607</td>
<td>-27%</td>
</tr>
</tbody>
</table>
## COUNTY SERVICES COMMITTEE

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2016 COST</th>
<th>2017 PROJECTED</th>
<th>Proj Increase over 2016</th>
<th>% Increase over 2016</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Commissioners</td>
<td>Franciscus</td>
<td>Recording Software maintenance Monthly</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$6,500</td>
<td>$6,500</td>
<td>$3</td>
<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>Board of Commissioners</td>
<td>GroVA</td>
<td>PKO Software</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$17,700</td>
<td>$17,700</td>
<td>$3</td>
<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>Financial Services</td>
<td>Eagle Claims Management</td>
<td>Workers' Comp Third Party Administrator</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$27,500</td>
<td>$27,500</td>
<td>$3</td>
<td>0%</td>
<td>Workers</td>
</tr>
<tr>
<td>Financial Services</td>
<td>Infirion</td>
<td>Employee Flexible Spending Account Administrator</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$17,500</td>
<td>$17,500</td>
<td>$3</td>
<td>0%</td>
<td>Employee Benefit</td>
</tr>
<tr>
<td>Road Department</td>
<td>Precision Systems</td>
<td>Accounting Software Licenses</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$16,656</td>
<td>$16,656</td>
<td>$3</td>
<td>0%</td>
<td>Road Fund</td>
</tr>
<tr>
<td>Road Department</td>
<td>Midwest Consulting</td>
<td>Traffic Signal Database Support</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$1,200</td>
<td>$1,200</td>
<td>$3</td>
<td>0%</td>
<td>Road Fund</td>
</tr>
<tr>
<td>IF</td>
<td>ROSS</td>
<td>Annual Maintenance for Help Desk Software</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$14,425</td>
<td>$14,425</td>
<td>$3</td>
<td>0%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IF</td>
<td>Certio Software</td>
<td>Enterprise Software Maintenance for Phone System</td>
<td>01/01/17</td>
<td>04/30/16</td>
<td>$2,107</td>
<td>$2,125</td>
<td>$3</td>
<td>1%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IF</td>
<td>Mythics</td>
<td>Sun Server Maintenance Contract</td>
<td>02/16/17</td>
<td>03/31/17</td>
<td>$5,698</td>
<td>$5,654</td>
<td>$3</td>
<td>1%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IF</td>
<td>LSI</td>
<td>Syniverse Network Monitoring</td>
<td>03/21/17</td>
<td>09/30/17</td>
<td>$1,615</td>
<td>$1,671</td>
<td>$3</td>
<td>1%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IF</td>
<td>Synavids</td>
<td>Synavids Remote Support Software</td>
<td>06/18/17</td>
<td>09/30/17</td>
<td>$456</td>
<td>$455</td>
<td>$3</td>
<td>1%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IF</td>
<td>HP Enterprise</td>
<td>Oracle Database Standard Edition - Processor Hardware</td>
<td>03/20/17</td>
<td>09/30/17</td>
<td>$7,506</td>
<td>$7,285</td>
<td>$3</td>
<td>1%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IF</td>
<td>Service Express</td>
<td>Hardware Support Renewal for HP Servers</td>
<td>04/30/17</td>
<td>04/30/18</td>
<td>$3,906</td>
<td>$3,875</td>
<td>$3</td>
<td>1%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IF</td>
<td>CBWS</td>
<td>Annual Cost for Taxicab Occupancy for the Highways</td>
<td>03/01/17</td>
<td>03/01/18</td>
<td>$750</td>
<td>$750</td>
<td>$3</td>
<td>1%</td>
<td>Network Fund</td>
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</table>

### REVENUE CONTRACTS

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2016 REV</th>
<th>2017 PROJECTED</th>
<th>Proj Increase over 2016</th>
<th>% Increase over 2016</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equalization</td>
<td>State of Michigan</td>
<td>Annual Grant for Reconversionation Program</td>
<td>01/01/17</td>
<td>12/31/17</td>
<td>$85,000</td>
<td>$85,000</td>
<td>$3</td>
<td>0%</td>
<td>Equalization</td>
</tr>
</tbody>
</table>
TO: Board of Commissioners Finance and Liaison Committees
FROM: Teri Morton, Budget Director
DATE: November 21, 2016
SUBJECT: Year End Adjustment and Contingency Fund Update
For the meeting agendas of 12/1/16 Law and Courts, 12/5/16 County Services,
12/6/16 Human Services, and 12/7/16 Finance

BACKGROUND
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.

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any
necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621
(Uniform Budgeting & Accounting Act), and to balance the 2016 Budget. The General Fund budget will be
adjusted to the amount of $82,862,858 for the fourth quarter of 2016.

FINANCIAL IMPACT
Detail of the recommended adjustments to the Ingham County budget for the fourth quarter of fiscal year
2016 are attached. The total decrease to the General Fund is $145,450.

There are just two major adjustments this quarter. One is an additional appropriation of $100,000 to the
Department of Health and Human Services Child Care fund for costs associated with Federal Audit findings.
With State matching funds, the total increase to the budget will be $200,000. The general fund portion will be
funded from the 2016 contingency account.

The second adjustment is a decrease to State Prisoner Care revenue of $145,450, as the result of the abruptly
canceled contract for leased Jail beds by the State of Michigan. This will also be funded from the 2016
contingency account.

There are also a few adjustments in the Machinery and Equipment Revolving Fund for replacement computer
equipment and copiers. Funds are available for these purchases through accumulated chargebacks to
departments.

OTHER CONSIDERATIONS
Also included is an update of contingency fund spending so far this year. The current contingency amount is
$245,450. If this resolution is approved as presented, the 2016 contingency account will be depleted. The
attached document details how the Board has allocated the contingency funds throughout the year, beginning
with a balance of $350,000.

RECOMMENDATION
Adoption of this resolution is recommended.
## 2016 CONTINGENCY

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>Adopted Contingency Amount</td>
<td>$350,000</td>
</tr>
<tr>
<td>R16-165: BOC Temporary Employee for FOIA</td>
<td>(4,550)</td>
</tr>
<tr>
<td>R16-269: VOA New Hope Day Shelter</td>
<td>(30,000)</td>
</tr>
<tr>
<td>R16-362: DHHS Additional Appropriation</td>
<td>(50,000)</td>
</tr>
<tr>
<td>R16-421: Temporary Assistant Prosecutor</td>
<td>(20,000)</td>
</tr>
<tr>
<td>Proposed 4th Quarter/Year End Adjustment</td>
<td>(245,450)</td>
</tr>
</tbody>
</table>

**Current Contingency Amount**

$0
Resolutions

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; and

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute.

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:

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2016 BUDGET 11/15/16</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$83,008,308</td>
<td>($145,450)</td>
<td>$82,862,858</td>
</tr>
<tr>
<td>288</td>
<td>DHHS – Child Care</td>
<td>4,212,707</td>
<td>200,000</td>
<td>4,412,707</td>
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<tr>
<td>664</td>
<td>Mach. &amp; Equip. Revolving</td>
<td>1,391,998</td>
<td>14,778</td>
<td>1,406,776</td>
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</tbody>
</table>

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2016 Ingham County General Fund budget at $82,862,858.
GENERAL FUND REVENUES

<table>
<thead>
<tr>
<th>Tax Revenues</th>
<th>2016 Budget – 11/15/16</th>
<th>Proposed Changes</th>
<th>2016 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Property Tax</td>
<td>44,782,645</td>
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<td>44,782,645</td>
</tr>
<tr>
<td>Property Tax Adjustments</td>
<td>(150,000)</td>
<td></td>
<td>(150,000)</td>
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<tr>
<td>Delinquent Real Property Tax</td>
<td>15,000</td>
<td></td>
<td>15,000</td>
</tr>
<tr>
<td>Unpaid Personal Property Tax</td>
<td>(10,000)</td>
<td></td>
<td>(10,000)</td>
</tr>
<tr>
<td>Industrial Facility Tax</td>
<td>300,000</td>
<td></td>
<td>300,000</td>
</tr>
<tr>
<td>Trailer Fee Tax</td>
<td>15,000</td>
<td></td>
<td>15,000</td>
</tr>
<tr>
<td>Intergovernmental Transfers</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>State Revenue Sharing</td>
<td>6,088,744</td>
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<td>6,088,744</td>
</tr>
<tr>
<td>Convention/Tourism Tax - Liquor</td>
<td>1,395,224</td>
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<td>1,395,224</td>
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<tr>
<td>Court Equity Fund</td>
<td>1,490,000</td>
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<td>1,490,000</td>
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<tr>
<td>Use of Fund Balance</td>
<td>5,128,068</td>
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<td>5,128,068</td>
</tr>
<tr>
<td>Department Generated Revenue</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Animal Control</td>
<td>710,636</td>
<td></td>
<td>710,636</td>
</tr>
<tr>
<td>Circuit Court - Family Division</td>
<td>1,016,625</td>
<td></td>
<td>1,016,625</td>
</tr>
<tr>
<td>Circuit Court - Friend of the Court</td>
<td>562,000</td>
<td></td>
<td>562,000</td>
</tr>
<tr>
<td>Circuit Crt - General Trial</td>
<td>2,467,390</td>
<td></td>
<td>2,467,390</td>
</tr>
<tr>
<td>Controller</td>
<td>3,170</td>
<td></td>
<td>3,170</td>
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<tr>
<td>Cooperative Extension</td>
<td>2,500</td>
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<td>2,500</td>
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<tr>
<td>County Clerk</td>
<td>632,210</td>
<td></td>
<td>632,210</td>
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<tr>
<td>District Court</td>
<td>2,674,448</td>
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<td>2,674,448</td>
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<tr>
<td>Drain Commissioner/Drain Tax</td>
<td>394,758</td>
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<td>394,758</td>
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<tr>
<td>Economic Development</td>
<td>56,640</td>
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<td>56,640</td>
</tr>
<tr>
<td>Department</td>
<td>2016 Budget - 11/15/16</td>
<td>Proposed Changes</td>
<td>2016 Proposed Budget</td>
</tr>
<tr>
<td>------------------------------------</td>
<td>------------------------</td>
<td>------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Elections</td>
<td>247,677</td>
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<td>247,677</td>
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<tr>
<td>Emergency Operations</td>
<td>53,582</td>
<td></td>
<td>53,582</td>
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<tr>
<td>Equalization /Tax Mapping</td>
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<td>10,100</td>
</tr>
<tr>
<td>Facilities</td>
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<td>172,957</td>
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<tr>
<td>Financial Services</td>
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<td>89,673</td>
</tr>
<tr>
<td>Health Department</td>
<td>120,000</td>
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<td>120,000</td>
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<tr>
<td>Human Resources</td>
<td>42,368</td>
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<td>42,368</td>
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<tr>
<td>Probate Court</td>
<td>277,178</td>
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<td>277,178</td>
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<tr>
<td>Prosecuting Attorney</td>
<td>602,452</td>
<td></td>
<td>602,452</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>2,036,729</td>
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<td>2,036,729</td>
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<tr>
<td>Remonumentation Grant</td>
<td>87,454</td>
<td></td>
<td>87,454</td>
</tr>
<tr>
<td>Sheriff</td>
<td>6,007,197</td>
<td>(145,450)</td>
<td>5,861,747</td>
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<tr>
<td>Treasurer</td>
<td>5,222,133</td>
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<td>5,222,133</td>
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<tr>
<td>Tri-County Regional Planning</td>
<td>63,921</td>
<td></td>
<td>63,921</td>
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<tr>
<td>Veteran Affairs</td>
<td>399,829</td>
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<td>399,829</td>
</tr>
<tr>
<td><strong>Total General Fund Revenues</strong></td>
<td><strong>83,008,308</strong></td>
<td>(145,450)</td>
<td><strong>82,862,858</strong></td>
</tr>
</tbody>
</table>

**GENERAL FUND EXPENDITURES**

<table>
<thead>
<tr>
<th>Department</th>
<th>2016 Budget - 11/15/16</th>
<th>Proposed Changes</th>
<th>2016 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Commissioners</td>
<td>556,179</td>
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<td>556,179</td>
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<td>Circuit Court - General Trial</td>
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<td>8,613,169</td>
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<tr>
<td>District Court</td>
<td>3,175,311</td>
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<td>3,175,311</td>
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<tr>
<td>Circuit Court - Friend of the Court</td>
<td>1,594,800</td>
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<td>1,594,800</td>
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<tr>
<td>Jury Board</td>
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<td>1,199</td>
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<td>Probate Court</td>
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<tr>
<td>Department</td>
<td>2018-2019 Budget</td>
<td>2017-2018 Budget</td>
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<tr>
<td>------------------------------------</td>
<td>------------------</td>
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<tr>
<td>Circuit Court - Family Division</td>
<td>5,489,400</td>
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<tr>
<td>Jury Selection</td>
<td>134,467</td>
<td>134,467</td>
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<td>Financial Services</td>
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<tr>
<td>County Attorney</td>
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<td>445,143</td>
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<tr>
<td>County Clerk</td>
<td>955,772</td>
<td>955,772</td>
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<tr>
<td>Controller</td>
<td>934,739</td>
<td>934,739</td>
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</tr>
<tr>
<td>Equalization/Tax Services</td>
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<td>729,444</td>
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<tr>
<td>Human Resources</td>
<td>748,469</td>
<td>748,469</td>
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<tr>
<td>Prosecuting Attorney</td>
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<td>6,371,869</td>
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<tr>
<td>Purchasing</td>
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<tr>
<td>Facilities</td>
<td>2,078,574</td>
<td>2,078,574</td>
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<tr>
<td>Register of Deeds</td>
<td>751,832</td>
<td>751,832</td>
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</tr>
<tr>
<td>Remonumentation Grant</td>
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<td>87,454</td>
<td></td>
</tr>
<tr>
<td>Treasurer</td>
<td>540,495</td>
<td>540,495</td>
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</tr>
<tr>
<td>Drain Commissioner</td>
<td>964,065</td>
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<tr>
<td>Economic Development</td>
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</tr>
<tr>
<td>Community Agencies</td>
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</tr>
<tr>
<td>Ingham Conservation District</td>
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<tr>
<td>Equal Opportunity Committee</td>
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<td></td>
</tr>
<tr>
<td>Women’s Commission</td>
<td>500</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>Historical Commission</td>
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<td>500</td>
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<tr>
<td>Tri-County Regional Planning</td>
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<td></td>
</tr>
<tr>
<td>Jail Maintenance</td>
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</tr>
<tr>
<td>Sheriff</td>
<td>20,361,228</td>
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</tr>
<tr>
<td>Tri-County Metro Squad</td>
<td>75,000</td>
<td>75,000</td>
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</tr>
<tr>
<td>Service</td>
<td>Budget 2023</td>
<td>Budget 2024</td>
<td></td>
</tr>
<tr>
<td>---------------------------------</td>
<td>---------------</td>
<td>---------------</td>
<td></td>
</tr>
<tr>
<td>Community Corrections</td>
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<tr>
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<td>1,740,197</td>
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</tr>
<tr>
<td>Homeland Sec./Emergency Ops.</td>
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<td>204,115</td>
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<tr>
<td>Board of Public Works</td>
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<td>300</td>
<td></td>
</tr>
<tr>
<td>Drain Tax at Large</td>
<td>430,000</td>
<td>430,000</td>
<td></td>
</tr>
<tr>
<td>Health Department</td>
<td>5,302,865</td>
<td>5,302,865</td>
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<td>Community Health Centers</td>
<td>2,892,486</td>
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<td>Jail Medical</td>
<td>1,921,190</td>
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<td>Medical Examiner</td>
<td>359,075</td>
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<td>Substance Abuse</td>
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<td>Community Mental Health</td>
<td>1,897,161</td>
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<td>Department of Human Services</td>
<td>1,974,769</td>
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<td>Tri-County Aging</td>
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<td>Veterans Affairs</td>
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<td>Cooperative Extension</td>
<td>444,081</td>
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<td>Library Legacy Costs</td>
<td>133,236</td>
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<td>Parks and Recreation</td>
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<tr>
<td>Contingency Reserves</td>
<td>245,450</td>
<td>(245,450)</td>
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<td>Legal Aid</td>
<td>20,000</td>
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<td>2-1-1 Project</td>
<td>45,750</td>
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<td>Community Coalition for Youth</td>
<td>27,000</td>
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<td>Capital Improvements</td>
<td>2,154,999</td>
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<td>Additional Pension Contribution</td>
<td>1,850,000</td>
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<td><strong>Total General Fund Expenditures</strong></td>
<td><strong>83,008,308</strong></td>
<td><strong>(145,450)</strong></td>
<td><strong>82,862,858</strong></td>
</tr>
</tbody>
</table>
**General Fund Revenues**

Sheriff  
Decrease State Prisoner Care revenue $145,450 based on current projections.

**General Fund Expenditures**

Dept. of Hlth/Human Svcs.  
Increase general fund transfer up to $100,000 for costs associated with Federal Audit findings.

Contingency  
Decrease contingency $145,450 to offset decreased Sheriff revenue and $100,000 for increased transfer to Department of Health and Human Services Child Care fund.

**Non-General Fund Adjustments**

DHHS Child Care  
Increase general fund transfer up to $100,000 for costs associated with Federal Audit findings. Funds will be matched by the State of Michigan for a total budget of $200,000.

Mach./Equip. Revolving  
Increase CIP upgrade funds for replacement of two copiers for the Road Department ($12,540), a laptop for Parks ($1,330), and a PC for the Budget Office ($908).