THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JULY 20, 2016 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

1. **Financial Services**
   a. Presentation of the Audit and Financial Statements (*Please Bring the Comprehensive Annual Financial Report Previously Mailed*)
   b. Resolution to Change the Plan Administrator and Plan Name of the Former Road Commission’s Nationwide Post Employment Health Plan to Ingham County

2. **Sheriff’s Office**
   a. Resolution to Authorize the Ingham County Sheriff’s Office to Accept (10) .38 Caliber Revolver Firearms Donated from Securitas Security Company
   b. Resolution Authorizing the Ingham County Sheriff’s Office to Extend a Contract with the Michigan Department of Corrections to Rent 100 Beds to the Michigan Department of Corrections

3. **Drain Commissioner** - Resolution Authorizing an Increase in Funding for the Revolving Drain Fund (Fund 802)

4. **Animal Control** - Resolution to Accept the ASPCA Adoption Ambassador Program Grant

5. **Circuit Court/Family Division**
   a. Resolution to Authorize Funds for Two Replacement Vehicles for the Ingham County Family Center
   b. Resolution to Authorize Funds for Renovation of Office Space at the Ingham County Family Center

6. **Facilities Department**
   a. Resolution Authorizing a Contract with Teachout Security for Uniformed Unarmed Guard Services in Various County Buildings
   b. Resolution Authorizing Two Purchase Orders for the 20 Ton RTU #10 Replacement at Forest Community Health Center
c. Resolution Authorizing Amending the Costs on Resolution #16-251 for a One Year Contract Extension with PM Technologies to Provide Generator Services for Various Backup Generators Throughout the County
d. Resolution Authorizing a Contract with Myers Plumbing & Heating, Inc. to Replace the Two Youth Center Boilers

7. Department of Health and Human Services - Resolution Authorizing a Supplemental Appropriation to the Department of Health and Human Services 2016 Child Care Fund Budget

8. Health Department - Resolution to Authorize a 2016-2017 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement

9. Innovation & Technology Department
   a. Resolution to Approve Purchase of Training from Imagesoft
   b. Resolution to Approve Purchase of Training from Lynda.com
   c. Resolution to Approve the Renewal of the Munis Software Annual Support Agreement from Tyler Technologies
   d. Resolution to Approve the Renewal of the RightFax Support Agreement

10. Potter Park Zoo - Resolution Recommending Central Nebraska Packing, Inc. Become a Sole Source Vendor to Supply Meat for Potter Park Zoo’s Animal Diets

11. Ingham County Fair - Resolution Authorizing Entering into a Contract with Dietz Janitorial for As Needed Cleaning Services at the Ingham County Fairgrounds Community Hall

12. Parks Department - Resolution Authorizing Entering into Contracts for the Trails and Parks Millage Applications

13. Road Department
   a. Resolution to Approve Local Road Agreements with Stockbridge, Bunker Hill, Williamston, Locke, Leslie, Leroy, Aurelius, and Alaiedon Townships for the Ingham County Road Department
   b. Resolution Authorizing Contracted Trucking Services to Haul Hot Mix Asphalt to the Ingham County Road Department
   c. Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and Ingham County and Third Party Agreements Between Michigan State University and Ingham County and the Charter Township of Meridian and Ingham County in Relation to Road Construction Projects for Park Lake Road from Grand River Avenue (M-43) to Merritt Road and Improvements to Hagadorn Road and Mt Hope Road Intersection
   d. Resolution Authorizing the Purchase of Two New Wheel Loaders for the Ingham County Road Department
14. **Controller/Administrator’s Office**
   a. Resolution to Authorize **Budget Adjustments** for 2016 Based on the Annual Evaluation of the County’s Financial Reserve Policy
   b. Resolution to Adopt the **2017 Juvenile Justice** Community Agency Process Calendar
   c. Resolution Authorizing **Adjustments** to the 2016 Ingham County Budget

15. **Board Referral** - Resolution from the Eaton County Board of Commissioners Regarding the Support of Legislation to Address the Assessment Methodology Utilized by the **Michigan Tax Tribunal - “Dark Stores”**

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](http://www.ingham.org).
FINANCE COMMITTEE  
June 22, 2016  
Draft Minutes

Members Present:  Bahar-Cook, Crenshaw, McGrain, Schafer, and Tennis (arrived at 6:01 p.m.)

Members Absent:  Anthony and Case-Naeyaert

Others Present:  Jill Rhode, Deb Fett, Tim Morgan, Teri Morton, Robin Stites, and others

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

Approval of the June 8, 2016 Minutes

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE MINUTES OF THE JUNE 8, 2016 FINANCE COMMITTEE MEETING.

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

Additions to Agenda

5. Health Department
   f. Resolution Authorizing an Agreement with Walgreen Company for 340B Prescription Drug Services

9. Road Department
   j. Resolution to Approve Local Road Program Agreement with Delhi Township for the Ingham County Road Department
   k. Resolution to Approve Local Road Agreement with Meridian Township for the Ingham County Road Department
   l. Resolution to Approve Local Road Agreement with Lansing Township for the Ingham County Road Department
   m. Resolution to Approve Local Road Agreement with White Oak Township for the Ingham County Road Department

Substitute –

7. Innovation & Technology Department
   d. Resolution to Authorize the Conversion of a Vacant Project Manager Position to Two Technician I Positions within the Innovation and Technology Department
Removed from Agenda –

3. **911 Center** - Resolution Submitting to a Vote of the Electorate a Special Millage for Comprehensive Emergency Telephone Services (911 Services)

**Limited Public Comment**

None.

Commissioner Crenshaw stated that the 911 services resolution for a special millage was removed from the agenda at the Law & Courts Committee meeting. He further stated the reasoning was a timing issue. He indicated that this could appear potentially confusing to the electorate since there was a 911 proposal on the August 2016 ballot already. He indicated the proposal could appear on the ballot in 2017 or 2018 with better success.

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

1. **Sheriff’s Office** - Resolution to Continue to Contract with Dr. Jerry Gallagher for Psychological Services for the Ingham County Sheriff’s Office for the Screening of New Applicants Who are Given Conditional Job Offers and for Post Traumatic Stress Reviews for Deputies

2. **Ingham County/City of Lansing Community Corrections** - Resolution Authorizing Submission of a Grant Application and Entering into a Contract with the Michigan Department of Corrections for Ingham County/City of Lansing Community Corrections and Entering into Program Subcontracts for FY 2016-2017

4. **Facilities Department** - *(Informational)*
   a. Emergency Purchase Order to Midstate Electronics for Repairs to Jail Post #9
   b. Emergency Purchase Order to Western Detention to Supply the Parts for Repairs to Jail Post #9
   c. Emergency Purchase Order to John E. Green for Forest RTU Repairs

5. **Health Department**
   a. Resolution to Authorize a 2015-2016 AmeriCorps Grant Extension
   b. Resolution to Authorize a 2016-2017 Agreement with the City of Lansing
   c. Resolution Authorizing an Amendment to the Service Agreement with Televox Software, Inc.
   d. Resolution Authorizing an Agreement with Rite Aid Corporation, for 340B Prescription Drug Services
   e. Resolution Authorizing an Agreement with NEC Networks, LLC dba CaptureRx, for 340B Prescription Third Party Administrator Services
   f. Resolution Authorizing an Agreement with Walgreen Company for 340B Prescription Drug Services

(2)
6. **Financial Services Department** - Resolution to Authorize Duplicate Coverage for the Financial Service Insurance and Benefit Coordinator from September 2016 to January 2017

7. **Innovation & Technology Department**
   a. Resolution to Approve the Purchase of NetBrain Software
   b. Resolution to Approve Purchase of Training from New Horizons
   c. Resolution to Approve the Battery Replacement Service from Nationwide Power
   d. Resolution to Authorize the Conversion of a Vacant Project Manager Position to Two Technician I Positions within the Innovation and Technology Department

8. **Parks Department**
   a. Resolution to Enter into a Contract with Rocky Mountain Conveyor & Equipment, Inc. (D/B/A Magic Carpet Lifts/RMCE, Inc.) for a Snow Tubing Conveyor Lifting System at Hawk Island County Park
   b. Resolution to Authorize a Reorganization of the Parks Department’s Vacant Ranger I Position

9. **Road Department**
   a. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation and Ingham County and a Third Party Agreement between Delhi Charter Township and Ingham County in Relation to a Road Construction Project for Holt Road from Grovenburg Road to Aurelius Road
   b. Resolution Authorizing a Contract for Supplying and Servicing Mechanics’ Uniforms, Shop Towels, Floor Mats & Related Services for the Road Department
   c. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item I of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of English Meadows Subdivision Streets, Delhi Township
   d. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item II of The 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Streets, Meridian Township
   e. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item III of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Streets, Lansing Township
   f. Resolution Authorizing a Contract with Rieth-Riley Construction Co. for Item IV of the 2016 Local Road Program Bid Packet #112-16 Resurfacing of Various Primary Roads, Ingham County
   g. Resolution Authorizing a Contract with Michigan Paving & Materials for Item V of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Primary Roads, Ingham County
   h. Resolution Authorizing a Contract with Michigan Paving & Materials For Item VI of the 2016 Local Road Program Bid Packet #112-16 Recycling & Resurfacing of Various Roads, White Oak Township
   i. Resolution Authorizing an Agreement with Michigan Department of Environmental Quality for Scrap Tire Market Development Grant Funded Use of Crumb Rubber
Modified Asphalt Paving Mixture on 2017 Jolly Road Resurfacing Project, Dobie to Meridian Roads for the Ingham County Road Department

j. Resolution to Approve Local Road Program Agreement with Delhi Township for the Ingham County Road Department

k. Resolution to Approve Local Road Agreement with Meridian Township for the Ingham County Road Department

l. Resolution to Approve Local Road Agreement with Lansing Township for the Ingham County Road Department

m. Resolution to Approve Local Road Agreement with White Oak Township for the Ingham County Road Department

10. Human Resources - Resolution Approving a Letter of Understanding with American Federation of State, County, and Municipal Employees Regarding Maximum Accumulation of Compensatory Time

11. Controller/Administrator’s Office - Resolution to Rescind Amendment No. 2 to the February 19, 1997 Design, Construction, Lease Agreement between Ingham County and the Community Mental Health Authority of Clinton, Eaton and Ingham Counties and the Amendment of September 15, 2008

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

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

12. Board of Commissioners - Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHAFER, TO APPROVE THE RESOLUTION APPROVING MODIFICATIONS TO THE 2016 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL.

MOVED BY COMM. MCGRAIN TO TABLE THE MOTION.

THE MOTION FAILED FOR LACK OF SUPPORT.

Commissioner Tennis asked why the County Services Committee removed this item from the agenda.

Commissioner McGrain stated that it was his understanding this was a timing issue. He further stated that he would want an evaluation process added to the resolution. He indicated that this subject needed more discussion and that the resolution was not fully formed and would require additional input.

Commissioner Tennis asked when the next step increase was.
Chairperson Bahar-Cook indicated that it was July 8\textsuperscript{th}.

Commissioner Tennis stated that this should be a decision for the whole Board.

Commissioner McGrain indicated this resolution seemed last minute. He stated he was interested in some type of overall evaluation for all direct reports.

Commissioner Schafer stated that it would be fair to give all commissioners a voice in this decision.

Chairperson Bahar-Cook indicated she was not in favor of an evaluation process.

Commissioner McGrain stated his interest was to provide a collective feedback to County employees.

THE MOTION CARRIED. \textbf{Yeas:} Bahar-Cook, Crenshaw, Schafer, and Tennis \textbf{Nays:} McGrain \textbf{Absent:} Anthony and Case Naeyaert

13. \textbf{Board Referrals}
   a. Resolution from the Legislative Committee of the Huron County Board of Commissioners Regarding Tax Assessments
   b. Report from the State of Michigan Department of Treasury Regarding the Valuations of Counties as Equalized by the State Tax Commission at their Regular Session in the Year 2016
   c. Letter from the City of East Lansing Regarding a Notice of Public Hearing to Consider a Personal Property Tax Abatement

Chairperson Bahar-Cook referred the commissioners to their committee packets for information regarding the Board Referrals. No further action was taken.

\textbf{Announcements}

None.

\textbf{Public Comment}

None.

\textbf{Adjournment}

The meeting was adjourned at 6:10 p.m.
RESOLUTION ACTION ITEMS:

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

1b. Financial Services – Resolution to Change the Plan Administrator and Plan Name of the Former Road Commission’s Nationwide Post Employment Health Plan to Ingham County

The former Road Commission had two post-employee health plans with Nationwide in which employees and retirees had money invested in trust to pay for health related expenses after retirement. The County no longer contributes to these plans, but employees and retirees still have money invested in them. It was recently discovered that the plan name and plan administrator have never been changed from the Ingham County Road “Commission.” Nationwide requires approval of a resolution to document authorization of this change. The Financial Services Department concurs and recommends approval of the resolution.

2a. Sheriff’s Office – Resolution to Authorize the Ingham County Sheriff’s Office to Accept (10) .38 Caliber Revolver Firearms Donated From Securitas Security Company

This resolution authorizes the Ingham County Sheriff’s Office to accept (10) .38 caliber revolver firearms from Securitas Security Company. These older service revolvers will be used by the Ingham County Sheriff’s Office Firearms Training Division to be used during firearms training exercises. (See attached communication)

2b. Sheriff’s Office – Resolution Authorizing the Ingham County Sheriff’s Office to Extend a Contract with the Michigan Department of Corrections to Rent 100 Beds to the Michigan Department of Corrections

This resolution authorizes Ingham County and the Ingham County Sheriff’s Office to renew the contract with the Michigan Department of Corrections to rent 100 beds at a cost of $36.00 per day per bed for an additional year effective October 1, 2016 through September 30, 2017. This will formally contract for 100 Jail beds as needed, at a cost of $36.00 per day per bed, up to but not to exceed $1,314,000.00, effective October 1, 2016 through September 30, 2017, for the Michigan Department of Corrections’ Intensive Detention Reentry Program.

Not available this year is the rental of an additional 90 Jail beds by the Michigan Department of Corrections for its Virtual Boards Program, at a cost of $36.00 per day per bed up to but not to exceed $ 1,182,600. This will necessitate the closure of an additional post in addition to Post 6 that was closed by the Board of Commissioners through Resolution #16 – 277 upon the recommendation of the Sheriff’s Office.
The reduced 2016/17 Annual Revenue from this contract/bed rental for 100 beds * $36 per day = $3,600 per day * 365 days = $1,314,000 a reduction of $1,182,600 from the historical 190 bed rental figure of $2,496,600.

The reduced revenue received from this years scaled back MDOC bed rental contracts is anticipated in the 2016 budget and will be part of the 2017 budget recommendation. This MDOC contract has been in place in some form since August of 2004. (See attached memo for details)

4. **Animal Control** – Resolution to Accept the ASPCA Adoption Ambassador Program Grant

This resolution authorizes acceptance of an Adoption Ambassador grant in the amount of $2,000 from the ASPCA for the time period of June 14 through December 14 of 2016. The purpose of the Adoption Ambassador grant is to enhance the foster program by providing animal care and marketing materials. (See attached communication)

5a. **Circuit Court/Family Division** – Resolution to Authorize Funds for two Replacement Vehicles for the Ingham County Family Center

This resolution authorizes the purchase of a two new Dodge Grand Caravan replacement minivans at a cost not to exceed $56,000 ($28,000 each). The vehicles will be purchased through the State purchasing contract. Funds are available in the van replacement reserve fund in the Family Division’s budget. The current vans will be disposed through normal County disposition policies. (See attached communication)

5b. **Circuit Court/Family Division** – Resolution to Authorize Funds for Renovation of Office Space at the Ingham County Family Center

This resolution authorizes the purchase and installation of office furniture and cubicles, carpeting, and data drops at a multipurpose room at the Ingham County Family Center to be used for additional office space for eight current staff. The project is at a cost not to exceed $25,000 to come from the Community Programs line item in the 2016 Family Division budget. The purchase orders will be in the amount of $17,832.90 to DBI for office furniture and cubicles, $5,100 to Lansing Tile and Mosaic for carpeting and installation, and $2,050 to FD Hayes for data drops. DBI, Lansing Tile and Mosaic are on state vendor contracts and FD Hayes is an approved County vendor for this purpose. The Facilities Department will coordinate this project on behalf of the Court. (See attached communication)

6a. **Facilities Department** – Resolution Authorizing a Contract with Teachout Security for Uniformed Unarmed Guard Services in Various County Buildings

This resolution authorizes entering into a contract renewal with our current vendor Teachout Security to provide uniformed unarmed guard services in various county buildings for three (3) years with a two (2) year contract renewal option. The contract period begins June 1, 2016 and ends May 31, 2019 at a billable rate of $20.25/hour, an initial yearly cost of $414,882.00. Additional years will be based on the living wage rate increase. After a formal RFP process,
Teachout was the lowest responsible local bidder in the amount of $414,882.00 for the first year at a billable rate of $20.25 per hour. Funds are available within the current budget for this purpose. (See attached memo for details)

6b. **Facilities Department – Resolution Authorizing Two Purchase Orders for the 20 Ton RTU #10 Replacement at Forest Community Health Center**

This resolution authorizes two purchase orders for the 20 ton RTU #10 (Roof Top Unit - air conditioning) replacement at Forest Community Health Center. The two purchase orders total $74,366.00 for the following:


2. Nelson Trane for installation of the rooftop unit for a cost of $34,000.00, which includes the requested $5,000 contingency.

Funds for the project are available in the 2015 approved CIP line item #511-61553-976000-02012.

6c. **Facilities Department – Resolution Authorizing Amending the Costs on Resolution #16-251 for a One Year Contract Extension with PM Technologies to Provide Generator Services for Various Backup Generators Throughout the County**

Resolution #16-251 approved on June 14, 2016 authorized a one year contract extension with PM Technologies to provide generator services for various back-up generators throughout Ingham County. The Facilities Department requests approval of a subsequent resolution to authorize a one year contract extension with PM Technologies to provide generator services for various backup generators throughout Ingham County for a total cost of $6,005. In addition, load bank testing will be provided at a cost of $450.00 per generator, on an as needed basis.

6d. **Facilities Department – Resolution Authorizing a Contract with Myers Plumbing & Heating, Inc. to Replace the Two Youth Center Boilers**

The Facilities Department has experienced several maintenance issues with the two Youth Center boilers which have exceeded their life expectancy. Although not a local vendor, the Facilities Department recommends approval of the proposal submitted by Myers Plumbing and Heating, Inc. to replace the two boilers at a cost not to exceed $71,566. A $6,000 contingency is also requested for any unforeseen circumstances that may arise.

8. **Health Department – Resolution to Authorize a 2016 -2017 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement**

This resolution authorizes the FY 2017 comprehensive agreement with the State of Michigan for the delivery of public health services. This agreement is the principal mechanism for clarifying
the roles and responsibilities of the state and local governments. The agreement serves as a vehicle for accepting slightly more than $5.2 million in state and federal grant and formula funding to support a number of public health services. Please see the memorandum from the Health Officer for more details.

9a. **Innovation and Technology Department – Resolution to Approve Purchase of Training from Imagesoft**

Imagesoft is a Michigan-based vendor that has worked with the County on numerous large and small OnBase projects since 2008. The County utilized Imagesoft services to make training available to all OnBase users as well as IT staff. Imagesoft provides training in an online subscription format that is purchased in yearly increments. The IT Department recommends approval of an agreement with Imagesoft to provide training services for a period of one year at a cost not to exceed $6,800.

9b. **Innovation and Technology Department – Resolution to Approve Purchase of Training from Lynda.com**

Lynda.com has provided training to Ingham County employees since 2014. This service provides training in easy to understand videos on various software applications as well as business, web design, and programming concepts. Training is provided in an online subscription format purchased in yearly increments, and the current subscription expires on August 19. The IT Department recommends approval of an agreement with Lynda.com to provide training services for a period of one year at a cost not to exceed $7,875.

9c. **Innovation and Technology Department – Resolution to Approve the Renewal of the Munis Software Annual Support Agreement from Tyler Technologies**

The MUNIS application is the heart of the County’s Finance, Budgeting, Human Resources and Purchasing operations. An annual maintenance agreement exists to maintain the application, receive support, and receive needed software updates. The County has purchased annual support agreements each year since the application was originally installed. The IT Department recommends approval of an agreement with Tyler Technologies to provide Munis software support for a period of one year at a cost not to exceed $157,533.78.

9d. **Innovation and Technology Department – Resolution to Approve the Renewal of the RightFax Support Agreement**

As part of the Cisco phone system project, Ingham County obtained RightFax licenses for virtual faxing. These licenses have a support component that must be renewed each year. Konica Minolta, the County’s vendor for this software for several years, provided a quote under the NASPO ValuePoint 3091 contract (formerly WSCA-NASPO) to extend licensing for another year. The IT Department recommends approval of the RightFax support agreement for a period of one year at a cost not to exceed $7,326.
10. **Potter Park Zoo – Resolution Recommending Central Nebraska Packing, Inc. Become a Sole Source Vendor to Supply Meat for Potter Park Zoo’s Animal Diets**

Potter Park Zoo (PPZ) orders 14,000 pounds of meat every year as one of the main diet items for all felines and carnivores in the zoo. In the interest of quality assurance and animal health, PPZ requests authorization to utilize Central Nebraska Packing, Inc. as a sole source vendor for meat required for animal diets. There are limited vendor sources available to acquire this meat at a high quality:

- Natural Balance which had a negative impact on PPZ animals health and is also consistently more expensive;
- Toronto meat which requires permitting for international transport and an increased cost for shipping;
- Bravo and Triple-A Meat which are considered substandard diets by zoo nutritionists and veterinarians.

Sole-source purchasing (procurement without competitive bidding) should be limited to situations where conditions preclude the use of a competitive process. If only one vendor can/will satisfy the requirements and/or circumstances present, then a contract can be justifiably awarded without competition to the sole source provided that the purchase is in compliance with the dollar approval limit authority. Sole source purchasing at any level should be subject to approval by the Board of Commissioners.

Accreditation standards of the Association of Zoos and Aquariums (AZA) require that animal diets be of a quality and quantity suitable for each animal’s nutritional and psychological needs. Central Nebraska Packing Inc. is the only vendor the Potter Park Zoo veterinarian and general curator would approve buying meat from for animal diets at this time. For these reasons, PPZ recommends authorization of felines and carnivore meat purchases from Central Nebraska Packing, Inc. as a sole

11. **Ingham County Fair – Resolution Authorizing Entering into a Contract with Dietz Janitorial for As Needed Cleaning Services at the Ingham County Fairgrounds Community Hall**

The Ingham County Fair Community Hall continues to experience accelerated booking throughout 2016 and well into 2017. With fifty out of fifty-two weekends booked on the grounds and most every weekend booked in the Community Hall, the maintenance team is no longer capable of continuing to simultaneously clean the Community Hall and maintain the level of service to the events on the grounds. The Facilities Department recommends approval of a resolution to award a contract for cleaning services at the Ingham County Fairgrounds to Dietz Janitorial Services on an “as needed” basis at a cost of $62 per cleaning, not to exceed $8,928 annually. The lowest bid was not chosen as the recommended vendor based on past experience.

12. **Parks Department – Resolution Authorizing Entering into Contracts for the Trails and Parks Millage Applications**
After several months of review, the Parks Department recommends approval of 23 bridge projects identified within the Ingham County Trails and Parks Comprehensive Report at a total cost of $4,736,872.30. This total includes $4.5 million authorized by the Board (Resolution 16-105) for bridge applications, remaining dollars from the asphalt round ($211,137) and $25,735.30 from budgeted reserves. All applications for funding are recommended for approval except a $1,024,000 bridge project east of the Crego Park Access site in Lansing. That project will be eligible for funding in a future round. Individual projects recommended for approval are as follows:

<table>
<thead>
<tr>
<th>Municipality</th>
<th>Location</th>
<th>Project Cost</th>
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<tbody>
<tr>
<td>City of East Lansing</td>
<td>South County Line, West of Abbot Road</td>
<td>$229,450</td>
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<tr>
<td>City of East Lansing</td>
<td>Whitehills Park</td>
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<td>City of East Lansing</td>
<td>Hagadorn Road</td>
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<td>Kalamazoo Street</td>
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<td>Harrison Meadows</td>
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<td>East of Abbey Road</td>
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<td>Oakland Avenue</td>
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<td>City of Lansing</td>
<td>Lansing Center</td>
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<td>Potter’s Zoo Creek Bridge</td>
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<td>Under Railroad North of Crego Park</td>
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<td>City of Lansing</td>
<td>East of Moores Park</td>
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<td>City of Lansing</td>
<td>River Trail West (Near Elm St) - Wall and Pavement Repair</td>
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<td>Moores River Drive Trail Repair</td>
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<td>City of Mason</td>
<td>Maple Grove Cemetery to Mason Community Gardens</td>
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<td>City of Mason</td>
<td>Near West South Street</td>
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<tr>
<td>Meridian Township</td>
<td>North of West Elm Street</td>
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<td>Meridian Township</td>
<td>East of Okemos Road</td>
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<td>Central Park South</td>
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<td>Nancy L. Moore Community Park Trail End</td>
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<td>Nancy L. Moore Community Park</td>
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<td>West of Okemos Road</td>
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<td>Meridian Township</td>
<td>Hartrick Park</td>
<td>$136,000</td>
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<tr>
<td>Meridian Township</td>
<td>West of Okemos Road, Meridian Interurban Pathway</td>
<td>$10,000</td>
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13a. **Road Department – Resolution to Approve Local Road Agreements with Stockbridge, Bunker Hill, Williamston, Locke, Leslie, Leroy, Aurelius, and Alaiedon Townships for the Ingham County Road Department**

The Road Department recommends approval of a resolution showing eight proposed 2016 Local Road Program Agreements with Stockbridge, Bunker Hill, Williamston, Locke, Leslie, Leroy, Alaiedon, and Aurelius Townships. Resolution attachments provide detail for each proposed road improvement project and its funding proposal. Total Road Department match amounts are included in the adopted/amended 2016 road fund budget. Projects included are as follows:
13b. **Road Department – Resolution Authorizing Contracted Trucking Services to Haul Hot Mix Asphalt to the Ingham County Road Department**

The Road Department was in need of a Flow Boy trailer to haul asphalt for paving purposes. The Flow Boy hauls approximately 40-50 tons of asphalt while County dump trucks haul just 5-10 tons. The rental of the Flow Boy will allow the Road Department to efficiently complete the paving prior to the August deadline when chip sealing will begin. Typically paving will be required again after the chip sealing is complete.

With the construction season well underway, it was necessary to issue and emergency purchase order to allow use of a Flow Boy trailer prior to formal approval of a contract. Emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the
direction and authorization of the Controller, wherein the immediate purchase is essential to prevent detrimental delays in the work of any department.

The Road Department recommends approval of resolution to authorize an agreement with Rieth & Riley Construction Company to continue contracted trucking service to deliver hot mix asphalt to Road Department crews at a rate of $138 per hour.

13c. **Road Department – Resolution to Approve a Second Party Agreement Between the Michigan Department of Transportation and Ingham County and Third Party Agreements Between Michigan State University and Ingham County and the Charter Township of Meridian and Ingham County in Relation to Road Construction Projects for Park Lake Road from Grand River Avenue (M-43) to Merritt Road and Improvements to Hagadorn Road and Mt Hope Road Intersection**

The Road Department received federal funding to resurface Park Lake Road from Grand River Avenue (M-43) to Merritt Road at a cost of $709,000, and to reconfigure and resurface the Hagadorn Road/Mount Hope Road intersection at a cost of $535,738. The two projects were packaged together as a single construction contract because they have similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements. The Road Department recommends approval of a resolution to authorize a contract with the State of Michigan/MDOT for these projects consisting of $817,574 in federal funding, $180,000 from an MDEQ scrap tire grant, and $247,364 in Road Department and Charter Township of Meridian funds. The resolution also authorizes entering into third party agreement with Charter Township of Meridian to secure the estimated $59,100 of funds for township requested work.

13d. **Road Department – Resolution Authorizing the Purchase of Two New Wheel Loaders for the Ingham County Road Department**

The Road Department currently has two wheel loaders that are out of service because of mechanical issues involving obsolete parts. Wheel loaders are an instrumental tool in department operations and are normally replaced after 15-20 years of service. Most vendors submitting proposals offered demonstration units for staff to operate and evaluate functions, features, warranty, maintenance and repair accessibility, dump height, fuel efficiency, performance and most importantly, operator visibility. Because it was the only unit to fully meet all specifications, the Road Department recommends approval of a resolution to purchase two Volvo L-70H wheel loaders from Alta Construction Equipment at a total cost of $278,740.00, including a trade-in allowance of $58,000.00 for two, Deere 444 wheel loaders that are out of service.

14a. **Controller/Administrator’s Office- Resolution to Authorize Budget Adjustments for 2016 Based on the Annual Evaluation of the County’s Financial Reserve Policy**

This resolution will authorize budget adjustments consistent with the County’s Financial Reserve Policy. The annual evaluation of the policy is included in the attached memo.
14b. **Controller/Administrator’s Office – Resolution to Adopt the 2017 Juvenile Justice Community Agency Process Calendar**

This resolution authorizes the adoption of the 2017 Juvenile Justice Community Agency Process calendar to establish time lines and a budget amount for the process. The Law & Courts Committee has traditionally recommended $100,000 (on an annual basis) out of JJM funds for this program. (See attached memo for details)

14c. **Controller/Administrator’s Office – Resolution Authorizing Adjustments to the 2016 Ingham County Budget**

This resolution would authorize the recommended adjustments to the Ingham County budget for the second quarter of fiscal year 2016. The total increase to the General Fund is $22,384. (See attached memo for details)

Pending additional information, the Controller’s Office is not recommending approval of the following resolution at this time:

3. **Drain Commissioner – Resolution Authorizing an Increase in Funding for the Revolving Drain Fund (Fund 802)**

Additional funds ($5 million) are sought for the Revolving Drain Fund (Fund 802) to fund necessary work undertaken in response to duly authorized petitions for new or improved drain projects. The Drain Commissioner believes interim Notes issued to banks will not be sufficient to meet the need for interim financing of petitions now pending for drain construction and improvement. Funds are repaid when permanent bonding is obtained for a drain project as required by statute (MCL 280.303) with interest at a rate equal to 1.50% greater than the yield on a one year U.S. Treasury obligation. Other terms and conditions of this proposal are unchanged from those approved in 2010 (Resolution 10-159).

Additional information will be presented at the meeting concerning two matters:

**Legality of the Requested Action**

There is reason to conclude the requested action is not allowed. Corporation Counsel concluded that the Michigan Constitution prohibits granting by the state in aid of any person, association or corporation, public or private (Const. 1963, art. 9, §18). Also, lending of money to another governmental entity is not an authorized investment under the statute pertaining to the investment of surplus funds (MCL 129.91 et seq.). Bond counsel for the Drain Commissioner believes a provision of the Drain Code would allow for this action. The Drain Commissioner’s office and Controller will work to resolve the question prior to the Committee meeting.

**County Ability to Provide $5 million**

Perhaps the most important question is the County’s ability to provide $5 million for the stated purpose. General fund reliance on fund balance and a number of significant changes in pension obligation payments beginning in 2017 make this a more precarious
proposition. However, if this is a short-term arrangement allowed by law, then the higher rate of return (1.5%) is worthy of consideration.

The Controller’s Office is not recommending approval of the following resolution:

7. Department of Health and Human Services – Resolution Authorizing a Supplemental Appropriation to the Department of Health and Human Services 2016 Child Care Fund Budget

This resolution authorizes a supplemental 2016 appropriation to the Ingham County Department of Health and Human Services (DHHS). Ingham County DHHS has just undergone an audit of their IVE caseload. Cases were audited for compliance with IVE eligibility. Cases found not to be in compliance are reimbursed by the Child Care Fund, retroactive to the date of non-compliance. During this year’s review, a few Ingham cases were found noncompliant because of technical issues that were unrelated to the IVE eligibility of the case. Several placements were found to not be in compliance because the placement order was not dated when signed. That the County is being held financially responsible for a mere technicality in what were otherwise legitimate cases of IVE eligibility is extremely concerning. Ingham County is not the only county in the state where this is happening. The Controller’s Office will be contacting Senator Stabenow’s Office and the Michigan Association of Counties in the coming days and weeks to express our concerns.

A second issue is DHHS institutional care caseload. The caseload for FY 16 is higher than DHHS anticipated, causing a projected budget shortfall. DHHS has funds available in other line items to offset some of the shortfall, but not enough to cover everything.

If this request is approved, the total cost to the Child Care Fund will be $623,720 of which the County’s share would be $311,860. Fortunately, FY 15 came in lower than expected and our Financial Services Department had the foresight to place $200,000 in reserve. That reserve can be used for this purpose, with the remainder of the County share coming from the contingency fund.

The Controller’s Office does not recommend approval at this time due to the concerns with IVE as outlined above. The process for an appeal (if there is one) is being explored.

PRESENTATION:

1a. Financial Services - Presentation of the December 31, 2015 Audit and Financial Statements (Please Bring the Comprehensive Annual Financial Report Previously Mailed)

BOARD REFERRAL:

15. Resolution from the Eaton County Board of Commissioners Regarding the Support of Legislation to Address the Assessment Methodology Utilized by the Michigan Tax Tribunal - “Dark Stores”
Agenda Item 1b

TO: Board of Commissioners County Service and Finance Committees
FROM: Jill Rhode, Director of Financial Services
DATE: June 23, 2016
SUBJECT: Change the Plan Name and Plan Administrator for the former Road Commission’s Post-Employment Health Plan
For the meeting agenda of July 19th and July 20nd 2016

BACKGROUND

The former Road Commission had two post-employee health plans (PEHPs) with Nationwide in which employees and retirees had money invested in trust to pay for health related expenses after retiring. There is one plan for the collectively bargained employees and retirees and another for the non-collectively bargained employees and retirees. The County is no longer contributing to these plans but the employees and retirees still have money invested.

I recently discovered that the plan name and plan administrator has never been changed from the Ingham County Road Commission. Nationwide is requiring a resolution authorizing this change.

This just appears to have been missed during the merger.

ALTERNATIVES

There is really no alternative since the Ingham County Road Commission is no longer a valid legal entity.

FINANCIAL IMPACT

There is no financial or operational impact resulting from this change.

RECOMMENDATION

I recommend approval of this resolution to make this administrative change.
Agenda Item 1b

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CHANGE THE PLAN ADMINISTRATOR AND PLAN NAME OF THE FORMER ROAD COMMISSION’S NATIONWIDE POST EMPLOYMENT HEALTH PLAN TO INGHAM COUNTY

WHEREAS, the Ingham County Road Commission and Ingham County merged in June 2012; and

WHEREAS, the former Road Commission has post-employment health plans with Nationwide for the collectively bargained employees and retirees and another plan for the non-collectively bargained employees and retirees; and

WHEREAS, the County no longer contributes to this plan but employees and retirees still have money invested through the plan; and

WHEREAS, it was recently discovered that the plan and plan administrator was never changed from the Ingham County Road Commission; and

WHEREAS, Nationwide is requiring a resolution authorizing the change.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Nationwide to change the plan name and the plan administrator for both the collectively bargained and non-collectively bargained post-employment health plans from the Ingham County Road Commission to Ingham County.
TO: Law and Courts Committee
    Finance Committee

FROM: Major Joel Maatman

DATE: June 16, 2016

RE: Accepting Revolvers

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF’S OFFICE
TO ACCEPT (10) .38 CALIBER REVOLVER FIREARMS DONATED FROM SECURITAS
SECURITY COMPANY
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF’S OFFICE TO ACCEPT (10) .38 CALIBER REVOLVER FIREARMS DONATED FROM SECURITAS SECURITY COMPANY

WHEREAS, the Ingham County Sheriff’s Office has a Firearms Training Division; and

WHEREAS, the Firearms Training Division utilizes several different caliber of weapons during the training of Ingham County Sheriff’s Office employees as well as law enforcement Officers from surrounding police agencies; and

WHEREAS, Securitas Security Company has donated (10) .38 caliber revolver firearms to the Firearms Training Division.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of (10) .38 caliber revolver firearms from Securitas Security Company to the Ingham County Sheriff’s Office Firearms Training Division to be used during firearms training.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners expresses their appreciation to Securitas Security Company for their support of the Ingham County Sheriff’s Firearms Training Division.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Sheriff’s Office to accept the donation of (10) .38 caliber revolver firearms and directs the Firearms Training Division to maintain the weapons for training use and that they be maintained in the Ingham County Sheriff’s Office armory.
TO: Law & Courts and Finance Committees
FROM: Undersheriff Allan Spyke
DATE: June 27, 2016
RE: MDOC Bed Contract

Commissioners,

This resolution will authorize Ingham County and the Ingham County Sheriff’s Office to extend the contract with the Michigan Department of Corrections to rent 100 beds at a cost of $36.00 per day per bed for an additional year effective the fiscal year October 1, 2016 through September 30, 2017.

The funds received by the county for leasing these contractual beds are used to reduce the general fund cost of operating the jail. In addition, these funds are used to finance the operational costs for six deputies and the construction and debt cost of the Low Security 90 bed wing at the Jail that the County opened in 2004.

Financial Implications:

2015/2016 Annual Revenue for this contract.
100 beds X 36 per day = 3600 per day X 365 days = $1,314,000

The revenue received from the renting of the beds is anticipated in the 2017 budget.

Other Implications: This contract has been in place since August 2, 2004.

I recommend your approval.
RESOLUTION AUTHORIZING THE INGHAM COUNTY SHERIFF’S OFFICE TO EXTEND A CONTRACT WITH THE MICHIGAN DEPARTMENT OF CORRECTIONS TO RENT 100 BEDS TO THE MICHIGAN DEPARTMENT OF CORRECTIONS

WHEREAS, the Ingham County Jail (Jail) has an established design rated capacity of 665 beds (569 beds are currently utilized due to the previous closure of Post 3 and Post 6) which includes 472 County beds (408 County beds are being utilized as a result of the previous closure) 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 a Fourth Amendment to the Agreement with Michigan Department of Corrections to rent 100 beds as needed at a cost of $36.00 per day per bed, up to but not to exceed $1,314,000.00, effective October 1, 2016 through September 30, 2017, for the Michigan Department of Corrections’ Intensive Detention Reentry Program (parole violators); and

WHEREAS, the revenue to be received from the renting of the 100 beds, which is anticipated to be $1,314,000.00, is in the 2017 budget.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entry into the Fourth Amendment to the Agreement with the Michigan Department of Corrections to continue renting 100 of the Jail’s beds as needed, at a cost of $36.00 per day per bed, up to but not to exceed $1,314,000.00, effective October 1, 2016 through September 30, 2017, for the Michigan Department of Corrections’ Intensive Detention Reentry Program.

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.
MEMO TO THE INGHAM COUNTY BOARD OF COMMISSIONERS

FROM DRAIN COMMISSIONER PATRICK E. LINDEMANN

RE: REVOLVING DRAIN FUND 802

July 5, 2016

In August of 2014 I sought and received a $6 million increase in the use of county fund balance for Fund 802, the Revolving Drain Fund. (See Resolution 14-345) I promised the Finance Committee at that time to seek to reduce the use of fund balance when the Groesbeck Park Drain petition project was bonded. After Groesbeck Park was bonded, you passed Resolution 15-462 at my request, reducing the amount of fund balance allocated to Fund 802 to $1 million.

In the intervening half year, I have concluded that interim Notes issued to banks (under Section 434 of the Drain Code) will be unable to meet the need for interim financing for the petitions now pending for drain construction and improvement. In order to finance the costs of bringing pending petitions to permanent financing, I am requesting that $5 million be added to the Revolving Drain Fund (Fund 802), increasing its maximum balance to the level of $6 million. This is accomplished by the attached Resolution.

The Fund will be used under the same terms and conditions as has been true since 2010. The money is repaid to the fund when permanent bonding is obtained for the drain that borrows the money. The agreed-upon interest benchmark means that the County receives more interest than it would from a bank while the drains pay less than they might from a bank.

My staff or I will attend the July 19 and 20 Committee meetings to answer questions.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN INCREASE IN FUNDING FOR THE REVOLVING DRAIN FUND (FUND 802)

WHEREAS, the County of Ingham, State of Michigan (the "County"), established a revolving drain fund (the "Revolving Drain Fund," "Fund 802") in 1975 pursuant to Chapter 12 of the Drain Code of 1956 (Act 40, Public Acts of Michigan, 1956, as amended) (the "Drain Code") and appropriated money to the Revolving Drain Fund; and

WHEREAS, the amount attributable to the Revolving Drain Fund was $1,000,000 in 2010; and

WHEREAS, this amount was increased to $7,000,000 in 2014; and

WHEREAS, this amount was decreased to $1,000,000 in 2015; and

WHEREAS, Ingham County Drain Commissioner (the "Drain Commissioner") has proposed that the Board of Commissioners increase the Revolving fund amount by $5,000,000 to a total of $6,000,000; and

WHEREAS, the Drain Commissioner has agreed to continue to pay interest to the general fund on any funds that are borrowed from the Revolving Drain Fund until repaid to the Revolving Drain Fund.

NOW, THEREFORE, BE IT RESOLVED THAT:

1. Pursuant to Chapter 12 of the Drain Code, the Ingham County Board of Commissioners shall set the cash advance from the general fund of the County to the Revolving Drain Fund in the amount of $6,000,000.

2. The amount in the Revolving Drain Fund is available for use by the Drain Commissioner as provided in Chapter 12 of the Drain Code. The Drain Commissioner will notify the Financial Services Department of any transfer needed and the funds will be transferred.

3. The County Treasurer shall account for these funds in a separate account or subaccount in the Revolving Drain Fund (the "Account").

4. The Drain Commissioner will pay the County Treasurer interest on any balance withdrawn on the Account. The interest will be paid on a monthly basis using an interest rate determined annually. The interest will be calculated on the outstanding balance of the Account as of the end of each month.

5. The interest rate will be the determined each January at a rate calculated at a rate per annum equal to 150 basis points (1.50%) greater than the yield on a one-year U. S. Treasury obligations (the "Interest Rate"). The Interest Rate shall be based upon the information regarding yields on U. S. Treasury obligations published in the "Market Data" section of Bloomberg.com, or its successor, or such other source as is mutually agreed by the County Treasurer and the Drain Commissioner.
6. The Drain Commissioner can repay any full or partial portion of the outstanding balance at any time. The Drain Commissioner will notify the Financial Services Department, and the funds will be returned to the Revolving Fund.

7. This arrangement may be rescinded by the Board of Commissioners at the request of either the Drain Commissioner or the County Treasurer, and the amount in excess of the original $292,500 in cash provided in 1975 will be returned to the County's General Fund with the understanding that the Treasurer will provide the Drain Commissioner with ample time to borrow funds from an outside source.
TO: Law & Courts and Finance Committees
    Board of Commissioners
FROM: John Dinon – Director, Ingham County Animal Control
DATE: 28 June 2016
SUBJECT: Request to Accept Grant to enhance the ICAC foster program
For the meeting agendas of July 14 (L&C) and July 20 (Finance)

BACKGROUND

The ASPCA Adoption Ambassador Program grant is designed to enhance foster programs by helping recruit fosters, providing them with needed supplies, and train them to find homes and complete the adoption process for their foster animals. The program will allow us to expand the number of fosters who volunteer with ICAC and improve their efficacy.

ALTERNATIVES

If ICAC does not accept this grant, we will continue to operate a robust foster program. The resources provided by this grant will help expand and improve an already successful program.

FINANCIAL IMPACT

The ASPCA has approved ICAC to receive $2,000 for this program. Approximately $1,500 of this will be used for materials to promote the foster program and for fosters to use to promote their foster animals to potential adopters. The remaining ~$500 will be used to buy supplies for fosters to use to care for the animals; these funds will replace monies that currently come from the operating budget and Animal Care Fund.

OTHER CONSIDERATIONS

The ICAC foster program allows us to expand the shelter’s capacity, provides appropriate housing for animals who do not do well in the shelter environment, provides care for animals with behavioral or medical issues and for puppies and kittens too young to be put up for adoption. Expanding the program will allow us to handle more animals if need arises and will ease the work load on the shelter staff. Training more fosters to do adoptions will also potentially save more animals without increasing the workload on ICAC staff.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the ASPCA Adoption Ambassador grant.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE ASPCA ADOPTION AMBASSADOR PROGRAM GRANT

WHEREAS, the Ingham County Animal Control has applied for and has been approved to receive an Adoption Ambassador grant from the ASPCA; and

WHEREAS, the purpose of this grant is to enhance our foster program by providing animal care and marketing materials; and

WHEREAS, the award amount of this grant is $2,000 with no match requirement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the $2,000 Adoption Ambassador grant from the ASPCA for the time period of June 14, through December 14, of 2016.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents which are consistent with this resolution and approved as to form by the County Attorney.
TO:          Law and Courts and Finance Committees
FROM:       Maureen Winslow, Deputy Court Administrator
DATE:       June 28, 2016
SUBJECT:    Resolution to Authorize Funds for Two Replacement Vehicles for the Ingham County Family Center

This resolution requests authorization to purchase two new Dodge Grand Caravans for use at the Ingham County Family Center to transport juveniles to and from the Ingham Academy and Pride Evening Reporting Programs. These new vehicles would replace two minivans, both with higher mileage and one with transmission problems requiring approximately $2500 in repairs.

Ingham County is able to receive 50% reimbursement from the State’s Child Care Fund for mileage accrued by transporting juveniles to and from programs, when the program is part of the juvenile’s treatment plan. The reimbursement funds are put in a reserve which is targeted for van replacement. At the end of 2015, the fund had accumulated $81,910.

It is believed a new van would not exceed $28,000 each in cost. If authorized, the new vehicles will be purchased through the state government purchasing contract as previously done with the other Family Center vehicles.
WHEREAS, the Family Division has a fleet of 10 vehicles to transport juveniles to and from the Ingham Academy as well as the Pride Evening Reporting Program; and

WHEREAS, two of the ten vehicles are in need of replacement (both 2010 Dodge Caravans), both with mileage exceeding 135,000 and one of the two in need of extensive transmission work; and

WHEREAS, the Family Division’s budget includes a line item for van replacement. The funds deposited in this reserve come from the Child Care Fund’s reimbursement for each van’s usage, transporting youth to and from community programs; and

WHEREAS, as of the end of 2015, there is a balance of $81,910 in the van replacement reserve portion of the Family Division’s budget; and

WHEREAS, a request is made to purchase two new Dodge Grand Caravan minivans at a cost not to exceed $56,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the purchase of two new Dodge Grand Caravan minivans at a cost not to exceed $56,000.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary budget transfers from the van replacement reserve in the 2016 Family Division budget.
TO: Law and Courts and Finance Committees

FROM: Maureen Winslow, Deputy Court Administrator

DATE: June 28, 2016

SUBJECT: Resolution to Authorize Funds for Renovation of Office Space at the Ingham County Family Center

This resolution requests the authorization of the Ingham County Board of Commissioners to use approximately $25,000 of already budgeted Juvenile Justice Millage dollars to renovate a multi-purpose room at the Ingham County Family Center into office space for 8 employees.

Currently, there are 4 offices at the Family Center for Court staff. Three of those offices have 2 Juvenile Court Officers and their interns from Michigan State University. The other office is used by 2 Court Managers. The lack of space presents an inefficient means of completing work assignments, particularly in interviewing juveniles and their parents. Additionally, community treatment providers will come to the Family Center to meet with juveniles and often times cannot find appropriate places to engage in therapy.

The plan presented in this resolution would greatly reduce the challenges in providing a proper work environment. Not only would the Juvenile Court Officer have a more private area to meet with their clients, but also the 4 small offices vacated will serve as professional meeting space for our community partners.

It should be noted that both DBI and Lansing Tile and Mosaic have state purchasing contracts and FD Hayes is an approved vendor for Ingham County.

The best time for this work to be completed is in the month of August, before the 2016/2017 school year begins. It should be noted that the Juvenile Justice Millage is on the August 2nd primary ballot for renewal. Though we are cautiously optimistic the millage will be approved by the voters, we will wait until August 3 to begin scheduling the work that needs to be done.
Agenda Item 5b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE FUNDS FOR RENOVATION OF OFFICE SPACE
AT THE INGHAM COUNTY FAMILY CENTER

WHEREAS, the Ingham County Family Center was purchased by the County in 2008 and is the location of the Ingham Academy and the Pride Evening Reporting Program; and

WHEREAS, these two programs are managed by the Ingham County Circuit Court Family Division, providing treatment for delinquent youth brought to the attention of the Court; and

WHEREAS, there are currently 6 Juvenile Court Officers and 2 managers sharing 4 small offices, in addition to having interns from Michigan State University; and

WHEREAS, in addition to Family Division staff, students who attend Ingham Academy and Pride meet regularly with substance abuse counselors and mental health therapists. Locating a room for these services to occur is challenging; and

WHEREAS, there is a need for expanding office space for Juvenile Court Offices and treatment providers; and

WHEREAS, a plan to remodel a large multipurpose room to accommodate the 8 Court staff by purchasing cubicles which would provide a sense of privacy in order for them to perform their job duties more effectively is requested; and

WHEREAS, by moving the 8 court staff, there would be the 4 rooms vacated by the Court staff that would be used for treatment services; and

WHEREAS, the cost of this remodel would include $17,832.90 to be paid to DBI for office furniture and cubicles, $5,100 to be paid to Lansing Tile and Mosaic for carpeting for the large room and $2,050 to FD Hayes for data drops, for a total of $24,982.90; and

WHEREAS, the Family Division is projecting a surplus of Juvenile Justice Millage dollars in the Community Programs line item (29266226 818000) which would cover the cost of this renovation.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the renovation of the multipurpose room at the Ingham County Family Center to be used for additional office space.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes this renovation would be at cost not to exceed $25,000 to come from the Community Programs line item currently established in the 2016 Family Division budget.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes payments in the amount of $17,832.90 to DBI for office furniture and cubicles, $5,100 to Lansing Tile and Mosaic for carpeting and installation, and $2,050 to FD Hayes for data drops.
BE IT FURTHER RESOLVED, the Controller/Administrator is directed to make the necessary budgetary adjustments from the Family Division’s 2016 Budget.
TO: Board of Commissioners, Law & Courts, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: June 28, 2016
SUBJECT: Teachout Security for uniformed unarmed guard services in various county buildings

For the meeting agendas of: July 14, July 19 and July 20th

BACKGROUND
The current contract for guard services expired on May 31, 2016.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Teachout was the lowest responsible local bidder in the amount of $414,882.00 for the first year at a billable rate of $20.25 per hour. The second and third years will be based on the increase in the living wage rate. Funds for this contract are available within the appropriate contractual line items.

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 Teachout Security to provide uniformed unarmed guard services in various county buildings beginning June 1, 2016 and ending May 31, 2019 with a two (2) year renewal option.
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

   **Year 1**
   - Security Supervisor $ 19.76 /hour
   - Security Guard $ 19.76 /hour
   - Total cost for Year 1 $ 404,842.88

   **Year 2**
   - Security Supervisor $ 19.76 /hour + percent increase in the 2017 LWR*  
   - Security Guard $ 19.76/hour + percent increase in the 2017 LWR*  

   **Year 3**
   - Security Supervisor $ 19.76 /hour + percent increase in the 2018 LWR*  
   - Security Guard $ 19.76 /hour + percent increase in the 2018 LWR*  

   *LWR -- Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforementioned by signing below.

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Signature: Christopher Brown
Print Name: Lagarda Security
Company Name
Date: 6/13/2016
Title: Business Development Manager
Phone #: (248) 230-6047 (810) 742-5033
Fax #: 
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

<table>
<thead>
<tr>
<th>Year 1</th>
<th>Security Supervisor</th>
<th>$19.88/hour *2080 hours/*3 YEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Guard</td>
<td>$17.77/hour *18408 hours/*YEAR</td>
<td></td>
</tr>
<tr>
<td>Total cost for Year 1</td>
<td>$403,221.84</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year 2</th>
<th>Security Supervisor</th>
<th>$20.32/hour + percent increase in the 2017 LWR*</th>
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</thead>
<tbody>
<tr>
<td>Security Guard</td>
<td>$20.42/hour + percent increase in the 2017 LWR*</td>
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<table>
<thead>
<tr>
<th>Year 3</th>
<th>Security Supervisor</th>
<th>$20.89/hour + percent increase in the 2018 LWR*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Security Guard</td>
<td>$20.99/hour + percent increase in the 2018 LWR*</td>
<td></td>
</tr>
</tbody>
</table>

*LWR – Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforementioned by signing below.

Signature: STEVEN SIGEL
Print Name: ADVANCE SECURITY
Company Name: U.S. SECURITY ASSOCIATES
Date: 6-11-16
Title: 877-340-1835
Phone #: Fax #: 708-444-1836
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

   Year 1
   Security Supervisor  $20.25 /hour
   Security Guard       $20.25 /hour
   Total cost for Year 1 $414,882.00

   Year 2
   Security Supervisor  $20.45 /hour + percent increase in the 2017 LWR*
   Security Guard       $20.45 /hour + percent increase in the 2017 LWR*

   Year 3
   Security Supervisor  $20.65 /hour + percent increase in the 2018 LWR*
   Security Guard       $20.65 /hour + percent increase in the 2018 LWR*

*LWR – Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforementioned by signing below.

[Signature]
Tom Gruno

Print Name
Tesehout Security Solutions
Company Name

June 9, 2016
Date
Executive Vice President
Title
800-747-0755  810-732-8070
Phone #:Fax #
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

   Year 1
   Security Supervisor $22.15/hour
   Security Guard $20.91/hour
   Total cost for Year 1 $43,562.48

   Year 2
   Security Supervisor $22.15/hour + percent increase in the 2017 LWR
   Security Guard $20.91/hour + percent increase in the 2017 LWR

   Year 3
   Security Supervisor $22.15/hour + percent increase in the 2018 LWR
   Security Guard $20.91/hour + percent increase in the 2018 LWR

   *LWR – Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforementioned by signing below.

Signature

THOMAS R. WALKER

Print Name

SECURITIES

Company Name

Date

4/15/16

Title

BUSINESS DEVELOPMENT Mgr.

Phone #/Fax #
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

   Year 1
   Security Supervisor $21.46/hour
   Security Guard $21.46/hour
   Total cost for Year 1 $438,672.48

   Year 2
   Security Supervisor $21.46/hour + percent increase in the 2017 LWR
   Security Guard $21.46/hour + percent increase in the 2017 LWR

   Year 3
   Security Supervisor $21.46/hour + percent increase in the 2018 LWR
   Security Guard $21.46/hour + percent increase in the 2018 LWR

   *LWR - Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforementioned by signing below.

[Signature]
Bryan P. Carter
Date
6/14/2016

Print Name
G4S Secure Solutions (USA), Inc.

Company Name

General Manager
248.477.9714

Title
Phone #: Fax #
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

   Year 1
   Security Supervisor $22.25/hour
   Security Guard $30.35/hour
   Total cost for Year 1 $439,894.06

   Year 2
   Security Supervisor $22.25/hour + percent increase in the 2017 LWR
   Security Guard $30.35/hour + percent increase in the 2017 LWR

   Year 3
   Security Supervisor $22.25/hour + percent increase in the 2018 LWR
   Security Guard $30.35/hour + percent increase in the 2018 LWR

   *LWR – Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforementioned by signing below.

Signature

Print Name

Company Name

Date

Title

Phone #: Fax #:
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

   Year 1
   Security Supervisor $ 21.82 /hour
   Security Guard $ 21.82 /hour
   Total cost for Year 1 $ 447,048.40

   Year 2
   Security Supervisor $ 21.82 /hour + percent increase in the 2017 LWR*
   Security Guard $ 21.82 /hour + percent increase in the 2017 LWR*

   Year 3
   Security Supervisor $ 21.82 /hour + percent increase in the 2018 LWR*
   Security Guard $ 21.82 /hour + percent increase in the 2018 LWR*

   *LWR – Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforementioned by signing below.

Signature John Allen
Print Name D.M. Burr Security Services
Company Name

Date June 9, 2016
Title
Phone #/Fax #
Post Bid Addendum No. 1 to Packet No. 25-16
Unarmed Security Services

The following clarifications, modifications and/or revisions to the above project shall be considered as a part of the original specifications:

1. Due to some confusion related to the total number of hours required for this contract, Ingham County is issuing this Post Bid Addendum. Proposers should base their costs on 394 hours per week (20,488 hours per year) required for this contract.

2. Rebid your costs using the following format:

   Year 1
   Security Supervisor $23.63/hour
   Security Guard $22.63/hour
   Total cost for Year 1 $464,683.44

   Year 2
   Security Supervisor $25.93/hour + percent increase in the 2017 LWR
   Security Guard $24.32/hour + percent increase in the 2017 LWR

   Year 3
   Security Supervisor $24.53/hour + percent increase in the 2018 LWR
   Security Guard $24.93/hour + percent increase in the 2018 LWR

   *LWR – Living Wage Rate

3. There are no other changes to Request for Proposals Packet #25-16 Unarmed Security Services.

4. Please e-mail your response to packetresponse@ingham.org no later than 11:00 A.M. on June 15, 2016.

Please acknowledge your receipt and understanding of the aforementioned by signing below.

[Signature]
Date 6/13/2016
Name [Name]
Title [Title]
Company Name [Company Name]
Phone #/Fax # [Phone #/Fax #]
TO:        Rick Terrill, Facilities  
           Mike Pathfinder, Facilities  
           Mike Hughes, Facilities  

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

DATE:      June 15, 2016  

RE:        Memo of performance for RFP Post Bid No. 25-16 Unarmed Security Services  

Per your request, the Purchasing Department issued a Request for Proposal (RFP) from qualified and experienced security firms for the purpose of entering into a contract to provide unarmed security guard services at various County facilities for a period of three years with an option to renew for two additional years.

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

Per your request, a post bid addendum was issued to the responding bidders due to some confusion related to the total number of hours required for this contract. The responding bidders were asked to rebid their costs on 394 hours per week (20,488 hours per year).

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>Vendors invited to propose</td>
<td>37</td>
<td>9</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>10</td>
<td>3</td>
</tr>
<tr>
<td>Vendors responding to the post-bid addendum</td>
<td>8</td>
<td>3</td>
</tr>
</tbody>
</table>

A grid located on the last page summarizes the responding vendor’s original costs, as well as, the post bid costs. As outlined in the Request for Proposal all costs submitted are to be in compliance with the Living Wage (LW) policy.

You have been provided electronic and hard copies of the original proposals and attached are the electronic copies of the vendors’ post bid responses. Hard copies of the post bid addendums will be sent in the courier mail. An evaluation sheet was sent to you in the original packet; however, let me know if you would like to receive a revised evaluation sheet.
You are now ready to complete the final steps in the process: 1) Evaluate the original and post bid submissions based on the criteria established in the RPF; 2) confirm funds are available; 3) submit an evaluation to the Purchasing Department with the recommendation for award; 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 an acknowledgement of the Purchasing Department’s participation in the proposal process.

If you require further assistance please let me know.
<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>YEAR 1 SUPERVISOR RATE/HR</th>
<th>YEAR 1 SECURITY GUARD RATE/HOUR</th>
<th>YEAR 1 TOTAL COST</th>
<th>YEAR 2 SUPERVISOR RATE/HR + LW INCREASE</th>
<th>YEAR 2 SECURITY GUARD RATE/HOUR + LW INCREASE</th>
<th>YEAR 3 SECURITY GUARD RATE/HOUR + LW INCREASE</th>
</tr>
</thead>
<tbody>
<tr>
<td>LAGARDA SECURITY</td>
<td>Detroit/Burton Mi - No</td>
<td>$19.76</td>
<td>$19.76</td>
<td>$404,842.88</td>
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<tr>
<td>US SECURITY ASSOCIATES</td>
<td>Tinley Park IL - No</td>
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<td>$19.93; 18,480 Hrs/Yr</td>
<td>$408,221.84</td>
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<tr>
<td>TEACHOUT SECURITY SOLUTIONS</td>
<td>Lansing MI - Yes</td>
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<td>$20.25</td>
<td>$414,882.00</td>
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<tr>
<td>SECURITAS SECURITY SERVICES USA INC</td>
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<tr>
<td>DK SECURITY</td>
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<td>$22.25</td>
<td>$20.32</td>
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<tr>
<td>DM BURR SECURITY SERVICES</td>
<td>Flint MI - No</td>
<td>$21.82</td>
<td>$21.82</td>
<td>$447,048.16</td>
<td>$21.82</td>
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<tr>
<td>GUARDIAN GUARD SERVICES</td>
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<td>$459,325.00</td>
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<td>$22.63</td>
<td>$459,325.00</td>
<td>$23.83</td>
<td>$23.33</td>
<td>$24.53</td>
</tr>
</tbody>
</table>

The following companies did not respond to the post bid addendum:

- ALL PRO SECURITY SERVICES USA INC
- ORIGINAL SECURITY SERVICES USA INC
- DWBURR SECURITY SERVICES

LW = Living Wage
WHEREAS, the current contract for guard services expired on May 31, 2016; and

WHEREAS, the Purchasing and Facilities Departments both agree that a contract be awarded to Teachout Security for uniformed unarmed guard services for a contract term of three (3) years beginning June 1, 2016 and ending May 31, 2019, with a two (2) year renewal option; and

WHEREAS, this contract requires the payment of living wages; and

WHEREAS, the funds for this contract are available within the appropriate contractual line items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Teachout Security, 416 Frandor Avenue, Ste. 103, Lansing, Michigan 48912, to provide uniformed unarmed guard services in various county buildings for three (3) years with a two (2) year contract renewal option beginning June 1, 2016 and ending May 31, 2019, at a billable rate of $20.25/hour, an initial yearly cost of $414,882.00. Additional years will be based on the living wage rate increase.

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

FROM: Rick Terrill, Facilities Director

DATE: June 30, 2016

SUBJECT: Resolution authorizing two purchase orders for the 20 ton RTU #10 replacement at Forest Community Health Center

For the meeting agendas of: July 18, July 19 and July 20

BACKGROUND
The 20 ton RTU #10 at Forest Community Health Center is in need of replacement.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Both Trane US Inc., and Ingham County are members of the US Community Contract Program.

Purchasing the unit directly through the manufacturer, Trane US Inc., and the US Community Contract, the County avoids paying the mark-up cost that would apply if the unit was purchased through Nelson Trane.

The Facilities Department is asking for a $5,000.00 contingency for any unseen circumstances that may arise during installation.

The Facilities Department is requesting approval to issue two purchase orders totaling $74,366.00 for the following:


2. Nelson Trane for installation of the rooftop unit for a cost of $34,000.00, which includes the requested $5,000.00 contingency.

Funds for the project are available in the 2015 approved CIP line item #511-61553-976000-02012.

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 the issuing of two purchase orders for the 20 ton RTU #10 replacement at Forest Community Health Center.
Introductions by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING TWO PURCHASE ORDERS FOR THE 20 TON RTU #10 REPLACEMENT AT FOREST COMMUNITY HEALTH CENTER

WHEREAS, the 20 ton RTU #10 at Forest Community Health Center is in need of replacement; and

WHEREAS, both Trane US Inc., and Ingham County are members of the US Community Contract Program; and

WHEREAS, purchasing the unit directly through the manufacturer, Trane US Inc., and the US Community Contract, the County avoids paying the mark-up cost that would apply if the unit was purchased through Nelson Trane; and

WHEREAS, the Facilities Department is asking for a $5,000.00 contingency for any unseen circumstances that may arise during installation; and

WHEREAS, the Facilities Department is requesting approval to issue two purchase orders totaling $74,366.00 for the following:

1. Trane US Inc., through a co-op with US Community Contract #15-JLP-023 to purchase the 20 ton rooftop unit for a cost of $40,366.00

2. Nelson Trane for installation of the rooftop unit for a cost of $34,000.00 which includes the requested $5,000.00 contingency

WHEREAS, funds for the project are available in the 2015 approved CIP line item #511-61553-976000-02012.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes two purchase orders for the 20 ton RTU #10 replacement at Forest Community Health Center as follows:

1. Trane US Inc., 3600 Pammel Creek Road, LaCrosse, Wisconsin, 54601-7599, through a co-op with US Community Contract #15-JLP-023 to purchase the rooftop unit for a total cost of $40,366.00.

2. Nelson Trane, 5335 Hill 23 Drive, Flint, Michigan, 48507-3906 for installation of the rooftop unit for a total cost of $34,000.00 which includes the $5,000.00 contingency.

BE IT FURTHER RESOLVED, the project will be completed for a total not to exceed total cost of $74,366.00 which includes the $5,000.00 contingency.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: June 30, 2016
SUBJECT: Amend costs on Resolution #16-251 for a one year contract extension with PM Technologies

For the meeting agendas of: July 19 & 20

BACKGROUND
Resolution #16-251 authorized a one year contract extension with PM Technologies to provide generator services for various back-up generators throughout Ingham County. This resolution had incorrect compensation amounts. The corrected amounts are listed below.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
PM Technologies has agreed to hold their current pricing for the one year extension. The one year contract extension will begin August 1, 2016 and end July 31, 2017 for a total not to exceed cost of $6,005.00.

Funds for the county back-up generators located at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center, Potter Park Zoo and the Youth Center, totaling $4,695.00, are available within the appropriate contractual line items.

Funds for the four (4) Emergency 911 back-up generators, located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites, totaling $1,310.00, are available in Line Item #261-32500-818000.

Total cost for the one year extension will not exceed $6,005.00.
Load bank testing will be provided for an additional cost of $450.00 per generator, on an as needed basis only.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached amended resolution to support an agreement with PM Technologies to provide generator services for various backup generators throughout Ingham County.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A ONE YEAR CONTRACT EXTENSION WITH PM TECHNOLOGIES TO PROVIDE GENERATOR SERVICES FOR VARIOUS BACKUP GENERATORS THROUGHOUT THE COUNTY

RESOLUTION # 16 – 251

WHEREAS, the current agreement expires July 31, 2016; and

WHEREAS, the generators, including four (4) Emergency Services 911 back-up generators, require regular preventative maintenance, repair and emergency services; and

WHEREAS, PM Technology has agreed to hold their current pricing for a one year contract extension; and

WHEREAS, load bank testing is available on an as needed basis for a cost of $498.00 per generator; and

WHEREAS, funds for the county back-up generators located at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center and the Youth Center, totaling $12,870.00, are available within the appropriate contractual operating budgets; and

WHEREAS, funds for the four (4) Emergency 911 back-up generators located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites, totaling $3,930.00, are available in Line Item #261-32500-818000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a one year contract extension with PM Technologies, 29395 Wall Street, Wixom, Michigan 48393 to provide generator services for various backup generators throughout Ingham County for a total cost of $16,800.00. In addition, load bank testing will be provided at a cost of $498.00 per generator, on an as needed basis.

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.

COUNTY SERVICES: Yeas: Nolan, Koenig, Bahar-Cook, Tsernoglou, Hope, Maiville
Nays: None Absent: Celentino  Approved 6/07/2016

FINANCE: Yeas: Bahar-Cook, McGrain, Crenshaw, Anthony, Schafer, Case Naeyaert
Nays: None  Absent: Tennis  Approved 6/08/2016
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AMENDING THE COSTS ON RESOLUTION #16-251 FOR A ONE YEAR CONTRACT EXTENSION WITH PM TECHNOLOGIES TO PROVIDE GENERATOR SERVICES FOR VARIOUS BACKUP GENERATORS THROUGHOUT THE COUNTY

WHEREAS, Resolution #16-251 contained incorrect compensation amounts; and

WHEREAS, PM Technology has agreed to hold their current pricing for a one year contract extension; and

WHEREAS, funds for the county back-up generators located at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center, Potter Park Zoo and the Youth Center, totaling $4,695.00 are available within the appropriate contractual line items; and

WHEREAS, funds for the four (4) Emergency 911 back-up generators, located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites, totaling $1,310.00, are available in Line Item #261-32500-818000; and

WHEREAS, load bank testing will be provided for an additional cost of $450.00 per generator, on an as needed basis only.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a one year contract extension with PM Technologies, 29395 Wall Street, Wixom, Michigan 48393 to provide generator services for various backup generators throughout Ingham County for a total cost of $6,005.00.

BE IT FURTHER RESOLVED, load bank testing will be provided for an additional cost of $450.00 per generator, on an as needed basis only.

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

FROM: Rick Terrill, Facilities Director

DATE: June 28, 2016

SUBJECT: Contract with Myers Plumbing and Heating, Inc. to replace the two Youth Center boilers

For the meeting agendas of: July 19 and July 20

BACKGROUND
The Facilities Department has experienced several maintenance issues with the two Youth Center boilers which have exceeded their life expectancy.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Although not a local vendor, Myers Plumbing and Heating, Inc. submitted the lowest responsive and responsible bid of $71,566.00 to replace the two boilers. A $6,000.00 contingency is also being requested for any unforeseen circumstances that may arise. Funds are available in the approved CIP line item # 245-66299-976000-5FC05.

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, Inc. to replace the two boilers at the Youth Center.
TO: Human Services, County Services and Finance Committees
FROM: Jim Hudgens, Director of Purchasing
DATE: April 15, 2016
SUBJECT: Mechanical Improvement Projects

Project Description:
Proposals were sought from experienced and qualified mechanical contractors for three (3) mechanical improvement projects at the Human Services Building, Youth Center, and Forest Community Health Center.

The scope of work includes the replacement of boilers, pumps, air handling units, and appurtenances in the three buildings. Replacements involve demolition of existing systems, and the supply and installation of new equipment, piping, pumps, insulation, piping identification, and interface with existing building HVAC controls.

Since the initial bids received were over budget, a post-bid addendum was issued in an attempt to lower the costs.

Proposal Summary:
Vendors contacted: 58 Local: 22
Pre-Bid attendance 21 Local: 8
Vendors responding: 5 Local: 3
Post Bid Addendum 2 Local: 1

Original Bid Opening:

<table>
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<tr>
<th>VENDOR NAME</th>
<th>ADDRESS</th>
<th>LOCAL/ Pref</th>
<th>LOCAL/ BID</th>
<th>HSB BASE/ BID</th>
<th>HSB BASE/ BID</th>
<th>VCB BASE/ BID</th>
<th>VCB BASE/ BID</th>
<th>FCHC BASE/ BID</th>
<th>FCHC BASE/ BID</th>
<th>ALT NO 1 FCHC</th>
<th>ALT NO 2 FCHC</th>
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<th>Plus Alt 1 &amp; 2</th>
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<td>Myers Plumbing &amp; Heating</td>
<td>15025 Industrial Pkwy., Lansing MI 48906</td>
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<td>TH Eifert</td>
<td>3502 W. St. Joseph, Lansing MI 48917</td>
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<tr>
<td>Miller Boldt Inc.</td>
<td>48282 Mound, Sterling Heights MI 48315</td>
<td>No</td>
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<tr>
<td>John E Green</td>
<td>555 W. Lake Lansing Rd., East Lansing MI 48823</td>
<td>Yes</td>
<td>$132,006.00</td>
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Post Bid Opening

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<th>ALT NO 1 FCHC</th>
<th>ALT NO 2 FCHC</th>
<th>TOTAL: HSB/ VCB/ FCHC</th>
<th>Plus Alt 1 &amp; 2</th>
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Recommendation:
DLZ Michigan Inc., the County’s architectural and engineering consultant for this project, reviewed the final submissions. The Facilities Department has made the economic decision to only proceed with the Youth Center at this time. The low bid is Myers Plumbing & Heating with a lump sum price of $71,566.00, which includes the payment of prevailing wages in accordance with the County’s Prevailing Wage Policy. Myers Plumbing and Heating has successfully worked with the County on other projects of similar size and scope.

The Facilities Department is recommending awarding the contract to Myers Plumbing and Heating in an amount not to exceed $71,566.00.
Advertisement:
The RFP was advertised in the Lansing State Journal, the City Pulse, and posted on the Purchasing Department Web Page.
WHEREAS, the Facilities Department has experienced several maintenance issues with the Youth Center boilers which have exceeded their life expectancy; and

WHEREAS, although not a local vendor, the Purchasing and Facilities Departments both agree that a contract be awarded to Myers Plumbing and Heating, Inc. who submitted the lowest responsive and responsible bid of $71,566.00 to replace the two boilers; and

WHEREAS, a $6,000.00 contingency is being requested for any unforeseen circumstances that may arise; and

WHEREAS, funds are available in the approved CIP line item # 245-66299-976000-5FC05 which has an available balance of $95,100.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with Myers Plumbing & Heating, Inc. 16825 Industrial Parkway Lansing, Michigan 48906 to replace the two Youth Center boilers for a not to exceed cost of $77,566.00 which includes a $6,000.00 contingency.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.
Jared Cypher  
Deputy Controller  
121 E. Maple  
Mason, MI 48854  

Dear Mr. Cypher-

IVE Federal Audit

The State of Michigan is conducting an audit of the Federal IVE eligibility of children in foster care in 2016, and in those cases, the cases are assessed in order to ensure there are no errors in the determination of the funding eligibility. During the review of 283 IVE cases in Ingham County, it was determined that there were some issues with the eligibility for IVE funds. The attached spreadsheet details the cases and the issues identified in the audit. The total amount that needed to move from IVE funding to CCF is $392,220. This amount would have a chargeback, so the county would end up paying $196,110.

Institutional Care

In addition to the findings from the audit, DHHS has also exhausted the budgeted amount of money in the Institutional Care line item, as the number of children in residential has increased this year with the unexpected 18% increase in the amount of children in foster care.

Currently we are spending an average of $231,000 per month for residential services. Including all of half of June’s billings, that line item stands at $147,000. In order to cover the next three and one half months of Institutional care, the total needed to cover the year for the Institutional line item is $661,500. However, there are some line items in our budget that are understated currently, so we plan to move money from the FC line item, and the IHCS line item to offset the amount needing to be requested. We could transfer a total of $430,000 from those areas, which would mean the total need to complete the next three and one half months would be $231,500. This amount would have a chargeback, so the county would end up paying $115,750.

Please let me know when I can present this information to the Board of Commissioners. Thank you for your consideration.

Sincerely,

Carol Kehoe  
Child Welfare Director  
Ingham DHHS
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO THE
DEPARTMENT OF HEALTH AND HUMAN SERVICES 2016 CHILD CARE FUND BUDGET

WHEREAS, the Ingham County Department of Health and Human Services (DHHS) has identified a significant increase in projected expenses from primarily a substantial increase in institutional care placement costs for the 2016 Child Care Fund budget; and

WHEREAS, the DHHS is requesting the Ingham County Board of Commissioners to increase their 2016 budget appropriation accordingly; and

WHEREAS, the State of Michigan is conducting an audit of the Federal IVE eligibility of children in foster care in 2016; and

WHEREAS, during the review, it was determined that there were some issues with the eligibility for IVE funds for certain cases.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an increase in the DHHS 2016 Child Care Fund budget appropriation by $311,860.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to utilize $200,000 from the fund balance of the Child Care Fund and to transfer $111,860 from the 2016 Contingency Fund and amend the 2016 DHHS budget by increasing it in total by $623,720 to include a match from the State of Michigan, in the amount of $311,860 in accordance with this resolution.

BE IT FURTHER RESOLVED, that the DHHS shall continue to monitor institutional care placement costs as part of its efforts to stay within budget prior to any further appropriations being made for this purpose.
TO:   Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: June 29, 2016
SUBJECT: FY 17 State of Michigan Comprehensive Agreement

For the meeting agenda of July 26, 2016

BACKGROUND

The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The agreement for the delivery of public health services under the Comprehensive Agreement is the principal mechanism for clarifying the roles and responsibilities of the state and local governments. The agreement serves as a vehicle for accepting slightly more than $5.2 million in state and federal grant and formula funding to support a number of public health services. The public health services to be delivered under this agreement include essential local public health operations and categorical programs including:

AIDS/HIV Prevention and Care    Lead Safe Homes
Bioterrorism Emergency Preparedness    Maternal & Child Health Programs
Breast & Cervical Cancer Control Navigation Program    Tobacco Reduction
Children Special Health Care Services    Tuberculosis Control
Communicable Disease Prevention    Sexually Transmitted Disease Ctrl
Family Planning    Vision & Hearing Screening
Food Vendors and Restaurant Inspections    The WIC Program
Immunizations    WISEWOMAN

ALTERNATIVES

There are no viable alternatives for this project

FINANCIAL IMPACT

The grant amounts, detailed in the agreement, are included in the proposed FY 17 ICHD budget.

OTHER CONSIDERATIONS

The resolution also authorizes subcontracts in the Breast and Cervical Cancer Control Navigation Program and Nurse Family Partnership programs. The resolution includes authorization for a number of service contracts to perform outreach activities to potential and current Medicaid beneficiaries in the following categories:

Medicaid Outreach and Public Awareness
Facilitating Medicaid Eligibility Determination
Program Planning, Policy Development and Interagency Coordination Related to Medical Svcs
Referral, Coordination, and Monitoring of Medicaid Services
Medicaid-Specific Training on Outreach Eligibility Services
Arranging for Medicaid-related Transportation and Provision of Medicaid-related Translation
RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support this agreement with Michigan Department of Health & Human Services (MDHSS).
Introducing by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A 2016-2017 AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES FOR THE DELIVERY OF PUBLIC HEALTH SERVICES UNDER THE COMPREHENSIVE AGREEMENT

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

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

WHEREAS, the MDHHS and Ingham County Health Department (ICHD) has proposed a 2016 – 2017 Agreement for the delivery of public health services under the Comprehensive Agreement process to clarify roles and responsibilities, including funding relations; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a 2016 – 2017 Agreement with the MDHHS for the delivery of public health services under the Comprehensive Agreement Process.

BE IT FURTHER RESOLVED, that the period of the agreement shall be October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the scope of services included in this agreement shall include essential local public health services, and several categorical public health programs identified in the attachments to the Agreement.

BE IT FURTHER RESOLVED, that approximately $5.2 million of state/federal funds will be made available to ICHD through the Comprehensive Agreement, and that ICHD's contribution to expenditures associated with the agreement and budget shall not exceed levels appropriated in the County’s 2017 Budget for these purposes.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes subcontracts for the period of October 1, 2016 – September 30, 2017 with specialty physicians, laboratories and health care institutions and other service providers necessary to implement the Breast and Cervical Cancer Control Navigation Programs in Clinton, Gratiot, Ingham, Ionia, Jackson, Livingston, Washtenaw, Genessee, Lapeer and Shiawasee Counties, which is a program included in the Comprehensive Agreement.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorize a subcontract for the period of October 1, 2016 – September 30, 2017 with the Nurse Family Partnership to provide technical support, training and materials specific to the Nurse Family Partnership model which is a program included in the Comprehensive Agreement.
BE IT FURTHER RESOLVED, that service contracts are authorized with the providers named below to support outreach activities to potential and current Medicaid beneficiaries in the following categories:

- Medical Outreach and Public Awareness
- Facilitating Medicaid Eligibility Determination
- Program Planning, Policy Development and Interagency Coordination Related to Medicaid Svcs
- Referral, Coordination and Monitoring of Medicaid Services
- Medicaid-Specific Training on Outreach Eligibility and Services
- Arranging for Medicaid-related Transportation and Provision for Medicaid-related Translation

These service contracts braid together requirements and funds from multiple sources including the County and Medicaid Administration (Federal Share). The braided contracts shall be authorized up to the amounts identified below for the period of October 1, 2016 – September 30, 2017:

- Allen Neighborhood Center $88,088
- Northwest Initiative $88,088
- South Lansing Community Development Association $24,952
- South Side Community Coalition $85,586
- Child & Family Charities $52,250
- Catholic Charities St Vincent Home $128,250
- Cristo Rey Community Center $61,750
- Family Community Development Services $126,190

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit the 2016-2017 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department’s 2017 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign contracts, subcontracts associated with the Comprehensive Agreement after review by the County Attorney.
TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
SUBJECT: Imagesoft Premium Training for all Imagesoft users

BACKGROUND
Imagesoft is the vendor that Ingham County relies on for our OnBase system. In previous years, including 2015, we have utilized Imagesoft to make training available to all OnBase users as well as ITD staff. Imagesoft provides their training in an online subscription format that is purchased in yearly increments. Current list price for their training is $8,500.00 but with vociferous complaining we have gotten the price reduced back down to last year’s price of $6,800.00.

ALTERNATIVES
The alternative would be to forego training for this year.

FINANCIAL IMPACT
The funding for the $6,800.00 total will come from the County’s Innovation and Technology Department’s Development and Training Fund #636-95800-960080.

OTHER CONSIDERATIONS
Imagesoft is a Michigan-based vendor and has worked with the County on numerous large and small OnBase projects over the years.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for Imagesoft training in the amount of $6,800.00.
# Statement of Work

<table>
<thead>
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<th>Statement of Work No.</th>
<th>17087</th>
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<tr>
<td>Revision No.</td>
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<td>Customer Name:</td>
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<td>Project Name:</td>
<td>Premium Subscription</td>
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<tr>
<td>ImageSoft Contact:</td>
<td>Tim Zarzycki</td>
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<tr>
<td>Submitted Date:</td>
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This Statement of Work is made and entered into by and between ImageSoft, Inc., a Michigan Corporation with its principal offices at 25900 West 11 Mile Rd, Suite 100, Southfield, MI 48034 ("ImageSoft"), and Ingham County with its principal offices at 121 E. Maple Street, Mason, MI 48854 ("Customer").

This Statement of Work ("SOW") is to be attached to and is hereby made a part of the Professional Services Agreement ("PSA") entered into by and between Customer and ImageSoft dated September 17, 2008.

Unless otherwise specified, the products and services provided within this SOW are hereby added to and covered for the duration and under the terms of the System Maintenance Agreement (SMA) entered into by and between Customer and ImageSoft dated September 17, 2008.

To the extent that any terms and conditions contained in the related PSA or SMA are in conflict with, or in addition to the terms and conditions of this Statement of Work, the terms and conditions of this Statement of Work shall control.
1. Introduction
This SOW will cover the purchase of a one year subscription to OnBase’s Premium Training.

There are no professional services included in this Statement of Work (SOW). A separate SOW can be provided for the recommended professional service hours.

2. Pricing
The table below provides estimated pricing for software only.

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</table>

Pricing valid until 8/30/2016

2.1 Payment Schedule
All payments will be due on a Net-30 day basis.
3. Approval

Signature is required to accept this SOW. By signing below each party agrees to the proposed project scope and authorizes work to begin.

<table>
<thead>
<tr>
<th>Ingham County</th>
<th>ImageSoft, Inc.</th>
</tr>
</thead>
<tbody>
<tr>
<td>121 E. Maple Street</td>
<td>25900 West 11 Mile Rd, Suite 100</td>
</tr>
<tr>
<td>Mason, MI 48854</td>
<td>Southfield, MI 48034</td>
</tr>
</tbody>
</table>

By: ________________________________  By: ________________________________  
Authorized Signature  Authorized Signature

Date: ________________  Date: ________________

Name (type or print): ________________________________  Name (type or print): Scott Bade

Title (type or print): ________________________________  Title (type or print): President

Project name: Premium Subscription

Internal Use: Opportunity #: 17087  
Sales Order #: ________________________________
Agenda Item 9a

INTRODUCED BY COUNTRY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM IMAGESOFT

WHEREAS, Ingham County relies heavily on our OnBase system; and

WHEREAS, in the past, Imagesoft has provided training to Ingham County staff; and

WHEREAS, a subscription for an entire year of Premium OnBase Training will be $6,800.00 and available to all Ingham County OnBase users.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from Imagesoft in the amount not to exceed $6,800.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology’s Development and Training Fund #63695800-960080.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 6/30/2016
SUBJECT: Lynda.com Training renewal for County employees

BACKGROUND
Ingham County has been using the web service Lynda.com for user training since 2014. This service provides training in easy to understand videos on various software applications as well as business, web design, and programming concepts. This training is an online subscription format that is purchased in yearly increments. The current annual cost for the subscription is $7,875.00. This is a 5% increase over last year’s price of $7,500.00 which had been unchanged for 5 years. Our current subscription expires on August 19th, 2016.

ALTERNATIVES
Lynda.com is a single source vendor as per the attached document.

FINANCIAL IMPACT
The funding for the $7,875.00 total will come from the County’s Innovation and Technology Department’s Development and Training Fund #636-95800-960080.

OTHER CONSIDERATIONS
Ongoing training is an important part of ensuring our County staff are best able to serve our citizens.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for Lynda.com training in the amount of $7,875.00.
To Whom It May Concern:

RE: Sole Source provider for the lynda.com library of instructional videos.

Thank you for your interest in lynda.com. The company currently offers over 2,700 courses in the areas of 3D + Animation, Audio, Business, Design, Developer, Documentaries, Video, Web and Photography. The benefits of the library are:

• **Respected authors.** Our handpicked instructors are proven experts in their fields, clear communicators and excellent teachers.

• **All you can learn.** We place no limits on our active subscribers; you can watch as many titles as you want and access them for as long as you need. Just as a public library gives you access to every book you can imagine, the lynda.com library allows you to view every training title we publish.

• **Task-based learning.** Learn an entire topic or program from start to finish or just learn a specific task.

• **Video-based training.** Watch, rewind, fast forward, and replay as often as you like. Easier than reading, our video based format is great for visual learners.

• **Stay current.** Keep your skills up to date with new training titles published every month.

This unique educational resource is exclusively available through lynda.com. For additional information and pricing, we invite you to contact us at:

lynda.com
805-477-3900

Best regards,

Laura Hansen
Legal Operations Specialist
**Order Form # 00035666**

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<td>Julie Palmer</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:jpalmer@lynda.com">jpalmer@lynda.com</a></td>
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<tr>
<td>Account Name</td>
<td>Ingham County, Michigan</td>
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<tr>
<td>Bill To</td>
<td>Deb Fett</td>
</tr>
<tr>
<td>Master Admin</td>
<td>Nick Thomas</td>
</tr>
<tr>
<td>Address</td>
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<tr>
<td>Address</td>
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<tr>
<td>Phone</td>
<td>(517) 676-7371</td>
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<tr>
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**Subscription Information**

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<tr>
<td>PO Number</td>
<td></td>
</tr>
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Subscription Start Date will be the later of the Start Date described above or the date the Order Form is fully executed. *If PO Required = Yes, these provisioning will occur when we receive your PO document.

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<td>1</td>
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</table>

**Total Order Amount**  
USD 7,875.00

This Order Form does not reflect any taxes that may apply. Organizations that are tax exempt may email a copy of their tax exemption certificate to taxexemption@lynda.com.

**Terms**

- Services provided under this Order Form are provided pursuant to LinkedIn's terms and conditions set forth at [https://legal.linkedin.com/lsa/public-sector ("LSA")], the terms of which are incorporated into this Order Form.
- Additional usage terms for Services provided under this Order Form are outlined at: [http://www.lynda.com/solutions/servicesusage](http://www.lynda.com/solutions/servicesusage).
- Services provided under this Order Form will terminate on the expiration date of the Term or the date terminated by either party as provided in the LSA.
- Order forms with contiguous dates will ensure no gap in service.
- Add-on product orders must end coterminous with the originating contract.
- Future incremental add-on or renewal orders will be at list price at time of purchase.
- Please allow up to 3 business days for account provisioning.
- Except as otherwise provided in the LSA, this is a non-cancelable and non-refundable purchase. I hereby represent that I am an authorized signatory and have read and agreed to the terms of this Order Form.
Ingham County, Michigan

Signature ____________________________
Name ________________________________
Business Title ________________________
Authority Level ________________________
Date _________________________________

LinkedIn Corporation

Signature ____________________________
Name Emory Wu
Business Title Sr. Revenue Analyst
Date 6/29/2016
Introducing by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM LYNDA.COM

WHEREAS, Ingham County has been using Lynda.com since 2014 to provide online training to Ingham County staff; and

WHEREAS, ongoing training is an important part of ensuring our County staff are best able to serve our citizens; and

WHEREAS, a subscription for a year of training will be $7,875.00 and available to Ingham County staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from Lynda.com in the amount not to exceed $7,875.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the Innovation and Technology’s Development and Training Fund #63695800-960080.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services, & Finance Committees
FROM: Deb Fett, CIO
DATE: 6/28/2016
SUBJECT: Renewal of the MUNIS support
For the meeting agendas of 7/19/2016, 7/20/2016, and 7/28/2016

BACKGROUND
The MUNIS application is the heart of our Finance, Budgeting, Human Resources and Purchasing operations and has been utilized for years in Ingham County. There is an annual maintenance agreement in place to maintain the application, receive support, and receive needed software updates. This support has been purchased every year since Ingham County has owned the application. (Resolutions #15-136, 14-262, 13-261, etc.) Last year’s total maintenance cost was $151,204.26, this year’s cost proposed by Tyler Technologies is $157,533.78, a 4.19% increase.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The funding for the $157,533.78 total will come from the County’s Innovation and Technology Department’s Contract Maintenance Fund #636-95800-932020.

OTHER CONSIDERATIONS
This application is heavily utilized currently and will continue to be so with the addition of the contract module. It is important that there is a reliable support option for any potential issues that our team is unable to reconcile.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for Tyler Technologies in the amount of $157,533.78.
Resolved by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE INNOVATION AND TECHNOLOGY DEPARTMENT FOR THE 2015 BUDGET YEAR

RESOLUTION # 15 – 136

WHEREAS, county policy requires that all contracts over $5,000 be approved by the Board of Commissioners; and

WHEREAS, county policy requires that all contracts under $5,000 be approved by the Controller, Liaison Chairperson, Finance Chairperson and Board Chairperson subject to review by the County Attorney; 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 2015 Adopted Budget for the Innovation and Technology Department; and

WHEREAS, these contracts are required to maintain and keep the Ingham County technology network maintained and operational.

THEREFORE BE IT RESOLVED, that the following maintenance agreements be approved for the Innovation and Technology Department:

Annual ARUBA Maintenance – This is maintenance on the County wireless network - $6,807.97
Dark Fiber maintenance - Zayo - $10,000
Oracle Database Maintenance – Mythics - $14,766.56
Annual server parts Maintenance – Service Express - $15,448.39
ATT – Monthly phone and data services for multiple offices - $50,000
Comcast data services - $36,000
Tylor Munis Annual upgrade – $153,308.65

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other related documents which are contained in the adopted budget subject to review by the County Attorney as to form and to certification by the Controller/Administrator that the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted.

BE IT FURTHER RESOLVED, that all contracts over $5,000 that are not included in this resolution or Resolution #14-488 shall be approved by the Board of Commissioners by separate resolution.

BE IT FURTHER RESOLVED, that all contracts under $5,000 that are not included in this resolution or Resolution #14-488 shall be approved by the Controller, Liaison Chairperson, Finance Chairperson and Board Chairperson, subject to review by the County Attorney.
COUNTY SERVICES:  Yeas:  Celentino, Koenig, Crenshaw, Banas, Bahar-Cook, Hope, Maiville
  Nays:  None    Absent:  None    Approved  4/21/15

FINANCE:  Yeas:  Anthony, Bahar-Cook, Tsernoglou, McGrain, Schafer, Case Naeyaert
  Nays:  None    Absent:  Tennis    Approved  4/22/15
**Remittance:**
Tyler Technologies, Inc.
(FEIN 75-2303920)
P.O. Box 203556
Dallas, TX 75320-3556

**Invoice**

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<tr>
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</table>

**Questions:**
Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Fax: 1-866-675-3274
Email: ar@tyler.com

**Bill To:**
INGHAM COUNTY
ATTN: MIS Department
121 EAST MAPLE STREET
MASON, MI 48854

**Ship To:**
INGHAM COUNTY
ATTN: MIS Department
121 EAST MAPLE STREET
MASON, MI 48854

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**Date** | **Description** | **Units** | **Rate** | **Extended Price** |
----------|-----------------|-----------|----------|-------------------|
Contract No.: INGHAM COUNTY
SUPPORT & UPDATE LICENSING - ACCTG/GL/BUDGET/AP
Maintenance: Start: 01/Jul/2016, End: 30/Jul/2017
1 | 44,647.69 | 44,647.69 |
SUPPORT & UPDATE LICENSING - ACCOUNTS RECEIVABLE
Maintenance: Start: 01/Jul/2016, End: 30/Jul/2017
1 | 10,273.81 | 10,273.81 |
SUPPORT & UPDATE LICENSING - BUSINESS & VENDOR SELF SERVICE
Maintenance: Start: 01/Jul/2016, End: 30/Jul/2017
1 | 8,879.64 | 8,879.64 |
SUPPORT & UPDATE LICENSING - CITIZEN SELF SERVICE
Maintenance: Start: 01/Jul/2016, End: 30/Jul/2017
1 | 10,273.81 | 10,273.81 |
SUPPORT & UPDATE LICENSING - APPLICANT TRACKING
Maintenance: Start: 01/Jul/2016, End: 30/Jul/2017
1 | 2,232.74 | 2,232.74 |
SUPPORT & UPDATE LICENSING - FIXED ASSETS
Maintenance: Start: 01/Jul/2016, End: 30/Jul/2017
1 | 11,161.32 | 11,161.32 |
SUPPORT & UPDATE LICENSING - GENERAL BILLING
Maintenance: Start: 01/Jul/2016, End: 30/Jul/2017
1 | 4,883.09 | 4,883.09 |
SUPPORT & UPDATE LICENSING - HUMAN RESOURCES MANAGEMENT
Maintenance: Start: 01/Jul/2016, End: 30/Jul/2017
1 | 5,073.00 | 5,073.00 |
SUPPORT & UPDATE LICENSING - CRYSTAL REPORTS
Maintenance: Start: 01/Jul/2016, End: 30/Jul/2017
1 | 7,046.42 | 7,046.42 |
SUPPORT & UPDATE LICENSING - MUNIS OFFICE
Maintenance: Start: 01/Jul/2016, End: 30/Jul/2017
1 | 5,580.66 | 5,580.66 |
SUPPORT & UPDATE LICENSING - PAYROLL WITH EMPLOYEE SELF SERVICE
Maintenance: Start: 01/Jul/2016, End: 30/Jul/2017
1 | 11,542.35 | 11,542.35 |
SUPPORT & UPDATE LICENSING - PROJECT ACCOUNTING
Maintenance: Start: 01/Jul/2016, End: 30/Jul/2017
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SUPPORT & UPDATE LICENSING - PURCHASE ORDERS
Maintenance: Start: 01/Jul/2016, End: 30/Jul/2017
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SUPPORT & UPDATE LICENSING - REQUISITIONS
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TYLER FORM PROCESSING SUPPORT
Maintenance: Start: 01/Jul/2016, End: 30/Jul/2017
1 | 4,228.10 | 4,228.10 |
Questions:
Tyler Technologies - ERP & Schools
Phone: 1-800-772-2260 Press 2, then 1
Fax: 1-866-673-3274
Email: ar@tylertech.com

Bill To: INGHAM COUNTY
ATTN: M I S Department
121 EAST MAPLE STREET
MASON, MI 48854

Ship To: INGHAM COUNTY
ATTN: M I S Department
121 EAST MAPLE STREET
MASON, MI 48854

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<tr>
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<th>Ord No</th>
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**ATTENTION**
Order your checks and forms from Tyler Business Forms at 877-749-2090 or tylertobusinessforms.com to guarantee 100% compliance with your software.

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# Invoice

**Tyler Technologies**  
Tyler Technologies, Inc.  
(FEIN 75-2303820)  
P.O. Box 203566  
Dallas, TX 75320-3566

## Questions:
Tyler Technologies - ERP & Schools  
Phone: 1-800-772-2260 Press 2, then 1  
Fax: 1-866-673-3274  
Email: ar@tylertech.com

**Bill To:** INGHAM COUNTY  
ATTN: M I S Department  
121 EAST MAPLE STREET  
MASON, MI 48854

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<th>Customer No.</th>
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**ATTENTION**  
Order your checks and forms from Tyler Business Forms at 877-749-2090 or tylerbusinessforms.com to guarantee 100% compliance with your software.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE MUNIS SOFTWARE ANNUAL SUPPORT AGREEMENT FROM TYLER TECHNOLOGIES

WHEREAS, Ingham County currently utilizes Tyler Technologies MUNIS Software as our county-wide Financial, Budget, Human Resource, and Purchasing 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 $157,533.78 for annual support is due for the support from July 1st 2016- June 30th 2017; and

WHEREAS, the annual contract amount proposed by Tyler is a 4% 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 purchase of support from Tyler Technologies in the amount not to exceed $157,533.78.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Contract Maintenance Fund (636-95800-932020).

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:     Deb Fett, CIO
DATE:     7/05/2016
SUBJECT:  Resolution – RightFax Software Support Renewal

BACKGROUND
Resolution #13-154 was to purchase and install our Cisco phone system. As part of that phone system project, Ingham County obtained RightFax licenses for doing virtual faxing. These licenses have a support component that must be renewed each year. Konica Minolta has been our vendor for this software for several years now. They have provided us a quote under the NASPO ValuePoint 3091 contract (formerly WSCA-NASPO) to bring us current again and carry us forward until next year.

ALTERNATIVES
The alternative would be to not renew our support, risk failure of our faxing system, and not be able to upgrade to newer versions as our version becomes obsolete.

FINANCIAL IMPACT
The funding for the $7,326.00 total will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030. The last year paid was $7,500.00.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached quote for RightFax support renewal from Konica Minolta.
**Renewal Notice**

Date: 6/19/16  
Reference Number: SUS08391330  
**Contract Number: A040750**  
Renewal Number: RC074734  
Maintenance Term Start Date: 2/1/15  
Maintenance Term Expiration Date: 4/30/17  
Quote Expires: 7/20/16  
Payment Terms: Net 30  
Previous PO Number: (through Konica Minolta)

**End User Information:**

EU0184162 - Ingham County  
121 E Maple  
PO Box 319  
Mason, MI 48854-0319  
UNITED STATES

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02/01/15 to 04/30/16  
Flat Fee - Covers 15 month lapsed term | S-CPRF2410003 | 1,795.00 |
| 100 | RightFax Connector for all Konica Minolta MFPs 50-499  
05/01/16 to 04/30/17  
68285-12251 | S-CPRFPG0145 | 2,500.00 |
| 7   | RightFax FOIP Enabled Fax Channel  
05/01/16 to 04/30/17  
68285-12251 | S-CPRFPGDCFOIP | 2,023.00 |
| 1   | RightFax Server PDF & Searchable PDF  
05/01/16 to 04/30/17  
68285-12251 | S-CPRFPGPDFSPDF | 499.00 |
| 1   | Fax Server, RightFax Business Edition  
05/01/16 to 04/30/17  
68285-12251 | S-CPRFPGBSN-A | 399.00 |
| 1   | RightFax FOIP Enable an Existing RightFax Document Delivery Channel  
05/01/16 to 04/30/17  
68285-12251 | S-CPRFPGDCFOIPU | 110.00 |

Subtotal 7,326.00 USD  
Tax USD  
Total 7,326.00 USD

Taxes are subject to change

This quotation is a nonbinding quote and only upon execution of a signed agreement for maintenance and service will this pricing and term become active. All software is licensed under the terms of the applicable software license agreement signed by the parties.
Introducing by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE RIGHTFAX SUPPORT AGREEMENT

WHEREAS, Ingham County currently utilizes RightFax for faxing which requires ongoing support; and

WHEREAS, ITD obtained contract pricing from Konica Minolta for our ongoing support and licensing needs; and

WHEREAS, our current existing support agreement is expired and ITD recommends renewing this agreement; and

WHEREAS, our previous annual cost was $7,500.00 and the new annual cost will be $7,326.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the support agreement from Konica Minolta in the amount not to exceed $7,326.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county’s Network Fund #63625810-932030.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner
DATE: 7-5-16
SUBJECT: Sole Source Vendor, Central Nebraska Packing Inc.
For the meeting agenda of 7-19-16

BACKGROUND
Potter Park Zoo orders meat as one of the main diet items for all felines and carnivores in the zoo. We order 14,000 lbs. of meat every year from Central Nebraska Packing Inc. for an amount totaling $27,482.00 in 2015. We need to order from this company for quality assurance and the health of the animals. We are requesting Central Nebraska Packing Inc. become a sole source vendor for the meat required at Potter Park Zoo for animal diets.

ALTERNATIVES
We would continue to purchase meat from Central Nebraska Packing Inc., but would be required to get three quotes for each purchase from vendors, we know, we cannot use to supply food to our animals.

There are limited sources to acquire this meat at a high quality and they include: Natural Balance which had a negative impact on our animals health and is also consistently more expensive; Toronto meat which requires permitting for international transport and an increased cost for shipping; and Bravo and Triple A meat which are considered substandard diets by zoo nutritionists and veterinarians.

FINANCIAL IMPACT
Time and resources spent acquiring quotes is an indirect financial impact.

OTHER CONSIDERATIONS
Association of Zoos and Aquariums (AZA) states in the 2016 accreditation standards:
2.6.2. Animal diets must be of a quality and quantity suitable for each animal’s nutritional and psychological needs.

Central Nebraska Packing Inc. is the only vendor the Potter Park Zoo veterinarian and general curator would approve buying meat from for animal diets at this time.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support Central Nebraska Packaging Inc. to become a sole source vendor for the meat purchased for Potter Park Zoo’s animal diets.
Introducing by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOMMENDING CENTRAL NEBRASKA PACKING, INC. BECOME A SOLE SOURCE VENDOR TO SUPPLY MEAT FOR POTTER PARK ZOO’S ANIMAL DIETS

WHEREAS, the Potter Park Zoo feeds their felines and carnivores a nutritionally balanced diet of animal grade meat; and

WHEREAS, the Potter Park Zoo orders twice per year to maintain the freshest product and also to incur the least amount of freight costs; and

WHEREAS, the yearly shipments of the diet totals in the amount of $27,482 and is approximately 14,000 pounds and $1,932 is the freight cost which is included; and

WHEREAS, there are limited sources to acquire this meat at a high quality and they include: Natural Balance which had a negative impact on our animals health and is also consistently more expensive; Toronto meat which requires permitting for international transport and an increased cost for shipping; Bravo and Triple A meat which are considered substandard diets by zoo nutritionists; and

WHEREAS, Central Nebraska Packing, Inc. has maintained the highest quality of meat at a competitive price and continues to be the most recommended source of meat by zoo nutritionists and veterinarians.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accept Central Nebraska Packing, Inc. as the sole source vendor to supply Potter Park Zoo with meat for the zoos animals.
TO: Board of Commissioners, County Services and Finance Committees  
FROM: Sandra Dargatz, Executive Director – Ingham County Fair  
DATE: July 5, 2016  
SUBJECT: Cleaning Services for the Ingham County Fairgrounds Community Hall – As Needed  
For the meeting agenda of July 19, and July 20, 2016

BACKGROUND
The Ingham County Fair Community Hall continues to experience accelerated booking throughout 2016 and well into 2017. With fifty out of fifty-two weekends booked on the grounds and most every weekend booked in the Community Hall, the maintenance team is no longer capable of continuing to simultaneously clean the Community Hall and maintain the level of service to the events on the grounds.

The cleaning services requested are on an as-needed basis and may not be required daily, which is why our recommendation is apart from that of the Facilities Department recent cleaning contract.

Customer service and word of mouth are our greatest leverage for return business; therefore it is imperative that we are able to meet the standards of cleanliness throughout the grounds and in our banquet facility in the Community Hall.

ALTERNATIVES
The Community Hall secures over $40,000.00 per year in revenue for the Ingham County Fair, and the rate of rental continues to increase annually. The Community Hall rentals are tied to the Fair Board’s long-range strategic plan to ensure the diversification of the Fair’s off-season revenue stream. Therefore, it is highly important to ensure that the facility is clean and presentable prior to events booked in the Community Hall.

Several local venues exist, with many of those venues having high quality standards of appearance and cleanliness; making it even more important that the Ingham County Fair Board maintain the Community Hall in the correct manner to ensure a competitive edge and to continue to grow our referral base from previous rentals.

FINANCIAL IMPACT
The Ingham County Fair has budgeted for the cleaning services in the 2016 operational budget under line item 56176013 – 818080, and 56176014 – 818080, in the combined amount of $8,928.00.

OTHER CONSIDERATIONS
The lowest bid was not chosen as the recommended contractor as the Ingham County Fair has utilized said contractor previously and found the contractor to require additional reminders to ensure that the facility was prepared appropriately.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the awarding of a contract for As-Needed Cleaning Services at the Ingham County Fairgrounds to Dietz Janitorial Services.
Agenda Item 11

TO: Sandra Dargatz, Ingham County Fair Executive Director

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

DATE: June 6, 2016

RE: Memo of performance; Pkt. No. 111-16: Janitorial Services at the Fair

Three written bids were sought and received from vendors for the purpose of supplying cleaning services to the Fair for a one (1) year term, with the option to extend the contract annually for two (2) years.

The Purchasing Department can confirm the following bids were received:

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<td>86 Primrose Ln., Mason, MI 48854</td>
<td>Yes</td>
<td>$7,800.00</td>
<td>$54.17/clean</td>
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<td>Dietz Janitorial</td>
<td>6910 S. Cedar St., Ste. 3, Holt, MI</td>
<td>Yes</td>
<td>$8,928.00</td>
<td>$62.00/clean</td>
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<tr>
<td>B &amp; L Janitorial</td>
<td>4409 Empire Way, Lansing MI 48917</td>
<td>No, Eaton County</td>
<td>$12,240.00</td>
<td>$85.00/clean ($95.00/clean/weekend)</td>
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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 bid process.

If I can be of further assistance, please email jhudgins@ingham.org
Agenda Item 11

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH DIETZ JANITORIAL FOR AS NEEDED CLEANING SERVICES AT THE INGHAM COUNTY FAIRGROUNDS COMMUNITY HALL

WHEREAS, The Ingham County Fair Community Hall continues to experience accelerated booking throughout 2016 and well into 2017; and

WHEREAS, fifty out of fifty-two weekends are booked on the grounds and most every weekend is booked in the Community Hall; and

WHEREAS, the maintenance team is no longer capable of continuing to simultaneously clean the Community Hall and maintain the level of service to the events on the grounds; and

WHEREAS, the Community Hall rentals are tied to the Fair Board’s long-range strategic plan to ensure the diversification of the Fair’s off-season revenue stream and it is highly important to ensure that the facility is clean and presentable prior to events booked in the Community Hall; and

WHEREAS, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to Dietz Janitorial who submitted the most qualified bid in the amount of $8,928.00 for as-needed cleaning services at the Ingham County Fair Community Hall and $62.00 an additional cleaning; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2016 operational budget account numbers account 56176013 – 818080, and 56176014 – 818080.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract for one year, with an additional two year extension option, to Dietz Janitorial Services, 6910 S. Cedar St., Ste. 3, Holt, MI 48842 for as-needed cleaning services at the Ingham County Fairgrounds Community Hall at a cost not to exceed $8,928.00, and an a rate for any additional as-needed cleaning services at a cost not to exceed $62.00 per cleaning.

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 any necessary documents 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: July 1, 2016
SUBJECT: Ingham County Trails and Park Millage
For the meeting agenda of 7/19/16 County Services and 7/20/16 Finance

BACKGROUND
Board of Commissioner Resolution 16-105 approved all bridges identified within the Ingham County Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), are eligible for millage funds effective April 1, 2016 through June 1, 2016 with the total amount not to exceed $4,500,000.

Board of Commissioner Resolution 16-163 approved the scoring/ranking criteria for the Trails and Parks Program Application. Following the directives of the Board of Commissioners, the Park Commission reviewed 11 applications that were received from the City of East Lansing (1 application/6 bridges), the City of Lansing (6 application/6 bridges), the City of Mason (3 applications/3 bridges), and Meridian Township (1 application/7 bridges) for a total of 22 bridges.

In addition, Board of Commissioner Resolution 16-257 authorized the application titled River Trail West (Near Elm St) - Wall and Pavement Repair and the application titled Moores River Drive Trail Repair from the City of Lansing that dealt primarily with sea wall and bank stabilization and limited asphalt repairs be considered for the bridge application round and to be first priority under the bridge application round.

The Park Commission recommended 21 of the 22 bridges applied for be funded, and in addition, the two projects moved from the asphalt round be funded as well.

ALTERNATIVES
The Trails and Parks millage adopted report calls for enhancement and rehabilitation of existing trails, bridges and County Park infrastructure which had been deferred in the past and will provide for much needed upgrades to aging facilities into the near future. Approving this resolution will allow local communities to provide for the Trails & Parks Task Force’s recommendation and the Board of Commissioner’s directive to address rehabilitation and repairs.

FINANCIAL IMPACT
Board of Commissioner Resolution 16-105 authorized the allocation of $4,500,000 for the bridge round applications.

Board of Commissioner Resolution 16-257 authorized the remaining dollars from the Asphalt round ($211,137) be placed with the 4.5 million already approved for the bridge round of applications bringing the total of the bridge round to $4,711,137.

The total request for the bridge round is $4,736,872.30. We are requesting an additional $25,735.30 be funded from the millage reserve for the bridge round for the overage. There are reserve funds available in the millage fund to cover these requests.
The Park Commission recommends funding all of the bridges as listed below with the exception of bridge CL-18-LTE-RC, East of Crego Park Access - $1,024,000 of the City of Lansing which was ranked last, six of six bridges that was applied for.

2016 Millage Bridge Funding Recommendation

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City of Lansing Priority Applications from the Asphalt Round Moved Forward for the Bridge Round:

- City of Lansing: River Trail West (Near Elm St) - Wall and Pavement Repair $215,393
- City of Lansing: Moores River Drive Trail Repair $368,160
- City of Mason: CM-03-HAY-SC, Maple Grove Cemetery to Mason Community Gardens $21,057.30* (Reimbursement request for bridge work completed in 2015)
- City of Mason: CM-01-HAY-SC, Near West S. Street $54,381
- Meridian Township: MT-07-MIP-DR, East of Okemos Road $140,000
- Meridian Township: MT-03-PK-DR, Central Park South $101,000
- Meridian Township: MT-05-PK-DR, Nancy L. Moore Community Park Trail End $50,000
- Meridian Township: MT-04-PK-DR, Nancy L. Moore Community Park $70,000
- Meridian Township: MT-02-MP-DR, West of Okemos Road $68,000
- Meridian Township: MT-01-PK-SWL, Hartrick Park $136,000
- Meridian Township: MT-06-MIP-DR West of Okemos Road, Meridian Interurban Pathway $10,000

**TOTAL** $4,736,872.30

OTHER CONSIDERATIONS
The Ingham County Park Commission supported this resolution at their June 27, 2016 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Agenda Item 12

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO CONTRACTS
FOR THE TRAILS AND PARKS MILLAGE APPLICATIONS

WHEREAS, Board of Commissioner resolution 16-105 authorized all bridges identified within the Ingham County Trails and Parks Comprehensive Report in table #7, with priority given to those bridges with a need for Total Replacement (12 in total), were eligible for millage funds with the total amount not to exceed $4,500,000; and

WHEREAS, Board of Commissioners resolution 16-257 authorized the application titled River Trail West (Near Elm St) - Wall and Pavement Repair and the application titled Moores River Drive Trail Repair from the City of Lansing that dealt primarily with sea wall and bank stabilization and limited asphalt repairs be considered for the bridge application round and to be first priority under the bridge application round; and

WHEREAS, 11 applications were received for the bridge round from the City of East Lansing (1 application/6 bridges), the City of Lansing (6 application/6 bridges), the City of Mason (3 applications/3 bridges), and Meridian Township (1 application/7 bridges) with a total amount including the two items from round one for a total of $5,760,872.30 for a total of 22 bridges; and

WHEREAS, after careful review and evaluation of the applications, the Park Commission recommends funding all of the bridges listed below with a total amount of $4,736,872.30 with the exception of bridge CL-18-LTE-RC, East of Crego Park Access - $1,024,000 of the City of Lansing.

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City of Lansing Priority Applications from the Asphalt Round Moved Forward for the Bridge Round:

City of Lansing
River Trail West (Near Elm St) - Wall and Pavement Repair $215,393

City of Lansing
Moore's River Drive Trail Repair $368,160

City of Mason
CM-03-HAY-SC, Maple Grove Cemetery to Mason Community Gardens $21,057.30

*Reimbursement request for bridge work completed in 2015

City of Mason
CM-01-HAY-SC, Near West S. Street $54,381

City of Mason
CM-02-HAY-SC, North of West Elm Street $54,381

Meridian Township
MT-07-MIP-DR, East of Okemos Road $140,000
Meridian Township  MT-03-PK-DR, Central Park South  $101,000  
Meridian Township  MT-05-PK-DR, Nancy L. Moore Community Park Trail End  $50,000  
Meridian Township  MT-04-PK-DR, Nancy L. Moore Community Park  $70,000  
Meridian Township  MT-02-MP-DR, West of Okemos Road  $68,000  
Meridian Township  MT-01-PK-SWL, Hartrick Park  $136,000  
Meridian Township  MT-06-MIP-DR West of Okemos Road, Meridian Interurban Pathway  $10,000  

**TOTAL FUNDED**  $4,736,872.30

THEREFORE BE IT RESOLVED, that bridge CL-18-LTE-RC, East of Crego Park Access - $1,024,000 of the City of Lansing will not be funded in this round.

BE IT FURTHER RESOLVED, bridge CL-18-LTE-RC of the City of Lansing is eligible to be considered for a future round if the City of Lansing re-applies in a future round which would be subject to the subsequent approval by the Board of Commissioners in a future resolution.

BE IT FURTHER RESOLVED, per Board of Commissioner Resolution 16-257 that the remaining dollars from the Asphalt round ($211,137) was placed with the 4.5 million already approved for the bridge round of applications bringing the total of the bridge round to $4,711,137.

BE IT FURTHER RESOLVED, the Board of Commissioners authorize an additional $25,735.30 be funded from the millage reserve for the bridge round for the overage.

BE IT FURTHER RESOLVED, the total request to be funded for the bridge round is $4,736,872.30.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with the City of East Lansing to fund the below projects in an amount not to exceed a total of $890,500.

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BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with the City of Lansing to fund the below projects in an amount not to exceed a total of $3,141,553.

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**City of Lansing Priority Applications from the Asphalt Round Moved Forward for the Bridge Round:**
City of Lansing  River Trail West (Near Elm St) - Wall and Pavement Repair  $215,393
City of Lansing  Moores River Drive Trail Repair  $368,160

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with the City of Mason to fund the below projects in an amount not to exceed a total of $129,819.30.

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<td>City of Mason</td>
<td>CM-02-HAY-SC, North of West Elm Street</td>
<td>$54,381</td>
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BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with Meridian Township to fund the below projects in an amount not to exceed a total of $575,000.

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<td>$10,000</td>
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BE IT FURTHER RESOLVED, that all work will be completed within two years from the date the contracts are executed.

BE IT FURTHER RESOLVED, to require the entity to include signage provided by the Ingham County Parks Department referencing the millage funds during the construction phase and a permanent sign to remain on the site in perpetuity post completion of the project.

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

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

From: William Conklin, Managing Director
Ingham County Road Department

Date: June 27, 2016

RE: 2016 Local Road Program Agreements with Stockbridge, Bunker Hill, Williamstown, Locke, Leslie, Leroy, Alaiedon, and Aurelius Townships

Attached is a resolution showing eight (8) proposed 2016 Local Road Program Agreements with Stockbridge, Bunker Hill, Williamstown, Locke, Leslie, Leroy, Alaiedon, and Aurelius Townships. Each resolution attachment is self-explanatory as to the proposed road improvements and funding for each township. The total of the Road Department matches indicated in each attachment are included in the adopted/amended 2016 road fund budget.

Approval of the attached resolution is therefore recommended.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENTS WITH STOCKBRIDGE, BUNKER HILL, WILLIAMSTON, LOCKE, LESLIE, LEROY, AURELIUS, AND ALAIEDON TOWNSHIPS FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, eight 2016 Local Road Program Agreements are proposed for the following Townships with details as to the proposed road improvements and funding provided in the following attachments:

Stockbridge Township (Attachment A)
Bunker Hill Township (Attachment B)
Williamston Township (Attachment C)
Locke Township (Attachment D)
Leslie Township (Attachment E)
Leroy Township (Attachment F)
Alaiedon Township (Attachment G)
Aurelius Township (Attachment H)

WHEREAS, each attachment describes the proposed road improvements and funding for each Township; and

WHEREAS, total Road Department funding matches indicated in each attachment are included in the adopted/amended 2016 Road Department budget; and

WHEREAS, each respective Township shall pay excess costs associated with road improvements as described in Attachments A through H, or may reduce the scope of described road improvement projects in proportion to its available budget.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified in the attachments A through H to be performed by Road Department crews during the construction season of the 2016 calendar year subject to final approval by, or as modified by each Township.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Stockbridge Township (Attachment A), Bunker Hill Township (Attachment B), Williamston Township (Attachment C), Locke Township (Attachment D), Leslie Township (Attachment E), Leroy Township (Attachment F), Alaiedon Township (Attachment G), and Aurelius Township (Attachment H) to effect the road improvements as described in each attachment.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign all necessary agreements consistent with this resolution and approved as to form by the County Attorney.
Stockbridge Township and the Ingham County Road Department have agreed that asphalt wedging where needed, single course chip sealing and related repairs are needed on the following local roads in Stockbridge Township due to normal deterioration over time:

- Kinsey, Brogan to M-36
- Green, M-52 to Kane
- Milner, Dexter Trail to Brogan
- O’Brien, Parman to Chapman
- Chapman, Heeney to O’Brien
- Main, Stockbridge Village Limit to Dexter Trail
- Budd, Milner to Oakley
- Oakley, Budd to Burden
- Burden, Oakley to M-36
- Stilson, Catholic Church to Dexter Trail

at an estimated cost of $310,000 for materials only on above projects with labor to be provided by the Road Department without charge to the project.

Stockbridge Township and the Ingham County Road Department have also agreed to gravel and place culverts where needed on Oakley Road, Budd Rd to north Township limit at an estimated cost of $75,000 for materials only with labor to be provided by the road department without charge to the project.

Stockbridge Township has also agreed to split the cost of materials for placing an estimated 800 tons of asphalt wedging and commensurate shoulder gravel on Parman Road, a Township line road, with Bunker Hill Township, for $34,000 total estimated cost, $17,000 each for both Bunker Hill and Stockbridge Townships;

Total estimated cost of Stockbridge portion of all above 2016 local road program projects is 402,000.

Stockbridge Township may need to reduce the scope of this project to fit available budget.

The Road Department is willing to cause said improvements to be undertaken by Road Department crews and to pay for a portion of the cost of said improvements from the County Road Fund.

In 2013 the Road Department negotiated a non-refundable permit fee of $900,500 paid by Enbridge Energy Company, Inc., in consideration for Enbridge and/or its contractors building a petroleum pipeline through Stockbridge and other Townships at that time to use certain local, spring weight restricted roads in Stockbridge and other Townships at normal legal loading, with approximately one third, or $300,000, of this fee related to, and thus held for use on, local roads in Stockbridge Township, to be used as agreed upon between Stockbridge Township and the Road Department, of which $29,306 remains for use in 2016.

The Township is willing to pay the remaining portion of the cost of said improvements up to the extent of their budget available for this purpose.
In the event the final cost of the improvements is greater than twice the maximum Road Department match amount set forth below, plus the above mentioned remaining Enbridge funds, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by Road Department crews during the construction season of the 2016 calendar year subject to final approval by, or as modified by Stockbridge Township.

For 2016, the Road Department has allocated to Stockbridge Township’s local roads, a maximum sum of $66,600 from the County Road Fund, including $44,400 left from prior years and $22,200 for the 2016 allocation, which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute up to $66,600 from the County Road fund and $29,306 from the above mentioned remaining Enbridge permit fee toward the cost of said improvement.

In the event the final cost of the improvements is less than the estimate, the savings shall first accrue to the Township for any final costs down to $162,506 (being the amount of match from both the road department and Township plus the Enbridge revenue) and then be split evenly between the Township and the Road Department for any final cost down to $29,306, being the remaining Enbridge revenue, below which any savings shall accrue to the Road Department to be held for use on future local road work in Stockbridge Township.
Bunker Hill Township and Ingham County Road department agree that the following improvements are needed on the following local roads in Bunker Hill Township:

- Parman Rd, Baseline to Fitchburg Roads, to include an estimated 800 tons asphalt wedging and commensurate gravel shouldering, with cost of work on Parman Road being on a township line road to be split with Stockbridge Township, $34,000 total estimated cost, $17,000 each for both Bunker Hill and Stockbridge Townships;
- Baseline Rd, Bunker Hill Rd to Friermuth Rd, to include an estimated 200 tons asphalt wedging where needed and single course chip-sealing, $35,000 estimated cost;
- Friermuth Rd, Fitchburg to Holland Roads, to include an estimated 1000 tons asphalt wedging and commensurate gravel shouldering, $42,000 total estimated cost;

Total of above estimated costs $111,000 for materials to be applied by Road Department crews, $94,000 for Bunker Hill Township, $17,000 for Stockbridge Township.

The Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

The Township is willing to pay the remaining portion of the cost of said improvements.

In the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed ten percent (10%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2016 calendar year.

For 2016, the County on behalf of the Road Department, has allocated to Bunker Hill Township’s local roads, a maximum sum of $22,200.00 from the county Road Fund, which shall be matched equally by the Township to the extent used.

The County on behalf of the Road Department agrees to contribute $22,200.00 toward the cost of said improvements from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

In the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to $44,400, and then be split evenly between the parties for any final costs below $44,400.00.
Williamstown Township desires that improvements be performed on the following local roads in the 2016 local road program:

- Lounsbury between Barry and Haslett
- Shoesmith between the Township line and Shoeman
- Gulick between Shoeman and Zimmer
- Foster between Barry and the Township line
- To include asphalt wedging and skip-paving as necessary, single course chip-sealing, and on Shoesmith Road between the Township line and Shoeman, to include approximately 2-3 foot grade raise over approximately 600 foot length and related repaving to reduce frequent flooding in this low area, for a total estimated cost for materials only on all of the above of $230,000.00; and

The Road Department is willing to cause said improvements to be undertaken by road department crews, to contribute labor without charge to the project, and to pay for a portion of the cost of said improvements.

The Township is willing to pay the remaining portion of the cost of said improvements.

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

The Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by road department crews during the construction season of the 2016 calendar year.

For 2016, the County on behalf of the Road Department has allocated to Williamstown Township’s local roads, a maximum sum of $30,000.00, plus carry-over of $3,616.66 from 2015, for a total available in 2016 of $33,616.66 shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute labor and up to one half of the final cost of this project to a maximum of $33,616.66 toward the cost of said project, whichever is less.

In the event the final cost of the improvements is less than the estimate provided above, the savings shall first accrue to the Township for any final cost down to twice the above indicated Road department contribution ($67,233.32), and then for any lower final costs, be split evenly between the Township and the Road Department.
Locke Township desires that improvements be performed on various Locke Township local roads throughout the Township as part of the 2016 local road program to include asphalt leveling and maintenance pads where necessary including on the Locke Township portion of Glendor Subdivision streets, approximately 2360 tons of asphalt paving total for all roads, at a total estimated cost on all of the roads of $94,400.00 for material only.

The Road Department is willing to cause said improvements to be undertaken by road department crews, to pay for a portion of the cost of said improvements from the County Road Fund, and to contribute labor without additional charge to the Township.

The Township is willing to pay the remaining portion of the cost of said improvements.

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

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2016 calendar year.

For 2016 the County, on behalf of the Road Department, has allocated to Locke Township’s local roads, a maximum sum of $22,200 plus carry-over from 2015 of $22,200, for a total available in 2016 of $44,400.00 from the County Road Fund, which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute one half the final project cost, up to a maximum of $44,400.00, toward the cost of said improvement from the County Road Fund, and to contribute labor where indicated above without additional charge to the Township.

In the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to $88,800 (2 times the maximum match available of $44,400), and then be split evenly between the parties for any final costs below $88,800.
Leslie Township desires that improvements be performed on Churchill Road between Covert and Plains Roads, 2 miles, to include asphalt leveling and maintenance paving where necessary and single course chip-sealing, at an estimated cost for materials only of $81,430.

The Road Department is willing to cause said improvements to be undertaken with road department crews, to contribute labor at no cost to the project, and to pay for a portion of the cost of said improvements from the County Road Fund.

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

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

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2016 calendar year.

For 2016, the County, on behalf of the Road Department, has allocated to Leslie Township’s local roads, a maximum sum of $24,000 plus carryover from 2015 of $16,715.29 for a total available in 2016 of $40,715.29 from the County Road Fund, which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute labor and one half up to a maximum of $40,715.29 toward the cost of said improvement from the County Road Fund.

In the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.
Leroy Township desires that improvements be performed on various Leroy Township local roads throughout the Township to be chosen between the Township and Road department as part of the 2016 local road program to include asphalt leveling, skip-paving and maintenance pads where necessary, approximately 1800 tons of asphalt paving total for all roads, at a total estimated cost for materials on all the roads of $72,200.00.

The Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund and to provide labor on this work at no cost to Leroy Township for Road Department labor.

The Township is willing to pay the remaining portion of the cost of said improvements.

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

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2016 calendar year.

For 2016, the County on behalf of the Road Department has allocated to Leroy Township’s local roads, a maximum sum of $22,200.00, which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute up to $22,200.00 toward the cost of said improvement and labor on these four projects at no cost to Leroy Township for Road Department labor.

In the event the final cost of the improvements is less than the estimate provided above, for any final cost amount greater than twice the maximum Road Department match amount set forth above ($44,400), the savings shall first accrue to the Township, and then, shall be split evenly between the Township and the Road Department for any final cost amount below $44,400.
Alaiedon Township desires that improvements be performed on the following local roads:

- Wirt Road, East of College Road
  - Replacement of 12” X 46’ cross-culvert
  - 200 ton of asphalt wedging through-out
  - 1300 ft of single course chip-sealing
- Willoughby Road, College to Hagadorn Roads
  - 1 mile of single course chip-sealing
- Willoughby Road, Dobie rd. to just East of Button Creek Bridge
  - 20 ton of asphalt repairs
  - 1 mile of single course chip-sealing
- Willoughby Road, Every to Meridian Roads
  - 1 mile of single course chip-sealing
- Lamb Road, Walline to Every Roads
  - 1 mile of single course chip-sealing
- Harper Road, College to Okemos Roads
  - 160 ton of asphalt repairs
  - Double seal 600 feet of the east bound lane under trees mid mile
  - 2.5 miles of single course chip-sealing
- Harper Road, Wolverine to Every Roads
  - 100 ton of asphalt repairs.
  - 1 mile of single course chip-sealing

for a total estimated cost for materials of $137,500.00.

The Road Department is willing to cause said improvements to be undertaken, to contribute Road Department labor without charge where used on the above projects, and to pay for a portion of the cost of said improvements from the County Road fund.

The Township is willing to pay the remaining portion of the cost of said improvements.

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

The Road Department shall cause the improvements identified above and incorporated herein by reference to be performed during the construction season of the 2016 calendar year.

For 2016, the County on behalf of the Road Department has allocated to Alaiedon Township’s local roads, a maximum sum of $30,000.00, from the county road fund which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute up to $30,000.00 toward the cost of said improvement from the County Road fund and to provide labor by road department crews without charge to the project.
In the event the final cost of the improvements is less than the estimate provided above, for any final cost amount greater than twice the maximum Road Department match amount set forth above ($60,000), the savings shall first accrue to the Township, and then, shall be split evenly between the Township and the Road Department for any final cost amount below $60,000.
Aurelius Township desires that improvements be performed on Kipp Road, College to Edgar Roads, a distance of approximately 1.0 mile, as part of the 2016 local road program, to include asphalt maintenance skip-paving and wedging where necessary, at a total estimated cost of $28,000.00 for materials to be applied by Road Department crews.

The Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund as indicated below and to contribute labor where indicated above without additional charge to the Township.

The Township is willing to pay the remaining portion of the cost of said improvements.

In the event the final cost of the improvements is greater than twice the maximum road department match contribution set forth below, the excess cost will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above at a total estimated material cost of $28,000.00 and incorporated herein by reference to be performed by Road Department crews during the 2016 construction season.

For 2016, the County, on behalf of the Road Department, has allocated to Aurelius Township’s local roads, a maximum sum of $22,200.00, plus carry-over from 2015 of $1,753.39, for a total available in 2016 of $23,953.39 from the County Road Fund, which shall be matched equally by the Township to the extent used.

The County, on behalf of the Road Department, agrees to contribute half the final cost up to a maximum of $23,953.39 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

In the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.
TO: County Services Committee

FROM: Jim Hudgins, Director, Purchasing Department

DATE: July 5, 2016

SUBJECT: Emergency Purchase Order

BACKGROUND
This is to notify the Board of Commissioners that an emergency purchase order has been issued prior to the approval of a resolution.

The Ingham County Road Department was in need of a Flow Boy trailer to haul asphalt for paving purposes. The Flow Boy will haul approximately 40-50 tons of asphalt while the County’s dump trucks haul 5-10 tons. The rental of the Flow Boy will allow the Road Department to efficiently complete the paving prior to the August deadline when chip sealing will begin. Typically paving will be required again after the chip sealing is complete.

The Purchasing Department made several phone calls to obtain the cost to rent a Flow Boy. Two vendors responded. Reith-Riley responded immediately and I.O. Express responded on July 7, 2016.

- Reith-Riley Mason MI $138.00/ hour with 48 hour notice provided.
- I.O. Express Mason MI $150.00/ hour with a minimum of 4 hours.

ALTERNATIVES
There is not sufficient time to solicit bids and have the paving completed by the next Regular Board Meeting scheduled for July 26, 2016.

FINANCIAL IMPACT
Reith-Riley construction has agreed to rent the Flow Boy to the County Road Department with a 48-hour notice, at the rate of $138.00 per hour. The Flow Boy, as of July 5, 2016 has been rented for 3 days, 20 hours from the June 17 to June 31, 2016 at a cost of $2,760. The Road Department anticipates the total number of hours at 160±.

OTHER CONSIDERATIONS
This purchase is being made in accordance with the Purchasing Manual regarding emergency purchases which states:

Notwithstanding the provisions of this policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, wherein the immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. In all such cases a report shall be filed jointly by the Purchasing Director and respective department head to the next meeting of the County Services Committee setting out the nature of emergency and the necessity of the action taken pursuant to this Section, should the amount exceed that provided for in Sections F.4 and F.5. All such emergency purchases shall be covered by a subsequent purchase order.
RECOMMENDATION
Continue the rental between Ingham County Road Department and Rieth-Riley Construction in order to maintain the paving schedule.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACTED TRUCKING SERVICES TO HAUL HOT MIX ASPHALT TO THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Ingham County Road Department uses approximately 15,000 to 25,000 tons of hot mix asphalt annually to maintain and improve the roads of Ingham County; and

WHEREAS, the Road Department’s 2016 Pavement Maintenance Program is much larger than has been in recent years and contracted trucking services are needed to deliver hot mix asphalt to the Road Department crews for placement; and

WHEREAS, the Road Department amended 2016 budget includes controllable expenditures for this and other services; and

WHEREAS, the Purchasing Department solicited quotes for contracted trucking services from area trucking companies; and

WHEREAS, Rieth & Riley Construction Co. of Mason, Michigan was the only respondent to offer contracted trucking services to Road Department crews and is willing to continue this service at a rate of $138.00 per hour; and

WHEREAS, it is the recommendation of Purchasing Department and Road Department to continue contracted trucking services with Rieth & Riley Construction Co. of Mason, Michigan.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the offer from Rieth & Riley Construction Co. of Mason, Michigan to continue contracted trucking service to deliver hot mix asphalt to Road Department crews at a rate of $138.00 per hour.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to execute any necessary purchase documents relating to the above on behalf of the County.
TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: June 3, 2016

SUBJECT: Resurfacing of Park Lake Road from Grand River Avenue (M-43) to Merritt Road; and Improvements to Hagadorn Road and Mt Hope Road Intersection

For the County Services Committee meeting agenda of June 21, 2016
For the Finance Committee meeting agenda of June 22, 2016
For the BOC meeting agenda of June 28, 2016

The Ingham County Road Department (ICRD) received federal funding to resurface Park Lake Road from Grand River Avenue (M-43) to Merritt Road and to reconfigure and resurface the Hagadorn Road and Mt Hope Road intersection. The two projects were packaged together as a single construction contract because they have similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements.

The Park Lake Road project generally involves replacing the top 2-inches of existing pavement, curb & gutter repairs, township desired sanitary sewer repairs, and sidewalk improvements. The estimated costs for the project are as follows:

Federal STP Urban Funding $ 532,100
Township Requested Sanitary Sewer Work: $ 59,100
Road Department Match: $ 118,000

$ 709,200

The Hagadorn Road and Mt Hope Road intersection project generally involves reconstructing the north approach to provide head-up left turn lanes for Hagadorn Road, curb & gutter repairs, repaving, and signal improvements. In partnership with the Michigan Department of Environmental Quality, Michigan State University, and ICRD the Hagadorn Road and Mt Hope Road intersection project will also receive $180,000 in MDEQ grant funds to study crumb rubber modified asphalt pavement. The estimated costs for the project are as follows:

Federal CMAQ Funding $ 285,474
MDEQ Scrap Tire Grant: $ 180,000
Road Department Match: $ 70,264

$ 535,738

We are to the point where the funds have been obligated for construction and contracts can be executed. The contractual responsibilities are as follows: The Michigan Department of Transportation (MDOT) will enter into a contract with the contractor, which basically ensures that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define the Road Department’s responsibilities and to administer the construction contract on MDOT’s behalf. A third party agreement between the Charter Township of Meridian and Ingham County is required for the township requested work. The third party agreement between Michigan State University and ICRD to secure
the crumb rubber modified asphalt pavement grant funds was approved by the Board of Commissioners via Resolution #16-193 during the May 10, 2016 meeting.

The reason for this memo and resolution is to execute the MDOT and Ingham County second party agreement and the remaining third party agreement. Approval of the attached resolution is recommended.
Introduced by the County Services and Finance Committees of the:

INGERM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN
THE MICHIGAN DEPARTMENT OF TRANSPORTATION AND INGHAM COUNTY
AND THIRD PARTY AGREEMENTS BETWEEN MICHIGAN STATE UNIVERSITY AND INGHAM
COUNTY AND THE CHARTER TOWNSHIP OF MERIDIAN AND INGHAM COUNTY IN
RELATION TO ROAD CONSTRUCTION PROJECTS FOR PARK LAKE ROAD FROM GRAND
RIVER AVENUE (M-43) TO MERRITT ROAD AND IMPROVEMENTS TO HAGADORN ROAD
AND MT HOPE ROAD INTERSECTION

WHEREAS, the Ingham County Road Department received federal funding to resurface Park Lake Road from Grand River Avenue (M-43) to Merritt Road and to reconfigure and resurface the Hagadorn Road and Mt Hope Road intersection; and

WHEREAS, the two projects were packaged together as a single construction contract because they have similar work, to take advantage of economy of scale benefits, and to streamline federal inspection administration and reporting requirements; and

WHEREAS, the Ingham County Road Department also received a Michigan Department of Environmental Quality, Scrap Tire Market Development grant to study crumb rubber modified asphalt pavement and help pay for the Hagadorn Road and Mt Hope Road intersection project; and

WHEREAS, the third party agreement with Michigan State University for crumb rubber modified asphalt pavement grant funds has already been secure via Resolution No. 16-193; and

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

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

WHEREAS, the County on behalf of the Road Department, in turn, must therefore enter into an associated third party agreement Charter Township of Meridian to secure funds for township requested work; and

WHEREAS, the estimated costs for both projects are as follows:

<table>
<thead>
<tr>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal STP Urban Funding</td>
<td>$532,100</td>
</tr>
<tr>
<td>Federal CMAQ Funding</td>
<td>$285,474</td>
</tr>
<tr>
<td>MDEQ Scrap Tire Grant</td>
<td>$180,000</td>
</tr>
<tr>
<td>Township Requested Sanitary Sewer Work</td>
<td>$59,100</td>
</tr>
<tr>
<td>Road Department Match</td>
<td>$188,264</td>
</tr>
<tr>
<td>Total</td>
<td>$1,244,938</td>
</tr>
</tbody>
</table>
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect resurfacing of Park Lake Road from Grand River Avenue (M-43) to Merritt Road and to reconfigure and resurface the Hagadorn Road and Mt Hope Road intersection for a total estimated cost of $1,244,938 consisting of $817,574 in federal funding, $180,000 from an MDEQ scrap tire grant, and $247,364 in Road Department and Charter Township of Meridian funds.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into third party agreement with Charter Township of Meridian to secure the estimated $59,100 of funds for township requested work.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.
To:        Ingham County Board of Commissioners  
From:    James M. Benjamin, Director of Operations, Ingham County Road Department  
Date:     6/28/2016  
Re:        IFB #101-16

The purpose of this memo is to explain the rationale involved in a major equipment purchase.

On June 2, 2016, sealed bids from IFB 101-16 were opened for the purchase of two, 3 cubic yard wheel loaders needed by the Road Department, (RD). There were ten bids received before the 11:00 opening.

The RD currently has two wheel loaders that are out of service due to mechanical issues involving obsolete parts.

Since wheel loaders are an instrumental tool in RD operations and are normally replaced after 15-20 years of service, a great deal of thought and input was involved in the recommendation. An evaluation committee was formed consisting of the Fleet Manager, District Supervisors, Equipment Operators, Mechanics and the Director of Operations. Most vendors supplied demo units for staff to operate and evaluate functions, features, warranty, maintenance and repair accessibility, dump height, fuel efficiency, performance and most importantly, operator visibility since RD ground staff is often working very close to a wheel loader during tree cutting operations, construction and other maintenance work.

Ten bids for two new loaders, minus trade-in of two loaders that are out of service, ranged from $237,888.00 to $314,000.00, only one met all specifications. Demo units were evaluated in side by side comparisons, doing the type of work most commonly done by RD staff.

The only bid meeting all specifications was the Volvo L-70H, and also was the unanimous choice of the evaluation committee. Many of the reasons for the decision are:

1. Best operator visibility in all directions
2. Smoothest operation
3. Highest actual dump height and ground clearance
4. Fastest cycle time
5. Fastest ground speed
6. Lifetime warranty on frame, loader arms and center pins
7. 6 years of Care-Track, (Satellite monitoring of operation and diagnostics)
8. Double seals on all pins and bushings
9. Standard features such as skid plates, full fenders and Michelin tires, (optional on other brands)
10. Past experience of dependability, reliability, longevity and performance

Bids received were:

1. Kawasaki 70TM7 – $314,000.00 (under specs on emissions and over budget)
2. Kawasaki 67MT7 - $256,000.00 (under specs on weight, horsepower, dump height, emissions, bucket and transmission)
3. Komatsu WA270 - $247,000.00 (under specs on weight, horsepower, loader linkage, emissions, bucket and transmission)
4. Deere 544K - $267,000.00 (under specs on horsepower, dump height and emissions)
5. Cat 926M - $237,888.00 (under specs on weight, horsepower, bucket and transmission)
6. Case 621FXT - $260,618.00 (under specs on weight, horsepower, dump height and bucket)
7. Doosan DL250-5 – $250,425.28 (under specs on transmission)
8. Cat 930M – $275,296.00 (under specs on horsepower and transmission)
9. Volvo L70H - $278,740.00 (meets all specifications)
10. Deere 624K – (300,000.00 (under specs on dump height)

Given the committee recommendation and being the only unit to fully meet all specifications, recommendation is to purchase two, Volvo L-70H wheel loaders from Alta Construction Equipment of New Hudson MI, for a total cost of $278,740.00, including a trade-in allowance of $58,000.00 for two, Deere 444 wheel loaders that are out of service.
TO: Jim Benjamin, Road Department

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

DATE: June 3, 2016

RE: Memo of performance for ITB No. 101-16: New Front End Wheel Loader for Road Department

The Purchasing Department sought bids to purchase (2) two new front end wheel loaders and trading in two (2) used John Deere 444-JP wheel loaders for the Ingham County Road Department. Attached are electronic copies of the vendors’ responses. Hard copies will be sent in courier.
The ITB was advertised in the Lansing State Journal, the City Pulse and posted on the Purchasing Department’s Web Page.
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>Vendors invited to bid</td>
<td>6</td>
<td>2</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>6</td>
<td>2</td>
</tr>
</tbody>
</table>

The following grid is summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>Make</th>
<th>Model</th>
<th>TRADE IN ALLOWANCE</th>
<th>TOTAL ALL-INCLUSIVE Cost of Two (2) New Front End Wheel Loaders Minus Trade-Ins</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michigan CAT</td>
<td>No, Eaton Cty</td>
<td>CAT</td>
<td>926M</td>
<td>$70,000.00</td>
<td>$237,888.00</td>
</tr>
<tr>
<td>AIS Construction Equipment Corp.</td>
<td>Yes, Lansing</td>
<td>Komatsu</td>
<td>WA270</td>
<td>$80,000.00</td>
<td>$247,000.00</td>
</tr>
<tr>
<td>Carleton Equipment</td>
<td>No, Kalamazoo</td>
<td>DOOSAN</td>
<td>DL250-5</td>
<td>$64,000.00</td>
<td>$250,425.28</td>
</tr>
<tr>
<td>Grand Equipment Co.</td>
<td>No, Hudsonville</td>
<td>Kawasaki</td>
<td>67TM7</td>
<td>$62,000.00</td>
<td>$256,000.00</td>
</tr>
<tr>
<td>Southeastern Equipment Company Inc.</td>
<td>Yes, Holt</td>
<td>CASE</td>
<td>621FXT</td>
<td>$65,000.00</td>
<td>$260,618.00</td>
</tr>
<tr>
<td>AIS Construction Equipment Corp.</td>
<td>Yes, Lansing</td>
<td>John Deere</td>
<td>544K</td>
<td>$80,000.00</td>
<td>$267,000.00</td>
</tr>
<tr>
<td>Michigan CAT</td>
<td>No, Eaton Cty</td>
<td>CAT</td>
<td>930M</td>
<td>$70,000.00</td>
<td>$275,296.00</td>
</tr>
<tr>
<td>Alta Construction Equipment LLC</td>
<td>No, New Hudson</td>
<td>Volvo</td>
<td>L70H</td>
<td>$58,000.00</td>
<td>$278,740.00</td>
</tr>
<tr>
<td>AIS Construction Equipment Corp.</td>
<td>Yes, Lansing</td>
<td>John Deere</td>
<td>624K</td>
<td>$80,000.00</td>
<td>$300,000.00</td>
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<td>Grand Equipment Co.</td>
<td>No, Hudsonville</td>
<td>Kawasaki</td>
<td>70TM7</td>
<td>$62,000.00</td>
<td>$314,000.00</td>
</tr>
</tbody>
</table>

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

This summary is to be included with your memo and resolution submission to the “resolutions group” as acknowledgement of the Purchasing Department’s participation in the bid process. If I can be of further assistance, please email jhudgins@ingham.org
Introductions by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF TWO NEW WHEEL LOADERS FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department needs to replace two of its existing wheel loaders which have obsolete major components and are past the point of economical serviceability; and

WHEREAS, the Road Department adopted 2016 budget includes in capital road equipment expenditures, funds for this purchase as it is also included in the 2016 road equipment replacement plan; and

WHEREAS, bids for new wheel loaders were solicited and evaluated by the Ingham County Purchasing Department as well as an evaluation committee comprised of Road Department staff, and it is their recommendation, to purchase two new Volvo L70H wheel loaders from Alta Construction Equipment LLC of New Hudson MI, at a total cost of $278,740.00 including trade in of two Deere 444 wheel loaders; and

WHEREAS, the Volvo L70H was the only unit to completely meet all bid specifications.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid and authorizes the purchase of two new Volvo L70H wheel loaders from Alta Construction Equipment LLC of New Hudson, Michigan.

BE IT FURTHER RESOLVED, that the Purchasing Department is hereby authorized to sign any necessary purchase documents on behalf of the County.
July 1, 2016

TO: Finance Committee

FROM: Teri Morton, Budget Director

RE: Financial Reserve Status

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

RESERVE STATUS AS OF 12/30/15
The reserves in the Budget Stabilization Fund, General Fund, and Public Improvement Fund as of 12/31/15 total $28.7 million. This equates to 12.9% of the $221.7 million in total budgeted expenditures for 2016. As of 12/31/15 the General Fund has $12.3 million more than the policy’s minimum target and the Public Improvement Fund has $1.2 million more than the policy minimum. The Budget Stabilization Fund is $583,063 above its minimum target level.

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

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

- The balance in the Budget Stabilization Fund as of 12/31/15 is $10.6 million, or 13.8% of the average of the last five years’ General Fund budgets. It is above the desired minimum of 13%. The maximum allowable amount is 15%. Since the adoption of the financial reserve policy, the Board of Commissioners has generally maintained the percentage at around 14.0%.

- The unassigned balance in the General Fund as of 12/31/15 is $16.2 million, or 20.6% of the previous year’s total General Fund expenditures. The desired minimum is 5%, or $3.9 million. Last year’s balance at the time of the analysis was $12.1 million. Overall, General Fund expenditures exceeded revenues by approximately $1.9 million in 2015.

- The balance in the Public Improvement Fund as of 12/31/15 is $1.9 million. It is $1.2 million above the minimum desired level of $738,654, which is equivalent to 1/10 mill of the property tax levy. The Public Improvement Fund is used for major capital improvements to county facilities, which include more than 750,000 square feet of facility space for offices, courts, and clinics; the jail, and parks properties.
GENERAL FUND BALANCE THROUGH 2016
The amended 2015 budget had assumed the use of $3.3 million in General Fund unreserved fund balance. The actual change in General Fund unreserved balance was an increase of around $4 million (to $16.2 from $12.1 million.) The large swing is attributable primarily to the repayment of a long term advance of $6 million to the Drain Commissioner for expenses related to the Groesbeck Drainage Project. These funds were returned to the General Fund when the bonds for this project were sold.

The 2016 budget assumes the use of $2.8 million in General Fund surplus. In an effort to maintain a status quo budget for 2017, the continued use of fund balance is anticipated. Based on our currently healthy amount of reserves and tendency to end up using less fund balance than is budgeted, this planned use of fund balance should be sustainable over the next several years as the county continues its slow recovery from the recent economic downturn.

RECOMMENDATIONS
- Although it is currently below its historical level of 14% of the General Fund budget, the Budget Stabilization Fund is still above the minimum target. With the expected use of General Fund balance as part of the operating budget for the next few years, no transfer to the Budget Stabilization Fund is being recommended.

- Due to the large number of capital requests for 2017, a transfer of $500,000 is being recommended to the Public Improvement Fund, to allow up to around $800,000 to be used for 2017 capital projects ($856,806 is budgeted in 2016), while maintaining the minimum targeted amount.

- It is planned that the 2017 Controller Recommended Budget will include a continued use of fund balance.

SUMMARY
A transfer of $500,000 is recommended as part of this year’s Financial Reserve Policy Review. As currently projected, the General Fund unassigned reserves could be as low as $6.9 million at the end of 2017. Based on past history, the $6.9 million should be sufficient to cover any use of fund balance resulting from unanticipated expenses or revenue shortfalls, or for one-time capital needs. The $6.9 million represents 8.8% of the previous year’s (2015) General Fund expenditures. The $10.56 million in the Budget Stabilization Fund will remain intact.

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

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

Please contact me if you have any questions.

cc: Tim Dolehanity
    Jill Rhode
## GENERAL FUND

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/30/15</td>
<td>Unassigned Balance</td>
<td>16,185,987</td>
</tr>
<tr>
<td>12/30/16</td>
<td>Minimum Target (5% of 2015 GENERAL FUND expenses)</td>
<td>3,929,787</td>
</tr>
<tr>
<td>12/30/15</td>
<td>Unassigned Balance as a % of 2015 Expenses</td>
<td>20.6%</td>
</tr>
<tr>
<td>12/30/15</td>
<td>Surplus in Relation to Minimum Target</td>
<td>12,256,200</td>
</tr>
<tr>
<td>2016</td>
<td>Budgeted Use of Fund Balance</td>
<td>(2,778,068)</td>
</tr>
<tr>
<td>12/30/16</td>
<td>Projected Balance</td>
<td>13,407,919</td>
</tr>
<tr>
<td>12/30/16</td>
<td>Proposed Unassigned Fund Balance</td>
<td>12,907,919</td>
</tr>
<tr>
<td>12/30/16</td>
<td>Minimum Target (5% of 2015 GENERAL FUND expenses)</td>
<td>3,929,787</td>
</tr>
<tr>
<td>2016</td>
<td>Proposed Unassigned Balance as % of 2015 Expenses</td>
<td>16.4%</td>
</tr>
<tr>
<td></td>
<td>Surplus in Relation to Minimum Target</td>
<td>8,978,132</td>
</tr>
</tbody>
</table>

## BUDGET STABILIZATION FUND (GENERAL FUND Restricted)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/30/15</td>
<td>Balance</td>
<td>10,562,365</td>
</tr>
<tr>
<td></td>
<td>Minimum Target (13% of last 5 years’ GENERAL FUND Budgets)</td>
<td>9,979,305</td>
</tr>
<tr>
<td></td>
<td>Maximum Target (15% of last 5 years’ GENERAL FUND Budgets)</td>
<td>11,514,285</td>
</tr>
<tr>
<td></td>
<td>Surplus in Relation to Minimum Target</td>
<td>583,060</td>
</tr>
<tr>
<td></td>
<td>Amount Below Maximum Target</td>
<td>(952,217)</td>
</tr>
<tr>
<td></td>
<td>Target %</td>
<td>13.76%</td>
</tr>
<tr>
<td>12/30/16</td>
<td>Proposed Balance</td>
<td>10,562,365</td>
</tr>
<tr>
<td></td>
<td>Surplus in Relation to Minimum Target</td>
<td>583,060</td>
</tr>
<tr>
<td></td>
<td>Amount Below Maximum Target</td>
<td>(952,217)</td>
</tr>
<tr>
<td></td>
<td>Target %</td>
<td>13.76%</td>
</tr>
</tbody>
</table>

## PUBLIC IMPROVEMENT FUND (in GENERAL FUND Assigned)

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>12/30/15</td>
<td>Balance</td>
<td>1,924,656</td>
</tr>
<tr>
<td></td>
<td>Minimum Target (1/10 mill of the property tax levy)</td>
<td>738,654</td>
</tr>
<tr>
<td>2015</td>
<td>Surplus in Relation to Minimum Target</td>
<td>1,186,002</td>
</tr>
<tr>
<td>2016</td>
<td>Budgeted Use of Fund Balance</td>
<td>(856,806)</td>
</tr>
<tr>
<td>12/30/16</td>
<td>Projected Balance</td>
<td>1,067,850</td>
</tr>
<tr>
<td>12/30/16</td>
<td>Proposed Balance</td>
<td>1,567,850</td>
</tr>
<tr>
<td></td>
<td>Minimum Target (1/10 mill of the property tax levy)</td>
<td>738,654</td>
</tr>
<tr>
<td></td>
<td>2015 Surplus in Relation to Minimum Target</td>
<td>829,196</td>
</tr>
</tbody>
</table>
WHEREAS, it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the county’s financial obligations will be met; and to assure continuance of a strong credit rating; and

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

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

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

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

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

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

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

FINANCE: Yeas: Grebner, Stid, Swope, Hertel  
Nays: None  Absent: Krause, Schafer, Minter  Approved 1/16/02
WHEREAS, the Board of Commissioners has determined that it is in the best interests of the Ingham County government; its taxpayers, and its residents to maintain sufficient financial reserves to provide for the stable operation of the county government; to assure that the County’s financial obligations will be met; and to assure continuance of a strong credit rating; and

WHEREAS, the Board of Commissioners, through Resolution #02-17 has adopted a Financial Reserve Policy to guide decisions regarding the maintenance of sufficient financial reserves; and

WHEREAS, the Financial Reserve Policy and the status of county reserves is to be reviewed on an annual basis; and

WHEREAS, such a review has been done by the Controller’s Office, based on 2015 year end balances, and a report with recommendations has been given to the Finance Committee.

THEREFORE BE IT RESOLVED, that the 2016 budget be amended to authorize a transfer of $500,000 from the General Fund unassigned balance to the Public Improvements Fund in order to provide adequate funds for infrastructure maintenance and improvements.

BE IT FURTHER RESOLVED, that the Controller is authorized to make the necessary budget adjustments and transfers.
TO: Law & Courts and Finance Committees
FROM: John Neilsen, Chief Deputy Controller
DATE: July 1, 2016
SUBJECT: Resolution to Adopt the 2017 Juvenile Justice Community Agency Process Calendar

For the meeting agenda of (Law & Courts July 14 and Finance July 20)

BACKGROUND
This resolution would authorize the adoption of the attached 2017 Juvenile Justice Community Agency Process calendar to establish timelines and a budgeted amount for the process. This Juvenile Justice Community Agency grant process has been a priority of the BOC to reserve a portion of the JJM funds annually. The JJM process partners with local agencies to provide some preventive services to eligible at-risk county youth outside the formal judicial process to help reduce the Court’s formal docket.

ALTERNATIVES
This is a discretionary program and is not required.

FINANCIAL IMPACT
The BOC has traditionally funded this program at $100,000 annually from the Juvenile Justice millage. The 2015 year end audited fund balance is $2,169,621 for the Juvenile Justice Millage Fund.

OTHER CONSIDERATION
Last year’s grant awards were in the amount of $100,000:

- Child and Family Charities – Nexus Program $37,287
- Child and Family Charities - Teen Court $23,902
- Resolution Services Center of Central Michigan $21,773
- Small Talk Children’s Assessment Center $17,038

RECOMMENDATION
I recommend approval of the attached resolution after the Board of Commissioners establishes an amount (historically $100,000) for the 2017 JJM Community Agency process along with the attached calendar.
WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002 and renewed in 2006, for the purpose of funding an increase to Ingham County’s capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners wishes to adopt a resolution to establish the 2017 Juvenile Justice Community Agency Process and to reserve Juvenile Justice Millage funds in the amount of $____________ for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby adopts the attached 2017 Juvenile Justice Community Agency Process Calendar to establish time lines for the process.
<table>
<thead>
<tr>
<th>Date</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>July 26, 2016</td>
<td>The Board of Commissioners adopts the 2017 Juvenile Justice Community Agency Process Calendar Resolution.</td>
</tr>
<tr>
<td>July 27, 2016</td>
<td>A press release is prepared announcing the availability of Juvenile Justice Community Agency funds and invites community organizations to submit an application. The application deadline is August 22, 2016 at 5:00pm.</td>
</tr>
<tr>
<td>August 26, 2016</td>
<td>The Controller’s Office prepares a summary of the Juvenile Justice Community Agency applicants and forwards the summary to the County Attorney’s Office to ensure that the agency’s proposed purposes are legal under Michigan Law and comply with the intent of the Juvenile Justice Millage.</td>
</tr>
<tr>
<td>September 27, 2016</td>
<td>A Juvenile Justice Community Agency notebook is prepared by the Controller/Administrator’s Office. The notebook includes all agencies who submitted applications for review by the Law &amp; Courts Committee. (Notebook is distributed at the September 27, 2016 Board of Commissioners’ Meeting)</td>
</tr>
<tr>
<td>September 29, 2016</td>
<td>The Law &amp; Courts Committee reviews the Juvenile Justice Community Agency applications and makes recommendations for funding. Juvenile Justice Community Agency applicants are invited to attend the Law &amp; Courts Committee meeting. The Law &amp; Courts Committee makes their recommendations by resolution to the Finance Committee.</td>
</tr>
<tr>
<td>October 5, 2016</td>
<td>The Finance Committee approves the resolution for Juvenile Justice Community Agency funding to the Board of Commissioners.</td>
</tr>
<tr>
<td>October 10, 2016</td>
<td>The Board of Commissioners authorizes a resolution for the 2017 Juvenile Justice Community Agency grant awards.</td>
</tr>
<tr>
<td>October 14, 2016</td>
<td>The Juvenile Justice Community Agency applications are sent to the County Attorney’s Office for contract preparation.</td>
</tr>
<tr>
<td>October 14, 2016</td>
<td>Juvenile Justice Community Agencies are notified of the County grant award and informs the agency that a County contract will be forthcoming in December.</td>
</tr>
<tr>
<td>December 2016</td>
<td>Contracts are received from the County Attorney’s Office and mailed to the Juvenile Justice Community Agencies for appropriate signatures. When the contracts are mailed, a request is made to agencies to mail their Certificate of Insurances and a Revised Scope of Services if the grant award is different than the original requested amount.</td>
</tr>
<tr>
<td>January 2017</td>
<td>Fifty percent of the grant award is sent to the Juvenile Justice Community Agency upon receipt of the agency’s signed contract and the appropriate documentation as listed above.</td>
</tr>
<tr>
<td>July 14, 2017</td>
<td>The Juvenile Justice Community Agencies send in their first six month report to the Controller’s Office and upon review by staff, a check for the remaining portion of the grant is sent to the agency.</td>
</tr>
</tbody>
</table>
TO: Board of Commissioners Finance and Liaison Committees
FROM: Teri Morton, Budget Director
DATE: July 5, 2016
SUBJECT: Second Quarter 2016 Budget Adjustments and Contingency Fund Update
For the meeting agendas of 7/14/16 Law and Courts, 7/18/16 Human Services,
7/19/16 County Services and 7/20/16 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.

ALTERNATIVES
FINANCIAL IMPACT
Detail of the the recommended adjustments to the Ingham County budget for the second quarter of fiscal year
2016 are attached. The total increase to the General Fund is $22,384.

The largest adjustments in the general fund are an increase in property tax revenue of $86,000 to reflect the
actual taxable value included in 2016 Equalization Report, which was slightly higher than budgeted, and a
decrease in interest revenue of $79,500 to reflect current projections. Also included are two grant increases in
the Prosecuting Attorney’s Office and an increase in the Jury Administration budget for the transition to the
new jury management software, which was inadvertently excluded from the 2016 adopted budget.

Most of the increases outside of the general fund are in the Machinery and Equipment Revolving Fund for
replacement computer equipment. Funds are available for these purchases through accumulated chargebacks to
departments.

Resolution 16-190 made several adjustments to the Zoo fund to ensure that current year revenues can support
current year expenditures. Since the adoption of that resolution, the Zoo budget has been reviewed further, and
an increase of $84,313 in revenues and expenditures is recommended to continue to align the current year
budget with previous years’ actuals and the current year’s projections.

OTHER CONSIDERATIONS
Also included is an update of contingency fund spending so far this year. The current contingency amount is
$315,450. The attached document details how the Board has allocated the contingency funds throughout the
year, beginning with a balance of $350,000.

RECOMMENDATION
It is recommended that the Board adopt the adjustments to the Ingham County budget for the second quarter of
fiscal year 2016 as presented in the attached resolution and schedule.
Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2016 INGHAM COUNTY BUDGET

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

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

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

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

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2016 BUDGET 7/1/16</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
</tr>
</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$80,896,808</td>
<td>$22,384</td>
<td>$80,919,192</td>
</tr>
<tr>
<td>208</td>
<td>Parks</td>
<td>2,279,091</td>
<td>2,450</td>
<td>2,281,541</td>
</tr>
<tr>
<td>256</td>
<td>ROD Automation</td>
<td>217,790</td>
<td>839</td>
<td>218,629</td>
</tr>
<tr>
<td>258</td>
<td>Potter Park/Zoo</td>
<td>3,672,269</td>
<td>84,313</td>
<td>3,756,582</td>
</tr>
<tr>
<td>262</td>
<td>Concealed Pistol Licensing</td>
<td>10,000</td>
<td>70,000</td>
<td>80,000</td>
</tr>
<tr>
<td>664</td>
<td>Mach. &amp; Equip. Revolving</td>
<td>1,343,246</td>
<td>46,971</td>
<td>1,390,217</td>
</tr>
</tbody>
</table>
GENERAL FUND REVENUES

<table>
<thead>
<tr>
<th></th>
<th>2016 Budget – 7/1/16</th>
<th>Proposed Changes</th>
<th>2016 Proposed Budget</th>
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</thead>
<tbody>
<tr>
<td><strong>Tax Revenues</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>County Property Tax</td>
<td>44,696,645</td>
<td>86,000</td>
<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>
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<tr>
<td>Unpaid Personal Property Tax</td>
<td>(10,000)</td>
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<td>(10,000)</td>
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<tr>
<td>Industrial Facility Tax</td>
<td>300,000</td>
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<tr>
<td>Trailer Fee Tax</td>
<td>15,000</td>
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<td>15,000</td>
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<tr>
<td><strong>Intergovernmental Transfers</strong></td>
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<tr>
<td>State Revenue Sharing</td>
<td>6,088,744</td>
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<td>6,088,744</td>
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<tr>
<td>Convention/Tourism Tax - Liquor</td>
<td>1,395,224</td>
<td></td>
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<tr>
<td>Court Equity Fund</td>
<td>1,490,000</td>
<td></td>
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</tr>
<tr>
<td>Use of Fund Balance</td>
<td>2,778,068</td>
<td></td>
<td>2,778,068</td>
</tr>
<tr>
<td><strong>Department Generated Revenue</strong></td>
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</tr>
<tr>
<td>Animal Control</td>
<td>708,636</td>
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<td>708,636</td>
</tr>
<tr>
<td>Circuit Court - Family Division</td>
<td>1,016,625</td>
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<tr>
<td>Circuit Court - Friend of the Court</td>
<td>562,000</td>
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<tr>
<td>Circuit Crt - General Trial</td>
<td>2,467,390</td>
<td></td>
<td>2,467,390</td>
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<tr>
<td>Controller</td>
<td>3,170</td>
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<tr>
<td>Cooperative Extension</td>
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<tr>
<td>County Clerk</td>
<td>632,210</td>
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<td>632,210</td>
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<tr>
<td>District Court</td>
<td>2,674,448</td>
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</tr>
<tr>
<td>Drain Commissioner/Drain Tax</td>
<td>394,758</td>
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<tr>
<td>Economic Development</td>
<td>56,640</td>
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<tr>
<td>Elections</td>
<td>66,550</td>
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<tr>
<td>Emergency Operations</td>
<td>53,582</td>
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</tr>
<tr>
<td>Department</td>
<td>2016 Budget - 7/11/16</td>
<td>Proposed Changes</td>
<td>2016 Proposed Budget</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------------------</td>
<td>------------------</td>
<td>----------------------</td>
</tr>
<tr>
<td>Equalization /Tax Mapping</td>
<td>10,100</td>
<td></td>
<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>
<td>89,673</td>
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<td>89,673</td>
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<tr>
<td>Health Department</td>
<td>120,000</td>
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<tr>
<td>Human Resources</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>
</tr>
<tr>
<td>Prosecuting Attorney</td>
<td>597,652</td>
<td>15,884</td>
<td>613,536</td>
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<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>
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<td>87,454</td>
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<tr>
<td>Sheriff</td>
<td>6,440,124</td>
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<td>6,440,124</td>
</tr>
<tr>
<td>Treasurer</td>
<td>5,301,633</td>
<td>(79,500)</td>
<td>5,222,133</td>
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<tr>
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<td><strong>Total General Fund Revenues</strong></td>
<td><strong>80,896,808</strong></td>
<td><strong>22,384</strong></td>
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**GENERAL FUND EXPENDITURES**

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<tr>
<th>Department</th>
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<th>Proposed Changes</th>
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<td>Department</td>
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<td>Capital Improvements</td>
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<tr>
<td><strong>Total General Fund Expenditures</strong></td>
<td><strong>80,896,808</strong></td>
<td><strong>80,919,192</strong></td>
<td></td>
</tr>
</tbody>
</table>

**General Fund Revenues**

- **Property Tax Revenue**: Increase current year property tax revenue $86,000 to reflect taxable value from 2016 Equalization Report.
- **Prosecuting Attorney**: Increase State Victim Rights revenue $4,800 for tablet purchases per grant award. Increase VOCA revenue $11,084 for Small Talk contract per grant award.
- **Treasurer**: Decrease interest revenue $79,500 to reflect current projections.

**General Fund Expenditures**

- **Jury Administration**: Increase budget $6,500 for transition to new jury management software.
- **Prosecuting Attorney**: Increase State Victim Rights revenue $4,800 for tablet purchases per grant award. Increase VOCA revenue $11,084 for Small Talk contract per grant award.
## Non-General Fund Adjustments

<table>
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<tr>
<th>Category</th>
<th>Description</th>
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<tbody>
<tr>
<td>Parks</td>
<td>Increase passport revenue per projections and increase expenses to purchase replacement passport camera ($2,450).</td>
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<tr>
<td>(F208)</td>
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<tr>
<td>ROD Automation</td>
<td>Increase use of fund balance to purchase one replacement PC ($839).</td>
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<tr>
<td>(F256)</td>
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<tr>
<td>Potter Park/Zoo</td>
<td>Increase revenues and expenditures $84,313 to reflect current projection as follows: Decrease revenue control $4,000, increase property tax related revenue $37,900, decrease special events revenue $1,500, increase zoo interactive site revenues $6,875, decrease parking fees $27,889, decrease interest revenue $10,000, increase donations revenue $20,000, decrease miscellaneous revenues $25,000, increase use of fund balance $87,927, decrease expenditure control $5,000, decrease permanent salaries $15,054, increase temporary salaries $42,126, increase controllable costs $40,241, and increase utilities $22,000.</td>
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<tr>
<td>(F258)</td>
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<tr>
<td>Concealed Pistol Licensing</td>
<td>Set up budget for Concealed Pistol Licensing fund. Fund was created in 2015, budget not included in 2016 budget process. ($70,000)</td>
</tr>
<tr>
<td>(F262)</td>
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<tr>
<td>Mach./Equip. Revolving</td>
<td>Increase CIP upgrade funds for emergency replacement of Probate Court video conferencing equipment ($17,601), 2 PCs ($1,677) and a scanner ($3,500) for Circuit Court, one tablet for Controller’s Office ($1,711), one laptop for the County Clerk ($1,328), one PC for Prosecuting Attorney’s Office ($942), 3 PCs for Cooperative Extension ($2,516), 4 PCs for Treasurer’s Office ($3,458), 2 PCs for Veterans Affairs ($2,166), 3 PCs for the Youth Center ($2,516), and 11 PCs for the Sheriff’s Office ($9,556).</td>
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<td>(F664)</td>
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2016 CONTINGENCY

<table>
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<tr>
<th>Description</th>
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<tr>
<td>Adopted Contingency Amount</td>
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<tr>
<td>R16-165: BOC Temporary Employee for FOIA</td>
<td>(4,550)</td>
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<tr>
<td>R16-269: VOA New Hope Day Shelter</td>
<td>(30,000)</td>
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<tr>
<td><strong>Current Contingency Amount</strong></td>
<td><strong>$315,450</strong></td>
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EATON COUNTY BOARD OF COMMISSIONERS

JUNE 15, 2016

RESOLUTION SUPPORTING LEGISLATION TO ADDRESS THE ASSESSMENT METHODOLOGY UTILIZED BY THE MICHIGAN TAX TRIBUNAL – “DARK STORES”

Introduced by the Ways and Means Committee

Commissioner Eakin moved for the approval of the following resolution. Seconded by Commissioner Freeman.

WHEREAS, the Michigan Tax Tribunal (MTT) has interpreted the law for tax assessments in a way that dramatically reduces the property tax liabilities of major “big box” retailers by assessing currently used buildings as though they are empty and dark; and

WHEREAS, under the “dark store” theory, big box stores are appealing their property tax assessments to the MTT, arguing that the fair market value of their operating store should be based on comparisons to sales of similar properties that are vacant and abandoned, or are now used for a different, less valuable purpose; and

WHEREAS, the MTT has upheld this theory and cut property tax assessments by as much as 50% and, as a result, townships and local units are losing millions of dollars, impacting services to their residents; and

WHEREAS, additionally, big box stores are putting deed restrictions on their properties that severely limit how the building can be used once it’s vacant resulting in buildings being kept empty and adding to the blight problem in Michigan townships; and

WHEREAS, the issue is already spreading to restaurants, apartment complexes, auto part stores, and many other businesses, and without action, the problem will only get worse; and

WHEREAS, the reduction of property tax liabilities creates huge cuts in the funding to State and local units of government like cities, counties, townships, and school districts; and

WHEREAS, the decisions of the MTT are a catastrophic departure from the tax assessment process required by law and all precedents in the matter, once again reducing the rightful tax to businesses and the wealthy, thus, once again, placing the tax burden on the poor and middle class; now
NOW, THEREFORE, BE IT RESOLVED, that the Eaton County Board of Commissioners strongly supports a legislative fix that addresses three (3) issues:

1) All properties, including big box stores, must be assessed at their highest and best use;

2) Deed restrictions should NOT be a factor in determining a property’s true cash value; and

3) The Michigan Tax Tribunal should be required to consider all three (3) methods of assessing – ‘cost minus depreciation,’ ‘sales comparison,’ and ‘income’ – when determining a property’s true cash value; and

BE IT FURTHER RESOLVED, that a copy of this resolution be forwarded to all Michigan Counties, Representatives Tom Barrett and Brett Roberts, Senator Rick Jones, Governor Snyder, and the Michigan Association of Counties. Carried.