THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JUNE 8, 2016 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

1. Sheriff’s Office
   a. Resolution Authorizing the Closure of Post #6 at the Ingham County Jail, thus Reducing the Jail’s Rate of Capacity from 601 Beds to 569 Beds
   b. Resolution to Purchase New Tasers for the Sheriff’s Office Corrections Division and Courts Unit Using Commissary Funds
   c. Resolution Authorizing Contract Amendment with Securus Technologies to Address Applicable Portions of the FCC Ruling on Inmate Telephone Fees

2. Treasurer’s Office
   a. Resolution to Utilize the County’s Option to Acquire Tax Foreclosed Property
   b. Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2007A Note and Series 2009A Note
   c. Resolution to Authorize Service Contracts for the Purpose of Conducting Personal Service Visits
   d. 2015 Year End Investment Report and First Quarter Investment Report

3. Drain Office - Resolution Pledging Full Faith and Credit to Smith Consolidated Drain Drainage District Bonds

4. Animal Control - Resolution to Accept the ASPCA BeeBee Appel Travel Scholarship

5. Board of Commissioners - Resolution Authorizing a Supplemental Appropriation to the 2016 Agreement with Volunteers of America for the New Hope Day Shelter Program

6. Circuit Court - Resolution Authorizing a Contract with ImageSoft Corporation for Implementation of the Circuit Court Imaging Project

7. Innovation & Technology
   a. Resolution to Approve the Renewal of the VmWare Support Agreement from CDWG
   b. Resolution to Approve the Renewal of the Hardware Maintenance Agreement from Service Express, Incorporated
8. **Facilities Department**
   a. Resolution Authorizing an Agreement with Straub Pettitt Yaste Architects for **Architectural and Engineering Services** for File Storage Room Expansion in the Probate Court Office
   b. Resolution Authorizing a Contract with D.M. Burr for **Uniformed Unarmed Guard Services** in Various County Facilities
   c. Resolution to Proceed with Plans to Renovate the Second Floor of the Human Services Building, Authorizing a Contract with Laux Construction to Provide Interior **Renovations**, and Amending Resolution #15-124 to Adjust the Cost of the Project
   d. Resolution Authorizing Entering into a Contract with RNA Facilities Management for **Janitorial Services** at the Human Services Building, Grady Porter Building, Veterans Memorial Courthouse, The Willow Clinic, Ingham County Family Center, Well Child Clinic, The 911 Dispatch Center, Forest Community Health Center, 55th District Court, Drain Office and the Road Department
   e. Resolution Authorizing a One Year Contract Extension with PM Technologies to Provide **Generator Services** for Various Backup Generators throughout the County
   f. Resolution Authorizing a One Year Contract Extension with Schindler Elevator Company to Provide **Elevator Repair and Maintenance**
   g. Resolution Awarding a Contract to Wolverine Engineers & Surveyors, Inc. to Provide **Professional Services** for Parking Spaces, Asphalt Parking Lot and Light Pole Replacement at the Human Services Building

9. **Health Department**
   a. Resolution to Enter into an Agreement with Community Mental Health Authority of Clinton-Eaton-Ingham Counties (CMHA-CEI) for **Psychiatric Consultation Services** at the Ingham County Jail
   b. Resolution Authorizing an Agreement with ERG Environmental for **Hazardous Waste Hauling Services**
   c. Resolution to Authorize Amendment #4 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services
   d. Resolution to Authorize Conversion of Three Health Center Nurse Positions to two Health Center **Nurse Practitioner Positions**

10. **Fair**
    a. Resolution Authorizing Entering into a Contract with Iverson Electric, Inc. for as Needed **Electrical Maintenance** at the Ingham County Fairgrounds
    b. Resolution Authorizing Entering into a Contract with Jared A. Beduhn Excavating and Landscaping for **Excavation Services** at the Ingham County Fairgrounds

11. **Farmland & Open Space Preservation Board - Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds** on Hunt Holt Kiwanis and VanPatten Properties

12. **Parks Department**
    a. Resolution Authorizing Entering into Contracts for the Trails and Parks Millage Applications and Recommending Two Applications be Considered for the Upcoming **Bridge Application** Round
    b. Resolution Authorizing Funding for **Signage** for Trails and Parks Millage Projects from the Trails and Parks Millage Fund
13. **Road Department**  
a. Resolution to Execute Waterborne Centerline Pavement Marking Agreements with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville  
b. Resolution Authorizing the Purchase of 2016 Seasonal Requirement of Sand and Gravel for the Ingham County Road Department  
c. Resolution Authorizing Contracted Trucking Services to Haul Gravel to the Ingham County Road Department

14. **Human Resources**  
a. Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual to Include the Position of Attorney/Referee  
b. Resolution to Authorize the Execution of the Letter of Understanding – Backup Courier  
c. Resolution Approving a Letter of Understanding with Michigan Nurses Association Regarding Temporary Staffing

15. **Potter Park Zoo** - Resolution Recommending the Acceptance of a Modular Building from AIS to Potter Park Zoo

16. **Controller/Administrator’s Office** - Discussion and Approval of Ingham County Strategic Plan

Announcements  
Public Comment  
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
FINANCE COMMITTEE
May 18, 2016
Draft Minutes

Members Present: Anthony, Bahar-Cook, Case-Naeyaert, Crenshaw (Arrived at 6:08 p.m.), and Tennis

Members Absent: McGrain and Schafer

Others Present: Teri Morton, Jill Rhode, Tim Morgan, Deb Fett, Rick Terrill, Sarah Lurie, Henry Rojas, and others

The meeting was called to order by Chairperson Bahar-Cook at 6:01 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the May 18, 2016 Minutes

MOVED BY COMM. CASE-NAEYAERT, SUPPORTED BY COMM. TENNIS, TO APPROVE THE MINUTES OF THE MAY 18, 2016 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw, McGrain, and Schafer.

Additions to Agenda

The following agenda item was added as a substitute resolution:

8. Parks Department
   b. Resolution Authorizing the Establishment of Ingham County Employee Free Event Days at Ingham County Parks

Chairperson Bahar-Cook stated that the following resolution failed to pass at County Services, but would not be pulled from the consent agenda as commissioner concerns had been addressed:

8. Parks Department
d. Resolution to Enter into a Contract with Lansing Asphalt, a Division of Superior Asphalt Inc. for Improvements to the Trails and Parking Lots Located within Hawk Island County Park

The following agenda items were added as late resolutions:

1. Sheriff’s Office
11. **Controller/Administrator’s Office**
   c. Resolution Authorizing Entering into a Contract with AT&T for the NetMotion Mobility Wireless Encrypted VPN Client Software

**Limited Public Comment**

None.

MOVED BY COMM. CASE-NAEYAERT, SUPPORTED BY COMM. TENNIS, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. **Sheriff’s Office**
   a. Resolution to Enter Into the Tri-Tech Records Management Systems Maintenance Contract
   b. Resolution to Approve an Extended Police Services Agreement with the Village of Webberville Covering the Period of July 1, 2016 through December 31, 2016

2. **Drain Office** - Resolution Pledging Full Faith and Credit to Stimson Drain Drainage District Bonds

3. **Ingham County Clerk** - Resolution to Authorize Entering into a Three-Year Contract with File Safe, Inc. for the Transport, Storage, and Retrieval of Certain Vital Records of the Ingham County Clerk’s Office

4. **Health Department**
   a. Resolution to Authorize an Extension to the Agreement with Cross Country Staffing, Inc.
   b. Resolution to Enter into an Agreement with Mary Kushion Consulting, LLC

5. **Potter Park Zoo** - Resolution Authorizing a Contract to Black Box Network Services for Installation of Fiber

6. **Facilities Department** - Resolution Authorizing an Agreement with Geotech, Inc. to Provide Electrical Engineering Services for Lighting Upgrades in the Mason Courthouse

7. **Financial Services Department** - Resolution to Authorize the Purchase of Retiree Medicare Supplemental Insurance from Humana Effective August 1, 2016

8. **Parks Department**
   a. Resolution Rescinding Resolution #11-251 Authorizing the Establishment of Ingham County Employee Discount Activity User Fees
   b. Resolution Authorizing the Establishment of Ingham County Employee Free Event Days at Ingham County Parks
c. Resolution Authorizing an Agreement with Comsource, Inc. for Radios at Hawk Island County Park

9. Road Department
   b. Resolution Authorizing the Purchase of One Used, Self-Propelled Asphalt Paver for the Road Department

10. Community Mental Health - Resolution to Proceed with Plans to Renovate and Expand Community Mental Health Authority Building

11. Controller/Administrator’s Office
   a. Resolution Approving Criteria for Evaluating 2017 Applications for Community Agency Funding

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw, McGrain, and Schafer.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioners Crenshaw, McGrain, and Schafer.

Please note that later in the meeting, the Committee suspended the rules to allow Commissioner Crenshaw to vote on the consent agenda.

Commissioner Crenshaw voted in favor of the items on the consent agenda.

8. Parks Department
   d. Resolution to Enter into a Contract with Lansing Asphalt, a Division of Superior Asphalt Inc. for Improvements to the Trails and Parking Lots Located within Hawk Island County Park

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE THE RESOLUTION TO ENTER INTO A CONTRACT WITH LANSING ASPHALT, A DIVISION OF SUPERIOR ASPHALT INC. FOR IMPROVEMENTS TO THE TRAILS AND PARKING LOTS LOCATED WITHIN HAWK ISLAND COUNTY PARK.

Tim Morgan, Parks Director, addressed the committee regarding commissioner concerns brought up during the County Services meeting.

Commissioner Crenshaw arrived at 6:08 p.m.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners McGrain and Schafer.

MOVED BY COMM. ANTHONY, SUPPORTED BY COMM. TENNIS, TO SUSPEND
THE RULES AND ALLOW COMM. CRENSHAW TO VOTE ON THE CONSENT AGENDA ITEMS FOR WHICH HE WAS ABSENT.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners McGrain and Schafer.

11. Controller/Administrator’s Office
   c. Resolution Authorizing Entering into a Contract with AT&T for the NetMotion Mobility Wireless Encrypted VPN Client Software

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH AT&T FOR THE NETMOTION MOBILITY WIRELESS ENCRYPTED VPN CLIENT SOFTWARE.

Deb Fett, IT Director, addressed the committee regarding how the vendor was picked.

Teri Morton, Budget Director, stated that it was added as a late due to the audit.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioners McGrain and Schafer.

   b. Discussion: Ingham County Strategic Plan

Commissioner Case-Naeyaert stated the Human Services Committee decided it would wait until the next round of meetings to give recommendations on the draft.

Ms. Morton stated that both Human Services and County Services asked that the draft be put on the agendas for next round.

Discussion.

Chairperson Bahar-Cook asked that the discussion item be added to the next Finance Committee agenda.

Announcements

Chairperson Bahar-Cook announced that over half a million dollars was raised at the Greater Lansing Food Bank fundraiser.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:18 p.m.
1a. **Sheriff’s Office – Resolution Authorizing the Closure of Post #6 at the Ingham County Jail, thus Reducing the Jail’s Rate of Capacity from 601 Beds to 569 Beds**

This resolution authorizes several things including an amendment to the agreement with Michigan Department of Corrections (MDOC) to reduce the amount of inmates to be housed by 32 inmates from 190 to 158 inmates for the remainder of their contract (September 30, 2016). Post 6 is closed effective July 1, 2016 which holds 32 inmates and is staffed by six (6) Deputies. The Deputies will continue to work as floaters to reduce overtime until they are assimilated into the workforce through natural attrition. The design rated bed capacity of the Ingham County Jail will be reduced from 601 beds to 569 beds, however, the local beds capacity remains at 408. This action is being taken to mitigate the loss of state prisoners being sent to the County as the MDOC has been reducing the prisoners being housed at local County jails throughout the state for some time. As of now there are no state funds to continue this program in the State’s 2017 budget effective October 1, 2016. The situation will be monitored in case further post closures are necessary. (See attached memo for details)

1b. **Sheriff’s Office – Resolution to Purchase New Tasers for the Sheriff’s Office Corrections Division and Courts Unit Using Commissary Funds**

This resolution authorizes the Sheriff’s Office to purchase twelve (12) replacement Tasers and associated equipment at a cost not to exceed $12,722.86 from Taser International. This is a sole source vendor with the funds to come from the Commissary Fund. (See attached memo for details)

1c. **Sheriff’s Office – Resolution Authorizing Contract Amendment with Securus Technologies for the FCC Ruling on Inmate Telephone Fees**

This resolution authorizes an amendment to the current agreement with Securus Technologies to provide for a billing/fee of $3.00 for automatic payment and $5.95 for payment made via live agent; to provide for a $0.3248 increase to the per minute inmate telephone rate in order to comply with a FCC mandate and to maintain our current revenue stream. (See attached communication for details)

2a. **Treasurer – Resolution to Utilize the County’s Option to Acquire Tax Foreclosed Property**

Acting as the Foreclosing Governmental Unit under the General Property Tax Act (MCL 211.78(8)(a)), the Treasurer proposes resolution to accept minimum bids in the name of Ingham County for certain specifically identified properties to be transferred to the Ingham County Land Bank Fast Track Authority. The statute provides a mechanism by which the County may purchase that property through payment to the foreclosing governmental unit (MCL 211.78m(1)). The cost of acquisition will be covered by the Authority utilizing a variety of funding sources.
2b. **Treasurer** – Resolution Making Limited Tax Pledge for Ingham County Land Bank Fast Track Authority Series 2007a Note and Series 2009a Note

In 2007 and 2009, respectively, the Ingham County Land Bank established notes or lines of credit with PNC Bank with the purpose of paying the cost of acquiring, developing, improving, using, assembling, and disposing of tax-foreclosed and other distressed property. The Land Bank now requests an additional three-year extension of the maturity dates of both notes to July 1, 2019. The 2007A note has a balance of $10,000.00 and the 2009A note has a balance of $615,000.00.

The draft resolution offered by the County Treasurer would pledge the full faith and credit of the County to support the Notes. In the event and to the extent that the net revenues of the Authority are not sufficient to pay the principal of and interest on the Notes, such principal and interest are payable as a first budget obligation of the County from its general funds.

2c. **Treasurer** – Resolution to Authorize Service Contracts for the Purpose of Conducting Personal Service Visits

Section 78i of the General Property Tax Act (MCL 211.78i[1]) allows the County Treasurer, in his capacity as foreclosing governmental unit, to enter into a contract with one or more authorized representatives to perform other functions required for the collection of delinquent taxes. The Treasurer has offered a resolution to authorize a service contract with G & L Process Services, Inc., for the purpose of conducting personal service visits on tax delinquent properties.

3. **Drain Commissioner** – Resolution Pledging Full Faith and Credit to Smith Consolidated Drain Drainage District Bonds

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to Smith Consolidated Drain Drainage District bonds. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District’s bonds in an amount not to exceed $5 million. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District.

4. **Animal Control** – Resolution to Accept the ASPCA BeeBee Appel Travel Scholarship

This resolution authorizes an agreement with the ASPCA BeeBee Appel Fund in the amount of $500 to partially reimburse Ingham County for travel expenses for the shelter veterinarian to attend the ASPCA Cornell Maddie’s Shelter Medicine Conference at Cornell University. The conference is an excellent educational opportunity for ICAC veterinarian to keep up on the latest science in shelter animal management and medicine. (See attached memo for details)

6. **Circuit Court** – Resolution Authorizing a Contract with ImageSoft Corporation for Implementation of the Circuit Court Scanning Project

This resolution authorizes an agreement with ImageSoft for up to $540,788 for a “Statement of Work” for implementing the imaging project. This project is to design, configure, and implement an imaging solution for civil, criminal and domestic circuit court files. Funds are available within the Circuit Court’s Capital Improvement Project budget in the amount of $545,702. The quoted price $540,788 reflects a 20% software discount that remains in effect until June 30, 2016. (See attached memo for details)
7a. **Innovation and Technology Department – Resolution to Approve the Renewal of the VMware Support Agreement from CDWG**

Ingham County currently utilizes VMware for virtualizing phone system servers and network servers at the datacenter and at the 911 center. These licenses have an annual support that must be renewed each year. The provider previously used for this support (Merit) is no longer working with VMware, so CDWG has provided national contract pricing for ongoing support and upgrades. The IT Department offered a resolution to authorize purchase of a support agreement from CDWG for 12 months in the amount not to exceed $13,662.

7b. **Innovation and Technology Department – Resolution to Approve the Renewal of the Hardware Maintenance Agreement from Service Express, Incorporated**

Resolution #12-102 approved on April 10, 2012 authorized a contract with Service Express, Inc. to provide maintenance on critical computer hardware in case of a failure. Four bids for three years of hardware support service were obtained. The IT Department offered a resolution to authorize the purchase of the hardware maintenance from Service Express, Inc. for 36 months in an amount not to exceed $11,808.

8a. **Facilities Department (Board of Commissioners’ Referral) – Resolution Authorizing an Agreement with Straub Pettitt Yaste Architects for Architectural and Engineering Services for File Storage Room Expansion in the Probate Court Office**

This resolution authorizes an agreement with Straub Pettitt Yaste Architects for Architectural and Engineering services for file storage room expansion in the Probate Court Office for a total not to exceed cost of $15,650.00. Funds are available within the 2016 Capital Improvement budget for this purpose. The Law & Courts Committee previously approved this on consent and it was referred back from the Board of Commissioners. (See attached communication for details)

8b. **Facilities Department – Resolution Authorizing a Contract with D.M Burr for Uniformed Unarmed Guard Services in Various County Facilities**

This resolution authorizes a new agreement with D.M Burr, to provide uniformed unarmed guard services for an initial yearly cost of $424,355.36, additional years will be based on the living wage rate increase. This contract will be effective June 1, 2016 through May 31, 2019 (or whenever the transition from the current vendor can take place) based on their proposal as recommended by the Purchasing and Facilities Departments. This security guard service includes the 55th District Court, 30th Circuit Court, and all other County facilities that currently have these services. Funds are available within the existing Facilities budget for this purpose. (See attached memo for details)

8c. **Facilities Department – Resolution to Proceed with Plans to Renovate the Second Floor of the Human Services Building, Authorizing a Contract with Laux Construction to Provide Interior Renovations, and Amending Resolution #15-124 to Adjust the Cost of the Project**

The Facilities Department proposes a resolution to authorize renovations to the Health Department space at the Human Services Building, and an agreement with Laux Construction to provide interior renovations to the second floor of the Human Services Building. The Building Authority will oversee the project which may be bonded in conjunction with the CMH expansion/renovation project. The estimated costs are $263,000 per year over 10 years. The General Fund will assume payment until the Community Health Center Fund is in a position to do so. The costs of the project are estimated as follows:
## HSB Renovation Costs

<table>
<thead>
<tr>
<th></th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>$1,829,400</td>
</tr>
<tr>
<td>Furniture</td>
<td>$260,725</td>
</tr>
<tr>
<td>IT</td>
<td>$65,040</td>
</tr>
</tbody>
</table>

**TOTAL** $2,155,165

### 8d. Facilities Department – Resolution Authorizing Entering into a Contract with RNA Facilities Management for Janitorial Services at the Human Services Building, Grady Porter Building, Veterans Memorial Courthouse, the Willow Clinic, Ingham County Family Center, Well Child Clinic, the 911 Dispatch Center, Forest Community Health Center, 55th District Court, Drain Office and The Road Department

The Facilities Department proposed this resolution to authorize a contract with RNA Facilities Management for janitorial services at various County buildings. RNA Facilities Management submitted the lowest responsive and responsible bid of $2,132,523.37 for a three (3) year contract beginning August 1, 2016 through July 31, 2019 with an optional two (2) year renewal.

### 8e. Facilities Department – Resolution Authorizing a One Year Contract Extension with PM Technologies to Provide Generator Services for Various Backup Generators throughout the County

Regular preventative maintenance is required on all generators and Emergency Services 911 backup generators. Resolution #13-330 approved on July 23, 2013 authorized a three-year contract with PM Technologies to provide generator services for various back-up generators stationed at County facilities. The contract will expire July 31, 2016 and the Facilities Department seeks approval of a resolution to renew the contract for one year at a total cost of $16,800.

### 8f. Facilities Department – Resolution Authorizing a One Year Contract Extension with Schindler Elevator Company to Provide Elevator Repair and Maintenance

The Facilities Department is responsible for ensuring proper repair and maintenance of fourteen elevators and two dumbwaiters in County buildings. A resolution is offered to authorize a service contract with Schindler Elevator Company to provide repair and maintenance services to be performed by trained and certified technicians at a cost no to exceed $43,635.

### 8g. Facilities Department – Resolution Awarding a Contract to Wolverine Engineers & Surveyors, Inc. to Provide Professional Services for Parking Spaces, Asphalt Parking Lot and Light Pole Replacement at the Human Services Building

The Facilities Department seeks approval to replace forty-five (45) parking spaces on the north end of the Human Services Building, the drive isle next to the building and part of the employee parking lot on the east side of the building. The Department also proposes to replace ten 25-foot-tall parking lot poles that have deteriorated over time. Following established procurement procedures, the Department recommends entering into a contract with Wolverine Engineers & Surveyors, Inc. to provide professional services for parking spaces, asphalt parking lot and light pole replacement at the Human Services Building at a not to exceed cost of $14,900.
9a. **Health Department** – Resolution to Enter into an Agreement with Community Mental Health Authority of Clinton-Eaton-Ingham Counties (CMHA-CEI) for Psychiatric Consultation Services at the Ingham County Jail

This resolution an agreement with CMHA-CEI to provide telephone psychiatric consultation for the Ingham County Jail, in an annual amount not to exceed $16,000 for the period of June 1, 2016 through September 30, 2017. Funds are available in the Jail Medical budget.

9b. **Health Department** – Resolution Authorizing an Agreement with ERG Environmental for Hazardous Waste Hauling Services

This resolution authorizes a contract with ERG Environmental for disposal of hazardous waste collected by the ICHD HHW program, for the period of August 1, 2016 through July 31, 2018, with a two (2) year period renewal option at the prices outlined in their proposal. The new agreement with ERG could save the County over $70,000 annually if the total pounds of hazardous waste collected remains at the current level.

9c. **Health Department** – Resolution to Authorize Amendment #4 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Health and Human Services

This resolution will increase the agreement for Comprehensive Local Health Services from $5,209,376 to $5,376,168, an increase of $166,792. The amendment makes the following specific changes in the budget:

- Michigan Colorectal Cancer Screening Program: $10,000 new funding
- BCCCP Coordination: increase of $3,000 from $229,375 to $232,375
- Family Planning Services: increase of $13,000 from $256,395 to $269,392
- WIC Resident Services: increase of $76,047 from $1,205,640 to $1,281,687
- WISEWOMEN: increase of $29,450 from $20,100 to $49,550
- Public Health Emergency Preparedness (PHEP) 7/01/16-9/30/16: $35,295 – funding was included in FY 16 Board of Commissioners’ approved budget

9d. **Health Department** – Resolution to Authorize Conversion of Three Health Center Nurse Positions to Two Health Center Nurse Practitioner Positions

A resolution proposed by the Health Department seeks to authorize conversion of three current vacant Health Center Nurse (RN) positions into two Health Center Nurse Practitioner positions. The proposed position conversion would allow the generation of approximately $560,000 in revenue during the 2017 fiscal year – an improvement of $260,000 over the current practice. This improvement would be expected to increase during the second year of employment. This position conversion would be funded from within current operations. The budget analysis performed by the Controller’s office shows this to be a budget neutral position exchange.

10a. **Fair** – Resolution Authorizing Entering into a Contract with Iverson Electric, Inc. for As Needed Electrical Maintenance at the Ingham County Fairgrounds

Many phases of construction, demolition, and upgrades to infrastructure at the County Fairgrounds have presented challenges to the electrical systems that support the multiple venues on the grounds. Electrical services are balanced to ensure a safe, useable electrical supply is available on demand. As with all facilities, the Ingham County Fairgrounds can experience immediate support demands during one of the numerous events. Those on-call or as-needed services are not something that is always readily available through conventional
electrical service companies or within the County structure. To meet this need, a resolution is offered to authorize a contract with Iverson Electric, Inc., for as-needed electrical services at a cost not to exceed $5,750 in year one, $5,850 in year two, and $6,050 in year three, and an hourly rate for any additional as-needed electrical work at a cost not to exceed $55 per hour.

10b. **Fair** – Resolution Authorizing Entering into a Contract with Jared A. Beduhn Excavating and Landscaping for Excavation Services at the Ingham County Fairgrounds

Breed and youth horse shows on the County Fairgrounds requires a safe and professional horse arena to host the over 30 shows annually. The Main Arena hosts the majority of those horse shows and requires the “footing” to be built in such a manner as to accommodate the desired foundation to ensure the health of the horses as they move about on the “footing”. The arena “footing” has a specific composition and grade; all requiring a specialized knowledge of construction needed to ensure a successful season. Likewise, annual grandstand events such as tractor pulls, motocross, rodeos, demolition derbies, and monster truck shows all require a safe, professionally constructed course to be completed the morning before that day’s performance.

To meet this ongoing excavation need, a resolution is offered to authorize awarding a contract for with Jared A. Beduhn Excavating and Landscaping for excavation services at the fairgrounds at a cost not to exceed $38,100 in year one and $43,500 in years two and three, and an hourly rate for any additional excavation work at a cost not to exceed $150 per hour.

11. **Farmland and Open Space Preservation Board** – Resolution Approving Proceeding to Close Permanent Conservation Easement Deeds on Hunt Holt Kiwanis and VanPatten Properties

The Farmland and Open Space Preservation Board scored and ranked all applications received for the 2015 cycle and recommends a resolution to authorize proceeding to close on the Hunt Holt Kiwanis and VanPatten properties at a price not to exceed the amounts listed below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Appraisal / CE Price</th>
<th>Landowner</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hunt Holt Kiwanis</td>
<td>$ 145,000</td>
<td>$ 0.00</td>
<td>$ 145,000</td>
</tr>
<tr>
<td>VanPatten</td>
<td>$ 194,000</td>
<td>$ 0.00</td>
<td>$ 194,000</td>
</tr>
</tbody>
</table>

12a. **Parks Department** – Resolution Authorizing Entering into Contracts for the Trails and Parks Millage Applications and Recommending Two Applications be Considered for the Upcoming Bridge Application Round

The Parks Commission reviewed six applications for millage funds received from the City of Lansing (4), City of East Lansing (1) and Meridian Township (1). Four of the applications were recommended for funding and two projects be considered for the bridge round of applications. The Park Commission recommend that two applications from the City of Lansing that deal primarily with sea wall and bank stabilization and limited asphalt repairs to be first priority under the Bridge replacement application round. A resolution is offered for Board consideration to authorize funding for the aforementioned projects.

12b. **Parks Department** – Resolution Authorizing Funding for Signage for Trails and Parks Millage Projects from the Trails and Parks Millage Fund

The Parks Commission recommends approval of a resolution to fund the design and printing of signage to be posted at various trail and park locations in an amount not to exceed $10,000. The Parks Department will design and print the signs.
13a. **Road Department – Resolution to Execute Waterborne Centerline Pavement Marking Agreements with the City of Leslie, City of Mason, City of Williamston and the Village of Webberville**

Ingham County annually refreshes centerline and edge line paint on 433 miles of primary roads. The proposed resolution would authorize agreements with the City of Leslie ($1,597.87), City of Mason ($3,380.51), City of Williamston ($1,343.61), and the Village of Webberville ($1,403.22) to participate in the Road Department’s 2016 pavement marking program.

13b. **Road Department – Resolution Authorizing the Purchase of 2016 Seasonal Requirement of Sand and Gravel for the Ingham County Road Department**

The Road Department annually purchases approximately 10,000 to 15,000 tons of various types of processed road gravel and sand for use in various road maintenance operations. Based on their evaluation of bids received for various types of processed road gravel and sand the Road Department recommends the Board award contracts to all three responding bidders shown in the table below with various delivery options also shown. Road Department staff will determine which supplier is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Local</th>
<th>21AA Stockpiled Gravel</th>
<th>22A Stockpiled Gravel</th>
<th>23A Stockpiled Gravel</th>
<th>2NS Sand Stockpiled</th>
<th>6A Crushed Stockpiled</th>
<th>21AA Delivered/Spread</th>
<th>22A Delivered/Spread</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crandell (1)</td>
<td>No - Charlotte</td>
<td>no bid</td>
<td>$ 5.50</td>
<td>$ 5.50</td>
<td>no bid</td>
<td>no bid</td>
<td>$ 20.00</td>
<td>$ 12.00</td>
</tr>
<tr>
<td>Stoneco (1)</td>
<td>No - Monroe</td>
<td>no bid</td>
<td>$ 5.50</td>
<td>$ 5.50</td>
<td>$ 5.25</td>
<td>$ 13.20</td>
<td>no bid</td>
<td>no bid</td>
</tr>
<tr>
<td>James Tow (2)</td>
<td>Yes - Onondaga</td>
<td>no bid</td>
<td>$ 5.65</td>
<td>$ 5.65</td>
<td>no bid</td>
<td>no bid</td>
<td>no bid</td>
<td>no bid</td>
</tr>
</tbody>
</table>

(1) Priced per ton  
(2) Priced per cubic yard

13c. **Road Department – Resolution Authorizing Contracted Trucking Services to Haul Gravel to the Ingham County Road Department**

The Road Department uses approximately 10,000 to 15,000 tons of gravel annually to maintain and improve the roads of Ingham County, and contracted trucking services are needed to deliver gravel to the Road Department District Garages. Quotes for delivering gravel for the 2016 season were received and evaluated, and it is the recommendation of the Road Department to award a gravel delivery service contract to D.L. Transport based on pricing shown in the table below.

<table>
<thead>
<tr>
<th>Vendor</th>
<th>23A Delivered to Garage</th>
<th>21AA Delivered to Garage</th>
<th>22A Delivered to Garage</th>
<th>2NS Sand Delivered to Garage</th>
<th>6A Crushed Delivered to Garage</th>
<th>Pit Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crandell (1)</td>
<td>$ 12.00</td>
<td>$ 18.00</td>
<td>$ 10.00</td>
<td>$ 12.00</td>
<td>$ 22.00</td>
<td>Charlotte, MI Dundee, MI Ovid, MI</td>
</tr>
<tr>
<td>Stoneco (1)</td>
<td>no bid</td>
<td>no bid</td>
<td>$ 11.75</td>
<td>$ 13.00</td>
<td>$ 11.25</td>
<td>St. Johns, MI Horton, MI</td>
</tr>
<tr>
<td>James Tow (2)</td>
<td>no bid</td>
<td>no bid</td>
<td>no bid</td>
<td>no bid</td>
<td>no bid</td>
<td>Onondaga, MI</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Local Pref.</td>
<td>ADD 1</td>
<td>Western Garage Unit Price</td>
<td>Eastern Garage Unit Price</td>
<td>Metro District Garage Unit Price</td>
<td>Western Garage Amount</td>
</tr>
<tr>
<td>-------------------------------------</td>
<td>-------------</td>
<td>-------</td>
<td>---------------------------</td>
<td>---------------------------</td>
<td>---------------------------------</td>
<td>------------------------</td>
</tr>
<tr>
<td>D.L. Transport</td>
<td>Yes - Leslie</td>
<td>Yes</td>
<td>$ 3.60</td>
<td>$ 4.10</td>
<td>$ 3.75</td>
<td>$ 9,000</td>
</tr>
<tr>
<td>Ocenasek, Inc.</td>
<td>No - Perry</td>
<td>Yes</td>
<td>$ 6.90</td>
<td>$ 5.30</td>
<td>$ 6.90</td>
<td>$ 17,250</td>
</tr>
<tr>
<td>Anderson, Fischer &amp; Associates, Inc.</td>
<td>Yes - Mason</td>
<td>Yes</td>
<td>$ 5.95</td>
<td>$ 7.15</td>
<td>$ 7.15</td>
<td>$ 14,875</td>
</tr>
</tbody>
</table>

14a. **Human Resources Department – Resolution Approving Modifications to the 2016 Managerial and Confidential Employee Personnel Manual to Include the Position of Attorney/Referee**

Coverage of Court Referees under the Public Employment Relations Act (PERA) has been the subject of challenge for several years. The question has been considered in the bargaining process with prior and current Circuit Court Administrators. The Michigan Court of Appeals held that Attorney/Referees are not appropriate for placement in a collective bargaining unit based upon their judicial and quasi-judicial decision-making functions. Through the negotiation process for a successor agreement with ICEA and reopener negotiations with OPEIU, all parties reached tentative agreement through Letters of Understanding (LOU). The LOU for ICEA has been executed as part of the current collective bargaining agreement. The Human Resources Department recommends approval of the MOU through a proposed resolution.

14b. **Human Resources Department – Resolution to Authorize the Execution of the Letter of Understanding – Backup Courier**

Occasionally the Courier position in the Purchasing Department requires backup coverage. This position is represented by the UAW-TOPS unit. Primary backup has historically been provided by the Copy Center Coordinator, also represented by the UAW-TOPS unit. There have been circumstances in which the Copy Center Coordinator is unavailable to perform the courier duties. The Buyer position, also in the Purchasing Department, performs similar duties of transporting materials, orders and parts on behalf of the Road Department. This position is represented by the OPEIU – Technical/Clerical Unit. The Employer engaged the UAW and OPEIU to discuss the need for secondary backup coverage provided by the Buyer. The UAW and OPEIU agreed to the conditions outlined in the attached Letter of Understanding (LOU). The Human Resources Department recommends approval of the MOU through a proposed resolution.

14c. **Human Resources Department – Resolution Approving a Letter of Understanding with Michigan Nurses Association Regarding Temporary Staffing**

The Latent Tuberculosis Infection (LTBI) clinic operates for four hours, two days per month. Based on the unique qualification necessary to staff the clinic and the limited hours of operation, it has been difficult to assign existing staff or recruit a nurse practitioner into this role. Dana Balander is a recently retired nurse practitioner with experience in the LTBI. Ms. Balander is willing and able to staff the clinic for eight hours per month but required a rate of pay outside the rate of 10% above Step 1 provided in the current collective bargaining agreement. The Employer engaged the Michigan Nurses Association to discuss the need for nurse practitioner with experience in the LTBI, culminating in a Letter of Understanding (LOU) to allow the Employer to deviate from the aforementioned Step 1 wage. The Human Resources Department recommends approval of the MOU through a proposed resolution.
15. Potter Park Zoo – Resolution Recommending the Acceptance of a Modular Building from AIS to Potter Park Zoo

As is true with most County facilities, available office space is limited at Potter Park Zoo. In the spirit of making due with available floor space, office space has been created in the Zoo’s kitchen, copy room, and a former A/V closet. Zoo management has effectively exhausted all opportunities of creating new office space for their growing workforce. A donated modular building from AIS would create much needed office space for Zoo employees. At a Potter Park Zoological Society Board Meeting on May 26, the donated building along with all financial obligations associated with the building was approved and accepted. Potter Park Zoo recommends approval of a resolution to authorize acceptance of this donation.

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

5. Board of Commissioners – Resolution Authorizing a Supplemental Appropriation to the 2016 Agreement with Volunteers of America for the New Hope Day Shelter Program

This resolution authorizes a $60,000 supplemental appropriation to the Volunteers of America New Hope Day Shelter Program. If approved, the agreement would be increased to a total of $90,000. Funds would likely be appropriated from the contingency fund to cover the cost, and about $345,000 remains in the contingency fund for 2016. Requests such as this would preferably be considered as a part of the budget process, so it can be weighed in the totality of the other requests received from County departments and agencies.

OTHER ITEMS:

2d. Treasurer – 2015 Year End Investment Report and First Quarter Investment Reports

16. Controller’s Office – Discussion and Approval of the Ingham County Strategic Plan

A draft Strategic Plan submitted for consideration by Management Partners, Inc. reflects input received from Commissioners at their workshop held on March 24. The draft incorporates the vision and mission along with goals and strategies for the future. Prior to completing the strategic plan, Commissioners are asked to review the document to make sure it accurately reflects the correct language and intent.
TO: Board of Commissioners Law & Courts and Finance Committees
FROM: Allan Spyke, Undersheriff
DATE: May 19, 2016
SUBJECT: Closing of Post 6 at the Ingham County Jail
For the meeting agenda of June 2, 2016

BACKGROUND
The Michigan Department of Corrections currently has 100 rental beds contracted for Detainers and Parole violators at a cost of $36.00 per day. They additional have 90 beds that they ask for annually per appropriation from the legislature to house virtual boarders. It is the intent of the Director of the Michigan Department of Corrections, Heidi Washington, to remove virtual boarders from the County Jails and put them back into the State Prisons and that process has begun.

ALTERNATIVES
At this point, there are no alternatives other than the legislature, the senate, or the Governor overriding the Director’s intentions; however, the virtual bed program is not in the Governor’s budget for 2017.

FINANCIAL IMPACT
Closing of Post 6 - Post 6 holds 32 inmates and is staffed by six (6) Deputies. Cost savings would be as follows:

- Eliminate six (6) deputies (through attrition) who are assigned to work Post 6
  6 deputies x $87,601 - $525,606.00
- Reduce the MDOC Bed Rental Contract from 190 to 158 (a reduction of 32 inmates, the rate capacity of Post 6). This would reflect a revenue loss of $36.00/day x 32 inmates x 365 = $420,480.00
- Reduction in meals for inmates, $.98/meal x 3 meals/day/inmate x 32 inmates x 365 = $34,339.00

Reduced staff - $525,606.00
Reduced meals - $34,339.00
Lost Revenue from MDOC Bed Rental - $420,480.00
Net savings to the County - $139,465.00/yr

OTHER CONSIDERATIONS
This will reduce the bed capacity of the Ingham County Jail from 601 beds to 569 beds. The local beds capacity remains at 408.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the closing of Post 6 and the elimination of six (6) Correctional Deputy positions.
RESOLUTION AUTHORIZING THE CLOSURE OF POST #6 AT THE INGHAM COUNTY JAIL, THUS REDUCING THE JAIL’S RATE OF CAPACITY FROM 601 BEDS TO 569 BEDS

WHEREAS, the Ingham County Sheriff’s Office has a contract with the Michigan Department of Corrections for 100 beds for detainers and parole violators at $36.00 a day; an additional 90 beds that are for virtual boarders at $36.00 per day; and

WHEREAS, the Michigan Department of Corrections Director, Heidi Washington, has indicated that her department is going to be backing out of the virtual bed rental program; and

WHEREAS, the Michigan Department of Corrections has not been able to maintain full use of their designated beds, the Sheriff’s Office is recommending closing Post 6, which holds 32 inmates and is staffed by six (6) deputies.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the closing of Post 6 effective July 1, 2016 and the reduction of 6 Corrections Deputies through natural attrition.

BE IT FURTHER RESOLVED, that the contract with the Michigan Department of Corrections for 190 beds for detainers, parole violators and virtual boarders be amended to reduce the amount of inmates to be housed by 32 inmates from 190 to 158 inmates.

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

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

FROM: Major Maatman, Field & Staff Services Administrator

DATE: May 6, 2016

RE: RESOLUTION TO PURCHASE NEW TASERS FOR THE SHERIFF’S OFFICE CORRECTIONS DIVISION AND COURTS UNIT USING COMMISSARY FUNDS.

This resolution is for the approval to purchase Twelve (12) new Tasers and associated equipment for the Sheriff’s Office Corrections division and Court Security Unit, using commissary funds.

Specifically, these twelve (12) new Tasers and their associated equipment will replace outdated and broken Tasers already assigned to both units. Tasers are an important officer safety issue which protects not only the deputies but, citizens and inmates from injury. The use of Tasers also limits county liability and is fully supported by our insurance carrier MMRMA.

Taser Corporation is a single source company.
Agenda Item 1b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE NEW TASERS FOR THE SHERIFF’S OFFICE CORRECTIONS DIVISION AND COURTS UNIT USING COMMISSARY FUNDS

WHEREAS, the Ingham County Sheriff’s Office is responsible for maintaining a secure and safe correctional facility as well as all of our Circuit Courts; and

WHEREAS, MMRMA the county insurance carrier fully supports their clients obtaining Tasers as a tool to maintain safe and secure operations in both corrections and in law enforcement; and

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

WHEREAS, the Sheriff’s Office has determined the need to purchase twelve (12) new Tasers to replace old, outdated and broken Tasers that are at least six year old for the Corrections Division and the Court Security Unit; and

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

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

WHEREAS, the total expenditure for this proposal is not to exceed $12,722.86.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Sheriff’s Office to purchase twelve (12) Tasers and associated equipment from Taser International using Commissary Funds.

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

FROM: Major Sam L. Davis

DATE: April 20, 2016

RE: FCC Ruling on Inmate Telephone Fees for the meeting agenda of June 2, 2016

The FCC ruled that effective June 20 for jails that the transaction fees for inmate telephone services could not exceed $3.00 for payments made though the web and $5.95 for payments made via live agent.

Fees that were for technology and state cost recovery will be eliminated for all including inmates and the public and transaction fees for the public will be drastically reduced.

If we do not make the required changes, we will not be in compliance with the ruling and the County would be subject to fines and penalties and would still be forced to comply with the ruling.

By reducing our current transaction fee from $9.00 to $3.84 and moving $0.3248 fees to rates, we can maintain our current average commissions of $17,443.

All fees and rates will be restored to today’s levels if the United State Court of Appeals stays or reverses the FCC ruling.

Based on the information presented, I respectfully recommend the approval of the attached resolution to support amending the contract with Securus Technologies for inmate fees and rates.
RESOLUTION AUTHORIZING CONTRACT AMENDMENT WITH SECURUS TECHNOLOGIES TO ADDRESS APPLICABLE PORTIONS OF THE FCC RULING ON INMATE TELEPHONE FEES

WHEREAS, Ingham County currently contracts with Securus Technologies to provide a telephone system for all inmates in Ingham County; and

WHEREAS, the Sheriff’s Office recommends that the County authorize a contract amendment with Securus Technologies to comply with those applicable portions of the Federal Communications Commission (“FCC”) Intrastate Rate Order [WC Docket No. 12-375; FCC 13-113] on inmate telephone fees which, absent additional action by a court or by the FCC, are currently scheduled to take effect on June 20, 2016 (the “Applicable June 20 Requirements”); and

WHEREAS, the Applicable June 20 Requirements provide, among other things, that jails cannot charge transaction fees which exceed $3.00 for automatic payment (including through web/interactive voice response/kiosk) or $5.95 for payment made via live agent; and

WHEREAS, the specific and average transaction fees for automatic and agent payment for the Ingham County Sheriff’s Office currently exceed the Applicable June 20 Requirements; and

WHEREAS, if this amendment is authorized, the estimated weighted average of the automatic and agent payment fees will be $3.84, assuming that the mix stays consistent; and

WHEREAS, the vendor and the Sheriff’s Office have recommended a billing adjustment of an additional $0.3248 to the per minute inmate telephone call rate to maintain the current monthly commission; and

WHEREAS, the Sheriff’s Office has been informed by the vendor that a failure to have in place a contract amendment complying with the Applicable June 20 Requirements by the deadline would result in Securus Technologies reducing a portion of the current per minute rate by $0.5906; and

WHEREAS, the contract amendment will expressly provide that if the “Applicable June 20 Requirements” addressed in the contract amendment are reversed or stayed, the pre-amendment contract fees and rates will be reinstated.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract amendment with Securus Technologies to provide for a billing/fee of $3.00 for automatic payment and $5.95 for payment made via live agent; to provide for a $0.3248 increase to the per minute inmate telephone rate; to provide that the pre-amendment contract fees and rates will be reinstated if the Applicable June 20 Requirements addressed in the contract amendment are reversed or stayed; and that such contract amendment shall be effective on or before June 19, 2016.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any contract documents consistent with this resolution subject to review and approval by the County Attorney.
DATE: May 23, 2016
TO: Finance and County Services Liaison Committees
FROM: Eric Schertzing
RE: Resolution to Utilize the County’s Option to Acquire Tax Foreclosed Property

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

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

On May 2, 2016, the Authority passed a resolution requesting the County to acquire certain properties that meet the criteria outlined in the Authority’s Priorities, Policies and Procedures.

Thank you for your consideration of this resolution. Please contact me if you have any questions.
Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO UTILIZE THE COUNTY’S OPTION TO ACQUIRE TAX FORECLOSED PROPERTY

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

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

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

WHEREAS, the Ingham County Land Bank Fast Track Authority (the “Authority”) on May 2, 2016 passed a resolution requesting the County to acquire certain properties that meet the criteria outlined in the Authority’s Priorities, Policies and Procedures.

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

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

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

<table>
<thead>
<tr>
<th>Parcel Number</th>
<th>Address1</th>
<th>City</th>
<th>Postal Code</th>
<th>Minimum Bid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>33-01-01-03-101-091</td>
<td>SANFORD AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>1,135.71</td>
</tr>
<tr>
<td>33-01-01-03-378-051</td>
<td>2324 COMMONWEALTH AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>18,695.11</td>
</tr>
<tr>
<td>33-01-01-04-103-122</td>
<td>326 W FREDERICK AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>13,633.92</td>
</tr>
<tr>
<td>33-01-01-04-109-101</td>
<td>622 CARRIER ST</td>
<td>LANSING</td>
<td>48906</td>
<td>8,606.72</td>
</tr>
<tr>
<td>33-01-01-04-276-081</td>
<td>541 E PAULSON ST</td>
<td>LANSING</td>
<td>48906</td>
<td>4,456.40</td>
</tr>
<tr>
<td>33-01-01-04-301-141</td>
<td>2703 TAYLOR ST</td>
<td>LANSING</td>
<td>48906</td>
<td>11,469.07</td>
</tr>
<tr>
<td>33-01-01-04-328-231</td>
<td>TURNER ST</td>
<td>LANSING</td>
<td>48906</td>
<td>2,126.52</td>
</tr>
<tr>
<td>33-01-01-05-427-041</td>
<td>426 CHILSON AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>6,070.19</td>
</tr>
<tr>
<td>33-01-01-05-451-021</td>
<td>N GRAND RIVER AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>14,849.16</td>
</tr>
<tr>
<td>33-01-01-05-451-031</td>
<td>N GRAND RIVER AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>1,489.73</td>
</tr>
<tr>
<td>33-01-01-06-131-035</td>
<td>ALFRED AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>4,031.42</td>
</tr>
<tr>
<td>33-01-01-06-178-031</td>
<td>3020 YOUNG AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>1,564.12</td>
</tr>
<tr>
<td>33-01-01-06-279-091</td>
<td>2606 LAFAYETTE AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>4,911.44</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7,046.09</td>
</tr>
<tr>
<td>Parcel Number</td>
<td>Address</td>
<td>City</td>
<td>Zip Code</td>
<td>Total Value</td>
</tr>
<tr>
<td>---------------------</td>
<td>------------------------</td>
<td>-------------</td>
<td>----------</td>
<td>-------------</td>
</tr>
<tr>
<td>33-01-01-08-127-521</td>
<td>1425 MUSKEGON AVE</td>
<td>LANSING</td>
<td>48915</td>
<td>10,132.12</td>
</tr>
<tr>
<td>33-01-01-08-201-571</td>
<td>1217 MUSKEGON AVE</td>
<td>LANSING</td>
<td>48915</td>
<td>9,377.36</td>
</tr>
<tr>
<td>33-01-01-08-203-031</td>
<td>1434 REDWOOD ST</td>
<td>LANSING</td>
<td>48915</td>
<td>5,520.02</td>
</tr>
<tr>
<td>33-01-01-08-228-311</td>
<td>1411 ROOSEVELT AVE</td>
<td>LANSING</td>
<td>48915</td>
<td>6,872.90</td>
</tr>
<tr>
<td>33-01-01-08-232-061</td>
<td>1514 ROSENEATH AVE</td>
<td>LANSING</td>
<td>48915</td>
<td>4,393.86</td>
</tr>
<tr>
<td>33-01-01-08-232-061</td>
<td>1514 ROSENEATH AVE</td>
<td>LANSING</td>
<td>48915</td>
<td>2,407.85</td>
</tr>
<tr>
<td>33-01-01-08-282-051</td>
<td>1434 REDWOOD ST</td>
<td>LANSING</td>
<td>48915</td>
<td>9,876.50</td>
</tr>
<tr>
<td>33-01-01-08-328-011</td>
<td>1208 COMFORT ST</td>
<td>LANSING</td>
<td>48915</td>
<td>8,089.92</td>
</tr>
<tr>
<td>33-01-01-08-404-041</td>
<td>1126 WESTMORELAND AVE</td>
<td>LANSING</td>
<td>48915</td>
<td>7,390.30</td>
</tr>
<tr>
<td>33-01-01-08-405-061</td>
<td>1214 GLENN ST</td>
<td>LANSING</td>
<td>48915</td>
<td>7,207.89</td>
</tr>
<tr>
<td>33-01-01-09-229-061</td>
<td>1411 ROOSEVELT AVE</td>
<td>LANSING</td>
<td>48915</td>
<td>14,651.55</td>
</tr>
<tr>
<td>33-01-01-09-476-041</td>
<td>1910 THOMPSON ST</td>
<td>LANSING</td>
<td>48906</td>
<td>7,485.12</td>
</tr>
<tr>
<td>33-01-01-09-525-191</td>
<td>1503 TURNER ST</td>
<td>LANSING</td>
<td>48906</td>
<td>17,296.58</td>
</tr>
<tr>
<td>33-01-01-09-304-021</td>
<td>1118 N PINE ST</td>
<td>LANSING</td>
<td>48906</td>
<td>16,208.29</td>
</tr>
<tr>
<td>33-01-01-10-106-051</td>
<td>825 E NORTH ST</td>
<td>LANSING</td>
<td>48906</td>
<td>15,292.03</td>
</tr>
<tr>
<td>33-01-01-10-131-181</td>
<td>1601 MASSACHUSETTS AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>13,805.91</td>
</tr>
<tr>
<td>33-01-01-10-153-311</td>
<td>1545 N HIGH ST</td>
<td>LANSING</td>
<td>48906</td>
<td>1,706.43</td>
</tr>
<tr>
<td>33-01-01-10-180-161</td>
<td>1315 MASSACHUSETTS AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>6,398.95</td>
</tr>
<tr>
<td>33-01-01-10-181-381</td>
<td>1311 VERMONT AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>5,494.62</td>
</tr>
<tr>
<td>33-01-01-10-183-231</td>
<td>1229 CLEVELAND ST</td>
<td>LANSING</td>
<td>48906</td>
<td>7,567.83</td>
</tr>
<tr>
<td>33-01-01-10-254-121</td>
<td>1419 OHIO AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>15,353.47</td>
</tr>
<tr>
<td>33-01-01-10-304-101</td>
<td>1108 N HIGH ST</td>
<td>LANSING</td>
<td>48906</td>
<td>7,470.22</td>
</tr>
<tr>
<td>33-01-01-10-326-561</td>
<td>1108 E GRAND RIVER AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>19,385.29</td>
</tr>
<tr>
<td>33-01-01-10-327-121</td>
<td>1110 CAMP ST</td>
<td>LANSING</td>
<td>48906</td>
<td>8,821.04</td>
</tr>
<tr>
<td>33-01-01-10-329-381</td>
<td>1021 JOHNSON AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>10,399.81</td>
</tr>
<tr>
<td>33-01-01-10-378-191</td>
<td>715 JOHNSON AVE</td>
<td>LANSING</td>
<td>48906</td>
<td>4,654.53</td>
</tr>
<tr>
<td>33-01-01-10-401-140</td>
<td>CLARK ST</td>
<td>LANSING</td>
<td>48906</td>
<td>1,803.58</td>
</tr>
<tr>
<td>33-01-01-10-408-061</td>
<td>1108 CLEVELAND ST</td>
<td>LANSING</td>
<td>48906</td>
<td>7,430.49</td>
</tr>
<tr>
<td>33-01-01-14-104-291</td>
<td>N HAYFORD AVE</td>
<td>LANSING</td>
<td>48912</td>
<td>2,362.84</td>
</tr>
<tr>
<td>33-01-01-14-104-301</td>
<td>519 N HAYFORD AVE</td>
<td>LANSING</td>
<td>48912</td>
<td>12,250.27</td>
</tr>
<tr>
<td>33-01-01-14-136-291</td>
<td>331 N FRANCIS AVE</td>
<td>LANSING</td>
<td>48912</td>
<td>8,479.89</td>
</tr>
<tr>
<td>33-01-01-14-352-041</td>
<td>413 S CLEMENS AVE</td>
<td>LANSING</td>
<td>48912</td>
<td>6,085.63</td>
</tr>
<tr>
<td>33-01-01-14-353-151</td>
<td>426 S MAGNOLIA AVE</td>
<td>LANSING</td>
<td>48912</td>
<td>7,089.52</td>
</tr>
<tr>
<td>33-01-01-14-360-001</td>
<td>501 S HAYFORD AVE</td>
<td>LANSING</td>
<td>48912</td>
<td>7,487.33</td>
</tr>
<tr>
<td>33-01-01-15-104-341</td>
<td>904 LINDEN GROVE</td>
<td>LANSING</td>
<td>48912</td>
<td>8,658.75</td>
</tr>
<tr>
<td>33-01-01-15-104-401</td>
<td>508 LESHER PLACE</td>
<td>LANSING</td>
<td>48912</td>
<td>4,416.64</td>
</tr>
<tr>
<td>33-01-01-15-154-091</td>
<td>917 JEROME ST</td>
<td>LANSING</td>
<td>48912</td>
<td>11,837.51</td>
</tr>
<tr>
<td>33-01-01-15-154-201</td>
<td>910 VINE ST</td>
<td>LANSING</td>
<td>48912</td>
<td>8,452.85</td>
</tr>
<tr>
<td>33-01-01-15-311-001</td>
<td>900 PROSPECT ST</td>
<td>LANSING</td>
<td>48912</td>
<td>8,139.68</td>
</tr>
<tr>
<td>Property ID</td>
<td>Address Details</td>
<td>City</td>
<td>State</td>
<td>Value</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------</td>
<td>------</td>
<td>-------</td>
<td>-------</td>
</tr>
<tr>
<td>33-01-01-15-358-271</td>
<td>830 LARNED ST LANSING</td>
<td>48912</td>
<td>9,976.23</td>
<td></td>
</tr>
<tr>
<td>33-01-01-15-376-241</td>
<td>1116 E KALAMAZOO ST LANSING</td>
<td>48912</td>
<td>66,459.95</td>
<td></td>
</tr>
<tr>
<td>33-01-01-15-405-091</td>
<td>CLIFFORD ST LANSING</td>
<td>48912</td>
<td>1,423.70</td>
<td></td>
</tr>
<tr>
<td>33-01-01-15-479-121</td>
<td>33-01-01-15-408-081</td>
<td>LATHROP ST LANSING</td>
<td>48912</td>
<td>1,368.33</td>
</tr>
<tr>
<td>33-01-01-15-479-121</td>
<td>513 LESLIE ST LANSING</td>
<td>48912</td>
<td>5,812.40</td>
<td></td>
</tr>
<tr>
<td>33-01-01-16-106-011</td>
<td>528 N SYCAMORE ST LANSING</td>
<td>48933</td>
<td>12,372.88</td>
<td></td>
</tr>
<tr>
<td>33-01-01-17-227-241</td>
<td>727 W SAGINAW ST LANSING</td>
<td>48915</td>
<td>8,619.82</td>
<td></td>
</tr>
<tr>
<td>33-01-01-17-227-311</td>
<td>825 W SAGINAW ST LANSING</td>
<td>48915</td>
<td>5,495.23</td>
<td></td>
</tr>
<tr>
<td>33-01-01-17-228-321</td>
<td>915 W LAPEER ST 1 LANSING</td>
<td>48915</td>
<td>9,649.38</td>
<td></td>
</tr>
<tr>
<td>33-01-01-17-231-291</td>
<td>1210 W OTTAWA ST LANSING</td>
<td>48915</td>
<td>10,815.64</td>
<td></td>
</tr>
<tr>
<td>33-01-01-17-231-291</td>
<td>433 N BUTLER BLVD LANSING</td>
<td>48915</td>
<td>15,842.34</td>
<td></td>
</tr>
<tr>
<td>33-01-01-17-258-121</td>
<td>1112 W OTTAWA ST LANSING</td>
<td>48915</td>
<td>12,507.77</td>
<td></td>
</tr>
<tr>
<td>33-01-01-17-258-181</td>
<td>915 W LAPEER ST 1 LANSING</td>
<td>48915</td>
<td>9,649.38</td>
<td></td>
</tr>
<tr>
<td>33-01-01-17-258-181</td>
<td>1800 W ST JOSEPH ST LANSING</td>
<td>48915</td>
<td>7,044.74</td>
<td></td>
</tr>
<tr>
<td>33-01-01-20-107-201</td>
<td>1901 WILLIAM ST LANSING</td>
<td>48915</td>
<td>5,802.06</td>
<td></td>
</tr>
<tr>
<td>33-01-01-20-130-131</td>
<td>1607 W MALCOLM X ST LANSING</td>
<td>48915</td>
<td>27,768.86</td>
<td></td>
</tr>
<tr>
<td>33-01-01-20-412-041</td>
<td>1033 S GRAND AVE LANSING</td>
<td>48910</td>
<td>22,613.54</td>
<td></td>
</tr>
<tr>
<td>33-01-01-20-480-011</td>
<td>1711 S M L KING JR BLVD LANSING</td>
<td>48910</td>
<td>16,288.77</td>
<td></td>
</tr>
<tr>
<td>33-01-01-20-489-041</td>
<td>1817 S RUNDLE AVE LANSING</td>
<td>48910</td>
<td>10,240.59</td>
<td></td>
</tr>
<tr>
<td>33-01-01-21-253-040</td>
<td>1014 W IONIA ST LANSING</td>
<td>48915</td>
<td>19,895.36</td>
<td></td>
</tr>
<tr>
<td>33-01-01-21-258-085</td>
<td>1508 BAILEY ST LANSING</td>
<td>48910</td>
<td>7,910.28</td>
<td></td>
</tr>
<tr>
<td>33-01-01-21-277-070</td>
<td>1016 BEECH ST LANSING</td>
<td>48912</td>
<td>6,183.53</td>
<td></td>
</tr>
<tr>
<td>33-01-01-21-360-141</td>
<td>1716 COLEMAN AVE LANSING</td>
<td>48910</td>
<td>10,455.33</td>
<td></td>
</tr>
<tr>
<td>33-01-01-21-380-121</td>
<td>1843 DAVIS AVE LANSING</td>
<td>48910</td>
<td>2,731.13</td>
<td></td>
</tr>
<tr>
<td>33-01-01-21-430-040</td>
<td>535 TORRANCE CT LANSING</td>
<td>48910</td>
<td>3,392.09</td>
<td></td>
</tr>
<tr>
<td>33-01-01-21-431-095</td>
<td>1508 BAILEY ST LANSING</td>
<td>48910</td>
<td>7,910.28</td>
<td></td>
</tr>
<tr>
<td>33-01-01-21-451-015</td>
<td>138 GARDEN ST LANSING</td>
<td>48910</td>
<td>10,454.22</td>
<td></td>
</tr>
<tr>
<td>33-01-01-21-484-020</td>
<td>1815 LINVAL ST LANSING</td>
<td>48910</td>
<td>3,832.03</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-132-041</td>
<td>1017 PARKER ST LANSING</td>
<td>48912</td>
<td>7,488.85</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-203-161</td>
<td>227 E SOUTH ST LANSING</td>
<td>48910</td>
<td>11,873.10</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-206-142</td>
<td>924 DAKIN ST LANSING</td>
<td>48912</td>
<td>5,211.99</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-207-021</td>
<td>1015 DAKIN ST LANSING</td>
<td>48912</td>
<td>4,609.25</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-207-181</td>
<td>1024 MCCULLOUGH ST LANSING</td>
<td>48912</td>
<td>5,935.97</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-208-181</td>
<td>1034 LATHROP ST LANSING</td>
<td>48912</td>
<td>10,553.12</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-228-041</td>
<td>227 E SOUTH ST LANSING</td>
<td>48910</td>
<td>10,356.83</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-253-211</td>
<td>1416 WALSH ST LANSING</td>
<td>48912</td>
<td>3,682.59</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-256-101</td>
<td>1233 BENSCH ST LANSING</td>
<td>48912</td>
<td>9,347.50</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-277-101</td>
<td>1142 LESLIE ST LANSING</td>
<td>48912</td>
<td>9,593.49</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-277-121</td>
<td>1132 LESLIE ST LANSING</td>
<td>48912</td>
<td>9,467.79</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-280-162</td>
<td>1236 ALLEN ST LANSING</td>
<td>48912</td>
<td>8,633.83</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-283-262</td>
<td>1820 PERKINS ST LANSING</td>
<td>48912</td>
<td>2,272.81</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-309-291</td>
<td>912 BAKER ST LANSING</td>
<td>48910</td>
<td>10,312.05</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-352-011</td>
<td>1507 LYONS AVE LANSING</td>
<td>48910</td>
<td>11,990.07</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-353-031</td>
<td>1609 DONORA ST LANSING</td>
<td>48910</td>
<td>14,321.01</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-353-131</td>
<td>1709 DONORA ST LANSING</td>
<td>48910</td>
<td>11,133.39</td>
<td></td>
</tr>
<tr>
<td>33-01-01-22-354-191</td>
<td>1700 LYONS AVE LANSING</td>
<td>48910</td>
<td>4,893.49</td>
<td></td>
</tr>
<tr>
<td>33-01-01-23-103-091</td>
<td>704 S MAGNOLIA AVE LANSING</td>
<td>48912</td>
<td>3,212.39</td>
<td></td>
</tr>
<tr>
<td>33-01-01-23-127-061</td>
<td>723 S FRANCIS AVE LANSING</td>
<td>48912</td>
<td>7,622.92</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>City</td>
<td>Zip</td>
<td>Value</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td>----------</td>
<td>------</td>
<td>--------</td>
<td></td>
</tr>
<tr>
<td>1210 S CLEMENS AVE</td>
<td>LANSING</td>
<td>48912</td>
<td>4,626.87</td>
<td></td>
</tr>
<tr>
<td>1228 S CLEMENS AVE</td>
<td>LANSING</td>
<td>48912</td>
<td>8,016.68</td>
<td></td>
</tr>
<tr>
<td>2023 HAMELON ST</td>
<td>LANSING</td>
<td>48910</td>
<td>11,530.72</td>
<td></td>
</tr>
<tr>
<td>2009 DONORA ST</td>
<td>LANSING</td>
<td>48910</td>
<td>8,975.64</td>
<td></td>
</tr>
<tr>
<td>TISDALE AVE</td>
<td>LANSING</td>
<td>48910</td>
<td>1,327.55</td>
<td></td>
</tr>
<tr>
<td>AURELIUS RD</td>
<td>LANSING</td>
<td>48910</td>
<td>7,416.56</td>
<td></td>
</tr>
<tr>
<td>AURELIUS RD</td>
<td>LANSING</td>
<td>48910</td>
<td>685.52</td>
<td></td>
</tr>
<tr>
<td>2113 S RUNDLE AVE</td>
<td>LANSING</td>
<td>48910</td>
<td>6,673.63</td>
<td></td>
</tr>
<tr>
<td>2106 BEAL AVE</td>
<td>LANSING</td>
<td>48910</td>
<td>10,583.22</td>
<td></td>
</tr>
<tr>
<td>2523 EATON RD</td>
<td>LANSING</td>
<td>48910</td>
<td>10,091.86</td>
<td></td>
</tr>
<tr>
<td>569 LINCOLN AVE</td>
<td>LANSING</td>
<td>48910</td>
<td>15,499.44</td>
<td></td>
</tr>
<tr>
<td>627 DUNLAP ST</td>
<td>LANSING</td>
<td>48910</td>
<td>5,783.20</td>
<td></td>
</tr>
<tr>
<td>100 DUNLAP ST</td>
<td>LANSING</td>
<td>48910</td>
<td>11,297.07</td>
<td></td>
</tr>
<tr>
<td>621 W HODGE AVE</td>
<td>LANSING</td>
<td>48910</td>
<td>1,228.90</td>
<td></td>
</tr>
<tr>
<td>3116 S CEDAR ST</td>
<td>LANSING</td>
<td>48910</td>
<td>6,545.28</td>
<td></td>
</tr>
<tr>
<td>2801 PLEASANT GROVE RD</td>
<td>LANSING</td>
<td>48910</td>
<td>4,800.29</td>
<td></td>
</tr>
<tr>
<td>2004 S RUNDLE AVE</td>
<td>LANSING</td>
<td>48910</td>
<td>10,149.28</td>
<td></td>
</tr>
<tr>
<td>2501 STIRLING AVE</td>
<td>LANSING</td>
<td>48910</td>
<td>15,135.43</td>
<td></td>
</tr>
<tr>
<td>3318 AVALON ST</td>
<td>LANSING</td>
<td>48911</td>
<td>9,209.65</td>
<td></td>
</tr>
<tr>
<td>3406 WAINWRIGHT AVE</td>
<td>LANSING</td>
<td>48911</td>
<td>5,287.51</td>
<td></td>
</tr>
<tr>
<td>3114 GLENBROOK DR</td>
<td>LANSING</td>
<td>48911</td>
<td>8,833.50</td>
<td></td>
</tr>
<tr>
<td>4120 INGHAM ST</td>
<td>LANSING</td>
<td>48911</td>
<td>6,798.66</td>
<td></td>
</tr>
<tr>
<td>4209 RICHMOND ST</td>
<td>LANSING</td>
<td>48911</td>
<td>5,449.16</td>
<td></td>
</tr>
<tr>
<td>3211 RONALD ST</td>
<td>LANSING</td>
<td>48911</td>
<td>10,081.97</td>
<td></td>
</tr>
<tr>
<td>4710 STILLWELL AVE</td>
<td>LANSING</td>
<td>48911</td>
<td>14,791.58</td>
<td></td>
</tr>
<tr>
<td>2811 LEYBURN CT</td>
<td>LANSING</td>
<td>48911</td>
<td>13,615.20</td>
<td></td>
</tr>
<tr>
<td>1901 W HOLMES RD</td>
<td>LANSING</td>
<td>48910</td>
<td>16,144.36</td>
<td></td>
</tr>
<tr>
<td>1921 CARVEL CT</td>
<td>LANSING</td>
<td>48910</td>
<td>6,571.35</td>
<td></td>
</tr>
<tr>
<td>1408 HILLCREST ST</td>
<td>LANSING</td>
<td>48910</td>
<td>15,516.64</td>
<td></td>
</tr>
<tr>
<td>3120 HILLCREST ST</td>
<td>LANSING</td>
<td>48910</td>
<td>1,347.26</td>
<td></td>
</tr>
<tr>
<td>4909 HUGHES RD</td>
<td>LANSING</td>
<td>48910</td>
<td>8,517.77</td>
<td></td>
</tr>
<tr>
<td>4400 S M L KING JR BLVD</td>
<td>LANSING</td>
<td>48910</td>
<td>4,661.57</td>
<td></td>
</tr>
<tr>
<td>3827 BURCHFIELD DR</td>
<td>LANSING</td>
<td>48910</td>
<td>3,602.32</td>
<td></td>
</tr>
<tr>
<td>535 SAMANTHA ST</td>
<td>LANSING</td>
<td>48910</td>
<td>6,738.74</td>
<td></td>
</tr>
<tr>
<td>612 JULIA ST</td>
<td>LANSING</td>
<td>48910</td>
<td>4,295.88</td>
<td></td>
</tr>
<tr>
<td>1021 REX ST</td>
<td>LANSING</td>
<td>48910</td>
<td>1,021.42</td>
<td></td>
</tr>
<tr>
<td>2621 DIER ST</td>
<td>LANSING</td>
<td>48910</td>
<td>7,640.62</td>
<td></td>
</tr>
<tr>
<td>2018 IRENE ST</td>
<td>LANSING</td>
<td>48910</td>
<td>11,441.21</td>
<td></td>
</tr>
<tr>
<td>5835 ROLFE RD</td>
<td>LANSING</td>
<td>48911</td>
<td>6,635.70</td>
<td></td>
</tr>
<tr>
<td>5815 SELFRIFF BLVD</td>
<td>LANSING</td>
<td>48911</td>
<td>918.34</td>
<td></td>
</tr>
<tr>
<td>5812 S M L KING JR BLVD</td>
<td>LANSING</td>
<td>48911</td>
<td>14,345.81</td>
<td></td>
</tr>
<tr>
<td>923 R G CURTIS AVE</td>
<td>LANSING</td>
<td>48911</td>
<td>12,193.34</td>
<td></td>
</tr>
<tr>
<td>3411 VIOLA DR</td>
<td>LANSING</td>
<td>48911</td>
<td>26,980.12</td>
<td></td>
</tr>
<tr>
<td>3009 W JOLLY RD</td>
<td>LANSING</td>
<td>48911</td>
<td>23,317.51</td>
<td></td>
</tr>
<tr>
<td>2416 MIDWOOD ST</td>
<td>LANSING</td>
<td>48911</td>
<td>9,091.25</td>
<td></td>
</tr>
<tr>
<td>Property ID</td>
<td>Address</td>
<td>City</td>
<td>ZIP Code</td>
<td>Value</td>
</tr>
<tr>
<td>-------------</td>
<td>-----------------------</td>
<td>--------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>33-01-05-06-433-041</td>
<td>2422 WEBSTER ST</td>
<td>LANSING</td>
<td>48911</td>
<td>8,821.14</td>
</tr>
<tr>
<td>33-01-05-06-434-041</td>
<td>5840 PIPER AVE</td>
<td>LANSING</td>
<td>48911</td>
<td>10,283.54</td>
</tr>
<tr>
<td>33-01-05-06-480-031</td>
<td>2500 W MILLER RD</td>
<td>LANSING</td>
<td>48911</td>
<td>7,156.60</td>
</tr>
<tr>
<td>33-01-05-09-177-031</td>
<td>6347 SOMMERSET RD</td>
<td>LANSING</td>
<td>48911</td>
<td>15,784.02</td>
</tr>
<tr>
<td>33-01-05-09-202-231</td>
<td>6120 GARDENIA AVE</td>
<td>LANSING</td>
<td>48911</td>
<td>8,753.63</td>
</tr>
<tr>
<td>33-01-05-09-203-001</td>
<td>300 E MILLER RD</td>
<td>LANSING</td>
<td>48911</td>
<td>9,804.41</td>
</tr>
<tr>
<td>33-01-05-10-477-112</td>
<td>7000 AURELIUS RD</td>
<td>LANSING</td>
<td>48911</td>
<td>7,202.42</td>
</tr>
<tr>
<td>33-02-02-06-176-055</td>
<td>3300 BIBER</td>
<td>EAST LANSING</td>
<td>48823</td>
<td>8,426.97</td>
</tr>
<tr>
<td>33-02-02-09-201-003</td>
<td>SLEEPY HOLLOW</td>
<td>EAST LANSING</td>
<td>48823</td>
<td>7,601.83</td>
</tr>
<tr>
<td>33-09-09-16-100-003</td>
<td>627 S ONONDAGA RD</td>
<td>MASON</td>
<td>48854</td>
<td>1,366.88</td>
</tr>
<tr>
<td>33-09-09-26-351-013</td>
<td>4444 W BARNES RD</td>
<td>MASON</td>
<td>48854</td>
<td>4,094.27</td>
</tr>
<tr>
<td>33-09-09-34-226-006</td>
<td>4545 W BARNES RD</td>
<td>MASON</td>
<td>48854</td>
<td>4,627.24</td>
</tr>
<tr>
<td>33-14-14-12-300-002</td>
<td>3330 WOODS RD</td>
<td>LESLIE</td>
<td>49251</td>
<td>10,988.90</td>
</tr>
<tr>
<td>33-14-14-20-200-001</td>
<td>KINNEVILLE RD</td>
<td>LESLIE</td>
<td>49251</td>
<td>5,022.77</td>
</tr>
<tr>
<td>33-14-14-22-351-006</td>
<td>4484 RACE RD</td>
<td>LESLIE</td>
<td>49251</td>
<td>4,131.74</td>
</tr>
<tr>
<td>33-17-14-21-452-008</td>
<td>208 E RACE</td>
<td>LESLIE</td>
<td>49251</td>
<td>7,934.56</td>
</tr>
<tr>
<td>33-18-07-02-401-001</td>
<td>FOXBOROUGH DR</td>
<td>WILLIAMSTON</td>
<td>48895</td>
<td>691.76</td>
</tr>
<tr>
<td>33-20-01-13-109-114</td>
<td>611 GLENMOOR 2A</td>
<td>EAST LANSING</td>
<td>48823</td>
<td>8,285.23</td>
</tr>
<tr>
<td>33-20-02-18-202-003</td>
<td>641 GUNSON</td>
<td>EAST LANSING</td>
<td>48823</td>
<td>10,134.41</td>
</tr>
<tr>
<td>33-20-02-18-202-009</td>
<td>1025 SNYDER</td>
<td>EAST LANSING</td>
<td>48823</td>
<td>14,398.43</td>
</tr>
<tr>
<td>33-21-01-11-456-021</td>
<td>1041 KIMBERLY DR #7</td>
<td>LANSING</td>
<td>48912</td>
<td>5,326.18</td>
</tr>
<tr>
<td>33-21-01-14-382-015</td>
<td>528 S CHARLES ST</td>
<td>LANSING</td>
<td>48912</td>
<td>1,539.06</td>
</tr>
<tr>
<td>33-21-01-14-382-016</td>
<td>528 S CHARLES ST</td>
<td>LANSING</td>
<td>48912</td>
<td>1,656.25</td>
</tr>
<tr>
<td>33-21-01-18-180-004</td>
<td>234 N DEERFIELD AVE</td>
<td>LANSING</td>
<td>48917</td>
<td>3,798.26</td>
</tr>
<tr>
<td>33-21-01-18-207-005</td>
<td>412 N CATHERINE ST</td>
<td>LANSING</td>
<td>48917</td>
<td>10,001.82</td>
</tr>
<tr>
<td>33-21-01-18-404-008</td>
<td>2701 W MICHIGAN AVE</td>
<td>LANSING</td>
<td>48917</td>
<td>18,850.30</td>
</tr>
<tr>
<td>33-21-01-18-428-016</td>
<td>124 HUNGERFORD ST</td>
<td>LANSING</td>
<td>48917</td>
<td>5,768.74</td>
</tr>
<tr>
<td>33-21-01-18-432-013</td>
<td>341 HAZE ST</td>
<td>LANSING</td>
<td>48917</td>
<td>1,518.02</td>
</tr>
<tr>
<td>33-25-05-11-359-007</td>
<td>2532 BERYL STREET</td>
<td>HOLT</td>
<td>48842</td>
<td>11,068.36</td>
</tr>
<tr>
<td>33-25-05-15-408-008</td>
<td>2129 DEAN AVENUE</td>
<td>HOLT</td>
<td>48842</td>
<td>15,280.67</td>
</tr>
<tr>
<td>33-25-05-17-127-001</td>
<td>SANIBEL HOLLOW</td>
<td>HOLT</td>
<td>48842</td>
<td>4,449.16</td>
</tr>
<tr>
<td>33-25-05-18-226-016</td>
<td>HORSTMeyer ROAD</td>
<td>LANSING</td>
<td>48911</td>
<td>1,045.17</td>
</tr>
<tr>
<td>33-25-05-18-226-019</td>
<td>GROVENBURG ROAD</td>
<td>LANSING</td>
<td>48911</td>
<td>5,746.18</td>
</tr>
<tr>
<td>33-42-16-26-108-019</td>
<td>118 N CENTER ST</td>
<td>STOCKBRIDGE</td>
<td>49285</td>
<td>29,380.02</td>
</tr>
</tbody>
</table>
DATE: May 13, 2016

TO: Ingham County Board of Commissioners

FROM: Jeff Burdick, Executive Director
       Ingham County Land Bank Fast Track Authority

In 2007 and 2009, respectively, the Ingham County Land Bank established notes or lines of credit with PNC Bank with for the purpose of paying the cost of acquiring, developing, improving, using, assembling, and disposing of tax-foreclosed and other distressed property, including necessary administrative and operational costs related to these activities. The Series 2007A Note was issued in July 2007 with the principal amount of $3,000,000.00. The 2009A Note was issued in October 2009 with the principal amount of $2,000,000.00. The maturity dates of both notes were extended in both 2010 and 2013 with approval of the Ingham County Board of Commissioners.

The Ingham County Land Bank is now requesting an additional three year extension of the maturity dates of both notes from July 1, 2016 to July 1, 2019. The 2007A note has a balance of $10,000.00 and the 2009A note has a balance of $615,000.00.
WHEREAS, on July 13, 2007, the Ingham County Land Bank Fast Track Authority (the "Authority") delivered its Series 2007A Note (the "2007A Note") in the principal amount of $3,000,000 to National City Bank (now known as PNC Bank, N.A.) (the "Bank") for the purpose of paying the cost of acquiring, developing, improving, using, assembling and disposing of tax-foreclosed and other distressed property, including necessary administrative and operational costs related thereto in accordance with the Land Bank Fast Track Act, Act 258, Public Acts of Michigan, 2003 ("Act 258"); and

WHEREAS, on October 22, 2009, the Authority delivered its Series 2009A Note (the "2009A Note") in the principal amount of $2,000,000 to the Bank for the purpose of paying the cost of acquiring, developing, improving, using, assembling and disposing of tax-foreclosed and other distressed property, including necessary administrative and operational costs related thereto in accordance with Act 258; and

WHEREAS, the Board of Commissioners by resolutions adopted on June 26, 2007, and October 13, 2009, made a full faith and credit limited tax pledge to support the Series 2007A Note and the Series 2009A Note, respectively; and

WHEREAS, on May 3, 2010, the Board of Directors of the Authority adopted a resolution (the "2010 Authority Resolution") authorizing amendments to the Series 2007A Note and the Series 2009A Note to extend the maturity date thereof to July 1, 2013, and to provide for an increase of .35% per annum in the variable rate thereon; and

WHEREAS, on June 3, 2013, the Board of Directors of the Authority adopted a resolution (the "2013 Authority Resolution") authorizing amendments to the Series 2007A Note and the Series 2009A Note to extend the maturity date thereof to July 1, 2016; and

WHEREAS, the Board of Commissioners, by resolutions adopted June 8, 2010 and June 25, 2013, made a full faith and credit limited tax pledge to support the Series 2007A Note and the Series 2009A Note as so amended; and

WHEREAS, on June 6, 2016, the Board of Directors of the Authority adopted a resolution (together with the 2010 Authority Resolution and the 2013 Authority Resolution, the "Amending Resolutions") authorizing further amendments to the Series 2007A Note and the Series 2009A Note (the Series 2007A Note as so amended and the Series 2009A Note as so amended are referred to herein as the "Notes") to extend the maturity date of the Notes to July 1, 2019; and

WHEREAS, the Board of Commissioners, by a majority vote, may make a limited tax pledge to support the Notes pursuant to section 24(2) of Act 258.
THEREFORE BE IT RESOLVED, by the Board of Commissioners of the County of Ingham, State of Michigan, as follows:

1. The Board of Commissioners hereby makes its full faith and credit limited tax pledge to support the Notes in accordance with the terms of the Authority's resolutions authorizing the issuance of the Series 2007A Note and the Series 2009A Note as amended by the Amending Resolutions. In the event and to the extent that the net revenues of the Authority are not sufficient to pay the principal of and interest on the Notes, such principal and interest are payable as a first budget obligation of the County of Ingham (the "County") from its general funds. The ability of the County to raise such funds is subject to applicable constitutional and statutory limitations on the taxing power of the County.

2. The Chairperson of the Board of Commissioners, the County Treasurer and the County Clerk are hereby authorized to do all things necessary to effectuate the pledge made by this resolution. The County Clerk is hereby directed to deliver a certified copy of this resolution to the Authority.

3. All resolutions and parts of resolutions insofar as they may be in conflict herewith are hereby rescinded.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE SERVICE CONTRACTS FOR THE PURPOSE OF CONDUCTING PERSONAL SERVICE VISITS

WHEREAS, under Public Act 123 of 1999, the Ingham County Treasurer is the foreclosing governmental unit (FGU); and

WHEREAS, at Section 211.78i (1), it specifically states that “The foreclosing governmental unit may enter into a contract with 1 or more authorized representatives to …perform other functions required for the collection of delinquent taxes under this act.”; and

WHEREAS, at Section 211.78i (3), it specifically states that “The foreclosing governmental unit or its authorized representative or authorized agent shall make a personal visit to each parcel of property forfeited to the county treasurer under section 78g to ascertain whether or not the property is occupied.”; and

WHEREAS, the contracts will be funded by fees generated by Public Act 123, Section 211.78g (1); and

WHEREAS, since 2005, T & C Process Services has contracted with the Ingham County Treasurer’s Office to provide this service; and

WHEREAS, the owner and CEO of G & L Process Services, Inc. has worked for T & C Process Services for over ten years; and

WHEREAS, G & L Process Services, Inc., assumed the role as civil process server for Ingham County Sheriff’s Office June 30, 2014; and

WHEREAS, the County Treasurer, as FGU, recommends awarding a contract to G & L Process Services, Inc; and

WHEREAS, the owner and CEO of G & L Process Services, Inc., has agreed to the terms of the T & C Process Services, LLC contract.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with G & L Process Services, Inc., for the purpose of conducting personal service visits on tax delinquent properties for the Ingham County Treasurer’s Office (FGU).

BE IT FURTHER RESOLVED, under “Contract Terms” of the agreement, “the process server company or companies selected shall be designated as the County Treasurer’s official process server vendor for an initial one (1) year period with an as needed renewal clause – at the County’s sole discretion.”

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson is authorized to sign any contract documents consistent with this resolution after approval as to form by the County Attorney.
### INGHAM COUNTY
### INVESTMENTS AS OF DECEMBER 31, 2015

| Month | Investment Added to Schedule | Bank Account Number | CUSIP | 11/30/15 Bank Balance | Investment Maturity | New Investment Purchase | Investment Income Earned in Current Month (Increase/Decrease) | PNC Cap Income (INCREASE/DECREASE) | PNC Cap Income Transferred to Bank 11 (Decrease) | 12/31/15 Bank Balance |
|-------|-------------------------------|---------------------|-------|-----------------------|-------------------|------------------------|-----------------------------------------------------------|-------------------------------------|--------------------------------|
| Prior to Dec 2014 | Corrington Bank Money Market 10566 | 1651102806 | 1,143,269.33 | 145.65 | 1,143,413.88 |
| Dec-15 | Corrington Bank CD 12858 | xxz1205 | 3,608,646.13 | 776.87 | 3,608,922.00 |
| Prior to Dec 2014 | Fifth Third Bank 12701 | 7157779000 | 1,009,161.12 | 170.84 | 1,009,331.96 |
| Prior to Dec 2014 | Fifth Third Bank | 7157779002 | 84.00 | (3.05) | 80.95 |
| Prior to Dec 2014 | First National Bank 12844 | 1,000,000.00 | 1,000,000.00 |
| Prior to Dec 2014 | FirstMerit Bank 12859 | 0 | 2,600,000.00 | 2,600,000.00 |
| Prior to Dec 2014 | Fourth Bank 12704 | 1009129914 | 1,991.53 | 1,991.53 |
| Prior to Dec 2014 | Fourth Bank Money Market 12964 | 3010339001 | 3,146,709.03 | 196.84 | 3,146,709.03 |
| Prior to Dec 2014 | Huntington Bank 13981 | 301351666 | 805,315.96 | 191.03 | 805,506.99 |
| Prior to Dec 2014 | Huntington Bank Money Market 13981 | 11,030,000.00 | 1,791.38 | 11,030,791.38 |
| Prior to Dec 2014 | Independent Bank CD 12690 | 0160073727 | 200,000.00 | 0 | 200,000.00 |
| Prior to Dec 2014 | LASCO Money Market 12950 | 2,569,722.49 | 654.07 | 2,569,376.52 |
| Prior to Dec 2014 | Lake Trust CD 12533 | 1100930496 | 0.00 | 0.00 |
| Prior to Dec 2014 | Lake Trust CD | 1100930416 | 0.00 | 0.00 |
| Prior to Dec 2014 | Meadville Bank | 1,600,525.00 | 5,000.35 | 1,601,025.35 |
| Prior to Dec 2014 | Meadville Bank | 1,600,525.00 | 5,000.35 | 1,601,025.35 |
| Prior to Dec 2014 | Michigan State University FCU 12959 | 2,000,000.00 | 2,000,000.00 |
| Prior to Dec 2014 | Michigan State University FCU 12959 | 2,000,000.00 | 2,000,000.00 |
| Prior to Dec 2014 | Michigan State University FCU 12959 | 2,000,000.00 | 2,000,000.00 |
| Prior to Dec 2014 | Portland Credit Union 13865 | xxx00198 | 1,013,732.08 | 3,377.91 | 1,016,109.99 |
| Prior to Dec 2014 | Portland Credit Union | xxx00194 | 0.00 | 0.00 |
| Prior to Dec 2014 | Portland Credit Union | xxx00194 | 0.00 | 0.00 |
| Prior to Dec 2014 | Prudential Bank CD 12797 | 4,000,000.00 | 4,000,000.00 |
| Prior to Dec 2014 | Prudential Bank CD 12797 | 4,000,000.00 | 4,000,000.00 |
| Prior to Dec 2014 | Saline Bank 12556 | xxx1715 | 2,035,168.08 | 323.77 | 2,035,491.83 |
| Prior to Dec 2014 | Sault Ste. Marie Bank 13921 | 1,020,738.53 | 609.96 | 1,021,348.50 |
| Prior to Dec 2014 | Sault Ste. Marie Bank 13921 | 1,020,738.53 | 609.96 | 1,021,348.50 |
| Prior to Dec 2014 | Waukegan Bank 12850/2 | 1,050,000.00 | - | - |

**Subtotal-Other Investments**

47,614,907.80  -  -  -  -  -  47,614,907.80

**PNC Investments**

| Prior to Dec 2014 | Bank of America CD - 12986 | PNC 060521604 | 200,000.00 | - | 1,090.75 | 201,090.75 |
| Prior to Dec 2014 | BWL 12782 | PNC 516930489 | 1,000,000.00 | - | - | 1,000,000.00 |
| Prior to Dec 2014 | BWL 12781 | PNC 516930486 | 600,000.00 | - | - | 600,000.00 |

**Subtotal-PCL**

1,660,000.00  -  -  -  -  -  1,660,000.00

**PNC Investments**

| Prior to Dec 2014 | FCCM 12788 | PNC 212905621 | 1,000,000.00 | 1,388,089.00 |
| Prior to Dec 2014 | Federal Farm Credit Bank | PNC 313860851 | 2,000,000.00 | 2,000,000.00 |
| Prior to Dec 2014 | Federal Farm Credit Bank | PNC 313803586 | - | - |
| Prior to Dec 2014 | Federal Farm Credit Bank | PNC 313803254 | - | - |
| Prior to Dec 2014 | Federal Farm Credit Bank 5/13/15 purchased | PNC 313860858 | - | - |

**Subtotal-PCL**

3,000,000.00  -  -  -  -  -  3,000,000.00

**PNC Investments**

| Prior to Dec 2014 | Federal Home Loan Bank 12795 | PNC 313803552 | 1,000,000.00 | 1,000,000.00 |
| Prior to Dec 2014 | Federal Home Loan Bank 12795 | PNC 313803552 | - | - |
| Prior to Dec 2014 | Federal Home Loan Bank 12795 | PNC 313803552 | - | - |
| Prior to Dec 2014 | Federal Home Loan Bank 12795 | PNC 313803552 | - | - |
| Prior to Dec 2014 | Federal Home Loan Bank 12795 | PNC 313803552 | - | - |
| Prior to Dec 2014 | Federal Home Loan Bank 12795 | PNC 313803552 | - | - |
| Prior to Dec 2014 | Federal Home Loan Bank 12795 | PNC 313803552 | - | - |
| Prior to Dec 2014 | Federal Home Loan Bank 12795 | PNC 313803552 | - | - |
| Prior to Dec 2014 | Federal Home Loan Bank 12795 | PNC 313803552 | - | - |
| Prior to Dec 2014 | Federal Home Loan Bank 12795 | PNC 313803552 | - | - |

**Subtotal-PCL**

17,000.00  -  -  -  -  -  17,000.00

**Total**

2,099,000.00  -  -  -  -  -  2,099,000.00

December 2015
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3/29/2015</td>
<td><strong>PNC</strong></td>
<td></td>
<td>2,000,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Subtotal-PNC</strong></td>
<td></td>
<td></td>
<td>10,000,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Data includes PNC Capital Market Statement and All Investments.
- Values are in thousands of dollars.
- Dates represent the end of the fiscal year for each period.
- The table provides a summary of financial information for PNC, including PNC housing market data and related financial metrics.

**Additional Notes:**
- The table includes categories such as Purchase, Dec 2014, Oct 23, PHLB, Prior to Dec 2014, and Other Conventional Paper.
- The table summary also includes subtotals for various financial periods, including PNC, Federal Home Loan Mortgage Corp, and Federal Home Loan Bank.

**December 2015**
# INGHAM COUNTY

## INVESTMENTS AS OF MARCH 31, 2016

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>03/31</td>
<td>Other</td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
</tbody>
</table>

### Investments:

- **Prior to Dec 2014**
  - Comerica Bank Money Market 10556
    - 161100506
    - 1,145,895.06
    - 145.31
    - 3,059,111.50
- **Prior to Dec 2014**
  - Dart Bank 12507
    - 0.00
    - 0.00
- **Prior to Dec 2014**
  - Fifth Third Bank 12791
    - 7187779060
    - 1,026,651.78
    - 370.44
    - 1,026,622.25
- **Prior to Dec 2014**
  - Fifth Third Bank
    - 7187779052
    - 58.00
    - 58.00
- **Prior to Dec 2014**
  - First National Bank 12614
    - 0.00
    - 0.00
    - 0.00
- **Prior to Dec 2014**
  - FirstMerit Bank 12633/34
    - 0.00
    - 0.00
    - 0.00
- **Prior to Dec 2014**
  - Flagstar Bank 12709
    - 100737018
    - 5,403,344.28
    - 2,000,000.00
    - 5,405,632.96
- **Prior to Dec 2014**
  - Founders Bank Money Market 12564
    - 301000391
    - 3,146,067.16
    - 3,146,067.16
- **Prior to Dec 2014**
  - Homestead Bank 12620
    - 301151648
    - 506,440.64
    - 138.47
    - 505,976.11
- **Prior to Dec 2014**
  - Huntington Bank 12831
    - 2,041,253.51
    - 2,041,253.51
    - 2,043,510.24
- **Prior to Dec 2014**
  - Independent Bank CD 12830
    - 0019757227
    - 900,000.00
    - 504,000.00
    - 250,000.00
- **Prior to Dec 2014**
  - LAFCU Money Market 12583
    - 2,958,000.00
    - 2,958,000.00
    - 2,958,000.00
- **Prior to Dec 2014**
  - LAFCU Money Market 12583
    - 5.00
    - 5.00
- **Prior to Dec 2014**
  - Lake Trust CO 12623
    - 110033048
    - 1,001,299.41
    - 504.35
    - 1,002,314.76
- **Prior to Dec 2014**
  - Lake Trust CO
    - 110033048
    - 5.00
- **Prior to Dec 2014**
  - Mancinelli Bank
    - 2,000,000.00
    - 2,000,000.00
- **Prior to Dec 2014**
  - Michigan State University FCU 12839
    - 2,000,000.00
    - 2,000,000.00
- **Prior to Dec 2014**
  - Michigan State University FCU 12839
    - 2,000,000.00
    - 2,000,000.00
- **Prior to Dec 2014**
  - Michigan State University FCU 12448
    - 2,240,393.26
    - 2,240,393.26
- **Prior to Dec 2014**
  - Michigan State University FCU 12779
    - 22.19
    - 22.19
- **Prior to Dec 2014**
  - Portland Credit Union 10865
    - 0000748
    - 1,017,595.60
    - 2,000,000.00
    - 1,019,286.19
- **Prior to Dec 2014**
  - Portland Credit Union
    - 0000748
    - 5.00
    - 5.00
- **Prior to Dec 2014**
  - Private Bank CD 12787
    - 4,000,000.00
    - 4,000,000.00
- **Prior to Dec 2014**
  - Horizon/Summit Bank 12995
    - xxx7175
    - 2,000,000.00
    - 2,000,000.00
    - 2,035,005.01
- **Prior to Dec 2014**
  - Talmer Bank 12821
    - 1,001,283.89
    - 1,001,283.89
- **Prior to Dec 2014**
  - Wolverine Bank 12895/28
    - 1,254,746.17
    - 1,254,746.17

Subtotal - Other Investments:

- 45,675,296.60
- 8,804.37
- 44,540,392.00

### PNC Investments:

- **Prior to Dec 2014**
  - Bank of America CD - 12696
    - PNC 06551524
    - 250,000.00
    - 250,000.00
- **Prior to Dec 2014**
  - BURL 12782
    - PNC 31691020
    - 1,000,000.00
    - 1,000,000.00
- **Prior to Dec 2014**
  - BURL 12781
    - PNC 53691020
    - 900,000.00
    - 900,000.00

Subtotal - BURL:

- 1,960,000.00
- 1,960,000.00

- **Prior to Dec 2014**
  - Fannie Mae 12796
    - PNC 31686129
    - 1,000,000.00
    - 1,000,000.00
- **Prior to Dec 2014**
  - FNMA
    - PNC 31690125
    - 2,000,000.00
    - 2,000,000.00
- **Oct-15**
  - FCCB
    - 31690127
    - 2,000,000.00
    - 2,000,000.00

Subtotal - FCCB:

- 5,000,000.00
- 5,000,000.00

- **Prior to Dec 2014**
  - Federal Farm Credit Bank
    - PNC 31836124
    - 1,000,000.00
    - 1,000,000.00
- **Prior to Dec 2014**
  - Federal Farm Credit Bank
    - PNC 31836125
    - 2,000,000.00
    - 2,000,000.00
- **Prior to Dec 2014**
  - Federal Farm Credit Bank
    - PNC 31836126
    - 2,000,000.00
    - 2,000,000.00
- **Purchased 5/19/2015**
  - Federal Farm Credit Bank 12841
    - PNC 31836128
    - 5,000,000.00
    - 5,000,000.00

Subtotal - FCCB:

- 5,000,000.00
- 5,000,000.00

Subtotal Other Investments - Other:

- 45,675,296.60
- 8,804.37
- 44,540,392.00

Subtotal Other Investments - PNC:

- 5,000,000.00

Subtotal Other Investments:

- 45,675,296.60
- 8,804.37
- 44,540,392.00
| Oct-15 | Federal Home Loan Bank 12786 | PNC | 313041LJ2 | 1,000,000.00 | - | - | 1,000,000.00 |
| Oct-15 | Federal Home Loan Bank 12796 | PNC | 3113A6U6A | 1,000,000.00 | - | - | 1,000,000.00 |
| Oct-15 | Federal Home Loan Bank 12808 | PNC | 3183A3MR2 | - | - | - | - |
| Oct-15 | Federal Home Loan Bank 12809 | PNC | 313041572 | - | - | - | - |
| Oct-15 | Federal Home Loan Bank 12877 | PNC | 313879XT1 | - | - | - | - |
| Oct-15 | Federal Home Loan Bank 12886 | PNC | 31380DEMS | 2,000,000.00 | - | - | 2,000,000.00 |
| Oct-15 | Federal Home Loan Bank 12897 | PNC | 31280DFP9 | 2,000,000.00 | - | - | 2,000,000.00 |
| Oct-15 | Federal Home Loan Bank 12704 | PNC | 313807TJ6 | - | - | - | - |
| Oct-15 | Federal Home Loan Bank 12709 | PNC | 313811FH3 | 2,000,000.00 | - | - | 2,000,000.00 |

**Subtotal FHLB**

| Purchase 4/24/2015 | Federal Home Loan Mortgage Corp 12862 | PNC | 31346R2WS | - | - | - | - |
| Dec 2014 | Federal Home Loan Mortgage Corp 12800 | PNC | 31346S5Q0 | - | - | - | - |
| Dec 2014 | Federal Home Loan Mortgage Corp 12812 | PNC | 31346SUS5 | - | - | - | - |
| Dec 2014 | Federal Home Loan Mortgage Corp 12846 | PNC | 31346TP73 | - | - | - | - |
| Dec 2014 | Federal Home Loan Mortgage Corp 12819 | PNC | 31346X9X2 | 2,000,000.00 | - | - | 2,000,000.00 |
| Dec 2014 | Federal Home Loan Mortgage Corp 12843 | PNC | 31346TV94 | 2,000,000.00 | - | - | 2,000,000.00 |
| Oct-15 | FHLMC | PNC | 31346Y7FF8 | 1,000,000.00 | - | - | 1,000,000.00 |

**Subtotal-FHLB**

| Prior to Dec 2014 | LANSINGC-TX-CA&CAP Bonds 12762 | PNC | 313572PH6 | 250,000.00 | - | - | 250,000.00 |
| Prior to Dec 2014 | Macomb 12597 | PNC | 55555PA00 | - | - | - | - |
| Prior to Dec 2014 | Macomb 12628 | PNC | 55555PA21 | 50,000.00 | - | - | 50,000.00 |

**Subtotal-Macomb Interceptor**

| Oct-15 | Maple Valley Schools 12752 | PNC | 565556CN5 | - | - | - | - |
| Oct-15 | Mason Building Authority 12708 | PNC | 575528AV2 | - | - | - | - |
| Oct-15 | Abbey National Treasury | PNC | 00280N4G3 | 1,000,000.00 | - | - | 1,000,000.00 |
| Oct-15 | Abbey National Treasury | PNC | 00280N492 | - | - | - | - |
| Oct-15 | Anadarko | PNC | 838785VS2 | 100,000.00 | - | - | 100,000.00 |
| Oct-15 | South Lyon MI County Schools 12729 | PNC | 838786VU7 | 300,000.00 | - | - | 300,000.00 |
| Oct-15 | Anheuser Busch | PNC | 100000100 | 3,000,000.00 | - | - | 3,000,000.00 |
| Oct-15 | Amcor LTD | PNC | 100000100 | 1,000,000.00 | - | - | 1,000,000.00 |

**Subtotal-Other Local Govt**

| October Commercial Paper | COCA-COLA Company 12826 | PNC | 101214AG0 | 1,000,000.00 | - | - | 1,000,000.00 |
| October Commercial Paper | Wells Fargo Bank CD 12836 | PNC | 9498673D0 | - | - | - | - |
| October Commercial Paper | Wells Fargo Bank CD 12717 | PNC | 949867X80 | - | - | - | - |
| October Commercial Paper | Wells Fargo Bank CD | PNC | 949867TW2 | 1,000,000.00 | - | - | 1,000,000.00 |
| October Commercial Paper | National Grid USA | PNC | 6392F1CC0 | 2,000,000.00 | - | - | 2,000,000.00 |
| October Commercial Paper | CenterPoint Energy Inc | PNC | 151872D10 | 5,000,000.00 | - | - | 5,000,000.00 |
| October Commercial Paper | - | PNC | 100000100 | 18,000,000.00 | - | - | 18,000,000.00 |

**Subtotal-PNC Commercial Paper**

| Subtotal-PNC Capital Market Statement | - | - | 45,950,000.00 | - | - | - | 45,950,000.00 |

| Subtotal-All Investments | - | - | 91,655,298.80 | - | 8,804.27 | - | 90,520,263.60 |
Memo to County Services Committee and Finance Committee

From: Patrick E. Lindemann, Ingham County Drain Commissioner

Re: Smith Consolidated Drain Maintenance and Improvement Project

May 23, 2016

I am requesting that the Board of Commissioners grant Full Faith and Credit of the County for the bonds that will finance the Smith Consolidated Drain Maintenance and Improvement Project. Such action by the Board is customary because it helps to obtain a lower interest rate on the bonds, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the benefits of the Project. The Project is located within Meridian Charter Township, Alaiedon Township, and the City of Lansing (see attached map of the existing Drain and Drainage District). There are 1210 properties and 2044 acres within the Smith Consolidated Drain Maintenance and Improvement Project Special Assessment District. The municipalities with benefit at-large for this Project include the Charter Township of Meridian, the Township of Alaiedon, the City of Lansing, the Michigan Department of Transportation, and the County of Ingham.

The Smith Consolidated Drain Maintenance and Improvement Project results from a November 17, 2015 petition submitted by Meridian Charter Township and a November 23, 2015 petition submitted by Alaiedon Township to consolidate six drains and their drainage districts into one drain and one drainage district in order to provide for a more efficient and cost-effective administration, maintenance, and improvement of the drainage. The Townships also petitioned for this new consolidated drain, the Smith Consolidated Drain, to be maintained and improved to address the failing pipe under and adjacent to Jolly Road and the longstanding flooding problems in the commercial areas south of Jolly Road. On December 15, 2015, the petitions were found necessary by a statutory Board of Determination. The proposed Project includes the installation of enclosed storm sewer and storm structures to replace the failing pipe and improve drainage in flooded areas; the improvement of four culverts; and the excavation of the main drain channel, existing detention basins, and two new wetland enhancement areas to improve the hydraulics of the main drain channel system. The Project construction is expected to commence in July, 2016 and be completed in June, 2017. The pipe replacement in Jolly Road is to be completed by August 27, 2016 in order to have this important roadway open before the Fall term commencement of Okemos Schools and the first home football game and Fall term commencement of Michigan State University.

Project bids will not be opened until June 7, 2016 so the total computation of cost will not be completed until that time. As a result, the attached Full Faith and Credit Resolution includes a “not-to-exceed” amount instead of the exact amount that is needed. I anticipate having the final Project cost and exact Full Faith and Credit amount available for you at your Committee meetings on June 7th and 8th. Thank you for consideration of my request for this Project. It is an honor and a privilege to serve the citizens, municipalities, and businesses of Ingham County.
May 23, 2016

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

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

Dear Mr. Lindemann:

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

The SEVs used for municipalities are from the published 2015 equalization report available at:


The requested full faith and credit amount is $5,000,000. The total SEV for the three combined municipalities is $3,987,813,591. The estimated SEV for the lands within the special assessment district is $227,456,700. Additionally, the total SEV for all of Ingham County is $7,962,695,894. Using these numbers, the following relationships are realized:

<table>
<thead>
<tr>
<th>Full Faith &amp; Credit Amount</th>
<th>$5,000,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated SEV of the lands in the special assessment district</td>
<td>$227,456,700</td>
</tr>
<tr>
<td>Combined Municipality SEV</td>
<td>$3,987,813,591</td>
</tr>
<tr>
<td>Ingham County SEV</td>
<td>$7,962,695,894</td>
</tr>
</tbody>
</table>
Please contact our office at (989) 224-2355 with any questions or concerns.

Sincerely,

Spicer Group, Inc.

James E. Ensign, P.E.
Project Manager

SPICER GROUP, INC.
1400 Zeeb Drive
St. Johns, MI 48879
Phone: (989) 224-2355
Cell: (989) 493-0997

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

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s bonds (the “Bonds”) in an amount not to exceed $5,000,000 pursuant to the Act; and

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

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

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

NOW, THEREFORE, IT IS RESOLVED as follows:

...
The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Bonds in a par amount not to exceed $5,000,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Bonds when due.

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

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

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

All resolutions and parts of resolutions are, to the extent of any conflict with this resolution, rescinded to the extent of the conflict.

YEAS: Commissioners

NAYS: Commissioners

ABSTAIN: Commissioners

RESOLUTION DECLARED ADOPTED.

Barb Byrum, Clerk
County of Ingham
I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on June 14, 2016, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act No. 267 of the Public Acts of Michigan of 1976, as amended.

IN WITNESS WHEREOF, I have hereunto affixed my signature this ______day of June, 2016.

____________________________________
Barb Byrum, Clerk
County of Ingham
TO: Law & Courts and Finance Committees
Board of Commissioners

FROM: John Dinon – Director, Ingham County Animal Control

DATE: 20 May 2016

SUBJECT: Request to Accept Grant to Fund Travel to the 2016 Shelter Medicine Conference
For the meeting agenda of June 2, 2016 (Law & Courts) and June 8, 2016 (Finance)

BACKGROUND

The ASPCA BeeBee Appel Travel Scholarship is a grant to pay $500 towards travel expenses for shelter veterinarians to attend the ASPCA Cornell Maddie's Shelter Medicine Conference at Cornell University (Ithaca, NY), July 29-31, 2016. The conference is an excellent educational opportunity for ICAC veterinarian – Dr. Karen Worthington – to keep up on the latest science in shelter animal management and medicine.

ALTERNATIVES

If ICAC does not accept this grant, we will either have to find other money to send Dr. Worthington to the conference or not have her attend.

FINANCIAL IMPACT

Conference expenses not covered by this grant ($50 conference registration, meals) will be requested from the ICAC Animal Shelter Fund (ASF). If the ASF does not pay them, the money (less than $250) will come out of the ICAC training budget.

OTHER CONSIDERATIONS

Dr. Worthington’s transition from a part time veterinarian (effective January 1, 2016), primarily responsible for spay and neuter surgeries, to a full time employee responsible for supervising the animal care staff and for implementing a comprehensive shelter animal medicine and management program at ICAC has greatly improved the welfare of the animals at the shelter and operational efficiency. Additional training on shelter medicine will lead to even more improvements in our animal care program.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the grant and send Dr. Worthington to the Cornell Shelter Medicine Conference.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT THE ASPCA BEEBEE APPEL TRAVEL SCHOLARSHIP

WHEREAS, the Ingham County Animal Control has applied for and has been approved to receive a grant from the ASPCA BeeBee Appel Fund; and

WHEREAS, the purpose of this grant is to pay travel expenses for Dr. Karen Worthington to attend the ASPCA Cornell Maddie’s Shelter Medicine Conference at Cornell University (Ithica, NY) from July 29 to July 31, 2016; and

WHEREAS, the award amount of this grant is $500 with no match requirement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the $500 grant from the ASPCA BeeBee Appel Fund.

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:      Board of Commissioners Human Services and Finance Committees  
FROM:    Jared Cypher, Deputy Controller  
DATE:    May 25, 2016  
SUBJECT: Supplemental Appropriation to the Volunteers of America New Hope Day Shelter Program  
         For the meeting agenda of June 6, 2016

BACKGROUND
This resolution authorizes a supplemental appropriation to the Volunteers of America (VOA) for the New Hope Day Shelter Program in 2016.

ALTERNATIVES
One alternative would be to leave the current contract in place, and consider the increased appropriation as a part of the budget process for 2017. That way it could be considered along with any other service request submitted by a County department or agency.

FINANCIAL IMPACT
Ingham County’s contract with VOA would be increased from $30,000 to $90,000, an increase of $60,000. Funds would likely have to come from the contingency fund, which currently has approximately $345,000. The Controller’s Office initially intended to treat VOA’s request as a service enhancement request for the 2017 budget, so that it could be considered along with other requests received from County departments and agencies.

OTHER CONSIDERATIONS
Financial information has been requested from VOA for the New Hope Day Shelter Program. It was not received in time for inclusion in this agenda.

RECOMMENDATION
Based on the information presented, I do not recommend approval of this resolution. The request should instead be considered as a part of the 2017 budget process.
AGENDA ITEM 5

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A SUPPLEMENTAL APPROPRIATION TO THE 2016 AGREEMENT WITH VOLUNTEERS OF AMERICA FOR THE NEW HOPE DAY SHELTER PROGRAM

WHEREAS, the Volunteers of America has operated New Hope Day Center, Ingham County’s only weekday daytime service center, which has been funded by Ingham County in 2005 from the Contingency Fund; and

WHEREAS, New Hope Day Center is the center of 12 Volunteers of America homeless service programs and place of collaboration with other service providers; and

WHEREAS, in 2008 Ingham County entered into a $30,000 annual contract with Volunteers of America to provide services as part of the County’s budget process and that contract has been renewed at the same amount for the past eight years; and

WHEREAS, one of Volunteers of America’s community-designated roles is as Ingham County’s Housing Assessment and Resource Agency (HARA), providing a centralized homeless intake and housing assessment, community housing referral services and a coordinated housing delivery system for Ingham County citizens who use the New Hope Day Center Program as a way to gain access to those services; and

WHEREAS, according to the 2014 U.S. Census, poverty continues to rise in Ingham County and New Hope Day Center is the only shelter open in the County from 6:00 a.m. – 6:00 p.m. during the week, when other shelters are closed; and

WHEREAS, in 2005 when Ingham County first provided funding for New Hope Day Shelter, Volunteers of America served 1,974 individual clients in Lansing, and in 2015 that number has grown to 5,329 and it is expected that in 2016 that number will continue to grow; and

WHEREAS, Volunteers of America’s average annual expense per individual served at New Hope Day Shelter is $82, and Ingham County’s share of the cost has dropped from $15.20 per person in 2005 to $5.60 in 2015; and

WHEREAS, this request is consistent with the Board of Commissioners’ priorities of “Assisting in Meeting Basic Needs,” and “Fostering Economic Well Being.”

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves an additional $60,000 to the 2016 contract with Volunteers of America for the New Hope Day Shelter Program for the period of January 1, 2016 – December 31, 2016 for services to Ingham County residents.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to appropriate $60,000 from the 2016 Contingency Fund for this purpose.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners agrees to consider increasing the amount paid for these services as a part of the County’s budget process in future years.
BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign the necessary contracts consistent with this resolution as after approval as to form by the County Attorney.
Resolution #11-119 authorized the circuit court to enter into a contract with ImageSoft for the analysis and design of an imaging solution. Recently ImageSoft provided the circuit court with a Statement of Work (SOW) to design, configure, and implement an imaging solution for civil, criminal and domestic circuit court files.

The circuit court has a need to implement an imaging solution for the court files in order to improve efficiency in workflow, accept electronic filings, and manage documents. The court has participated in meetings with ImageSoft and other county departments over the last few years, and recently the County Chief Information Officer indicated that the Innovation and Technology Department will be in a position to support the circuit court imaging project by the end of June 2016.

Implementing an imaging solution that includes civil, criminal and domestic filings will enhance the quality of the administration of justice by capturing, storing, retrieving, and sharing documents in an electronic environment that will interact with the court’s case management system.

The cost of the SOW dated May 3, 2016 is $540,788. This quote reflects a 20% software discount that remains in effect until June 30, 2016. At this time, we have $545,802 in CIP funds committed to the imaging project and monitors.

Funding for the imaging project has been granted in increments as the scope of the project expanded. Prior to the expansion of scope initiated in 2015, the imaging project fund balance was $228,702. In the 2016 budget cycle we requested a transfer of $50,000 previously authorized for backscanning and an additional $267,000 in CIP funds to supplement the imaging project fund balance and provide for the second monitors that would be required when the imaging system was implemented. The County committed to approving the $267,000 requested with the understanding that the Court would not likely need the money until 2017. We have verified this payment schedule with the vendor.
Introduced by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH IMAGESOFT CORPORATION FOR IMPLEMENTATION OF THE CIRCUIT COURT IMAGING PROJECT

WHEREAS, the Ingham County Circuit Court previously entered into a contract with ImageSoft for the discovery phase of the imaging project pursuant to Resolution 11-119; and

WHEREAS, the Ingham County Circuit Court wishes to engage ImageSoft to design, configure, and implement a paperless imaging solution for its court files; and

WHEREAS, Ingham County has made a commitment to increase and make uniform the utilization of imaging countywide, and thereby realize greater efficiencies; and

WHEREAS, the Circuit Court has a need for court-wide imaging in order to improve efficiency in workflow, accept electronic filings, and manage documents; and

WHEREAS, ImageSoft is the current added value reseller of the county’s current office automation and imaging systems; and

WHEREAS, the Ingham County Chief Information Officer recommends entering into an agreement with ImageSoft, the current county vendor to implement an imaging system for the Ingham County Circuit Court; and

WHEREAS, ImageSoft provided Statement of Work Revision 1.7 dated May 3, 2016 stating the budgetary price of $540,788 which will remain in effect until June 30, 2016; and

WHEREAS, the Ingham County Circuit Court has $545,702 in Capital Improvement Project funds allocated for the imaging project and monitors.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes entering into a Statement of Work with ImageSoft for up to $540,788.

BE IT FURTHER RESOLVED, that the cost of implementing the imaging project will be paid by previously approved Circuit Court’s Capital Improvement Project funds in the amount of $545,702.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract/purchase 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: 5/24/2016  
SUBJECT: Resolution – VmWare Software Support Renewal  

For the meeting agendas of 6/07/2016, 6/08/2016 and 6/14/2016

BACKGROUND
Resolution #13-154 was to purchase and install our Cisco phone system. As part of that phone system project, Ingham County obtained VmWare licenses for virtualizing our phone system servers and network servers at our datacenter and at the 911 center. These licenses have an annual support that must be renewed each year. The provider we previously used for this support (Merit) is no longer working with VmWare so CDWG has provided national contract pricing for ongoing support and upgrades.

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

FINANCIAL IMPACT
The funding for the $13,662.00 total will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030. Last year’s cost was $14,588.25.

OTHER CONSIDERATIONS
This support contract brings all our support expiration dates into alignment. There will be an increase next year as we have added 8 additional licenses this year due to expansion of our server/storage needs. The estimated increase is approximately $6,000.00.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached quote for VmWare support renewal from CDWG.
<table>
<thead>
<tr>
<th>QTY</th>
<th>ITEM NO.</th>
<th>DESCRIPTION</th>
<th>UNIT PRICE</th>
<th>EXTENDED PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>19551540</td>
<td>VMware View 4 ProM Start Psns</td>
<td>$632.93</td>
<td>$632.93</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mfg#:</td>
<td>VU-PR-STR-P-S53CR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract:</td>
<td>National IPA Technology Solutions</td>
<td>130733</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2/22/20 16</td>
<td>to</td>
<td>3/30/20 17</td>
</tr>
<tr>
<td>1</td>
<td>19551540</td>
<td>VMware View 4 ProM Start Psns</td>
<td>$632.93</td>
<td>$632.93</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mfg#:</td>
<td>VU-PR-STR-P-S53CR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract:</td>
<td>National IPA Technology Solutions</td>
<td>130733</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2/22/20 16</td>
<td>to</td>
<td>3/30/20 17</td>
</tr>
<tr>
<td>1</td>
<td>19551540</td>
<td>VMware View 4 ProM 10P Psns</td>
<td>$632.93</td>
<td>$632.93</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mfg#:</td>
<td>VU-PR-10-P-S53CR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract:</td>
<td>National IPA Technology Solutions</td>
<td>130733</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2/22/20 16</td>
<td>to</td>
<td>3/30/20 17</td>
</tr>
<tr>
<td>1</td>
<td>19551540</td>
<td>VMware View 4 ProM 10P Psns</td>
<td>$632.93</td>
<td>$632.93</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mfg#:</td>
<td>VU-PR-10-P-S53CR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract:</td>
<td>National IPA Technology Solutions</td>
<td>130733</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2/22/20 16</td>
<td>to</td>
<td>3/30/20 17</td>
</tr>
<tr>
<td>4</td>
<td>35460002</td>
<td>VMware Vsphere Ent Prod Sup Gov</td>
<td>$722.51</td>
<td>$2,890.04</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mfg#:</td>
<td>V36-ENT-P-S53CR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract:</td>
<td>National IPA Technology Solutions</td>
<td>130733</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2/22/20 16</td>
<td>to</td>
<td>3/30/20 17</td>
</tr>
<tr>
<td>8</td>
<td>35460010</td>
<td>VMware Vsphere Ent Prod Sup Gov</td>
<td>$428.87</td>
<td>$3,430.96</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mfg#:</td>
<td>V36-ENT-P-S53CR</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract:</td>
<td>National IPA Technology Solutions</td>
<td>130733</td>
</tr>
<tr>
<td>Item</td>
<td>Code</td>
<td>Description</td>
<td>Quantity</td>
<td>Unit Price</td>
</tr>
<tr>
<td>------</td>
<td>--------</td>
<td>------------------------------------</td>
<td>----------</td>
<td>------------</td>
</tr>
<tr>
<td>4</td>
<td>3046010</td>
<td>VMware vSphere Ent FCRD Sup Cov</td>
<td>1</td>
<td>$429.97</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mfg #: US6-EPLP-SSS-CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract: National IPA Technology Solutions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/1/2016 to 3/30/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>3046010</td>
<td>VMware vSphere Ent FCRD Sup Cov</td>
<td>1</td>
<td>$429.97</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mfg #: US6-EPLP-SSS-CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract: National IPA Technology Solutions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/1/2016 to 3/30/2017</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>3046012</td>
<td>VMware vC Ent SRV FCRD Sup Cov</td>
<td>1</td>
<td>$729.39</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Mfg #: VC96-STD-PSSS-CR</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Contract: National IPA Technology Solutions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>10/1/2016 to 3/30/2017</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Subtotal**

**Freight**

**Tax**

**Total:** $13,662.00

Please remit payment to:

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at [http://www.cdwg.com/content/terms-condition/product-sales.aspx](http://www.cdwg.com/content/terms-condition/product-sales.aspx)

For more information, contact a CDW account manager.
INTRODUCED BY COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE VMWARE SUPPORT AGREEMENT FROM CDWG

WHEREAS, Ingham County currently utilizes VmWare for maintenance on critical virtualization software and requires ongoing support; and

WHEREAS, ITD obtained national contract pricing from CDWG for our ongoing support and licensing needs; and

WHEREAS, our current existing support agreement expired on March 30, 2016 and ITD recommends renewing this agreement; and

WHEREAS, our previous annual cost was $14,588.25 and the new annual cost will be $13,662.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the support agreement from CDWG for 12 months in the amount not to exceed $13,662.00.

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.
Agenda Item 7b

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 5/16/2016
SUBJECT: Resolution – Service Express, Inc. Renewal

For the meeting agendas of 6/07/2016, 6/08/2016 and 6/14/2016

BACKGROUND
Resolution #12-102 contracted Service Express, Inc. (Vendor #25340) to provide maintenance on critical computer hardware in case of a failure. Their performance has been very satisfactory so far.

ALTERNATIVES
Following due process requirements, bids for 3 years of hardware support service were obtained from the following vendors:

- CDWG $ 11,706.53 per year
- Innovative Network Solutions $ 25,574.54 per year
- Service Express $ 3,936.00 per year
- Systems Maintenance Services $ 3,960.00 per year

FINANCIAL IMPACT
The funding for the renewed $11,808.00 three year contract ($3,936.00 annual invoice) will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached contract for hardware services from Service Express.
## Service Agreement 6798

### Agreement Information
- **Name**: Ingham County
- **Agreement**: 6798
- **Sales Person**: Chase Mills
- **Duration**: 12 Months
- **Commencement**: 5/1/2016
- **Expiration**: 4/30/2017

### Contact Information
- **Name**: Jacob "Jake" Willett
- **Address**: 121 E Maple Street
  Mason MI 48854-1655
- **Phone**: (517) 676-7299
- **Email**: jwillett@ingham.org

### Billing Information
- **Invoice**: Annual
- **Terms**: Net 30

### Billing Contact Information
- **Name**: Vince Foess
- **Address**: P.O. Box 319
  Mason MI 48854
- **Phone**: (517) 676-7373
- **Email**: vfoess@ingham.org

---

Date: 05/12/2016
# Service Agreement 6798

## Location: SERVERS

<table>
<thead>
<tr>
<th>Line</th>
<th>Model Number</th>
<th>Description</th>
<th>Additional Description</th>
<th>Serial Number</th>
<th>Warranty</th>
<th>QTY</th>
<th>Start Date</th>
<th>Days</th>
<th>Hours</th>
<th>Response</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PROLIANT DL380G4</td>
<td>HP PROLIANT DL380G4 CTO CHASSIS</td>
<td>MC-OG1</td>
<td>CALTMN020K</td>
<td>1</td>
<td>5/1/2016</td>
<td>7</td>
<td>12A-12A</td>
<td>4 HOUR</td>
<td>$23.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>PROLIANT DL380G4</td>
<td>HP PROLIANT DL380G4 CTO CHASSIS</td>
<td>TERMINAL</td>
<td>USEB13A-4M4</td>
<td>1</td>
<td>5/1/2016</td>
<td>7</td>
<td>12A-12A</td>
<td>4 HOUR</td>
<td>$23.00</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>PROLIANT DL380G5</td>
<td>HP PROLIANT DL380G5 3.0GHz/12MB/6GC (X5450)</td>
<td>ESX-4A</td>
<td>2UXB1302EV</td>
<td>1</td>
<td>5/1/2016</td>
<td>7</td>
<td>12A-12A</td>
<td>4 HOUR</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>PROLIANT DL380G5</td>
<td>HP PROLIANT DL380G5 3.0GHz/12MB/6GC (X5450)</td>
<td>ESX-4B</td>
<td>2UXB1400CS</td>
<td>1</td>
<td>5/1/2016</td>
<td>7</td>
<td>12A-12A</td>
<td>4 HOUR</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>PROLIANT DL380G3</td>
<td>HP PROLIANT DL380G3 3.06GHz/512KB/SC</td>
<td>INTRANET2</td>
<td>D337LC1H084</td>
<td>1</td>
<td>5/1/2016</td>
<td>7</td>
<td>12A-12A</td>
<td>4 HOUR</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>PROLIANT DL380G6</td>
<td>HP PROLIANT DL380G6 CTO CHASSIS</td>
<td>ESX1A</td>
<td>USE934N4FT</td>
<td>1</td>
<td>5/1/2016</td>
<td>7</td>
<td>12A-12A</td>
<td>4 HOUR</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>PROLIANT DL380G6</td>
<td>HP PROLIANT DL380G6 2.25GHz/8MB/6 GC (E5520)</td>
<td>VIRTUALCENTER</td>
<td>2M202808B3</td>
<td>1</td>
<td>5/1/2016</td>
<td>7</td>
<td>12A-12A</td>
<td>4 HOUR</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>PROLIANT DL380G7</td>
<td>HP PROLIANT DL380G7 2.80GHz/12MB/6GC (X5660)</td>
<td>ESX-3B</td>
<td>2M2103002B</td>
<td>1</td>
<td>5/1/2016</td>
<td>7</td>
<td>12A-12A</td>
<td>4 HOUR</td>
<td>$33.00</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>PROLIANT DL380G7</td>
<td>HP PROLIANT DL380G7 2.80GHz/12MB/6GC (X5660)</td>
<td>TAX</td>
<td>2M2051003CA</td>
<td>1</td>
<td>5/1/2016</td>
<td>7</td>
<td>12A-12A</td>
<td>4 HOUR</td>
<td>$33.00</td>
<td></td>
</tr>
</tbody>
</table>

**SERVERS Total: $262.00**

## Location: 911 Center

<table>
<thead>
<tr>
<th>Line</th>
<th>Model Number</th>
<th>Description</th>
<th>Additional Description</th>
<th>Serial Number</th>
<th>Warranty</th>
<th>QTY</th>
<th>Start Date</th>
<th>Days</th>
<th>Hours</th>
<th>Response</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>PROLIANT DL380G7</td>
<td>HP PROLIANT DL380G7 2.60GHz/12MB/6GC (X5660)</td>
<td>TIC-1A</td>
<td>2M2103041M</td>
<td>1</td>
<td>5/1/2016</td>
<td>7</td>
<td>12A-12A</td>
<td>4 HOUR</td>
<td>$33.00</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>PROLIANT DL380G7</td>
<td>HP PROLIANT DL380G7 2.60GHz/12MB/6GC (X5660)</td>
<td>TIC-1B</td>
<td>2M205000G2</td>
<td>1</td>
<td>5/1/2016</td>
<td>7</td>
<td>12A-12A</td>
<td>4 HOUR</td>
<td>$33.00</td>
<td></td>
</tr>
</tbody>
</table>

**911 Center Total: $66.00**

Date: 05/12/2016
Service Agreement 6798

Monthly Charge: $328.00

05/01/2016 - 04/30/2017 $3,936.00

Authorized Representative: Ingham County

Printed Authorized Representative: Service Express, Inc

Note: Customer acknowledges they have read and understand the terms and conditions stated on the last page of this contract.

** All prices include continuous repair efforts and preventative maintenance on all equipment.

For Service Call: 1-800-940-5585

Date: 05/12/2016
Terms and Conditions

1. TERMS
This Agreement shall be effective from the commencement date stated on the face of this Agreement and shall continue for an initial term of thirty-six (36) months unless otherwise stated. This Agreement may be terminated, in whole or in part, by written notice, without penalty, thirty (30) days prior to the effective date thereof.

2. EQUIPMENT ADDITIONS OR DELETIONS
Equipment may be added or deleted from this Agreement upon mutual agreement of the parties. Charges for equipment added to or deleted from this Agreement will be prorated on a thirty (30) day month.

3. SERVICE RESPONSIBILITIES OF SERVICE EXPRESS, INC.
In consideration of payment of the charges set forth in this Agreement, SEI shall provide maintenance services as described below:

   (1) SEI shall perform Preventive Maintenance Checks based upon specific needs of the Equipment.
   (2) SEI shall perform remedial maintenance following Customer notification of Equipment malfunction. SEI shall provide on-site response within the time frames specified on the face of this Agreement and shall provide a continuous repair effort.
   (3) SEI shall provide labor and parts deemed necessary to maintain the Equipment or to return the Equipment to operating condition. Exchanged parts removed from the Equipment become property of SEI. Notwithstanding the foregoing, in the case of magnetic media, Customer may retain ownership of failed devices at Customer’s discretion.
   (4) SEI shall install Field Engineering Change Orders deemed necessary. Field Engineering Change Orders shall be installed at a mutually agreed upon time.

4. SERVICE RESPONSIBILITIES OF CUSTOMER
(1) Customer shall contact SEI immediately when Equipment malfunctions and take reasonable precautions to limit further damage to the Equipment.
(2) Customer shall provide full and free access to Equipment. Waivers of liability or other restrictions shall not be imposed as a requirement for access to the site.
(3) Customer shall ensure that a Customer’s representative is present during service by personnel.
(4) Customer shall make every effort to provide a reasonable environment for the Equipment covered by this Agreement. Customer shall make all efforts to abide by manufacturer’s specifications regarding environmental considerations for the Equipment being covered by this Agreement.

5. SERVICE LIMITATIONS
(1) Requests for service received outside of the hours of coverage stipulated in this Agreement shall be responded to on a best efforts basis.

(2) This Agreement does not cover damage due to improper treatment or use of Equipment; unauthorized attempts by others than SEI personnel to repair, maintain or modify the Equipment; or, damage created by external sources to the Equipment. Repairs made under these circumstances shall be made at the then prevailing per call rates for labor and parts.

(3) SEI reserve the right to withdraw individual items of Equipment from the Agreement if, in SEI’s opinion, these items can no longer be supported. In these circumstances, SEI shall allow the Customer reasonable time to replace subject Equipment or to have Equipment refurbished.

(4) Maintenance service does not include operation supplies or accessories (as defined by the manufacturer), material damage to Equipment, or work external to the Equipment itself.

(5) SEI has the right to refuse, terminate, or suspend service, when in SEI’s opinion, conditions at the Customer’s site jeopardize the health or safety of SEI personnel.

(6) Access to all firmware and software updates fall under the relationship between the original equipment manufacturer (OEM) or Authorized Partner and the rightful owner (Customer) of the equipment in question. While SEI cannot provide firmware or software updates, SEI is able to act as Customer’s agent and assist with gaining access, obtaining, and applying all necessary updates.

6. CHARGES
   (1) CHARGES FOR MAINTENANCE SHALL BE INVOICED THIRTY (30) DAYS IN ADVANCE. PAYMENT OF THE APPLICABLE CHARGES IS DUE ON THE FIRST DAY OF THE MONTH IN WHICH SERVICE IS TO BE RENDERED.
   (2) ALL DELINQUENT ACCOUNTS WILL BE CHARGED A LATE FEE OF 1% PER MONTH. SEE ALSO RESERVES THE RIGHT TO REFUSE SERVICE TO CUSTOMERS WITH INVOICES PAST DUE.
   (3) Charges for services not covered under this Agreement shall be invoiced at SEI per call rates, terms and conditions in effect when the service is performed.
   (4) SEI may adjust the applicable charges for Equipment covered under this Agreement upon the anniversary date of this Agreement.

7. LIMITATIONS OF LIABILITY AND WARRANTY
   (1) EXCEPT FOR THE EXPRESS WARRANTIES STATED HEREIN, SEI DISCLAIMS ALL WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.
   (2) CUSTOMER’S RIGHT TO RECOVER PROPERTY DAMAGES CAUSED BY SEI’S FAULT OR NEGLIGENCE SHALL BE LIMITED TO THE LIMITS OF SEI’S INSURANCE POLICIES IN EFFECT AT THE TIME OF LOSS. SEE WILL NOT BE LIABLE FOR DAMAGES RESULTING FROM LOSS OF DATA, PROFITS, USE OF PRODUCTS, OR FOR INCIDENTAL, CONSEQUENTIAL, OR OTHER DAMAGE EVEN IF ADVISED OF THE POSSIBILITY OF SUCH DAMAGE.
   (3) SEI may not be liable for any delay in performance due to causes beyond the reasonable control of SEI.

8. INSURANCE
   (1) See attached schedule based on General Liability insurance and Product/Com Ope coverage in amounts no less than $1,000,000 aggregate. SEI shall also carry $5,000,000 in Technology & Information Professional Liability insurance. In addition, umbrella liability of no less than $5,000,000 is carried in excess of General Liability coverage.
   (2) SEI shall carry Workers’ Compensation/Employer’s Liability as required by applicable state law, $1,000,000 per employee, accident, and disease.
   (3) SEI shall carry Auto Liability insurance coverage for any hired and non-owned autos in an amount no less than $1,000,000 with a combined single limit each accident for bodily injury and property damage.

9. GENERAL
   (1) If either party neglects or fails to perform any of its obligations under this Agreement, or any other Agreement between the parties, and such failure continues for a period of twenty (20) days after written notice thereof, the other party shall have the right to terminate this Agreement.
   (2) The terms and conditions of this Agreement shall prevail over the terms and conditions of any order submitted by Customer for maintenance services under this Agreement.
   (3) This Agreement supersedes all prior service agreements and understandings between the parties with respect to Equipment covered hereunder. This Agreement may not be changed or terminated orally.
   (4) It is expressly understood that if either party, on any occasion, fails to perform any provision of this Agreement, and the other party does not enforce that provision, the failure to enforce on that occasion shall not prevent enforcement on any other occasion.
   (5) During the term of this Agreement and for a period of one (1) year thereafter, neither party shall solicit the employment of any employee of the other party with whom such party has had contact in connection with the relationship under this Agreement. The foregoing prohibition shall be applicable to an employee responding to the general advertisement of an open position by the other party.
   (6) Neither party shall assign this Agreement unless consented to in writing by both parties.
   (7) This Agreement will be governed by the laws of the State of Michigan.
Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE RENEWAL OF THE HARDWARE MAINTENANCE AGREEMENT FROM SERVICE EXPRESS, INCORPORATED

WHEREAS, Ingham County currently utilizes Service Express, Inc. for maintenance on critical computer hardware in the case of a failure; and

WHEREAS, the ITD department is very satisfied with the service thus far; and

WHEREAS, ITD researched multiple vendors solutions and recommend continuing with Service Express, Incorporated for our hardware maintenance needs; and

WHEREAS, our current existing hardware maintenance agreement is expired on April 30, 2016 and ITD recommends renewing this agreement; and

WHEREAS, our previous annual cost was $15,144.00 and the new annual cost will be $3,936.00; and

WHEREAS, ITD is recommending a 36-month contract which allows for the removal of any equipment without penalty for a total cost not to exceed $11,808.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the hardware maintenance from Service Express, Inc. for 36-months in the amount not to exceed $11,808.00.

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 are authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Law & Courts, County Services and Finance Committees
FROM: Richard Terrill, Facilities Director
DATE: April 13, 2016
SUBJECT: File Storage Room Expansion in the Probate Court Office
For the meeting agendas of: April 28, May 3, and May 4

BACKGROUND
The resolution before you authorizes an agreement with Straub Pettitt Yaste Architects for Architectural and Engineering services for file storage room expansion in the Ingham County Probate Court Office for a not to exceed cost of $15,650.00. This includes all electrical, mechanical, engineering, infrastructure costs, and any/all permitting costs. The purpose of this project is to construct a file storage room expansion to enhance storage efficiency.

ALTERNATIVES
There are no alternatives with this project.

FINANCIAL IMPACT
Funds are available within Line Item #245-26710-976000-6FC15 which has a balance of $50,000.00.

OTHER CONSIDERATION
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support an agreement with Straub Pettitt Yaste Architects for Architectural and Engineering services for file storage room expansion in the Ingham County Probate Court Office for a total not to exceed cost of $15,650.00.
TO: Law and Courts, County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 15, 2016
SUBJECT: Architectural and Engineering Services for File Storage Expansion for the Probate Court Office

Project Description:
Proposals were sought from experienced and qualified architectural and engineering consultants for the purpose of entering into a contract to provide professional design and construction administration services for the File Storage Expansion project for the Probate Office.

Proposal Summary:
Vendors contacted: 95  Local: 27
Pre-proposal attendance 2  Local: 0
Vendors responding: 1  Local: 0

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Straub Pettitt Yaste Architects</td>
<td>No, Clawson MI</td>
<td>$15,650.00</td>
</tr>
</tbody>
</table>

Vendors Not Bidding:
WTA Architects, 100 S. Jefferson Ave, Suite 601, Saginaw, MI 48607
Reason: No reason provided.

Recommendation:
Straub Pettitt Yaste Architects submitted the only responsive proposal. The company has experience working on projects in similar size and scope required for this contract. Straub Pettitt Yaste Architects was the consultant for the Tension Fabric Structure project at the Fairgrounds in 2014.

The Facilities Department recommends awarding the contract to Straub Pettitt Yaste Architects, in an amount not to exceed $15,640.

Advertisement:
The RFP was advertised in the Lansing State Journal, the City Pulse and posted on the Purchasing Department Web Page.
RESOLUTION AUTHORIZING AN AGREEMENT WITH STRAUB PETTITT YASTE ARCHITECTS FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR FILE STORAGE ROOM EXPANSION IN THE PROBATE COURT OFFICE

WHEREAS, the resolution before you authorizes an agreement with Straub Pettitt Yaste Architects for architectural and engineering services for file storage room expansion in the Ingham County Probate Court Office; and

WHEREAS, this project includes all electrical, mechanical, engineering, infrastructure costs, and any/all permitting costs; and

WHEREAS, the Probate Court Office has outgrown the space they currently occupy, more space is required to ensure proper record keeping and organization; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Straub Pettitt Yaste Architects for a not to exceed cost of $15,650.00; and

WHEREAS, funds for the file room expansion are available within the approved CIP Line Item # 245-26710-976000-6FC15 which has a balance of $50,000.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with Straub Pettitt Yaste Architects, 850 North Crooks, Suite 200, Clawson, Michigan 48017-1311 for Architectural and Engineering services for file storage room expansion in the Probate Court Office for a total not to exceed cost of $15,650.00.

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

FROM: Rick Terrill, Facilities Director

DATE: May 23, 2016

SUBJECT: D.M. Burr for uniformed unarmed guard services in various county buildings

For the meeting agendas of: June 2, 7, and June 8

BACKGROUND
The current contract for guard services will expire on May 31, 2016. Over the past couple of years we have had several security breaches and other issues with our current service provider.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Even though D.M. Burr was not the lowest bid, they were the most responsive and responsible bidder in the amount of $447,048.16 for the first year at a billable rate of $21.82 per hour. The second and third years will be based on the increase in the living wage rate.

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 D.M. Burr to provide uniformed unarmed guard services in various county buildings.
INTRODUCED BY THE LAW & COURTS, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A CONTRACT WITH D.M. BURR FOR UNIFORMED UNARMED GUARD SERVICES IN VARIOUS COUNTY FACILITIES

WHEREAS, the current contract for guard services will expire on May 31, 2016; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to D.M. Burr for uniformed unarmed guard services for a contract term of three (3) years starting June 1, 2016 through May 31, 2019, with an option to renew for two (2) additional years; 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 three (3) year contract with D.M. Burr, 4252 Holiday Drive, Flint, Michigan 48507 to provide uniformed unarmed guard services for an initial yearly cost of $447,048.16, additional years will be based on the living wage rate increase.

BE IT FURTHER RESOLVED, this contract will be effective June 1, 2016 through May 31, 2019, based on their proposal as recommended by the Purchasing and Facilities Departments.

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:    Jared Cypher, Deputy Controller & Richard Terrill, Facilities Director
DATE:    May 20, 2016
SUBJECT:  Human Services Building Renovations

BACKGROUND
The resolution before you authorizes proceeding with renovations to the Health Department space at the Human Services Building, and an agreement with Laux Construction to provide interior renovations to the second floor of the Human Services Building. Renovations include selective demolition / replacement of existing walls, doors, casework, finishes and associated mechanical and electrical devices in addition to new appliances, door frames and hardware, appliances, lighting, power, fire alarm, mechanical sheet metal, VAV boxes, plumbing and fire suppression.

ALTERNATIVES
Continuing this project is important to the transition of adult services and realigning its women’s and children’s services in the Human Services Building. Inaction will result in a waste of time and money already spent for professional Architectural and Engineering services as well as result in the incompletion of the Ingham County Health Department Community Health Center consolidation.

FINANCIAL IMPACT
The project will be bonded in conjunction with the CMH expansion/renovation project. The estimated costs are $263,000 per year over 10 years. The General Fund will pick up the payment until the Community Health Center Fund is in a position to do so. The costs of the project are estimated as follows:

<table>
<thead>
<tr>
<th>HSB Renovation Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>$1,829,400</td>
</tr>
<tr>
<td>Furniture</td>
<td>$260,725</td>
</tr>
<tr>
<td>IT</td>
<td>$65,040</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,155,165</strong></td>
</tr>
</tbody>
</table>

OTHER CONSIDERATIONS
N/A

RECOMMENDATION
Based on the information presented, we respectfully recommend approval of the attached resolution to support renovations at the Human Services Building.
Introducing the Human Services, County Services and Finance Committees of the:  

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PROCEED WITH PLANS TO RENOVATE THE SECOND FLOOR OF THE HUMAN SERVICES BUILDING, AUTHORIZING A CONTRACT WITH LAUX CONSTRUCTION TO PROVIDE INTERIOR RENOVATIONS, AND AMENDING RESOLUTION #15-124 TO ADJUST THE COST OF THE PROJECT

WHEREAS, the Ingham County Health Department (ICHD) Community Health Centers are consolidating so they are prepared to meet the increased demand for services in the coming years and provide economies of scale; and

WHEREAS, the Purchasing Department submitted proposals and after careful review of the bids, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Laux Construction for a cost of $1,669,400.00 which includes the base bid and alternates #1 and #2; and

WHEREAS, the Facilities Department would like to ask for a $160,000.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, bond payments for the interior renovations, furniture, and information technology will be supported by the General Fund until the Community Health Center Fund can assume payment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Building Authority to proceed with the financing and renovation of the Ingham County Human Services Building through bonding in conjunction with the Community Mental Health expansion project.

BE IT FURTHER RESOLVED, Resolution #15 – 124 is hereby amended to set the total cost of the project to an amount not to exceed $2,155,165 as follows:

<table>
<thead>
<tr>
<th>HSB Renovation Costs</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>$1,829,400</td>
</tr>
<tr>
<td>Furniture</td>
<td>$260,725</td>
</tr>
<tr>
<td>IT</td>
<td>$65,040</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>$2,155,165</strong></td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes a contract with Laux Construction, 4218 Charlar Drive, Holt, Michigan 48842 to provide interior renovations to the second floor of the Human Services Building for a total not to exceed cost of $1,829,400.00 which includes a $160,000.00 contingency.

BE IT FURTHER RESOLVED, that the purchase of any furniture necessary to complete the renovation project is authorized in an amount not to exceed $260,000 from DBI.

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, Human Services, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: May 23, 2016
SUBJECT: RNA Facilities Management for janitorial services

For the meeting agendas of: June 6, June 7 and June 8

BACKGROUND
The Facilities Departments janitorial contract will expire July 31, 2016. The Purchasing Department solicited proposals from qualified, experienced vendors who are familiar with providing janitorial services for office buildings and medical facilities.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
RNA Facilities Management submitted the lowest responsive and responsible bid of $2,132,523.37 for a three (3) year contract beginning August 1, 2016 through July 31, 2019 with an optional two (2) year renewal. Funds for said services are available within the appropriate 931100 and 818000 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 RNA Facilities Management to provide janitorial services at various county buildings.
TO:       Rick Terrill, Facilities       Jim Benjamin, Road Department
        Mike Pathfinder, Facilities       Bobbie Mayes, Road Department
        Mike Hughes, Facilities

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

DATE:   April 29, 2016

RE:      Memo of performance for RFP No. 24-16 Janitorial Services

Per your request, the Purchasing Department issued a request for proposal from interested and qualified vendors
experienced with cleaning commercial office buildings and medical facilities for the purpose of entering into a
three-year agreement to provide janitorial services at the Human Services Building, Grady Porter Building,
Veterans Memorial Courthouse, 9-1-1 Dispatch Center, Ingham County Family Center, Willow Clinic, Well
Child Clinic, and Ingham County Road Department which has three locations and five buildings.

The RFP was advertised in the Lansing State Journal, City Pulse and posted on the Purchasing Department 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 propose</td>
<td>46</td>
<td>17</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

The grid on the next page summarizes the vendors’ costs:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Total Cost Year 1</th>
<th>Total Cost Year 2</th>
<th>Total Cost Year 3</th>
<th>Actual 3 Year Calculation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copeland Building Maintenance Inc.</td>
<td>No, Westland</td>
<td>$648,600.00</td>
<td>$648,600.00</td>
<td>$648,600.00</td>
<td>$1,945,800.00</td>
</tr>
<tr>
<td>RNA Facilities Management</td>
<td>No, Ann Arbor</td>
<td>$706,593.09</td>
<td>$710,832.64</td>
<td>$715,097.64</td>
<td>$2,132,523.37</td>
</tr>
<tr>
<td>Du-All Cleaning Inc.</td>
<td>No, Shelby Township</td>
<td>$838,086.96</td>
<td>$845,888.96</td>
<td>$853,546.95</td>
<td>$2,537,522.87</td>
</tr>
<tr>
<td>Dietz Janitorial Service Inc.</td>
<td>Yes, Lansing</td>
<td>$912,722.00</td>
<td>$921,849.00</td>
<td>$935,313.00</td>
<td>$2,769,884.00</td>
</tr>
<tr>
<td>Romanow Building Services</td>
<td>Yes, Lansing</td>
<td>$980,132.21</td>
<td>$1,000,570.06</td>
<td>$1,021,620.99</td>
<td>$3,002,323.26</td>
</tr>
<tr>
<td>Boling Janitorial Service Inc</td>
<td>Yes, Lansing</td>
<td>$1,012,572.00</td>
<td>$1,027,760.00</td>
<td>$1,043,176.00</td>
<td>$3,083,508.00</td>
</tr>
</tbody>
</table>

Attached are electronic copies of the vendors’ responses, as well as, an evaluation grid for your use. One hard
copy will be sent to each department.
You are now ready to complete the final steps in the process: 1) Coordinate with all departments involved in the decision process to evaluate the submissions based on the criteria established in the RPF; 2) confirm funds are available; 3) submit a joint 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.
INTRODUCED BY THE HUMAN SERVICES, COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH RNA FACILITIES MANAGEMENT FOR JANITORIAL SERVICES AT THE HUMAN SERVICES BUILDING, GRADY PORTER BUILDING, VETERANS MEMORIAL COURTHOUSE, THE WILLOW CLINIC, INGHAM COUNTY FAMILY CENTER, WELL CHILD CLINIC, THE 911 DISPATCH CENTER, FOREST COMMUNITY HEALTH CENTER, 55TH DISTRICT COURT, DRAIN OFFICE AND THE ROAD DEPARTMENT

WHEREAS, the current janitorial contract expires in July 31, 2016; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors who are familiar with providing janitorial services for office buildings and medical facilities; and

WHEREAS, after review of the bids both the Purchasing and Facilities Departments agree that a three (3) year contract be awarded to RNA Facilities Management who submitted the lowest responsive bid of $2,132,523.37, with a two (2) year renewal option for the following listed annual costs:

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1: 2016 – 2017</td>
<td></td>
<td>$ 706,593.09</td>
</tr>
<tr>
<td>Year 2: 2017 – 2018</td>
<td></td>
<td>$ 710,832.64</td>
</tr>
<tr>
<td>Year 3: 2018 – 2019</td>
<td></td>
<td>$ 715,097.64</td>
</tr>
<tr>
<td>Total cost for 3 years</td>
<td></td>
<td>$2,132,523.37</td>
</tr>
</tbody>
</table>

WHEREAS, funds for said services are located within the appropriate 931100 and 818000 contractual line items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to RNA Facilities Management, 4722 S. State Road, Ann Arbor, Michigan 48108 to provide janitorial services for the Human Services Building, Grady Porter Building, Veteran’s Memorial Courthouse, Willow Health, Ingham County Family Center, Well Child Clinic, the 911 Dispatch Center, Forest Community Health Center, 55th District Court, Drain Office and the Road Department for three (3) years with a (2) year renewal option, for a not to exceed cost of $2,132,523.37.

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: May 23, 2016

SUBJECT: One year contract extension with PM Technologies

For the meeting agendas of: June 7 and June 8

BACKGROUND
Resolution #13-330 authorized a three year contract with PM Technologies with a two year renewal option. The contract will expire July 31, 2016 and the Facilities Department would like to renew the contract for one year to provide generator services for various back-up generators throughout Ingham County. Regular preventative maintenance is required on all generators and Emergency Services 911 backup generators.

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 $16,800.00. 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.

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.

In addition, load bank testing will be provided for $498.00, per generator, on an as needed basis only.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
I am confident that PM Technologies will continue to provide us with the quality of service we need to successfully maintain these units.

Based on the information presented, I respectfully recommend approval of the attached resolution to support an agreement with PM Technologies to provide generator services for various backup generators throughout Ingham County.
Introduction 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

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.
TO: Board of Commissioners, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: May 23, 2016
SUBJECT: One year contract extension with Schindler Elevator

For the meeting agendas of: June 7 and June 8

BACKGROUND
The current agreement has expired. The Facilities Department is responsible for ensuring proper repair and maintenance of fourteen elevators and two dumbwaiters in County buildings. Due to the liability exposure and technical nature required for maintaining the elevators, a service contract performed by a trained and certified technician is required.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Schindler Elevator has agreed to hold their total cost current pricing of $43,635.00 for a one year contract extension, beginning June 1, 2016 and ending May 31, 2017. The funds for this service are available through maintenance related and contractual line item 931100.

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 one year contract extension with Schindler Elevator Company to provide elevator and dumb waiter repair and maintenance.
Introduction by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A ONE YEAR CONTRACT EXTENSION WITH
SCHINDLER ELEVATOR COMPANY TO PROVIDE ELEVATOR REPAIR AND MAINTENANCE

WHEREAS, the current agreement has expired; and

WHEREAS, the Facilities Department is responsible for ensuring proper repair and maintenance of fourteen elevators and two dumbwaiters in County buildings; and

WHEREAS, due to the liability exposure and technical nature required for maintaining the elevators, a service contract performed by a trained and certified technician is required; and

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

WHEREAS, the funds for this service are available through maintenance related and contractual line item 931100.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a one year contract extension with Schindler Elevator Company of 3135 Pine Tree Road, Suite B, Lansing, Michigan 48911 for repair and maintenance of county elevators and dumbwaiters for an amount not to exceed $43,365.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services and Finance Committees  
FROM: Rick Terrill, Facilities Director  
DATE: May 23, 2016  
SUBJECT: Professional services for HSB parking spaces, asphalt parking lot and light pole replacement  
For the meeting agendas of: June 7 and June 8

BACKGROUND
The Facilities Department would like to replace the forty-five (45) parking spaces on the north end of the Human Services Building, the drive isle next to the building and as much of the employee parking lot on the east side of the building, starting at the south end, replacing as much as possible while staying within budget. Additionally, the replacement of ten (10) 25-foot-long parking lot poles that have deteriorated over time to the point of causing a safety hazard.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Wolverine Engineers & Surveyors, Inc submitted the lowest responsive and responsible bid of $14,900.00 for preliminary design services ($3,500.00) and construction services ($11,400.00).

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 an agreement with Wolverine Engineers & Surveyors for professional services for HSB parking spaces, asphalt parking lot and light pole replacement.
TO: Rick Terrill, Facilities
FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org
DATE: May 16, 2016
RE: Memo of performance for RFP No. 20-16: Professional Services for Asphalt Parking Lot and Parking Light Poles Replacements at the Human Services Building

Per your request, the Purchasing Department sought proposals for Professional Services for Asphalt Parking Lot and Parking Light Poles Replacements at the Human Services Building.

The RFP was advertised in the Lansing State Journal, the City Pulse and the Purchasing Department 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 propose</td>
<td>104</td>
<td>27</td>
</tr>
<tr>
<td>Vendors attending pre-proposal</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>5</td>
<td>3</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>Addendums</th>
<th>Phase I Not to Exceed Cost</th>
<th>Phase II Not to Exceed Cost</th>
<th>Grand Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wolverine Engineers &amp; Surveyors, Inc.</td>
<td>Yes, Mason</td>
<td>Yes</td>
<td>$3,500.00</td>
<td>$11,400.00</td>
<td>$14,900.00</td>
</tr>
<tr>
<td>Ziemnick Foster Engineering LLC</td>
<td>No, Grand Ledge</td>
<td>Yes</td>
<td>$12,600.00</td>
<td>$7,900.00</td>
<td>$20,500.00</td>
</tr>
<tr>
<td>Byce &amp; Associates, Inc.</td>
<td>No, Kalamazoo</td>
<td>Yes</td>
<td>$16,100.00</td>
<td>$8,500.00</td>
<td>$24,600.00</td>
</tr>
<tr>
<td>William A. Kibbe &amp; Assoc.</td>
<td>Yes, Lansing</td>
<td>Yes</td>
<td>$6,925.00</td>
<td>$19,900.00</td>
<td>$26,825.00</td>
</tr>
<tr>
<td>Mannik Smith Group</td>
<td>Yes, Lansing</td>
<td>Yes</td>
<td>$6,811.00</td>
<td>$20,033.50</td>
<td>$27,144.50</td>
</tr>
</tbody>
</table>

Attached are electronic copies of the vendors’ responses, as well as, an evaluation grid for your use. Hard copies will be sent in courier.

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

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

If I can be of further assistance, please email jhudgins@ingham.org
Agenda Item 8g

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AWARDING A CONTRACT TO WOLVERINE ENGINEERS & SURVEYORS, INC. TO PROVIDE PROFESSIONAL SERVICES FOR PARKING SPACES, ASPHALT PARKING LOT AND LIGHT POLE REPLACEMENT AT THE HUMAN SERVICES BUILDING

WHEREAS, forty-five parking spaces and the drive isle next to the building are in need of replacement due to deterioration over time; and

WHEREAS, ten (10) 25-foot-long parking lot poles have deteriorated over time to the point of causing a safety hazard and need to be replaced; and

WHEREAS, as much of the employee parking lot on the east side of the building needs to be replaced, budget allowing; and

WHEREAS, after careful review of the bids the Purchasing and Facilities Departments both agree that a contract be awarded to Wolverine Engineers & Surveyors who submitted the lowest responsive and responsible bid in the amount of $14,900.00; and

WHEREAS, funds for this project are available within the approved CIP Line Item #631-23304-931000-6FC06 which has a balance of $235,000.00 for the Human Services Building parking lot replacement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes awarding a contract to Wolverine Engineers & Surveyors, Inc. 312 North Street, Mason, Michigan, 48854, to provide professional services for parking spaces, asphalt parking lot and light pole replacement at the Human Services Building for a not to exceed total cost of $14,900.00.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Finance & Human Services Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 17, 2016
SUBJECT: PSYCHIATRIC CONSULTATION SERVICES AT THE INGHAM COUNTY JAIL

For the meeting agenda of June 6, 2016

BACKGROUND
The Ingham County Jail houses an average daily population of 600 inmates, many of whom have medical, dental, and psychiatric needs which must be treated. Currently, a Community Mental Health Authority – Clinton, Eaton and Ingham (CMHA-CEI) psychiatrist practices one day a week at the Ingham County Jail to assess and prescribe psychotropic medications to those inmates with a diagnosis of mental health needs. Due to budgetary and staffing constraints, CMHA-CEI will no longer be staffing this position effective May 27, 2016. In order to continue providing psychiatric care, the Ingham County Health Department (ICHD) would like to contract with CMHA-CEI to provide up to two (2) hours of psychiatric telephone consultation services per week for nurse practitioners working to assess inmates not already diagnosed with a mental health disorder. This consultation will allow the nurse practitioners to obtain a professional recommendation for treatment based upon presenting symptoms. This contract would be in effect for the period of June 1, 2016 through September 30, 2017.

ALTERNATIVE
N/A

FINANCIAL IMPACT
The annual amount of the agreement for CMHA-CEI to provide telephone psychiatric consultation services shall not exceed $16,000 per year at a rate of $144.40 per hour, billable in 15 minute increments. The prorated amount for the FY 2016 contract period shall not exceed $5,333. The funds to cover this expense already exist within the Jail Medical budget and will be managed by a line item transfer.

OTHER CONSIDERATIONS
MCL 791.262 and 16.377 of Act 380 of the Public Acts of 1965, Michigan Department of Corrections Administrative Rules for Jail and Lockups requires:

R 791.728 Health care.
A facility shall establish and maintain written policy, procedure, and practice which provide that all medical, psychiatric, and dental inmate matters involving medical judgment are the sole province of the responsible physician, dentist or other qualified health professional.

RECOMMENDATION
Based upon the information presented, I respectfully recommend approval of the attached resolution to support entering into an agreement with CMHA-CEI to provide telephone psychiatric consultation for the Ingham County Jail, in an annual amount not to exceed $16,000 for the period of June 1, 2016 through September 30, 2017.
RESOLUTION TO ENTER INTO AN AGREEMENT WITH COMMUNITY MENTAL HEALTH AUTHORITY OF CLINTON-EATON-INGHAM COUNTIES (CMHA-CEI) FOR PSYCHIATRIC CONSULTATION SERVICES AT THE INGHAM COUNTY JAIL

WHEREAS, effective May 27, 2016 there will no longer be psychiatric assessments and treatment plans offered by Community Mental Health Authority of Clinton, Eaton, Ingham (CMHA-CEI) at the Ingham County Jail; and

WHEREAS, the Ingham County Health Department (ICHD) Family Practice Nurse Practitioners providing general health treatment to the incarcerated patient population will continue to assess all inmates requiring medical and mental health care; and

WHEREAS, CMHA-CEI has proposed an agreement allowing for up to two (2) hours of psychiatric telephone consultation services per week for nurse practitioners working to assess inmates not already diagnosed with a mental health disorder; and

WHEREAS, the annual amount of the agreement shall not exceed $16,000 per year at a rate of $144.40 per hour, billable in 15 minute increments, with the prorated amount for the FY 2016 contract period not to exceed $5,333; and

WHEREAS, funds to cover this expense already exist within the Jail Medical budget; and

WHEREAS, the Health Officer recommends entering into a contract with CMHA-CEI to provide psychiatric telephone consultation services for the Ingham County Jail for the period of June 1, 2016 through September 30, 2017 at an annual amount not to exceed $16,000.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes an agreement with CMHA-CEI to provide telephone psychiatric consultation services for the Ingham County Jail for the period of June 1, 2016 through September 30, 2017 at an annual amount not to exceed $16,000.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 19, 2016
SUBJECT: HAZARDOUS WASTE HAULING CONTRACT WITH ERG ENVIRONMENTAL

For the meeting agenda of June 6, 2016

BACKGROUND

The Ingham County Health Department (ICHD) Household Hazardous Waste Program (HHW) serves as an outlet for Ingham County residents to dispose of various hazardous chemicals that should not be disposed of in landfills or by way of the sanitary or storm sewer systems. The service is free to all Ingham County residents and accepts many types of wastes including unknown chemicals, pesticides, and mercury. Waste collected is temporarily stored on site at ICHD, then hauled away several times throughout the year by a licensed hazardous waste hauler. A request for proposals for a hazardous waste hauler was drafted by the Ingham County Purchasing Department; after review of all submissions, ERG Environmental was selected as the preferred contractor by both the Purchasing Department and ICHD. ERG currently provides this service to several other local health departments across Michigan.

ALTERNATIVES

N/A

FINANCIAL IMPACT

Funds for this purpose are included in the FY 2016-17 budget. The RFPs received were evaluated based on the total pounds of hazardous waste collected in 2015 and each responding company’s proposed per pound pricing. Based on this evaluation model, the new agreement with ERG could save the County over $70,000 annually if the total pounds of hazardous waste collected remains at the current level.

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to contract with ERG Environmental for disposal of hazardous waste collected by the ICHD HHW program, for the period of August 1, 2016 through July 31, 2018, with a two (2) year period renewal option at the rates outlined in ERG’s proposal.
<table>
<thead>
<tr>
<th>Waste Category</th>
<th>Flat Rate Price Per Pound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aerosols</td>
<td>$0.85</td>
</tr>
<tr>
<td>Propane Cylinders – One Pound</td>
<td>$0.65</td>
</tr>
<tr>
<td>Flammable Liquids – Loose Packed</td>
<td>$0.35</td>
</tr>
<tr>
<td>Oil Based Paint – Loose Packed</td>
<td>$0.36</td>
</tr>
<tr>
<td>Flammable Solids</td>
<td>$0.35</td>
</tr>
<tr>
<td>Pesticide Liquid</td>
<td>$0.85</td>
</tr>
<tr>
<td>Pesticide Solid</td>
<td>$0.85</td>
</tr>
<tr>
<td>PCBs</td>
<td>$0.65</td>
</tr>
<tr>
<td>Acids</td>
<td>$0.65</td>
</tr>
<tr>
<td>Bases</td>
<td>$0.65</td>
</tr>
<tr>
<td>Reactive</td>
<td>$2.50</td>
</tr>
<tr>
<td>Polysor, N. O. S.</td>
<td>$0.35</td>
</tr>
<tr>
<td>Oxidizing Substances</td>
<td>$0.85</td>
</tr>
<tr>
<td>PCB Light Ballast</td>
<td>$0.65</td>
</tr>
<tr>
<td>PCB Transformers</td>
<td>$0.65</td>
</tr>
<tr>
<td>Mercury</td>
<td>$7.50</td>
</tr>
<tr>
<td>Non-Controlled Medications (current system combines liquid, solid, patch, and inhalers) Costs may be broken down in to specific streams;</td>
<td>$0.65</td>
</tr>
<tr>
<td>Meds Liquid</td>
<td>$0.85</td>
</tr>
<tr>
<td>Meds Solids</td>
<td>$0.85</td>
</tr>
<tr>
<td>Meds Patch</td>
<td>$0.85</td>
</tr>
<tr>
<td>Meds Inhalers</td>
<td>$0.85</td>
</tr>
<tr>
<td>Meds Other</td>
<td>$0.85</td>
</tr>
</tbody>
</table>

### ADDITIONAL COSTS

<table>
<thead>
<tr>
<th>Cost of Additional materials: Cost of additional material, such as: vermiculite, oil soak pads, Tyvek suits, cloth gloves, (for use by Ingham County Staff) should be listed separately</th>
<th>Flat Rate Price Per Pound</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vermiculite</td>
<td>$30.00 per bag</td>
</tr>
<tr>
<td>Oil Soaked Pads (100 pads per bundle)</td>
<td>$50.00 per bundle</td>
</tr>
<tr>
<td>Tyvek Suits</td>
<td>$5.00 per suit</td>
</tr>
<tr>
<td>Cloth Gloves</td>
<td>$2.00 per pair</td>
</tr>
<tr>
<td>Hauling event costs such as; transportation, fuel surcharge, energy surcharge, etc., listed separately.</td>
<td></td>
</tr>
<tr>
<td>Transportation</td>
<td>$450.00 per trip</td>
</tr>
<tr>
<td>Fuel Surcharge</td>
<td>$See Below*</td>
</tr>
<tr>
<td>Energy Surcharge</td>
<td>$None</td>
</tr>
<tr>
<td>Other:</td>
<td>$None</td>
</tr>
<tr>
<td>Personnel cost listed by an hourly rate</td>
<td>$35.00/hour/person</td>
</tr>
</tbody>
</table>

*8% fuel surcharge ONLY billed if cost of diesel exceeds $3.00 per gallon. billed for ONSITE time only.
TO: Human Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: May 2, 2016
SUBJECT: Household Hazardous Waste (HHW) Collection & Disposal Services

Project Description:
Proposals were sought from qualified and experienced hazardous waste collection and disposal firms for the purpose of entering into an agreement to provide household hazardous waste (HHW) services for the Ingham County Health Department (ICHD) for a period of 2-years with the option of a 2-year renewal.

The ICHD currently collects household hazardous waste during the course of the year, stores these materials at the ICHD HHW storage facility, and contracts with a private waste hauler for disposal.

The cost summaries begin on the next page.

Proposal Summary:
Vendors contacted: 22 Local: 0
Vendors responding: 5 Local: 0

Recommendation:
ERG Environmental, a licensed hazardous waste contract, submitted the most responsible and responsive proposal that will provide a significant savings over the past contract. The Environmental Health Department recommends awarding a contract to ERG Environmental at the prices quoted in their proposal submission.

Advertisement:
The RFP was advertised in the Lansing State Journal, City Pulse, and posted on the Purchasing Department Web Page.
[Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH ERG ENVIRONMENTAL FOR
HAZARDOUS WASTE HAULING SERVICES

WHEREAS, the Ingham County Health Department (ICHD) operates a Household Hazardous Waste (HHW) program to accept residential household hazardous wastes free of charge from Ingham County residents; and

WHEREAS, a licensed hazardous waste hauler is necessary to haul away and dispose of the hazardous wastes collected; and

WHEREAS, a request for proposals for a hazardous waste hauler was created by the Ingham County Purchasing Department; and

WHEREAS, after review of all submissions ERG Environmental was selected as the preferred contractor for this service based on the significant cost savings they will provide over the past contract; and

WHEREAS, funds have already been budgeted for this service; and

WHEREAS, the Health Officer and the Ingham County Purchasing Department recommend entering into a contract with ERG Environmental for disposal of hazardous waste collected by the ICHD HHW program, for the period of August 1, 2016 through July 31, 2018, with a two (2) year period renewal option at the rates outlined in ERG’s proposal.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with ERG Environmental, located at 13040 Merriman Rd. #200, Livonia, MI 48150 for disposal of hazardous waste collected by the ICHD HHW program, for the period of August 1, 2016 through July 31, 2018, with a two (2) year period renewal option at the rates included in the bid response received.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: May 20, 2016
SUBJECT: FY16 MDHHS CPBC Amendment #4

For the meeting agenda of June 6, 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 Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners authorized the 2015-2016 Agreement in Resolution #15-413, Amendment #1 in Resolution 15-479, Amendment #2 in Resolution 16-048 and Amendment # 3 in Resolution 16-146.

ALTERNATIVES

N/A

FINANCIAL IMPACT

The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from $5,209,376 to $5,376,168, an increase of $166,792. The amendment makes the following specific changes in the budget:

- Michigan Colorectal Cancer Screening Program: $10,000 new funding
- BCCCP Coordination: increase of $3,000 from $229,375 to $232,375
- Family Planning Services: increase of $13,000 from $256,395 to $269,392
- WIC Resident Services: increase of $76,047 from $1,205,640 to $1,281,687
- WISEWOMEN: increase of $29,450 from $20,100 to $49,550
- Public Health Emergency Preparedness (PHEP) 7/01/16- 9/30/16: $35,295 – funding was included in FY 16 Board of Commissioners’ approved budget

OTHER CONSIDERATIONS

N/A

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment #4 with MDHHS.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #4 TO THE 2015-2016 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF HEALTH AND HUMAN SERVICES

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, MDHHS and Ingham County have entered into a 2015-2016 Agreement authorized in Resolution #15-413, Amendment #1 in Resolution 15-479, Amendment #2 in Resolution 16-048, and Amendment #3 in Resolution 16-146; and

WHEREAS, the MDCH has proposed Amendment #4 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #4 to the 2015-2016 Comprehensive Agreement with the Michigan Department of Community Health (MDCH).

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from $5,209,376 to $5,376,168, an increase of $166,792.

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

- Michigan Colorectal Cancer Screening Program: $10,000 new funding
- BCCCP Coordination: increase of $3,000 from $229,375 to $232,375
- Family Planning Services: increase of $13,000 from $256,395 to $269,392
- WIC Resident Services: increase of $76,047 from $1,205,640 to $1,281,687
- WISEWOMEN: increase of $29,450 from $20,100 to $49,550
- Public Health Emergency Preparedness (PHEP) 7/01/16-9/30/16: $35,295 – funding was included in FY 16 Board of Commissioner’s approved budget

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

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, Health Officer is authorized to submit Amendment #4 of the 2015-2016 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services, County Services, and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: May 24, 2016

SUBJECT: HEALTH CENTER NURSE POSITIONS CONVERSION TO NURSE PRACTITIONER POSITIONS

For the meeting agenda of June 6, 2016

BACKGROUND
The Ingham Community Health Centers (ICH) most recent financial projections predict a shortfall for FY 2016. Three Health Center Nurse positions have been vacated in recent months and all non-essential position replacements have been frozen. Recent analysis of ICHC staffing has shown the capacity to flex staff responsibilities to continue the current level of care without immediately replacing the vacant positions. These positions reflect a $300,000 annual cost to ICHC and do not generate revenue. ICHC is requesting that three current vacant Health Center Nurse (RN) positions be converted to two Health Center Nurse Practitioner positions.

All three positions are represented by the Michigan Nurses Association (MNA). A meeting with the MNA to review the proposed position conversion resulted in their support (see attached). The Ingham County Human Resources Department is also supportive of this conversion. The position conversion was included as a discussion item at the relevant Board of Commissioners’ subcommittee meetings.

ALTERNATIVES
N/A

FINANCIAL IMPACT
The proposed position conversion would allow the generation of approximately $560,000 in revenue during the 2017 fiscal year – an improvement of $260,000 over the current practice. This improvement would be expected to increase during the second year of employment. This position conversion would be funded from within current operations. The budget analysis performed by the controller office shows this to be a budget neutral position exchange. The detailed analysis is attached.

OTHER CONSIDERATIONS
N/A

RECOMMENDATION
Based on the information presented, I respectfully recommend conversion of three Health Center Nurse positions (#601231, #601390, and #601187) to two Health Center Nurse Practitioner positions.
Hello Travis and Russell,

As a follow-up to our meeting earlier today, this email is confirmation that the MNA is supportive of the decision to convert three vacant RN positions to NP positions.

In turn, Management has agreed to prepare a letter to the RN’s in the MNA bargaining unit, and follow up with a meeting on either June 10 or June 24 to discuss the reorganization.

This agreement is only to convert the three frozen RN positions to NP positions. This agreement is not a waiver of the duty to bargain any future changes to the existing RN’s job descriptions or the duty to bargain the transfer of work traditionally done by RN’s in the MNA bargaining unit to MA’s outside of the MNA bargaining unit.

Nicole D. Jackson, Esq.
Labor Relations Representative
MINURSES Association
2210 Jolly Oak Rd, Okemos, MI 48864
888.MINURSES | Office: 517.348.6640 | Direct: 517.855.0514 | Fax: 517.348.5818
minurses.org | facebook.com/minurses | twitter.com/minurses

This message and all contents and attachments contain information that may be privileged, confidential, or otherwise protected from disclosure. If you are not the intended recipient, please be advised that any disclosure, copying, distribution, or use of the contents of this message is strictly prohibited. If you have received this electronic message in error, please notify us immediately at 517.348.6640 and destroy the original message and all copies. Thank you for your cooperation.
### Conversion Financial Analysis

#### Health Center Nurse - 2016 MNA

**Step 5**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>$59,290</td>
</tr>
<tr>
<td>Unemployment</td>
<td>296</td>
</tr>
<tr>
<td>FICA</td>
<td>4,536</td>
</tr>
<tr>
<td>Health</td>
<td>13,190</td>
</tr>
<tr>
<td>Current Retiree Hlth</td>
<td>3,043</td>
</tr>
<tr>
<td>Future Retiree Hlth</td>
<td>2,668</td>
</tr>
<tr>
<td>Dental</td>
<td>886</td>
</tr>
<tr>
<td>Vision</td>
<td>122</td>
</tr>
<tr>
<td>Life</td>
<td>79</td>
</tr>
<tr>
<td>Disability</td>
<td>77</td>
</tr>
<tr>
<td>MERS Hybrid DC</td>
<td>593</td>
</tr>
<tr>
<td>MERS Hybrid DB</td>
<td>2,911</td>
</tr>
<tr>
<td>Workers Comp</td>
<td>273</td>
</tr>
<tr>
<td>CARES</td>
<td>33</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$87,997</strong></td>
</tr>
</tbody>
</table>

$263,989.71 3 HEALTH CENTER NURSES

#### Nurse Practitioner - 2016 MNA

**Step 1**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>$71,405</td>
</tr>
<tr>
<td>Unemployment</td>
<td>357</td>
</tr>
<tr>
<td>FICA</td>
<td>5,462</td>
</tr>
<tr>
<td>Health</td>
<td>13,190</td>
</tr>
<tr>
<td>Current Retiree Hlth</td>
<td>3,043</td>
</tr>
<tr>
<td>Future Retiree Hlth</td>
<td>3,213</td>
</tr>
<tr>
<td>Dental</td>
<td>886</td>
</tr>
<tr>
<td>Vision</td>
<td>122</td>
</tr>
<tr>
<td>Life</td>
<td>79</td>
</tr>
<tr>
<td>Disability</td>
<td>93</td>
</tr>
<tr>
<td>MERS Hybrid DC</td>
<td>714</td>
</tr>
<tr>
<td>MERS Hybrid DB</td>
<td>3,506</td>
</tr>
<tr>
<td>Workers Comp</td>
<td>326</td>
</tr>
<tr>
<td>CARES</td>
<td>33</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$102,432</strong> Per Nurse Prac</td>
</tr>
</tbody>
</table>

**Step 5**

<table>
<thead>
<tr>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages</td>
<td>$85,713</td>
</tr>
<tr>
<td>Unemployment</td>
<td>429</td>
</tr>
<tr>
<td>FICA</td>
<td>6,557</td>
</tr>
<tr>
<td>Health</td>
<td>13,190</td>
</tr>
<tr>
<td>Current Retiree Hlth</td>
<td>3,043</td>
</tr>
<tr>
<td>Future Retiree Hlth</td>
<td>3,857</td>
</tr>
<tr>
<td>Dental</td>
<td>886</td>
</tr>
<tr>
<td>Vision</td>
<td>122</td>
</tr>
<tr>
<td>Life</td>
<td>79</td>
</tr>
<tr>
<td>Disability</td>
<td>111</td>
</tr>
<tr>
<td>MERS Hybrid DC</td>
<td>857</td>
</tr>
<tr>
<td>MERS Hybrid DB</td>
<td>4,209</td>
</tr>
<tr>
<td>Workers Comp</td>
<td>394</td>
</tr>
<tr>
<td>CARES</td>
<td>33</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$110,480</strong> Per Nurse Prac</td>
</tr>
</tbody>
</table>

**$204,864.52** Two NPs

---

**Long Term Cost**

Eliminating three Health Center Nurses and replacing with 2 Nurse Practitioners would be a yearly decrease of **-$25,029.23**

**2016 Cost**

Savings for 2016 for vacancies per Russ' dates given in email 4/28/2016

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Step 1 Cost for 2 Nurse Practitioners from July-September</td>
<td>$51,216.13</td>
</tr>
<tr>
<td>Cost savings for 2016</td>
<td>$61,242.87</td>
</tr>
</tbody>
</table>
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE CONVERSION OF THREE HEALTH CENTER NURSE POSITIONS TO TWO HEALTH CENTER NURSE PRACTITIONER POSITIONS

WHEREAS, the Ingham Community Health Centers (ICHC) most recent financial projections predict a shortfall for FY 2016; and

WHEREAS, three Health Center Nurse positions have been vacated in recent months, presenting an opportunity to convert the positions to Health Center Nurse Practitioner positions; and

WHEREAS, the proposed position conversions would allow the generation of approximately $560,000 in revenue during the 2017 fiscal year – an improvement of $260,000 over the current practice; and

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

WHEREAS, the Michigan Nurses Association (MNA) union has reviewed the proposed changes and have no objections.

THEREFORE BE IT RESOLVED, that the Board of Commissioners approves conversion of three Health Center Nurse positions (#601231, #601390, and #601187) to two Health Center Nurse Practitioner positions.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the budget and position allocation list in accordance with this resolution.
TO: Board of Commissioners, County Services and Finance Committees  
FROM: Sandra Dargatz – Executive Director – Ingham County Fair  
DATE: May 24, 2016  
SUBJECT: As-Needed Electrical Maintenance for the Ingham County Fairgrounds  
For the meeting agenda of June 7, and 8, 2016

BACKGROUND
In 2016, The Ingham County Fair will mark 162 years of creating memories and supporting the recreational offerings in Ingham County and the surrounding communities. The fairgrounds host over 131 events annually, which include the annual fair. This brings over 85,000 people to Ingham County throughout the year.

Throughout the past twenty plus years, the fairground has had many phases of construction, demolition, and upgrades to infrastructure; all of which have presented challenges to the electrical systems supporting the multiple venues on the grounds. The electrical services on the fairgrounds is balanced to ensure that during the over 131 events annually there is a safe, useable electrical supply to cover the demand. As with all facilities, the Ingham County Fairgrounds can experience immediate support demands during one of the numerous events. Those on-call or as-needed services are not something that is always readily available through conventional electrical service companies or within the County structure.

The electrical demands are at greatest risk during the six days of fair when there are hundreds of vendors, rides, and patrons utilize the complex supply system. The need to have an as-needed electrician on-site during the vendor set up and tear down process save countless dollars due to vendors inappropriately connecting to the systems. It also equips the fair to deal with any loss of electrical service by immediately addressing the issue to ensure a seamless experience for the 41,000 plus patrons of the fair.

ALTERNATIVES
The loss of electrical supply, or having an electrical malfunction during one of the events on the Fairgrounds, or during the annual fair could potentially lead to the loss of the recurring business with the renter and/or a request for a refund from the renter due to lack of electrical supply that adversely affects their event. When calling a conventional electrical supply company for a small repair many times the call goes unaddressed or the response time is too large to save the event from failing and potentially losing the renter’s loyalty and future revenue.

During the six day annual fair the lack of immediate response to electrical malfunctions could adversely affect the fair patrons, hundreds of commercial vendors, and a revenue stream that accounts for over $700,000 annually.

FINANCIAL IMPACT
The Ingham County Fair has budgeted for as-needed electrical maintenance in both the hotel/motel line item 56176900 -0931000 and the operational budget line item 56176013 – 931000 and 56176014 – 818000 for a combined total of $10,000.00.

OTHER CONSIDERATIONS
None.
RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the awarding of a contract for as-needed electrical maintenance on the Ingham County Fairgrounds to Iverson Electric, Inc.
Per your request, the Purchasing Department sought bids from qualified, licensed and experienced vendors to submit bids for entering into a three (3) year agreement with an option to extend for two (2) additional years, for the purpose of furnishing and providing emergency electrical repairs of nonfunctioning services on the fairgrounds on an as-needed basis.

The RFP was advertised in the Lansing State Journal, the City Pulse and the Purchasing Department 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/proposal</td>
<td>85</td>
<td>15</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

Vendors not bidding:
West Shore Services, not bidding at this time, thank you for the opportunity.
Superior Electric of Lansing, work load, keep in mind for next time.

The following grid is summary for the one submission received:

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>PURCH</th>
<th>PREF</th>
<th>LICENS</th>
<th>YEAR 1 LABOR DURING FAIR</th>
<th>YEAR 2 LABOR DURING FAIR</th>
<th>YEAR 3 LABOR DURING FAIR</th>
<th>YEAR 1 RATE/HOUR</th>
<th>YEAR 2 RATE/HOUR</th>
<th>YEAR 3 RATE/HOUR</th>
<th>YEAR 1 % MTL MARKUP</th>
<th>YEAR 2 % MTL MARKUP</th>
<th>YEAR 3 % MTL MARKUP</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gencon Electric</td>
<td>Yes</td>
<td>Mason</td>
<td>Yes</td>
<td>$1,790.00</td>
<td>$1,880.00</td>
<td>$1,950.00</td>
<td>$58.00</td>
<td>$58.00</td>
<td>$58.00</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
</tbody>
</table>

Attached is an electronic copy of the vendors’ response.

You are now ready to complete the final steps in the process: 1) confirm funds are available; 2) submit your recommendation to the Purchasing Department; 3) write a memo of explanation; and, 4) prepare a resolution for Board approval.

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

If I can be of further assistance, please email jhudgins@ingham.org
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH IVERSON ELECTRIC, INC. FOR AS NEEDED ELECTRICAL MAINTENANCE AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the Ingham County Fair hosts over 131 events annually, which includes the six days of fair; and

WHEREAS, the Ingham County Fairgrounds can experience immediate electrical support demands during one of the numerous events; and

WHEREAS, on-call or as-needed services are not always readily available through conventional electrical service companies or within the County structure; and

WHEREAS, the electrical demands are at greatest risk during the six days of fair when there are thousands of vendors, rides, and patrons utilizing the complex supply system the need to have an as-needed electrician on-site will save countless dollars and allow an immediate response to ensure that the annual fair goers have a seamless experience; and

WHEREAS, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to Iverson Electric who submitted the most qualified bid in the amount of $5,750.00 in year one, $5,850.00 in year two and $6,050.00 in year three for as-needed electrical repairs on the fairgrounds for both off season and during the six days of the annual fair and $55.00 per hour for additional electrical work; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2016 operational budget account numbers account 56176013 – 931000 and 56176014 – 818000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract for three years, with an additional two year extension option, to Iverson Electric, Inc., 1102 S. Eifert Rd. Mason, MI 48854 for as-needed electrical services at the Ingham County Fairgrounds at a cost not to exceed $5,750.00 in year one, $5,850.00 in year two, and $6,050.00 in year three, and an hourly rate for any additional as-needed electrical work at a cost not to exceed $55.00 per hour.

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 and Budget Committees  
FROM:            Sandra Dargatz, Executive Director – Ingham County Fair  
DATE:            May 23, 2016  
SUBJECT:         Excavation Services for the Ingham County Fairgrounds – Off Season and Fair  
                 For the meeting agenda of June 7, and June 8, 2016  

BACKGROUND  
Over two-thirds of the off season revenue is generated by the breed and youth horse shows on the Ingham County Fairgrounds, which requires a safe and professional horse arena to host the over 30 shows annually. The Main Arena hosts the majority of those horse shows and requires the “footing” to be built in such a manner as to accommodate the desired foundation to ensure the health of the horses as they move about on the “footing”. The arena “footing” has a specific composition and grade; all requiring a specialized knowledge of construction needed to ensure a successful season.

Likewise, the annual grandstand events, such as tractor pulls, motocross, rodeos, demolition derbies, and monster truck shows all require a safe, professionally constructed course to be completed the morning before that day’s performance.

ALTERNATIVES  
The breed shows can and will relocate if their horses come up lame or develop injuries due to poorly constructed “footing” in the arena; thus having a domino effect and the potential loss of important revenue for the Ingham County Fairgrounds in excess of over $100,000 annually.

The grandstand performances are carried out by professional companies that are paid to engage local athletes or performers who can and will no longer contract with the Ingham County Fairgrounds should the courses not be constructed correctly. The inability to secure a diverse offering at the grandstand could lead to the potential loss of revenue during the annual fair in amount of over $30,000 annually.

FINANCIAL IMPACT  
The Ingham County Fair has budgeted for the excavation services in the 2016 operational budget under line item 56176013 – 957540, 56176014 – 957540, and 56176014 -0805000 in the combined amount of $42,600.00.

OTHER CONSIDERATIONS  
None.

RECOMMENDATION  
Based on the information presented, I respectfully recommend approval of the attached resolution to support the awarding of a contract for Excavation Services at the Ingham County Fairgrounds for the off season and six day fair to Jared A. Beduhn Excavating and Landscaping.
TO: Sandra Dargatz, Fair
FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org
DATE: May 17, 2016
RE: Memo of performance for ITB No. 83-16 Excavation Services for the Ingham County Fairgrounds.

Per your request, the Purchasing Department sought bids from qualified, licensed and experienced vendors to submit proposals for entering into a three (3) year agreement with an option to extend for two (2) additional years, for the purpose of furnishing and providing emergency electrical repairs of nonfunctioning services on the fairgrounds on an as-needed basis.

The RFP was advertised in the Lansing State Journal, the City Pulse and posted on the Purchasing Department 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>82</td>
<td>15</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>4</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>YEAR 1 SERVICES</th>
<th>YEAR 2 SERVICES</th>
<th>YEAR 3 SERVICES</th>
<th>YEAR 1 RATE/HOUR</th>
<th>YEAR 2 RATE/HOUR</th>
<th>YEAR 3 RATE/HOUR</th>
</tr>
</thead>
<tbody>
<tr>
<td>R &amp; C Excavating LLC</td>
<td>Yes, Webberville</td>
<td>$35,000.00</td>
<td>$35,000.00</td>
<td>$35,000.00</td>
<td>$160.00</td>
<td>$160.00</td>
<td>$160.00</td>
</tr>
<tr>
<td>Jared Beduhn Excavating &amp;</td>
<td>No, Gregory</td>
<td>$38,100.00</td>
<td>$43,500.00</td>
<td>$43,500.00</td>
<td>$150.00</td>
<td>$150.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Landscaping</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Central Excavating LLC</td>
<td>No, Westphalia</td>
<td>$83,360.00</td>
<td>$86,850.00</td>
<td>$90,225.00</td>
<td>$143.75</td>
<td>$149.75</td>
<td>$155.60</td>
</tr>
<tr>
<td>Mauldon Brothers Construction LLC</td>
<td>Yes, Mason</td>
<td>$68,000.00</td>
<td>$70,000.00</td>
<td>$72,000.00</td>
<td>$400.00</td>
<td>$425.00</td>
<td>$450.00</td>
</tr>
</tbody>
</table>

Electronic copies of the vendors’ responses, as well as, an evaluation grid for your use have been emailed to you.

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) submit evaluation to the Purchasing Department with your recommendation; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

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

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

If I can be of further assistance, please email jhudgins@ingham.org
Respected County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ENTERING INTO A CONTRACT WITH JARED A. BEDUHN EXCAVATING AND LANDSCAPING FOR EXCAVATION SERVICES AT THE INGHAM COUNTY FAIRGROUNDS

WHEREAS, the Ingham County Fair hosts over thirty horse shows and hosts six days of grandstands events annually; and

WHEREAS, the excavation services required to execute the preparation of the facilities to host said events in a safe and professional manner is one of a highly skilled nature; and

WHEREAS, after careful review of bids, the Purchasing Director and Fair Board both concur that a contract be awarded to Jared A. Beduhn Excavation and Landscaping who submitted the most qualified bid in the amount of $38,100.00 in year one, $43,500.00 in year two and year three for excavation services on the fairgrounds for both off season and during the six days of the annual fair and $150.00 per hour for additional excavation work; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2016 operational budget account numbers 56176013 – 957540, 56176014 – 957540, and 56176014 -0805000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract for three years, with an additional two year extension option, to Jared A. Beduhn Excavating and Landscaping, 16400 M-36, Gregory, MI 48137 for excavation services at the Ingham County Fairgrounds at a cost not to exceed $38,100.00 in year one, $43,500.00 in year two, and $43,500.00 in year three, and an hourly rate for any additional excavation work at a cost not to exceed $150.00 per hour.

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: COUNTY SERVICES AND FINANCE  
DATE: May 24, 2016  
FROM: STACY BYERS  
SUBJECT: APPROVAL TO CLOSE ON HUNT/HOLT KIWANIS CHARITIES AND THE VANPATTEN OPEN SPACE PROPERTIES

The Farmland and Open Space Preservation Board received applications for the 2014 cycle from May to July 31, 2014. In accordance with the Ordinance, the FOSP Board scored and ranked the applications based on the approved 2014 Open Space selection criteria. The Board of Commissioners approved proceeding to negotiate on the top ranked properties through Resolution #15-012.

In 2012, the BOC adopted a resolution that established the Ingham County Purchasing Department as its designee responsible for establishing and implementing a competitive process for negotiating the purchase price of the permanent conservation easement. Through that process, four farmland properties, (Fogg, Swiler, Bauman and Eifert; already approved for closing) and two open space properties, Hunt/Holt Kiwanis Charities and the VanPatten properties, were recommended for purchase by the Purchasing Department.

The FOSP Board has money in the budget to close on the two open space properties and cover all closing costs.
WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

WHEREAS, by Resolution #04-210, Ingham County established an Agricultural Preservation Board (currently known as the Farmland and Open Space Board), charged with reducing sprawl and encouraging wise land use by purchasing development rights from owners of undeveloped rural land who might otherwise be forced by economic circumstances to develop their land; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2015 cycle approved by Resolution #16-044; and

WHEREAS, the Ingham County Purchasing Department negotiated prices to be paid for the Conservation Easement Deeds through a “Bid” process; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to close Permanent Conservation Easement Deeds on the Hunt Holt Kiwanis and VanPatten properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Hunt Holt Kiwanis and VanPatten properties at a price not to exceed the amount listed in the chart below:

<table>
<thead>
<tr>
<th>Name</th>
<th>Appraisal /CE Price</th>
<th>Landowner</th>
<th>County</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hunt Holt Kiwanis</td>
<td>$145,000.00</td>
<td>$0.00</td>
<td>$145,000.00</td>
</tr>
<tr>
<td>VanPatten</td>
<td>$194,000.00</td>
<td>$0.00</td>
<td>$194,000.00</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the County Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners, County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: May 24, 2016
SUBJECT: Ingham County Trails and Park Millage
For the meeting agenda of 6/7/16 County Services and 6/8/16 Finance

BACKGROUND
Board of Commissioner Resolution 16-104 approved all 84 segments of existing asphalt trails identified within the Ingham County Trails and Parks Comprehensive Report in Table #3 with a Pavement Surface Evaluation and Rating System (PASER) rating between 1-7 were eligible to apply for millage funds effective April 1, 2016 to April 29, 2016 with the total amount not to exceed $1,000,000. 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 the six applications that were received for Round 1 from the City of Lansing (4), City of East Lansing (1) and Meridian Township (1). The Park Commission recommended four of the applications be funded and two of the applications be considered for the bridge round of applications. The Park Commission recommend that two applications from the City of Lansing that deal primarily with sea wall and bank stabilization and limited asphalt repairs to be first priority under the Bridge replacement application round.

The Park Commission recommends the recognition of projects completed for the Trails and Parks Millage. This resolution requests funding signage in the amount not to exceed $10,000 from the Trails and Parks Millage fund to provide for the design and printing of signage that will be provided by the Ingham County Parks to be posted on the project location from the time of the award until the work has been completed.

ALTERNATIVES
Past deferred maintenance of the existing trail system county wide resulted in infrastructure in various state of disrepair. The Trails and Parks millage newly 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 to address “the Big Fix” rehabilitation and repairs of existing trails that were of a PASER rating of 7 and under.

FINANCIAL IMPACT
Board of Commissioner Resolution 16-104 authorized the allocation of $1,000,000 for Round 1 Applications. The Park Commission recommends the following projects:
<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Lansing</td>
<td>Overlay and Partial Reconstruction Of Multiple Lansing River Trail Sections- 7 segments of an average PASER rating of 3.286</td>
<td>$419,663</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>Meridian Township Trail Rehabilitation 2016 Multiple Sections- 7 segments of an average PASER rating of 6.143</td>
<td>$88,000</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>Northern Tier Trail Repair And Maintenance Of Multiple Sections- 8 segments of an average PASER rating of 6.625</td>
<td>$198,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Over Band and Crack Sealing Of Multiple Lansing River Trail Sections- 14 segments of an average PASER rating of 6.64</td>
<td>$83,200</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>$788,863</strong></td>
</tr>
</tbody>
</table>

**OTHER CONSIDERATIONS**
The Ingham County Park Commission supported this resolution at their May 23, 2016 meeting.

**RECOMMENDATION**
Based on the information presented, I respectfully recommend approval of the attached resolutions as recommended by the Park Commission at their May 23, 2016 meeting.
WHEREAS, Board of Commissioner resolution 16-104 authorized that all 84 segments of existing asphalt trails identified within the Ingham County Trails and Parks Comprehensive Report in Table #3 with a pavement surface evaluation and rating system (PASER) rating between 1-7 was eligible for millage funds with the total amount not to exceed $1,000,000; and

WHEREAS, six applications were received for Round 1 from the City of Lansing (4), Meridian Township (1), and the City of East Lansing (1); and

WHEREAS, after careful review and evaluation of the applications, the Park Commission recommends funding the below four applications in order of PASER rating lowest to highest all under 7; and

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Lansing</td>
<td>Overlay and Partial Reconstruction Of Multiple Lansing River Trail Sections- 7 segments of an average PASER rating of 3.286</td>
<td>$419,663</td>
</tr>
<tr>
<td>Meridian Township</td>
<td>Meridian Township Trail Rehabilitation 2016 Multiple Sections- 7 segments of an average PASER rating of 6.143</td>
<td>$88,000</td>
</tr>
<tr>
<td>City of East Lansing</td>
<td>Northern Tier Trail Repair And Maintenance Of Multiple Sections-8 segments of an average PASER rating of 6.625</td>
<td>$198,000</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Over Band and Crack Sealing Of Multiple Lansing River Trail Sections-14 segments of an average PASER rating of 6.64</td>
<td>$83,200</td>
</tr>
</tbody>
</table>

**TOTAL** $788,863

WHEREAS, the Park Commission recommends two of the applications below received from the City of Lansing that deal primarily with sea wall and bank stabilization and limited asphalt repairs be considered for round 2 bridge application authorized by resolution 16-105; and

<table>
<thead>
<tr>
<th>Entity</th>
<th>Project Title</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>City of Lansing</td>
<td>River Trail West (Near Elm St) - Wall and Pavement Repair</td>
<td>$215,393</td>
</tr>
<tr>
<td>City of Lansing</td>
<td>Moores River Drive Trail Repair</td>
<td>$368,160</td>
</tr>
</tbody>
</table>

**TOTAL** $583,553

WHEREAS, the entire section of Moores River Drive Trail was omitted from Table #3 in the Ingham County Trails and Parks Comprehensive Report and the Park Commission recommends the Moores River Drive Trail Repair application be considered for the bridge application round.
THEREFORE BE IT RESOLVED, that the Moores River Drive Trail is eligible to be considered for an application to apply for millage funds subject to the subsequent approval by the Board of Commissioners in a future resolution for the bridge round.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes 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 deal 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.

BE IT FURTHER RESOLVED, the City of Lansing will not need to reapply for the bridge application round for the applications titled River Trail West (Near Elm St) - Wall and Pavement Repair and Moores River Drive Trail Repair.

BE IT FURTHER RESOLVED, that 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.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby approves entering into a contract with the City of Lansing to fund a Project Titled: Over Band and Crack Sealing of Multiple Lansing River Trail Sections; 28, 29, 30, 31, 35, 37, 40, 42, 43, 49, 50, 54, 57, 70 for a total of 4.592 miles of trails in an amount not to exceed $83,200 and to fund a second Project Titled: Overlay and Partial Reconstruction of Multiple Lansing River Trail Sections; 32, 33, 36, 38, 45, 46, 74 for a total of 2.281 miles of trails in an amount not to exceed $419,663 respectively.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with Meridian Township to fund the Projects Titled: Meridian Township Trail Rehabilitation 2016 Multiple Sections; 12, 16, 17, 20, 21, 22, 23 for a total of 3.008 miles of trails in an amount not to exceed $88,000.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby approves entering into a contract with the City of East Lansing to fund the Project Titled: Northern Tier Trail Repair and Maintenance of Multiple Sections; 76, 77, 78, 79, 80, 81, 82, 83 for a total of 3.47 miles of trail in an amount not to exceed $198,000.

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.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING FUNDING FOR SIGNAGE FOR TRAILS AND PARKS MILLAGE PROJECTS FROM THE TRAILS AND PARKS MILLAGE FUND

WHEREAS, the Park Commission recommends the recognition of projects completed for the Trails and Parks Millage; and

WHEREAS, it is a requirement that each entity include signage during the construction phase and post completion of the project.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes funding signage in the amount not to exceed $10,000 from the Trails and Parks Millage fund to provide for the design and printing of signage that will be provided by the Ingham County Parks to be posted on the project location from the time of the award until the work has been completed.

BE IT FURTHER RESOLVED, a second permanent sign will be placed on the project application sites stating that Ingham County Trails and Parks Millage dollars were utilized to support this project/facility.
To: County Services and Finance Committees

From: Robert Peterson, Director of Engineering
Road Department

Date: May 16, 2016

Subject: 2016 City and Village Centerline Pavement Marking (Painting) Agreements
- City of Leslie
- City of Mason
- City of Williamston
- Village of Webberville

The Ingham County Purchasing Department solicits unit prices annually for contractor applied waterborne pavement markings. We use the bid unit prices and an estimated quantity of pavement markings to determine and recommend a contractor for the work. Once under contract, the contractor applies waterborne pavement marking paint to refresh the yellow centerline and white edgelines that define our roadway laneage. When finished, the contractor is paid for the quantity of work actually performed using the unit prices contained in their bid.

We refresh the centerline and edgeline paint on all 433 miles of our primary roads every year. We also invite the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to participate in the annual program, for which they pay for the work performed on the roads within their jurisdiction. The estimated costs for the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville are as follows:

City of Leslie: $1,597.87
City of Mason: $3,380.51
City of Williamston: $1,343.61
Village of Webberville: $1,403.22

The reason for this memo is to execute cost agreements with the City of Leslie, City of Mason, City of Williamston, and the Village of Webberville to provide centerline pavement marking their roads if they choose to participate in our 2016 pavement marking program.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXECUTE WATERBORNE CENTERLINE PAVEMENT MARKING AGREEMENTS WITH THE CITY OF LESLIE, CITY OF MASON, CITY OF WILLIAMSTON AND THE VILLAGE OF WEBBERVILLE

WHEREAS, the Ingham County Purchasing Department solicits unit prices annually for contractor applied waterborne pavement markings, on behalf of the Road Department; and

WHEREAS, the Road Department uses the bid unit prices and estimated quantities to determine and recommend a contractor to perform the work; and

WHEREAS, the Road Department refreshes the centerline and edgeline paint on all 433 miles of our primary roads as part of an annual program; and

WHEREAS, the Road Department also invites the City of Leslie, City of Mason, City of Williamston, and the Village of Weberville to participate in the program, which they pay all costs for the work performed on the roads within their jurisdiction; and

WHEREAS, the estimated costs to the three cities and the Village of Weberville are as follows:

City of Leslie: $1,597.87
City of Mason: $3,380.51
City of Williamston: $1,343.61
Village of Weberville: $1,403.22

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into 2016 road centerline pavement marking agreements with the City of Leslie ($1,597.87), City of Mason ($3,380.51), City of Williamston ($1,343.61), and the Village of Weberville ($1,403.22) if they choose to participate in the Road Department’s 2016 pavement marking program.

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.
The purpose of this memo is to explain a rather complicated procurement situation.

On April 14, 2016, sealed bids from IFB 62-16 were opened for the Road Department’s (RD), 2016 supply of gravel, stone and sand. 22-A gravel is the most utilized product and is used for comparison. There were three bids received before the 11:00 opening and two others were late. Timely bidders were:

1. Crandall Bros., FOB Charlotte, plant pickup price $5.50 per ton, delivered price $10.00 per ton
2. Stoneco Inc., FOB Horton and St Johns, plant pickup price $5.50 per ton, delivered price $11.75 per ton
3. James Tow, FOB Onondaga, plant pickup price, $5.65 per cubic yard, (= $3.53 per ton), delivery was not bid as allowed in the IFB
4. The late bidders were Schlegel and Carrick, both of whom have been suppliers in recent years. The current supplier, Sunrise Aggregates having material in Dansville, failed to bid due to a calendar error.

Of the three timely bidders, only one, James Tow, has gravel in a location that is logistically feasible for pickup with Road Department trucks and is only feasible for pickup in the Western District. This would leave the Eastern District, our primary user of gravel, without plant pickup capability. An additional complication is that James Tow is the father of a Road Department (Western District) employee. Also, James Tow is the obvious low gravel bidder by a significant margin as his bid of $5.65 per cubic yard converted to per ton unit pricing equates to $3.53 per ton which is less than the other two responding bidders and less than current pricing from Sunrise. James Tow’s proposal indicates he is the sole proprietor of the gravel business, which indicates the son employed by the county is not involved in the business. Furthermore, the son is not involved in any way with administering this vendor contract.

The initial recommendation due to the complexity of the situation was to re-bid, assuming that the late bidders and current supplier, all of whom have material in more logistically feasible locations, would submit timely bids. However, the Purchasing Department was reluctant to re-bid due to the unfairness of publically opened bids of the timely responding bidders being available to all bidders in the re-bid.
RD and Purchasing agreed that if the BOC was comfortable with the father of a RD employee being awarded a contract of potentially $48,025.00, we would also need to let an IFB for trucking the gravel from the James Tow pit to the District Garages since delivery was not included in James Tow’s bid. Therefore, IFB 102-16 was let and opened. D.L. Transport of Leslie is the low bidder for trucking and will be recommended for award only if IFB #62-16 for gravel is awarded to James Tow.

The combination of James Tow gravel and D.L. Transport trucking brings delivered 22-A gravel to our District Garages at an average cost of under $6.00 per ton.
Agenda Item 13b

TO: Jim Benjamin, Road Department

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

DATE: May 23, 2016

RE: Memo of performance for ITB No. 62-16 Processed Road Gravel, 6A Crushed Natural Aggregate and 2NS Sand

Per your request, the Purchasing Department sought bids from qualified and experienced companies for the purpose of furnishing Processed Road Gravel, 6A Crushed Natural Aggregate and 2NS Sand for the Ingham County Road Department.

The RFP was advertised in the Lansing State Journal and the MIITA, DBE Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises and posted on the Purchasing Department 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/propose</td>
<td>23</td>
<td>3</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>3</td>
<td>1</td>
</tr>
</tbody>
</table>

The following grid is summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Local</th>
<th>Z1A Delivered/Gravel</th>
<th>Z1A Stock Piled Gravel</th>
<th>Z1A Crushed Gravel</th>
<th>Standard Gravel</th>
<th>2NS Sand</th>
<th>Proposal #62-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drexel</td>
<td>No</td>
<td>No bid</td>
<td>No bid</td>
<td>No bid</td>
<td>No bid</td>
<td>No bid</td>
<td>Detroit</td>
</tr>
<tr>
<td>Dow</td>
<td>No</td>
<td>No bid</td>
<td>No bid</td>
<td>No bid</td>
<td>No bid</td>
<td>No bid</td>
<td>St. Johns</td>
</tr>
</tbody>
</table>

Proposal #62-16

Processed Road Gravel, 6A Crushed Nat. Agg. and 2NS Sand
Attached are electronic copies of the vendors’ response.

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

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

If I can be of further assistance, please email jhudgins@ingham.org
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF
2016 SEASONAL REQUIREMENT OF SAND AND GRAVEL
FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department annually purchases approximately 10,000 to 15,000 tons of various types of processed road gravel and sand for use in various road maintenance operations; and

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

WHEREAS, bids for various types of processed road gravel and sand were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #62-16, and it is their recommendation, with the concurrence of Road Department staff, to award this bid and purchase the various types of sand and gravel, on an as-needed, unit price basis from all three responding bidders shown in the table below with various delivery options also shown, based on Road Department staff’s judgment as to which supplier is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of various types of sand and gravel on an as-needed, unit price basis from all three respondents to RFP #62-16 shown in the table below with the various delivery options also shown, based on Road Department staff’s judgment as to which supplier and delivery method is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with both above listed suppliers and purchase the various types of sand and gravel material as needed and budgeted.
TO: Jim Benjamin, Road Department
FROM: James Hudgins, Director of Purchasing
jhudgins@ingham.org
DATE: May 18, 2016
RE: Memo of performance for ITB No. 102-16: Trucking Services for Ingham County Road Department

Per your request, the Purchasing Department sought proposals/bids for Trucking Services of 22A Gravel and 23A Gravel to be hauled in gravel trains from James Tow’s gravel pit located at 3675 Baseline Road, Onondaga, MI, 49264 to the County’s District Garages.

- Western Garage is located at 301 Bush Street, Mason, MI, 48854.
- Eastern Garage is located at 1335 East Howell Road, Williamston, MI, 48895.
- Metro Garage is located at 5613 South Aurelius Road, Lansing, MI 48910.

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

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/propose</td>
<td>28</td>
<td>5</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>3</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>ADD 1</th>
<th>WESTERN GARAGE UNIT PRICE</th>
<th>EASTERN GARAGE UNIT PRICE</th>
<th>METRO DISTRICT GARAGE UNIT PRICE</th>
<th>WESTERN GARAGE AMOUNT</th>
<th>EASTERN GARAGE AMOUNT</th>
<th>METRO DISTRICT GARAGE AMOUNT</th>
<th>OVERALL TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. L. Transport</td>
<td>Yes, Leslie</td>
<td>Yes</td>
<td>$3.60</td>
<td>$4.10</td>
<td>$3.75</td>
<td>$9,000.00</td>
<td>$20,500.00</td>
<td>$3,750.00</td>
<td>$33,250.00</td>
</tr>
<tr>
<td>Ocenasek Inc.</td>
<td>No, Perry</td>
<td>Yes</td>
<td>$5.95</td>
<td>$7.15</td>
<td>$7.15</td>
<td>$17,250.00</td>
<td>$26,600.00</td>
<td>$6,900.00</td>
<td>$50,650.00</td>
</tr>
<tr>
<td>Anderson Fischer &amp; Associates Inc.</td>
<td>Yes, Mason</td>
<td>Yes</td>
<td>$6.90</td>
<td>$5.30</td>
<td>$6.90</td>
<td>$14,875.00</td>
<td>$35,750.00</td>
<td>$7,150.00</td>
<td>$57,775.00</td>
</tr>
</tbody>
</table>

Attached are electronic copies of the vendors’ responses, as well as, an evaluation grid for your use. Hard copies will be sent in courier.

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) submit evaluation to the Purchasing Department with your recommendation; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

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

If I can be of further assistance, please email jhudgins@ingham.org
Introduced by the County Services and Finance Committees of the:

INGERHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACTED TRUCKING SERVICES TO HAUL GRAVEL TO THE INGERHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Ingham County Road Department uses approximately 10,000 to 15,000 tons of gravel annually to maintain and improve the roads of Ingham County; and

WHEREAS, contracted trucking services are needed to deliver gravel to the Road Department District Garages; and

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

WHEREAS, the Purchasing Department solicited bids for contracted trucking services from James Tow pit in Onondaga to the District Garages with IFB 102-16; and

WHEREAS, quotes for delivering gravel for the 2016 season from IFB 102-16 were evaluated by the Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff to award a gravel delivery service contract to D.L. Transport, a local vendor, for its gravel delivery pricing on the chart below.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the proposal to award a gravel delivery service contract to D.L. Transport for its gravel delivery pricing on the chart below.

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>ADD 1</th>
<th>WESTERN GARAGE UNIT PRICE</th>
<th>EASTERN GARAGE UNIT PRICE</th>
<th>METRO DISTRICT GARAGE UNIT PRICE</th>
<th>WESTERN GARAGE AMOUNT</th>
<th>EASTERN GARAGE AMOUNT</th>
<th>METRO DISTRICT GARAGE AMOUNT</th>
<th>OVERALL TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>D. L. Transport</td>
<td>Yes, Leslie</td>
<td>Yes</td>
<td>$3.60</td>
<td>$4.10</td>
<td>$3.75</td>
<td>$9,000.00</td>
<td>$20,500.00</td>
<td>$3,750.00</td>
<td>$33,250.00</td>
</tr>
<tr>
<td>Ocenasek Inc.</td>
<td>No, Perry</td>
<td>Yes</td>
<td>$6.90</td>
<td>$5.30</td>
<td>$6.90</td>
<td>$17,250.00</td>
<td>$26,600.00</td>
<td>$6,900.00</td>
<td>$50,650.00</td>
</tr>
<tr>
<td>Anderson Fischer &amp; Associates Inc.</td>
<td>Yes, Mason</td>
<td>Yes</td>
<td>$5.95</td>
<td>$7.15</td>
<td>$7.15</td>
<td>$14,875.00</td>
<td>$35,750.00</td>
<td>$7,150.00</td>
<td>$57,775.00</td>
</tr>
</tbody>
</table>

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 and Finance Committee
FROM: Travis Parsons, Human Resources Director
DATE: May 23, 2016
SUBJECT: Modification of the Managerial and Confidential Employee Personnel Manual
County Services June 7th and Finance Committee June 8th Agendas

BACKGROUND
For several years there have been challenges regarding if Court Referees were covered under the Public Employment Relations Act (PERA). The question has been considered in the bargaining process with prior and current Circuit Court Administrators.

The Michigan Court of Appeals has held that Attorney/Referees are not appropriate for placement in a collective bargaining unit based upon the judicial and quasi-judicial decision-making functions of such Attorney/Referees.

After consultation with County Attorneys and through the recent negotiation process for a successor agreement with ICEA and reopener negotiations with OPEIU, the County proposed the move of the Attorney/Referee positions out of the collective bargaining units and into the Managerial and Confidential Employee Personnel Manual.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The financial impact is negligible since currently the top step of the Attorney/Referee grade in the ICEA - Professional Court Employees unit is PRO 12 - $90,772 and under the OPEIU – Circuit Court/Family Division Professional Employees is $90,763 and the top step of grade 13 of the Managerial and Confidential Employee Personnel Manual is $90,832.

OTHER CONSIDERATIONS
Through the negotiation process for a successor agreement with ICEA and reopener negotiations with OPEIU, all parties reached tentative agreement and captured the terms in the attached Letters of Understanding. A review of benefits revealed the employees would suffer no harm in pension and accruals. The LOU for ICEA has been executed as part of the current collective bargaining agreement.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution approving the Letters of Understanding and the modification of the Managerial and Confidential Employee Personnel Manual.
RESOLUTION APPROVING MODIFICATIONS TO THE  
2016 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL 
TO INCLUDE THE POSITION OF ATTORNEY/REFEREE

WHEREAS, the Ingham County Board of Commissioners approves the modifications to the Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Ingham County Board of Commissioners, and the Thirtieth Judicial Circuit Court, and the Office And Professional Employees International Union (OPEIU) – Circuit Court/Family Division have agreed to a collective bargaining agreement for the Professional Court Employees/Family Division Unit; and

WHEREAS, the Ingham County Board of Commissioners, Thirtieth Judicial Circuit Court and the Fifty-Fifth Judicial District Court, and the Ingham County Employees’ Association have agreed to a collective bargaining agreement for the Professional Court Employees Unit; and

WHEREAS, the Michigan Court of Appeals has held that Attorney/Referees are not appropriate for placement in a collective bargaining unit based upon the judicial and quasi-judicial decision-making functions of such Attorney/Referees; and

WHEREAS, all parties have met and conferred over the move of the employees in the Attorney/Referee classification to the Managerial and Confidential Employee Personnel Manual and prepared the attached Letters of Understanding; and

WHEREAS, the provisions of the attached Letter of Understanding with each unit have been approved by the County Services and Finance Committees; and

WHEREAS, the corresponding modification of the Managerial and Confidential Employee Personnel Manual to comply with the Court of Appeals decision have been approved by the County Services and Finance Committees.

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

BE IT FURTHER RESOLVED, the Ingham Board of Commissioners approves the following modifications to the 2016 Managerial and Confidential Employee Personnel Manual:

1. The Attorney/Referee positions, formerly covered under the ICEA Professional Court Employees collective bargaining agreement and the OPEIU Circuit Court/Family Division collective bargaining agreement will be covered by the Managerial and Confidential Employee Personnel Manual.

2. Section V. Definition of Employees to include the definition of Seasonal Employees to comply with the definition under the Affordable Care Act.

3. Change in Appendix A – Other Specific Managerial Benefits to include a provision for on-call and minimum call back for the Attorney/Referee position.
4. Change in Appendix C – Position Listing Managerial & Confidential Pay Grades to include the addition of the following professional classification under grade 13: Attorney/Referee.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.
LETTER OF UNDERSTANDING
BETWEEN COUNTY OF INGHAM,
THIRTIETH JUDICIAL CIRCUIT COURT (Employers)
AND
INGHAM COUNTY EMPLOYEES' ASSOCIATION (Union)
AND ITS
PROFESSIONAL COURT EMPLOYEES UNIT

WHEREAS, the COUNTY OF INGHAM, THIRTIETH JUDICIAL CIRCUIT COURT and the
FIFTY-FIFTH JUDICIAL DISTRICT COURT (hereinafter referred to as the "Employer"), and the INGHAM
COUNTY EMPLOYEES’ ASSOCIATION (hereinafter referred to as the "Union") have agreed to a collective
bargaining agreement for the Professional Court Employees Unit; and

WHEREAS, the parties are agreeable to the following concerning Attorney/Referees.

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

1. Current Referees in the bargaining unit (being Helen Hartford and Vickey Peterson) may remain in the
ICEA or elect to move to the Managerial Plan to be effective January 31, 2016.

2. If the Referees remain in the ICEA, they will be “at will” with their employment status covered by the
Managerial Plan sections A & K. The employee’s salary and benefits, including pension, will also be
controlled by the Managerial Plan, with the position compensated at the MCF 13 Grade, Step 5.

3. If the Referees move to the Managerial Plan, the terms and conditions of employment, salaries and
benefits will be controlled by the Managerial Plan, and the MCF Grade 13, Step 5, will apply.

4. If Michigan Supreme Court Administrative Order 1996-11 (Hiring of Relatives by Courts) is amended
to allow relatives of a judge to be employed within the same court, Helen Hartford and Vicki Peterson
shall automatically be covered by the Managerial Plan effective the date of the amended Administrative
Order.

5. All employees hired on or after December 8, 2015, will be under the Managerial Plan and not
recognized as under the ICEA contract, and will be placed on the MCF Grade 13 scale.

6. This Letter of Understanding shall be effective from and after January 1, 2016.

7. This Letter of Understanding shall not serve to modify any other terms or conditions agreed to by the
parties in the aforementioned collective bargaining agreement.
EMPLOYERS

Honorable Janelle A. Lawless
Chief Circuit Judge
Thirtieth Judicial Circuit Court

Kara Hope, Chairperson
Ingham County Board of Commissioners

INGHAM COUNTY EMPLOYEES' ASSOCIATION

By: Jean Ann Hamlin
Its: Local President

By: Jeffrey S. Donahue
Its: General Counsel
TO: Board of Commissioners County Services Committee
FROM: Travis Parsons, Human Resources Director
DATE: May 9, 2016
SUBJECT: LOU – UAW-TOPS and OPEIU for County Services June 7th Agenda

BACKGROUND

Occasionally the Courier position in the Purchasing Department requires backup coverage. This position is represented by the UAW-TOPS unit. Primary backup has historically been provided by the Copy Center Coordinator, also represented by the UAW-TOPS unit. There have been circumstances in which the Copy Center Coordinator is unavailable to perform the courier duties.

The Buyer position, also in the Purchasing Department, performs similar duties of transporting materials, orders and parts on behalf of the Road Department. This position is represented by the OPEIU – Technical/Clerical Unit.

The Buyer position would serve as the secondary backup to the Courier in the event the primary backup is unavailable to perform these duties.

The Employer engaged the UAW and OPEIU to discuss the need for secondary backup coverage. The UAW and OPEIU agreed to the conditions outlined in the attached Letter of Understanding (LOU).

ALTERNATIVES

The Buyer position performing the secondary backup role as outlined in the attached LOU is the most viable option.

FINANCIAL IMPACT

The Buyer, while performing the back-up duties, would continue to receive his/her pay, all other fringe benefits, and maintain seniority rights pursuant to the OPEIU collective bargaining agreement. There would be no additional financial impact.

OTHER CONSIDERATIONS

Through the meet and confer process, all parties agreed to the arrangement and captured the agreement in the attached LOU.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and UAW and OPEIU regarding the secondary backup for the Courier position.
WHEREAS, the County of Ingham (Employer) and the United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) have entered into a collective bargaining agreement with a term running from January 1, 2015 through December 31, 2017; and

WHEREAS, the County of Ingham (Employer) and the Office and Professional Employees International Union (OPEIU) have entered into a collective bargaining agreement with a term running from January 1, 2016 through December 31, 2017; and

WHEREAS, the Employer recognized a need for secondary backup for the employee working in the Courier position, represented by UAW; and

WHEREAS, the Employer desired to utilize an employee working in the Buyer position, represented by the OPEIU, as a secondary backup to the Courier; and

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

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County after approval as to form by the County Attorney.
LETTER OF UNDERSTANDING BETWEEN  
COUNTY OF INGHAM (Employer)  
AND  
UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA (UAW) INGHAM COUNTY UNIT LOCAL #2256  
AND  
OPEIU LOCAL #512 TECHNICAL-CLERICAL UNIT (OPEIU)

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

WHEREAS, the Employer and OPEIU have entered into a collective bargaining agreement (OPEIU CBA) with a term running from January 1, 2016 through December 31, 2017; and

WHEREAS, the Employer seeks to provide secondary backup coverage for the employee working in the Courier position, which is part of the UAW bargaining unit, by utilizing an employee working in the Buyer position which is part of the OPEIU bargaining unit; and

WHEREAS, the Employer, UAW and OPEIU agree to this arrangement; and

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

1. The parties agree that the Buyer will provide secondary backup coverage to the Courier in the event the primary backup coverage provided by the employee working as the Copy Center Coordinator, which is part of the UAW bargaining unit, is unavailable to perform these duties due to absence, vacation or work.

2. While providing coverage for the Courier, the Buyer will not accrue leave time, earn seniority or be entitled to any other pay or benefits pursuant to the UAW CBA.

3. While the Buyer is performing the duties of the Courier he/she will continue to receive his/her current rate of pay, all other economic fringe benefits and seniority rights pursuant to the OPEIU CBA.

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

COUNTY OF INGHAM          UNION REPRESENTATIVES

Kara Hope, Chairperson   Date  Mark J. Swanson   Date  
Ingham County Board of Commissioners  Chief Steward, OPEIU Local #512

James Hudgins   Date  Aaron Sanders   Date  
Purchasing Director  Staff Representative, OPEIU Local #512

Travis Parsons   Date  Sally Auer   Date  
Human Resources Director  Bargaining Chairperson, UAW #2256
APPROVED AS TO FORM:
COHL, STOKER & TOSKEY, P.C.

____________________________
Mattis D. Nordfjord, Esq.
BACKGROUND

The Latent Tuberculosis Infection (LTBI) clinic operates for 4 hours, 2 days per month. Based on the unique qualification necessary to staff the clinic and the limited hours of operation, it has been difficult to assign existing staff or recruit a nurse practitioner into this role.

Dana Balander is a recently retired nurse practitioner with experience in the LTBI. Ms. Balander is willing and able to staff the clinic for 8 hours per month but required a rate of pay outside the rate of 10% above step 1 provided in the current collective bargaining agreement. The attached Letter of Understanding (LOU) allows the Employer to deviate from the aforementioned step 1 wage. This is a renewal of a prior expired LOU.

Ms. Balander has agreed to provide the Employer with a 30 day notice of resignation to allow the Employer adequate time to evaluate specialized skill sets of other staff and determine a provider that is capable to staff the clinic.

ALTERNATIVES

Currently there are no other qualified and available Nurse Practitioners at the Health Department to work the LTBI clinic.

FINANCIAL IMPACT

This arrangement has minimal financial impact since the temporary assignment is for 8 hours per month.

OTHER CONSIDERATIONS

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

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and the MNA regarding the temporary wage for the Nurse Practitioner in the LTBI clinic.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING A LETTER OF UNDERSTANDING WITH MICHIGAN NURSES ASSOCIATION REGARDING TEMPORARY STAFFING

WHEREAS, an agreement was reached between representatives of Ingham County and the Michigan Nurses Association Nurse Practitioners/Clinic Nurses Unit for the period January 1, 2015 through December 31, 2017; and

WHEREAS, the parties wish to amend Article 12, Section 5 of the Agreement; and

WHEREAS, the Human Resources Department and the Health Department have discussed with the Michigan Nurses Association the changes regarding wages paid to Temporary Nurse Practitioners in the Latent Tuberculosis Infection (LTBI) Clinic and prepared the attached Letter of Understanding; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the attached Letter of Understanding with respect to wages paid to Temporary Nurse Practitioners in the LTBI clinic.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.
LETTER OF UNDERSTANDING
BETWEEN
INGHAM COUNTY (Employer)
AND
MICHIGAN NURSES ASSOCIATION (Union)
NURSE PRACTITIONERS/CLINIC NURSES UNIT

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

WHEREAS, the parties wish to amend Article 12, Section 5 of the contract as to the wage paid to a temporary Nurse Practitioner; and

WHEREAS, the temporary position is necessary to operate the Latent Tuberculosis Infection (LTBI) clinic, currently scheduled to operate for 4 hours, 2 days per month.

NOW, THEREFORE, it is hereby agreed by the parties as follows:

1. Dana Balander will continue to staff the LTBI clinic as a Nurse Practitioner immediately upon the execution of this agreement.

2. Dana Balander will be paid at a rate of $45.00/hour.

3. This agreement only applies to Dana Balander as the temporary Nurse Practitioner position assigned to the LTBI clinic and does not establish a precedent or past practice.

4. If Dana Balander voluntarily resigns this temporary assignment, the Employer respectfully requests a 30 day notice from Ms. Balander to provide adequate time to evaluate appropriate specialized skill sets of other staff and determine which provider is capable staff the LTBI clinic.

5. The Employer will endeavor to backfill the vacant LTBI clinic assignment in accordance with Article 10, Section 4 of the MNA collective bargaining agreement.

6. The Employer will provide appropriate scheduling change notice, in accordance with Article 10, Section 6 of the MNA collective bargaining agreement, to a practitioner assigned to the LTBI clinic.

COUNTY OF INGHAM

Kara Hope, Chairperson
Date:__________________________

Linda Vail, Health Officer
Date:__________________________

MICHIGAN NURSES ASSOCIATION

Nicole Jackson, Labor Representative
Date:__________________________

Charlyn Stratton, President
Date:__________________________
Dana Balander

Date:________________________________

Approved as to form:
Cohl, Stoker & Toskey, P.C.

________________________________
Mattis Nordfjord, Esq.
TO: PPZ Advisory Board, County Services, Finance Committee, and Board of Commissioners
FROM: Cynthia Wagner, Interim Director, Potter Park Zoo
DATE: May 2, 2016
SUBJECT: DONATION OF MODULAR BUILDING FROM AIS

BACKGROUND
The Potter Park Zoo is very limited in office space. Within the past few years, there has been office space created in the Zoo’s kitchen, copy room, and a former A/V closet. A donated modular building from AIS would create much needed office space for Zoo employees.

ALTERNATIVES
If the status quo is allowed to continue, Zoo office space will continue to be a problem. We have exhausted all opportunities of creating new office space for our growing workforce and have come to the conclusion we need more building space to create more offices.

FINANCIAL IMPACT
The funding for this project will be paid for by the Potter Park Zoological Society (PPZS). At the PPZS Board Meeting on May 26th, 2016, the donated building along with all financial obligation associated with the building was approved and accepted.

OTHER CONSIDERATIONS
The placement of the modular building will be behind the Welcome Center and it does not change the Master Plan of the Zoo.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the acceptance of the modular building donation from AIS.
Agenda Item 15

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECOMMENDING THE ACCEPTANCE OF A MODULAR BUILDING FROM AIS TO POTTER PARK ZOO

WHEREAS, the Potter Park Zoo has been offered a 24’ x 24’ modular building to be donated from AIS; and

WHEREAS, the Potter Park Zoo is in need of increased office space for the growing workforce and this modular unit will provide the necessary space; and

WHEREAS, the placement of the modular unit will be placed behind the Welcome Center and it does not change the Master Plan of the zoo; and

WHEREAS, the Potter Park Zoological Society will be funding this project for all future financial obligations that are associated with this building.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts this donation from AIS to Potter Park Zoo.
To: Mr. Tim Dolehanty, Controller/Administrator

From: Management Partners Representatives:
Jacquelyn McCray, Senior Manager
Amy Paul, Corporate Vice President
Susan Hoyt, Special Advisor

Subject: Ingham County Draft Strategic Plan

Date: April 19, 2016

The attached draft Strategic Plan reflects the input received from members of the Commission at their workshop on March 24. The draft incorporates the vision and mission along with goals and strategies for the future. Prior to completing the strategic plan you and the Commissioners should review the document to make sure it accurately reflects the correct language and intent.

Additionally, there are three areas requiring decisions by the Commissioners, as listed below:

1. **Vision statement** – While there was extensive discussion about the wording of the vision, we discouraged wordsmithing so we have two versions for consideration. The Commissioners will need to determine which of the two statements (or another to their liking) best reflects their desired future for the County.

2. **Goals** – Please review the wording of the goals and indicate any desired revisions or changes. Any edits or changes to the wording should reflect a consensus or majority of the Commission members.

3. **Strategies** – Please review the wording of the strategies and indicate any desired revisions. Changes and edits should reflect a consensus or majority of the Commission members.

4. **Performance Indicators** – Please review the performance indicators and provide any desired revisions. Changes and edits should reflect a consensus or majority of the Commission members.

You will notice that pages 6 and 14 of the document are missing photographs. I have requested a few pictures from Becky. We will add those to the final plan.

Once confirmation on a vision statement and any other changes are received, we will finalize the document and prepare the draft Implementation Action Plan. If you have questions please let us know.
Ingham County Strategic Plan

Vision
Mission
Values
Goals
Strategies
Success Indicators

April 2016
Table of Contents

Table of Contents ................................................................. ii
Background .............................................................................. 4
Vision, Mission and Values ..................................................... 5
Values .................................................................................... 6
Goals and Strategies ............................................................. 7
Service to Residents ............................................................. 8
Communication ..................................................................... 10
Management and Finance ................................................... 12
Information Technology ....................................................... 14
Facilities and Infrastructure .................................................. 16
Human Resources and Staffing .............................................. 17
Conclusion ............................................................................. 19
This Page Purposely Left Blank
**Background**

Ingham County is governed by a 14-member Board of Commissioners elected on a partisan basis for terms of two years from single-member districts that are approximately equal in population.

---

**Introduction**

Ingham County's Strategic Plan identifies the vision, values, and goals to guide resource allocation and work planning for the next five years. The plan includes strategies and an action plan (separate document) that specifies activities and tasks required to reach for accomplishing the goals. The strategic plan also includes success measures to evaluate the County's progress toward meeting these goals.

**Strategic Planning Process and Workshops**

The process for creating Ingham County's Strategic Plan began with individual interviews with Commissioners, department heads, and elected officials. Interviewees shared their perspectives on strengths, weaknesses, opportunities and challenges (SWOC) facing the County. A summary of themes, along with data on current socio-economic trends, was provided as background information for a workshop with elected officials and department heads in January 2016. During the workshop the participants identified draft goals and strategies, which were then shared with Commissioners.

A Strategic Planning Workshop for Commissioners was held in March of 2016. The workshop began with a discussion about the County’s vision and mission, followed by discussion and prioritization of the values that provide the foundation for how the County does its work. In addition to discussing the Ingham County vision and values, the Commissioners developed goals and strategies. Together these elements comprise the Ingham County Strategic Plan.
Vision and Mission

OUR VISION
(The Commissioners discussed many concepts about vision, but did not reach consensus. Please choose one.)
Ingham County is a welcoming, inclusive area working to empower people to live well in a safe, healthy, engaged community that respects diversity.

or

Ingham County is a safe, welcoming, engaged, inclusive and just community that empowers people to live their best lives.

OUR MISSION
Ingham County is committed to assuring the identification and provision of services most important to its citizens in the achievement of its vision. County services will be of high quality, cost effective, and easily accessible and delivered in cooperation and collaboration with its citizens and other community and governmental organizations. These services will be delivered by a highly motivated, well-trained, service-oriented workforce, utilizing effective technology and guided by the highest ethical standards.
Values

OUR VALUES

While providing county services and doing our work we value:

- Honesty, integrity and ethics;
- Accountability and fiscal responsibility;
- Creativity and innovation; and
- Quality constituent services
Goals and Strategies

A goal is a statement of a specific direction and the desired outcome(s).

A strategy is an action to be taken to achieve a goal.

A success indicator is a quantifiable metric or measurement that is used over time to track progress and outcomes of programs.

The Commissioners developed goals and strategies that address six strategic issue areas:

- Service to Residents
- Communication
- Facilities and Infrastructure
- Information Technology
- Management and Finance
- Human Resources and Staffing
Service to Residents

Goal: Provide easy access to quality, innovative, cost-effective services that promote well-being and quality of life for the residents of Ingham County.

Strategies

1. Implement a public marketing campaign to promote key services through the local media, the County website and various publications.

2. Provide a forum for residents and service recipients to share their positive stories and experiences about County services.

3. Create an electronic, public directory of all County services with contact information.

4. Create a physical reception area and information desk in major and frequently used County facilities.

5. Create a virtual front desk that directs callers and electronic inquiries to the appropriate department contact.

6. Connect with local government networks to learn about innovations and new cost effective service delivery models (e.g., Alliance for Innovation, International City and County Management Association—ICMA, etc.).

7. Develop a performance-based measurement system for monitoring and reporting County service delivery and outcomes.
8. Conduct training that will help employees better understand and respond to customer questions and inquiries.

9. Contract with an impartial third party to survey residents and customers to evaluate the quality and accessibility of County services.

10. Hold public forums to gather feedback on County services.
Communication

Goal: Improve external and internal communication.

Strategies

1. Implement routine department head agenda review meetings to share information about upcoming County Board committee and business meetings.

2. Communicate policy and procedure changes and other updates to the Employee Handbook to department heads and employees within one week of adoption.

3. Assign an employee in each department with responsibility for keeping the intranet up to date.

4. Schedule department head meetings with the County Board once or twice a year and outside of the budget process.

5. Add a recurring item to County Board agenda for committee liaisons to provide brief updates on relevant business and actions.

6. Develop and adopt a County communication plan that includes ways to brand and unify messaging.

7. Identify financing for a dedicated position to coordinate and manage communication for the County.
8. Provide public relations and media training for Commissioners, department heads, and staff.

9. Improve the layout and ease of access to information on the County web site.

10. Create and maintain a social media presence for County programs and services.

11. Publish a quarterly newsletter for distribution to County residents with access via mail, the web and an e-news distribution system.
Management and Finance

Goal: Be an open, well-managed and collaborative government that ensures our public services are efficiently delivered to all geographic areas while preserving the County’s fiscal health.

Strategies

1. Maintain and grow the County’s financial reserves.

2. Monitor adherence to the County’s reserve policy.

3. Develop options for expanding, maintaining or reducing service levels depending on the County’s fiscal health.

4. Create a schedule for reviewing and revising internal policies and contracting procedures to reflect current best practices.

5. Train department heads how to monitor their budgets and on contracting policies and procedures.

6. Conduct periodic internal audits to assess departmental compliance with management and financial policies and procedures.

7. Train staff on budgeting, grant writing and finding revenue enhancement opportunities.

8. Expand tax base growth through partnerships with economic development influencers and organizations.

9. Develop a long-term millage strategy that includes a calendar of
10. Schedule regular County Board information sessions on the use of debt service, updates on Tax Increment Financing and other financing tools.

11. Develop a policy to ensure adherence with the approved CIP when reviewing capital funding requests.

12. Develop a process for identifying funding priorities and financing options for future capital projects.

13. Develop a performance measurement system to track the success of County services (internal and external), including periodic reporting to the County Board and the public.

14. Schedule reports to the County Board on management and financial issues outside of the budget process.
Information Technology

Goal: Anticipate and meet the information technology needs of each department and effectively engage our residents through reliable platforms.

Strategies

1. Hire well-trained IT managers and staff.
2. Invest in training to keep IT managers and staff current with emerging trends and best practices.
3. Prioritize and annually budget for countywide IT projects including updates to existing software applications.
4. Establish consistent standards for department website design, information and posting and monitor.
5. Schedule quarterly face-to-face meetings with the IT director and department heads and elected officials.
6. Schedule quarterly meetings with the County Board and the IT director.
7. Promptly communicate emerging IT issues with department heads, elected officials and the County Board.
8. Prepare a comprehensive landscape review and inventory of County IT programs, vendors, hardware, IT assets, and...
- Percent of department IT evaluations completed

- Percent of survey respondents (employees and Commissioners) rating the quality of IT services as good or excellent

9. Implement a department-by-department evaluation of IT services that focuses on the needs of the end user.

10. Develop a repository of prior IT vendors’ performance for reference and use during vendor selection.

11. Develop a five-year IT growth plan with associated costs.

12. Create an up-to-date IT emergency management plan including the security of private data.

13. Develop a data retention policy.

14. Evaluate future storage capacity needs for electronic data.
Facilities and Infrastructure

Goal: Provide environmentally friendly, accessible facilities and quality infrastructure, which supports a safe and efficient pedestrian and multi-modal transportation network.

Success Indicators

- Percent change in annual expenditures for planned facilities upgrades
- Percent of 17-year old offenders with adequate housing
- Percent change in annual expenditures devoted to proactive maintenance

Strategies

1. Use the County space study to prioritize and budget for facility space.
2. Develop a plan for a new jail.
3. Plan for and anticipate additional housing needs to adequately accommodate 17-year old offenders.
4. Plan physical space needed for future data storage needs.
5. Evaluate alternatives for countywide “complete streets” policy.
6. Develop a proactive maintenance plan to extend the life of facilities, property and infrastructure assets.
7. Identify areas for collaboration with other governmental units for facilities, property, and infrastructure upgrades.
Human Resources and Staffing

Goal: Make Ingham County the employer of choice where employees, diversity, inclusion, and public service are valued, and our workforce reflects the community it serves.

Strategies

1. Attract and retain employees who value public service.

2. Implement policies to encourage work-life balance, including flexible work hours and mobile access to work.

3. Use job satisfaction surveys and interviews to identify employee retention risks and suggestions for improving the work environment.

4. Develop an employee succession plan with a timeline for anticipated retirements.

5. Regularly solicit employee feedback and suggestions for workflow improvements.

6. Develop formal and informal employee recognition programs to encourage and reward creativity and innovation.

7. Support employee and professional development including travel to national conferences and educational opportunities.
8. Develop a workforce that reflects the community it serves by establishing countywide diversity goals.

9. Develop a countywide training program that promotes respect for diversity.

10. Monitor compliance with policies and procedures by County employees, elected officials and Commissioners (e.g., purchasing, ethics, IT security, non-discrimination).
Conclusion

This strategic plan includes goals and strategies to accomplish six areas of importance:

- Service to Residents,
- Communication,
- Management and Finance,
- Information Technology,
- Facilities and Infrastructure, and
- Human Resources and Staffing.

An Implementation Action Plan has been developed and provided to the County under separate cover. It describes and sequences the actions required to implement each of the strategies to accomplish the goals of the Strategic Plan.

Board of Commissioners

Kara Hope
Chairperson
Sarah Anthony
Vice Chairperson
Randy Maiville
Vice Chairperson Pro Tem
Victor Celentino, District 1
Rebecca Bahar-Cook, District 2
Bryan Crenshaw, District 4
Todd Tennis, District 5
Penelope Tsennoglou, District 8
Carol Koenig, District 9
Brian McGrain, District 10
Teri Banas, District 11
Deb Nolan, District 12
Randy Schafer, District 13
Robin Case Naeyaert, District 14

Ingham County Strategic Plan

April 2016