

CHAIRPERSON
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VICE-CHAIRPERSON
SARAH ANTHONY

VICE-CHAIRPERSON PRO-TEM
RANDY MAIVILLE

FINANCE COMMITTEE
REBECCA BAHAR-COOK, CHAIR
TODD TENNIS
BRIAN McGRAIN
BRYAN CRENSHAW
SARAH ANTHONY
RANDY SCHAFER
ROBIN CASE NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS

P.O. Box 319, Mason, Michigan 48854 Telephone (517) 676-7200 Fax (517) 676-7264

THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MAY 4, 2016 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [April 20, 2016](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Sheriff's Office - Resolution to Authorize a Contract with FD Hayes to Install 20 Amp [Outlets](#) at the Ingham County Jail

2. Facilities Department
 - a. Resolution Authorizing an Agreement with Roger Donaldson, AIA, P.L.C. Architect to Perform Professional Design Services for a [Storage Building](#) to be Located at the Ingham County Family Center
 - b. Resolution Authorizing an Agreement with Straub Pettitt Yaste Architects for Architectural and Engineering Services for [File Storage Room Expansion](#) in the Probate Court Office
 - c. Resolution Amending the Agreement with Safety Systems, Inc. to Install Additional [Alarm Equipment](#) to Monitor two New Boilers and an Emergency Back-Up Generator at Forest Community Health Center
 - d. Resolution Authorizing an Agreement with Victory Heating & Cooling to Replace Three [Heat Exchangers](#) at 55th District Court

3. Health Department
 - a. Resolution to Authorize Entering into an Agreement with Continental Canteen for [Vending Services](#) at Forest Community Health Center
 - b. Resolution to Accept Funding from Michigan Association of United Ways, Funding from the Jewish Fund, and to Act as the [Fiduciary/Payee](#) for the Wayne Children's Healthcare Access Program
 - c. Resolution to [Amend Resolution #14-413](#) to Re-Authorize Subcontracts with Southside Community Coalition, Authorize Subcontracts with Tabernacle of David and Willow Tree Family Center, and Adjust the Amount Authorized for Peer Advisor Stipends

4. Potter Park Zoo - Resolution Authorizing [Adjustments](#) to the 2016 Zoo Budget

5. Human Resources - Resolution to Approve Generic Service Credit Purchase for County Employee: [Eric A. Common](#)

6. Road Department
 - a. Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Resurfacing Project for [Byrum Road](#) from Bellevue Road Northerly to Kinneville Road, Kinneville Road from Byrum Road Westerly to Aurelius Road, and Aurelius Road from Kinneville Road Northerly to Barnes Road
 - b. Resolution Authorizing an Agreement with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of Recycled Tire Rubber Modified Asphalt Paving Mixture on the 2016 [Hagadorn-Mt. Hope](#) Intersection Project for the Ingham County Road Department
 - c. Resolution Authorizing the Purchase of Three New [Tandem Axle Truck](#) Chassis for the Ingham County Road Department
 - d. Resolution Authorizing the Purchase of [Equipment](#) Needed for New Tandem Axle Truck Chassis for the Ingham County Road Department
 - e. Resolution Authorizing a Settlement with [MIOSHA](#) for Work Zone Signing/Traffic Regulating Citations for the Ingham County Road Department

7. Controller/Administrator's Office - Resolution Updating Various [Fees](#) for County Services

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
April 20, 2016
Draft Minutes

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

Members Absent: Anthony

Others Present: Commissioner Tsernoglou, Commissioner Banas, Doug Stover, Jill Rhode, Tim Dolehanty, John Neilsen, Tim Morgan, Bill Conklin, Becky Bennett, Eric Thelen, Mo Winslow, Sandra Dargatz, Teri Morton, Jim Hudgins, John Dinon, Curt Smith, Henry Rojas, and others

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

Approval of the April 6, 2016 Minutes

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE THE MINUTES OF THE APRIL 6, 2016 FINANCE COMMITTEE MEETING.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

Additions to Agenda

Pulled -

10. Parks Department
a. Resolution Rescinding Resolution #11-251 Authorizing the Establishment of Ingham County Employee Discount Activity User Fees

Substitute –

13. Controller/Administrator's Office
d. Resolution to Submit to the Electorate a Special Millage Question for Animal Control Shelter Replacement (Three Options)
e. Resolution Establishing Priorities to Guide the Development of the 2017 Budget and Activities of County Staff

Late -

12. Board of Commissioners
b. Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police, Capital City Labor Program, Inc.- 9-1-1 Non-Supervisory Unit

Limited Public Comment

Patricia Whitener, Chairperson for the Ingham County Animal Shelter Fund, addressed the committee regarding the Animal Control millage.

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

1. Sheriff's Office
 - b. Resolution Authorizing the Ingham County Sheriff's Office to Contract with the Ingham Regional Special Response Team for the Use of Ingham County Paramedic Equipment

4. Animal Control - Resolution to Accept the Bissell Pet Foundation Super Saturday Free Adoption Grant

5. Equalization/Tax Mapping
 - b. Resolution Designating County Representatives at State Tax Commission Hearings

6. Health Department - Resolution to Amend Resolution #15-193 to Include Ingham County Health Department Breast & Cervical Cancer Control (BCCCP)/Wisewoman Fees

8. Road Department
 - b. Resolution Authorizing a Contract for Supplying and Servicing Mechanics' Uniforms, Shop Towels, Floor Mats & Related Services for the Road Department

9. Ingham County Fair - Resolution Authorizing Entering into a Contract with Bierlein Companies, Inc. for Demolition Services and Legal Disposal of the Grandstands at the Ingham County Fairgrounds

10. Parks Department
 - c. Resolution Approving the Scoring/Ranking Criteria for the Trails and Parks Program Application

11. Purchasing Department - Resolution Authorizing an Extension of the Agreement with Comerica, Inc. for the Procurement Card Program

12. Board of Commissioners
 - a. Resolution Establishing a Temporary Clerical Support Position

14. Board Referrals
 - a. Letter from the City of East Lansing Regarding a Notice of Public Hearing for Brownfield Redevelopment Authority Plan #21
 - b. Letter from the City of Lansing Regarding a Notice of Public Hearing to Consider a Variance to Permit 3 Projecting Signs on the West Wall of 800 E. Michigan Avenue

- c. Letter from the City of Lansing Regarding a Notice of Public Hearing for the Approval of Brownfield Plan #65

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

12. Board of Commissioners

- b. Resolution Approving a Collective Bargaining Agreement with the Fraternal Order of Police, Captial City Labor Program, Inc.- 9-1-1 Non-Supervisory Unit

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE THE RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT WITH THE FRATERNAL ORDER OF POLICE, CAPTIAL CITY LABOR PROGRAM, INC.- 9-1-1 NON-SUPERVISORY UNIT.

There was a discussion regarding the \$250 lump sum payment.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

1. Sheriff's Office

- a. Resolution Authorizing the Ingham County Sheriff's Office to Contract with the Delhi Fire Department for the Use of Ingham County Paramedic Equipment

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION AUTHORIZING THE INGHAM COUNTY SHERIFF'S OFFICE TO CONTRACT WITH THE DELHI FIRE DEPARTMENT FOR THE USE OF INGHAM COUNTY PARAMEDIC EQUIPMENT.

Commissioner Schafer stated that his saddest moment on the Board was when the previous paramedic program ended.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

2. Treasurer's Office - Update on the Bank Reconciliation Process and Software Changes

Desire Kirkland, Chief Deputy Treasurer, provided an update on the Bank Reconciliation Process.

Commissioner Case-Naeyaert asked if the Treasurer's Office felt staff was comfortable and that it would go forward with no issues.

Ms. Kirkland answered yes.

3. Financial Services - Plante Moran's Annual Pre-Audit Presentation

Bill Brickey and Tim St. Andrew, Plante Moran, presented the annual pre-audit.

There was a discussion regarding changes to pension liability.

5. Equalization/Tax Mapping

- a. Resolution to Adopt the 2016 County Equalization Report as Submitted with the Accompanying Statements

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION TO ADOPT THE 2016 COUNTY EQUALIZATION REPORT AS SUBMITTED WITH THE ACCOMPANYING STATEMENTS.

Doug Stover, Equalization Director, presented the 2016 County Equalization Report.

Commissioner McGrain asked why Mason and Lansing lost roughly the same amount.

Mr. Stover answered that a lot of the industrial property in Lansing was exempt by the State. He indicated that he did not have the exact numbers for a comparison between Lansing and Mason.

Commissioner McGrain stated that he would be interested in seeing a follow-up.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

7. Special Transportation Millage - Resolution to Submit to the Electorate a Special Millage Question for a Countywide Transportation System Primarily for the Disabled and Elderly

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR A COUNTYWIDE TRANSPORTATION SYSTEM PRIMARILY FOR THE DISABLED AND ELDERLY.

There was a discussion regarding the continuation of rural services for disabled and elderly individuals.

Commissioner Schafer expressed concern over the elimination of further services without notification. He stated that he wanted the original intent of the millages to stay consistent as they were being combined.

Commissioner McGrain stated that a portion of the millage was kept to support the veteran's transit.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

8. Road Department

- a. Resolution Authorizing Adjustments to the Road Department Budget

MOVED BY COMM. SCHAFFER, SUPPORTED BY COMM. CRENSHAW, TO APPROVE THE RESOLUTION AUTHORIZING ADJUSTMENTS TO THE ROAD DEPARTMENT BUDGET.

There was a discussion regarding the Road Department's leftover fund balance.

Commissioner Schafer thanked the Road Department for their work.

Commissioner McGrain thanked the Road Department for their work. He stated that he looked forward to the Waverly Road project.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

10. Parks Department

- b. Resolution Authorizing the Ingham County Parks Department 2015/2016 Trails and Park Millage Expenditures

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION AUTHORIZING THE INGHAM COUNTY PARKS DEPARTMENT 2015/2016 TRAILS AND PARK MILLAGE EXPENDITURES.

Commissioner Crenshaw asked how much revenue was generated from the rental house.

Tim Morgan, Parks Director, answered that it was \$7,400 after taxes.

Commissioner Schafer stated that some millages were a gold-mine for certain departments in the County.

Commissioner McGrain asked if the new expenditure would replace the current tow-rope in place.

Mr. Morgan answered that it would replace the tow-rope and that it was deemed the number one project by staff at the Parks Department. He stated that the tow-rope did not have the capacity to move people as the magic carpet would.

Chairperson Bahar-Cook stated that the magic carpet would last 15 to 18 years.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

13. Controller/Administrator's Office

- a. Resolution to Submit to the Electorate an Ingham County Potter Park Zoo and Potter Park Renewal Question

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION TO SUBMIT TO THE ELECTORATE AN INGHAM COUNTY POTTER PARK ZOO AND POTTER PARK RENEWAL QUESTION.

Commissioner McGrain asked if there was any data about the millage expenditure rate.

Tim Dolehanty, Controller/Administrator, answered that it appeared to be enough and that it was unusually low at the moment.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

- b. Resolution Submitting to a Vote of the Electorate a Special Millage for Continuing Comprehensive Emergency Telephone Services (9-1-1 Services)

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE A SPECIAL MILLAGE FOR CONTINUING COMPREHENSIVE EMERGENCY TELEPHONE SERVICES (9-1-1 SERVICES).

There was a discussion regarding the plan for obtaining additional funding for the millage.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

- c. Resolution to Submit to the Electorate a Juvenile Millage Renewal Question

MOVED BY COMM. CRENSHAW, SUPPORTED BY COMM. MCGRAIN, TO APPROVE THE RESOLUTION TO SUBMIT TO THE ELECTORATE A JUVENILE MILLAGE RENEWAL QUESTION.

There was a discussion regarding the fund balance of the Juvenile Millage.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

- d. Resolution to Submit to the Electorate a Special Millage Question for Animal Control Shelter Replacement (Three Options)

Mr. Nielsen reviewed the different resolution options.

John Dinon, Animal Control Director, reviewed the different additional enhancements along with the difficulties of the current Animal Control staff level.

Commissioner Crenshaw asked what the current operational cost was.

Mr. Dinon answered 1.7 million dollars, but \$700,000 was paid for with fees.

There was a discussion regarding the different mill rates.

Commissioner Case-Naeyaert indicated that individuals throughout the County expressed frustration regarding public safety services and that it was not a complaint exclusive to Animal Control.

There was a discussion regarding current online services provided by Animal Control.

Mr. Dinon stated that Animal Control also provided public safety services. He further stated that it was more difficult to fundraise for county departments than for non-profits.

Commissioner Case-Naeyaert stated that she was reluctant to pass the millage as it was.

Commissioner Schafer stated that there were many pressing needs from different departments throughout the County. He further stated that the Humane Society was ideal for animal adoption and care and that the County should focus on the law enforcement aspect of Animal Control since it was the only agency that could do so. He stated that he would be voting no on any proposal.

Commissioner Tennis stated that he felt the County had a responsibility to maintain the Animal Control service and that the public wanted the County to. He expressed concern regarding the expansion of the millage to cover operational costs. He stated that he preferred option one.

Commissioner McGrain stated that he concurred with Commissioner Tennis. He further stated that many departments throughout the County were understaffed. He suggested a master plan for all of the upcoming building projects.

Commissioner Case-Naeyaert suggested addressing the structural issues of the Jail and Animal Control in a single millage.

Mr. Dolehanty indicated that it was up to the Board to decide what they wanted for a millage and that staff could make it work.

There was a discussion regarding the shortening of the millage.

Commissioner McGrain suggested a shelter operator position to be part of the millage.

Commissioner Schafer stated that he would be willing to support a millage at .14 if the health care millage was lowered to .21.

MOVED BY COMM. SCHAFER, SUPPORTED BY COMM. CASE-NAEYAERT, TO APPROVE THE RESOLUTION TO SUBMIT TO THE ELECTORATE A SPECIAL MILLAGE QUESTION FOR ANIMAL CONTROL SHELTER REPLACEMENT (THREE OPTIONS).

There was a discussion regarding the motion.

COMM. SCHAFER WITHDREW HIS MOTION.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. CASE-NAEYAERT TO APPROVE OPTION ONE.

Commissioner Tennis stated that when programs were funded by general funds and restrictive funds, the general fund money had a tendency to disappear.

Mr. Dinon stated that two full-time positions were currently funded by donations. He expressed concern over the prospect of using fundraising to fund core staff members.

Commissioner McGrain suggested a .17 millage with language to specifically include two shelter operators.

Chairperson Bahar-Cook expressed concern for how the positions would be funded once the millage ended.

There was a discussion regarding how the positions would be funded after the millage ended.

Commissioner Tsernoglou suggested renewing the rate at .03 to pay for the shelter operators.

Commissioner Case-Naeyaert expressed concern regarding the amount of current millages.

Commissioner Schafer stated that Clinton County had an arraignment with the Humane Society and that Ingham County had not approached them yet.

Mr. Dolehanty stated that, based on his experiences on a similar project, it would take at least two years to complete the project once the millage was approved because of bond sales, the drafting of construction documents, and construction time.

There was a discussion regarding possible budget cuts.

Commissioner Tennis stated that Commissioner McGrain's suggestion would match the reduction of the health plan millage.

Commissioner McGrain suggested doubling his suggested millage amount and paying it over a period of 5 years.

Mr. Neilsen stated that if the resolution was to go on the August ballot, it would have to pass Tuesday night.

There was a discussion regarding County Services failing to pass the resolution.

MOVED BY COMM. SCHAFER TO TABLE THE RESOLUTION.

THE MOTION FAILED FOR LACK OF SUPPORT.

MOVED BY MCGRAIN, SUPPORTED COMM. TENNIS TO USE THE LANGUAGE FROM THE SUBSTITUTE BUT TO AMEND THE MILLAGE AMOUNT TO .17 FOR TWO NEW ANIMAL CARE POSITONS.

THE MOTION CARRIED. **Yay:** McGrain, Crenshaw, Tennis and Bahar-Cook **Nay:** Schafer and Case-Naeyaert **Absent:** Anthony

Commissioner McGrain asked that staff look into halving the length of the millage and that the numbers be distributed to all commissioners by Monday.

THE MOTION CARRIED. **Yay:** McGrain, Crenshaw, Tennis and Bahar-Cook **Nay:** Schafer and Case-Naeyaert **Absent:** Anthony

- e. Resolution Establishing Priorities to Guide the Development of the 2017 Budget and Activities of County Staff

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO APPROVE THE RESOLUTION ESTABLISHING PRIORITIES TO GUIDE THE DEVELOPMENT OF THE 2017 BUDGET AND ACTIVITIES OF COUNTY STAFF.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony

- 13. Controller/Administrator's Office
 - f. Discussion Item: Updating Various Fees for County Services

There was a discussion regarding Potter Park Zoo fees.

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 8:29 p.m.

MAY 4, 2016 FINANCE AGENDA STAFF REVIEW SUMMARY

RESOLUTION ACTION ITEMS:

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

1. *Sheriff's Office – Resolution to Authorize a Contract with FD Hayes to Install 20 Amp Outlets at the Ingham County Jail*

This resolution authorizes a contract with FD Hayes to provide labor, material, and installation of 20 amp circuit electrical outlets at the Ingham County Jail to allow inmates to charge their rental tablets in the housing units at a cost not to exceed \$5,320. The funds will come from fund 595, the Inmate Commissary Fund. (See attached communication for details)

- 2a. *Facilities Department – Resolution Authorizing an Agreement with Roger Donaldson, AIA, P.L.C. Architect to Perform Professional Design Services for a Storage Building to be Located at the Ingham County Family Center*

This resolution authorizes an agreement with Roger Donaldson, AIA, P.L.C. Architect to perform professional design services for a storage building to be located at the Ingham County Family Center for a total not to exceed cost of \$8,115.00. Funds are available within the 2016 Capital Improvement fund for this purpose. (See attached communication for details)

- 2b. *Facilities Department – 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 fund for this purpose. (See attached communication for details)

- 2c. *Facilities Department – Resolution Amending the Agreement with Safety Systems, Inc. to Install Additional Alarm Equipment to Monitor two New Boilers and an Emergency Back-Up Generator at Forest Community Health Center*

This resolution amends the agreement with Safety Systems, Inc., to install additional alarm equipment to monitor two new boilers and an emergency back-up generator at Forest Community Health Center. An installation cost of \$2,519 is due upon completion. The increased annual cost for this location is \$96 bringing the new total annual cost to \$1,044 for a period of one year. Funds for this project are available in the CIP line item of the community health center fund.

2d. *Facilities Department – Resolution Authorizing an Agreement with Victory Heating & Cooling to Replace Three Heat Exchangers at 55th District Court*

Three heat exchangers at 55th District Court are in need of replacement. The Facilities Department seeks approval for a line item transfer in the amount of \$9,206.07 from the Jail Compressor Replacement project (which has a balance of \$30,000), for the 55th heat exchanger replacements. The Department also seeks authorization to execute an agreement with Victory Heating & Cooling to replace the heat exchangers at a total not to exceed \$9,206.07.

3a. *Health Department – Resolution to Authorize Entering into an Agreement with Continental Canteen for Vending Services at Forest Community Health Center*

This is a resolution to enter into a three year agreement from June 1, 2016 through May 31, 2019, with Continental Canteen for vending services at Forest Community Health Center (FCHC). Continental Canteen has agreed to furnish, install, maintain, supply and remove vending machines from FCHC. Continental Canteen would also pay the county on a quarterly basis a commission rate of 12.5% of snack and hot beverage and 10% of cold beverage net sales.

3b. *Health Department – Resolution to Accept Funding from Michigan Association of United Ways, Funding from the Jewish Fund, and to Act as the Fiduciary/Payee for the Wayne Children’s Healthcare Access Program*

This resolution authorizes Ingham County Health Department (ICHD) to act as the fiduciary/payee for the Wayne Children’s Healthcare Access Program (WCHAP) and to accept funding from Michigan Association of United Ways (MAUW) and The Jewish Fund (TJF) on behalf of WCHAP. ICHD will enter into two separate fiduciary agreements with MAUW and TJF to facilitate the Medicaid Match with WCHAP wherein ICHD will retain an administrative fee in the amount not to exceed 11.38% of the total funds received during the duration of each fiduciary agreement. The contract period of each agreement will be from May 1, 2016 through September 30, 2017. As the fiduciary/payee of the MAUW and TJF funds, ICHD will:

1. Receive funds from MAUW up to \$200,000 and TJF up to \$25,000 (up to \$225,000 total) on behalf of WCHAP.
2. Set up a system to provide an initial payment to WCHAP and subsequent reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds.
4. Perform on site, quarterly sub-recipient monitoring of WCHAP.
5. Forward any required reports as provided by WCHAP.

WCHAP will:

1. Provide quarterly financial reports of all expenses as provided by their third party accounting firm.
2. Provide quarterly reports for Medicaid Outreach.
3. Provide any and all programmatic reports to be sent to MAUW and TJF.
4. Keep ICHD up-to-date on any changes in funding.

3c. *Health Department – Resolution to Amend Resolution #14-413 to Re-Authorize Subcontracts with Southside Community Coalition, Authorize Subcontracts with Tabernacle of David and Willow Tree Family Center, and Adjust the Amount Authorized for Peer Advisor Stipends*

This resolution amends Resolution #14-413 to reduce the amount allocated to the Lansing Housing Commission (LHC) from \$5,000 to \$3,000 and re-allocate \$10,000 in funds previously allocated for supply purchases to renew a subcontract with Southside Community Coalition and establish new subcontracts with community-based organizations, such as Tabernacle of David, and Willow Tree Family Center. The supply line was reduced due to the receipt and utilization of carry-over funds authorized during the 2015 budget period. Each of these contracts will be for an amount not to exceed \$4,000 annually for the period of April 1, 2016 through May 31, 2019. The amended resolution will also increase the monthly Healthy Start Peer Advisor stipend from \$200 to \$300; ICHD will continue to distribute stipends directly to the Peer Advisors. This increase accounts for the increase of outreach hours worked by each Peer Advisor from 20 per month to 30 per month and was also included in the annual budget.

4. *Potter Park Zoo – Resolution Authorizing Adjustments to the 2016 Zoo Budget*

Potter Park Zoo has identified several adjustments that should be made to its 2016 budget to ensure that current year revenues can support current year expenditures. Several operational adjustments are proposed, and certain fee adjustments will be made effective in 2016 to increase revenue flow (see Agenda Item 7, below). These changes are also necessary to rebuild the Zoo fund balance that was nearly depleted for construction of the Moose Exhibit, Red Panda Exhibit, and Pavilion roof.

5. *Human Resources Department – Resolution to Approve Generic Service Credit Purchase for County Employee: Eric A. Common*

Resolution #02-101 provides employees the option of purchasing generic service credit under the Municipal Employees' Retirement System (MERS). Mr. Eric Common made application to MERS to obtain an estimated cost for additional credited service and certification of current credited service. Mr. Common has elected to exercise the option to purchase six months of generic service credit. Consistent with the requirements of Resolution #2-101, Mr. Common will pay the full estimated amount for the purchase. The Human Services Department recommends approval of this request.

6a. *Road Department – Resolution to Approve a Second Party Agreement between the Michigan Department of Transportation (MDOT) and the Ingham County Road Department in Relation to a Road Resurfacing Project for Byrum Road from Bellevue Road Northerly to Kinneville Road, Kinneville Road from Byrum Road Westerly to Aurelius Road, and Aurelius Road from Kinneville Road Northerly to Barnes Road*

The Road Department received federal and state funding to resurface Byrum Road from Bellevue Road northerly to Kinneville Road, Kinneville Road from Byrum Road westerly to Aurelius Road, and Aurelius Road from Kinneville Road northerly to Barnes Road. The project

includes roadway resurfacing, installation of gravel shoulders, guardrail and drainage improvements. The Michigan Department of Transportation (MDOT) will hire the contractor to ensure that all the federal construction requirements and responsibilities are defined. A second party agreement between MDOT and Ingham County is required to define Road Department responsibilities and to administer the construction contract on MDOT's behalf. A Resolution to acknowledge this arrangement is offered for Board consideration.

6b. *Road Department – Resolution Authorizing an Agreement with Michigan State University for Michigan Department of Environmental Quality Grant Funded Use of Recycled Tire Rubber Modified Asphalt Paving Mixture on the 2016 Hagadorn-Mt. Hope Intersection Project for the Ingham County Road Department*

Construction of a southbound turn lane and resurfacing of the Hagadorn Road / Mount Hope Road intersection is scheduled for 2016 to improve traffic flow and safety. The Michigan Department of Environmental Quality (MDEQ) has made available a \$180,000 grant for implementation and use of recycled tire rubber modified hot mix asphalt (RTR-HMA) paving mixture. Michigan State University entered into an agreement with MDEQ to research and develop the RTR-HMA proposed for use in this project and to be the prime recipient of the MDEQ grant funds. In turn, MSU wishes to subcontract with the County to implement field trial of the RTR-HMA. The Road Department recommends approval of a Resolution to allow this project to proceed.

6c. *Road Department – Resolution Authorizing the Purchase of Three New Tandem Axle Truck Chassis for the Ingham County Road Department*

The Road Department seeks authorization to replace three tandem axle dump trucks which have aged past the point of economical serviceability. The 2016 budget includes funds for this purchase as defined in the 2016 road equipment replacement plan. Bids were solicited and evaluated by the Purchasing Department and Road Department, and it is their recommendation to purchase three Western Star truck chassis from D&K Truck Company of Lansing Michigan at a cost of \$297,221. The replaced units will be sold at auction with proceeds deposited in the equipment replacement fund.

6d. *Road Department – Resolution Authorizing the Purchase of Equipment Needed for New Tandem Axle Truck Chassis for the Ingham County Road Department*

In tandem with Agenda Item 5c above, bids for equipment to complete the new tandem axle truck chassis were solicited and evaluated by the Purchasing Department and Road Department staff. It is their joint recommendation to award contracts to Certified Power of Perrysburg, Ohio for hydraulic components at a cost not to exceed \$55,074 and to Knapheide Truck of Flint, Michigan for truck equipment at a cost not to exceed \$78,189, (total overall cost - \$133,263).

6e. Road Department – Resolution Authorizing a Settlement with MIOSHA for Work Zone Signing/ Traffic Regulating Citations for the Ingham County Road Department

Traffic signing and regulation in work zones is generally prescribed and regulated by the Michigan Manual of Uniform Traffic Control Devices (MMUTCD). On September 16, 2015, a Michigan Occupational Safety and Health Administration (MIOSHA) inspector arrived at a chip-sealing project site and determined that signing and traffic regulation were improper. Although Road Department managers believe proper traffic control deployed on that day compliant with MMUTCD standards, they nevertheless recommend acceptance of a MIOSHA-proposed settlement with a total penalty reduced to \$2,500, without admission wrong-doing.

7. Controller's Office – Resolution Updating Various Fees for County Services

This resolution authorizes various fee increases effective the start of 2017 County fiscal year. There are exceptions for the Zoo and other funds such as the Child Care fund, cooperative reimbursement contracts, etc. The Controller's Office annually prepares for the Board' review details about adjustment of the fees for the upcoming budget process. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information was discussed at a previous round of committee meetings as a discussion item for input from the Board. A resolution recommending certain fee increases is now being presented at this round of meetings for adoption. If approved as presented, this will generate additional annual revenue of approximately \$45,621. (See attached memo for details)

Agenda Item 1

TO: Law & Courts Committee
Finance Committee

FROM: Major Sam L. Davis

DATE: April 20, 2016

**RE: RESOLUTION TO AUTHORIZE A CONTRACT WITH FD HAYES TO
INSTALL 20 AMP OUTLETS AT THE INGHAM COUNTY JAIL**

This resolution authorizes the Sheriff's Office to contract with FD Hayes to provide 20 amp circuit electrical outlets so inmates will have a place to store and charge their inmate tablets overnight.

Funds are available from the Inmate Commissary Fund in the amount of \$5,320.00.

These circuits will be used to charge the Nexus tablets that are a part of the comprehensive program provided to us by Securus through their ConnectUs Program.

Inmate friends and family will rent these units directly from Securus, not the County. These units will allow the inmates to job search, read eBooks, use religious apps, play games, listen to steaming radio, make phone calls, and much more. Inmates will not have access to the internet and all of these services come from a secured platform at Securus Technologies in Dallas.

Currently, we do not have 20 amp circuits in a location that is accessible to the post deputies and provides secured storage from the inmate population and the general public.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT WITH FD HAYES TO INSTALL
20 AMP OUTLETS AT THE INGHAM COUNTY JAIL**

WHEREAS, the Ingham County Sheriff's Office, is providing inmates with the ability to rent and use Nexus tablets for educational and recreational purposes through Securus Technologies, Inc.; and

WHEREAS, the Ingham County Sheriff's Office will have to provide a charging area for the tablets; and

WHEREAS, the Ingham County Sheriff's Office currently does not have the required 20 amp outlets for the new tablet charging stations; and

WHEREAS, the Ingham County Sheriff's Office needs to upgrade several of the current outlets to a dedicated 20 amp circuit; and

WHEREAS, the Ingham County Sheriff's Office will need to have dedicated 20 amp circuits at Posts 1,4,7,9, and 10; and

WHEREAS, the cost to install the 20 amp circuits will be used to directly benefit the inmates by allowing them to charge their tablets overnight; and

WHEREAS, the Ingham County Sheriff's Office has secured 3 bids for the labor, materials, and installation; and

WHEREAS, the lowest acceptable bid is \$5,320.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with FD Hayes to provide labor, material, and installation of 20 amp circuit electrical outlets at the Ingham County Jail for the benefit of the inmates at a cost not to exceed \$5,320.

BE IT FURTHER RESOLVED, that funds in the amount of \$5,320.00 are available for this purpose from the Inmate Commissary Fund.

BE IT FURTHER RESOLVED, that 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.

Agenda Item 2a

TO: Board of Commissioners Law & Courts, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 14, 2016

SUBJECT: Professional Design Services for a Storage Building at the Ingham County Family Center

For the meeting agendas of: April 28, May 3, and May 4

BACKGROUND

The Facilities Department is in need of a storage building at the Family Center to house vehicles and maintenance supplies. We have been storing all of our tools, supplies, chemicals, etc. in three separate locations. A new storage building will allow the Family Center to house their vehicles and equipment as well as all maintenance supplies, in one location. This will also allow for a proper wood shop area for small maintenance projects.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

Funds for this project are available in the previously approved CIP line Item #245-23399-976000-4FC13 which has a balance of \$45,000.00 and will be included in the 1st quarter adjustment.

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 Roger Donaldson, AIA, P.L.C. Architect to perform professional design services for a Facilities storage building to be located the Ingham County Family Center for a not to exceed cost of \$8,115.00.

Agenda Item 2a

TO: Law and Courts, County Services and Finance Committees

FROM: Jim Hudgins, Director of Purchasing

DATE: April 15, 2016

SUBJECT: Professional Architectural and Engineering Services for the Construction of a New 1,600-Square-Foot Storage Building

Project Description:

Two Requests for Proposals (RFP) were sought in 2015 from experienced and qualified architectural and engineering consultants for the purpose of entering into a contract to provide professional services for the design and construction of a new 1,600-square-foot storage building located at the Ingham County Family Center.

The first RFP was sent to 170 vendors and resulted in no proposals submitted. The second RFP was sent to 122 vendors and resulted in one proposal significantly over budget (a bid of \$38,400 was received). The following vendors were not interested in the project for the reasons stated below:

1. Hobbs + Black Architects, 117 E. Allegan St., Lansing MI 48933: “This is too small for us to be competitive, but we are always interested in Ingham County requests for proposals.”
2. WTA Architects, 100 S. Jefferson Ave., Ste 601, Saginaw MI 48607: “Please be advised that we will not be submitting a proposal for the Storage Building project at the Ingham County Family Center. Thank you for including WTA in your solicitation.”
3. Fishbeck, Thompson, Carr & Huber, Inc., 1515 Arboretum Dr. SE, Grand Rapids, MI 49546: “FTCH will not be submitting on RFP Packet #68-15 Professional Architectural and Engineering Services for the Construction of a New 1,600 square-foot Storage building. We believe the size and nature of the project is better suited for a smaller firm. We look forward to future work with Ingham County.”
4. C2AE, 725 Prudden St., Lansing MI 48906: “Thank you for the invitation to submit a proposal to provide professional architecture and engineering services for the construction of a new 1,600 sq. ft. storage building. After careful review of the RFP and our current staffing and workload, we feel it is in the best interest of the County and C2AE for us to decline to submit a proposal at this time.”
5. Schley Architects, 4200 S 9th St, Kalamazoo MI 49009-8120: “We will not be submitting a response for the referenced RFP; we feel with the 10% local preference it would not be feasible for our firm. Please keep us on the County’s list for further opportunities.”

Recommendation:

As a result of the limited number of responses received, the Facilities Department reached out to Roger Donaldson, a local architect who has worked with the County on other projects, to gauge his interest in performing the services for this contract. Mr. Donaldson indicated his willingness to perform the work and provided a not-to-exceed fee of \$8,115. The Facilities Department has reviewed the proposal, concluded that it meets its needs, and is recommending the contract.

Advertisement:

The RFPs issued in 2015 were advertised in the Lansing State Journal, New Citizens Press and posted on the Purchasing Department Web Page.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH ROGER DONALDSON, AIA, P.L.C.
ARCHITECT TO PERFORM PROFESSIONAL DESIGN SERVICES FOR A STORAGE BUILDING
TO BE LOCATED AT THE INGHAM COUNTY FAMILY CENTER**

WHEREAS, the Facilities Department is in need of a storage building at the Family Center to house vehicles and maintenance supplies; and

WHEREAS, thus far all facility tools, supplies, chemicals, etc. have been housed in three separate locations, on the property, a new storage building will allow the Family Center to house their vehicles and equipment as well as all maintenance supplies, in one location. This will also allow for a proper wood shop area for small maintenance projects; 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 Roger Donaldson, AIA, P.L.C. Architect for a not to exceed cost of \$8,115.00; and

WHEREAS, funds for the storage building are available within the previously approved CIP Line Item #245-23399-976000-4FC13 which has a balance of \$45,000.00 and will be included in the 1st quarter adjustment.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with Roger Donaldson, AIA, P.L.C. Architect, 4787 Tartan Lane, Holt, Michigan 48842-1935, to perform professional design services for a storage building to be located at the Ingham County Family Center for a total not to exceed cost of \$8,115.00.

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.

Agenda Item 2b

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.

Agenda Item 2b

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

Vendor Name	Local Pref	TOTAL
Straub Pettitt Yaste Architects	No, Clawson MI	\$15,650.00

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.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

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, Human Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: April 19, 2016
SUBJECT: Amend Safety Systems Agreement to Include Two boilers and One Generator

For the meeting agendas: May 2 and May 4

BACKGROUND

Resolution #14-181 approved an agreement with Safety Systems for alarm monitoring at Forest Community Health Center. Two new boilers and one emergency back-up generator have been added and additional alarm equipment is needed to include these items.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

An installation cost of \$2,519.00 is due upon completion. The increased annual cost for this location is \$96.00 bringing the new total annual cost to \$1,044.00 for a period of one year.

The funds for the one-time \$2,519.00 installation cost are available within the following approved CIP Line Items:

- 511-61580-931100-02228 = 35%
- 511-61580-931100-02229 = 35%
- 511-61580-931100-02230 = 30%.

The funds for the new total monthly cost of \$1,044.00 are available in the approved CIP Line Item #511-61580-931100-02013.

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 amended agreement with Safety Systems, Inc. to install additional alarm equipment to monitor two new boilers and an emergency back-up generator at Forest Community Health Center.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AMENDING THE AGREEMENT WITH SAFETY SYSTEMS, INC. TO INSTALL
ADDITIONAL ALARM EQUIPMENT TO MONITOR TWO NEW BOILERS AND AN EMERGENCY
BACK-UP GENERATOR AT FOREST COMMUNITY HEALTH CENTER**

WHEREAS, Resolution #14-181 approved an agreement with Safety Systems to install alarm equipment at the new Ingham County Community Health Center; and

WHEREAS, the Facilities Department would like to add two new boilers and a back-up generator to the current agreement with Safety Systems; and

WHEREAS, the one-time installation cost of \$2,519.00 is due upon completion; and

WHEREAS, the increased annual cost for this location is \$96.00 bringing the new total annual cost to \$1,044.00 for a period of one year; and

WHEREAS, upon completion of the initial year, the agreement will automatically renew on a month to month basis at a yearly cost not to exceed \$1,044.00; and

WHEREAS, the agreement may be terminated by either party upon thirty days' notice; and

WHEREAS, funds for the one-time \$2,519.00 installation cost are available within the following approved CIP Line Items:

- 511-61580-931100-02228 = 35%
- 511-61580-931100-02229 = 35%
- 511-61580-931100-02230 = 30%.

WHEREAS, funds for the new total monthly cost of \$1,044.00 are available in the approved CIP Line Item #511-61580-931100-02013.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes amending the agreement with Safety Systems, Inc., 2075 Glenn Street, Lansing, Michigan 48906, to install additional alarm equipment to monitor two new boilers and an emergency back-up generator at Forest Community Health Center.

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

Agenda Item 2d

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: April 15, 2016

SUBJECT: Heat Exchanger Replacements at 55th District Court

For the meeting agendas: May 3 and May 4

BACKGROUND

Three heat exchangers at 55th District Court are in need of replacement.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

The Facilities Department would like to request a line item transfer in the amount of \$9,206.07 from the Jail Compressor Replacement project Line Item #245-31199-976000-6FC08 which has a balance of \$30,000.00, into Line Item #245-13799-931000-6FC20 for the 55th heat exchanger replacements.

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 Victory Heating & Cooling to replace three heat exchangers at 55th District Court for a not to exceed total cost of \$9,206.07.

Agenda Item 2d

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 15, 2016
SUBJECT: Heat Exchanger Replacements at the 55th District Court

Project Description:
Proposals were sought from qualified and experienced mechanical contractors for furnishing and replacing heat exchangers in three (3) roof top units (RTUs) at the 55th District Court.

Proposal Summary:
Vendors contacted: 58 Local: 22
Vendors responding: 5 Local: 2

VENDOR NAME	LOCAL PEF	TOTAL COST FOR 3 ROOF TOP UNITS
Victory Heating and Cooling	No, Clinton County	\$9,206.07
JE Johnson	No, Midland	\$9,967.31
TH Eifert	Yes, Lansing	\$10,950.00
Myers Plumbing & Heating Inc.	No, Clinton County	\$11,320.00
Mid Michigan Mechanical & Construction Inc.	Yes, Leslie	\$11,360.94

Recommendation:
Victory Heating and Cooling submitted the lowest responsive proposal. The Facilities Department recommends awarding the contract to Victory Heating and Cooling in an amount not to exceed \$9,206.07.

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING AN AGREEMENT WITH VICTORY HEATING & COOLING TO REPLACE THREE HEAT EXCHANGERS AT 55TH DISTRICT COURT

WHEREAS, three heat exchangers at 55th District Court are in need of replacement; 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 Victory Heating & Cooling to replace three heat exchangers for a not to exceed total cost of \$9,206.07; and

WHEREAS, the Facilities Department would like to request a line item transfer of \$9,206.07 from the Jail Compressor Replacement project Line Item #245-31199-976000-6FC08 which has a balance of \$30,000.00; and

WHEREAS, following the requested transfer, funds for this project will be available with in Line item # 245-13799-931000-6FC20 which will have a balance of \$9,206.07.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes an agreement with Victory Heating & Cooling, 703 North US-27, St. Johns, Michigan 48879 to replace three heat exchangers at 55th District Court for a total not to exceed total cost of \$9,206.07.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes a line item transfer in the amount of \$9,206.07 from the Jail Compressor Replacement project Line Item #245-31199-976000-6FC08 which has a balance of \$30,000.00, into Line Item #245-13799-931000-6FC20 for the heat exchanger replacements.

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.

Agenda Item 3a

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: April 11, 2016

SUBJECT: Resolution to Enter into an Agreement with Continental Canteen for Vending Services at Forest Community Health Center

This is a resolution to enter into an agreement with Continental Canteen for vending services at Forest Community Health Center (FCHC).

The FCHC waiting rooms provide an inviting atmosphere to patients while they wait to receive care. FCHC would like to add vending machines in its waiting rooms to improve the patient experience.

An RFP was submitted, and the Purchasing Department found Continental Canteen to be the most comprehensive vendor in order to provide these services at FCHC. The Ingham County Health Department (ICHHD) would like to enter into a three year agreement from June 1, 2016 through May 31, 2019, with Continental Canteen. Continental Canteen has agreed to furnish, install, maintain, supply and remove vending machines from FCHC. Continental Canteen would also pay ICHHD on a quarterly basis a commission rate of 12.5% of snack and hot beverage and 10% of cold beverage net sales.

I recommend that the Ingham County Board of Commissioners authorize entering into an agreement with Continental Canteen for vending machine services at FCHC.

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

Agenda Item 3a

TO: Human Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: February 19, 2016
SUBJECT: Vending Machines for the Forest Community Health Center (FCHC)

Project Description:

Proposals were sought from qualified and experienced vendors interested in entering into a contract to furnish, install, maintain, supply, and remove, as needed, various vending machines at the Forrest Community Health Center (FCHC).

Proposal Summary:

Vendors contacted:	18	Local: 01
Vendors responding:	01	Local: 00

Vendors Not Bidding:

Sun Valley Foods Company, Detroit MI. Reason: Does not provide this type of service.
Pepsi Company, Lansing MI. Reason: Only provides beverages.

Recommendation:

Continental Canteen, a registered vendor, from Sterling Heights Michigan submitted the only responsive proposal. Continental Canteen is currently under contract with Ingham County for vending machine service at other County locations.

The Purchasing, Health and Facilities Departments recommend awarding Continental Canteen a three (3) year contract with an option to renew for one (1) additional two (2) year terms. As part of the agreement, Continental Canteen will pay to the County on a quarterly basis a commission rate of 12.5% for snacks and hot beverages and 10% for cold beverages on all net sales.

Advertisement:

The RFP was advertised in the Lansing State Journal, the 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 TO AUTHORIZE ENTERING INTO AN AGREEMENT WITH CONTINENTAL CANTEEN FOR VENDING SERVICES AT FOREST COMMUNITY HEALTH CENTER

WHEREAS, an RFP was submitted, and the Purchasing Department found Continental Canteen to be the most comprehensive vendor in order to provide these services at Forest Community Health Center (FCHC); and

WHEREAS, the Ingham County Health Department (ICHD) would like to enter into a three year agreement from June 1, 2016 through May 31, 2019, with Continental Canteen with an option to renew for an additional two years; and

WHEREAS, Continental Canteen has agreed to furnish, install, maintain, supply and remove vending machines from FCHC; and

WHEREAS, Continental Canteen will pay ICHD on a quarterly basis a commission rate of 12.5% for snacks and hot beverages and 10% for cold beverages on all net sales; and

WHEREAS, the Ingham Community Health Center Board has reviewed and supports entering into an agreement with Continental Canteen for vending services at FCHC; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement with Continental Canteen for vending services at FCHC.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into an agreement with Continental Canteen for vending services at Forest Community Health Center. from June 1, 2016 through May 31, 2019.

BE IT FURTHER RESOLVED, Continental Canteen has agreed to furnish, install, maintain, supply and remove vending machines from FCHC.

BE IT FURTHER RESOLVED, Continental Canteen would also pay ICHD on a quarterly basis a commission rate of 12.5% of snack and hot beverage and 10% of cold beverage net sales.

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

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

TO: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: April 15, 2016

RE: Resolution to Accept Funding from Michigan Association of United Ways, Funding from The Jewish Fund, and to Act as the Fiduciary/Payee for the Wayne Children's Healthcare Access Program

This resolution authorizes Ingham County Health Department (ICHHD) to act as the fiduciary/payee for the Wayne Children's Healthcare Access Program (WCHAP) and to accept funding from Michigan Association of United Ways (MAUW) and The Jewish Fund (TJF) on behalf of WCHAP.

Wayne Children's Healthcare Access Program (WCHAP) is a pediatric medical home implementation program now in its sixth year. WCHAP coordinates an integrated system of early childhood support services that is voluntary, accessible, and culturally competent for families with children who are on Medicaid or are Medicaid eligible. WCHAP provides this service through a variety of avenues including telephone consultation, education, transportation, home visits, interpretation services, and asthma case management services. WCHAP sustainability is dependent upon receiving Medicaid Outreach Matching funds.

ICHHD will enter into two separate fiduciary agreements with MAUW and TJF to facilitate the Medicaid Match with WCHAP wherein ICHHD will retain an administrative fee in the amount not to exceed 11.38% of the total funds received during the duration of each fiduciary agreement. The contract period of each agreement will be from May 1, 2016 through September 30, 2017.

As the fiduciary/payee of the MAUW and TJF funds, ICHHD will:

1. Receive funds from MAUW up to \$200,000 and TJF up to \$25,000 (up to \$225,000 total) on behalf of WCHAP.
2. Set up a system to provide an initial payment to WCHAP and subsequent reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds.
4. Perform on site, quarterly sub-recipient monitoring of WCHAP.
5. Forward any required reports as provided by WCHAP.

WCHAP will:

1. Provide quarterly financial reports of all expenses as provided by their third party accounting firm.
2. Provide quarterly reports for Medicaid Outreach.
3. Provide any and all programmatic reports to be sent to MAUW and TJF.
4. Keep ICHD up-to-date on any changes in funding.

I recommend that the Board of Commissioners authorize entering into agreements to accept funds from MAUW in an amount up to \$200,000 and from TJF in an amount up to \$25,000 (up to \$225,000 total) and agreements with WCHAP for ICHD to act as their fiduciary/payee for the period of May 1, 2016 through September 30, 2017.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT FUNDING FROM MICHIGAN ASSOCIATION OF UNITED WAYS,
FUNDING FROM THE JEWISH FUND, AND TO ACT AS THE FIDUCIARY/PAYEE FOR THE
WAYNE CHILDREN'S HEALTHCARE ACCESS PROGRAM**

WHEREAS, Wayne Children's Healthcare Access Program (WCHAP) is a pediatric medical home implementation program now in its sixth year that coordinates an integrated system of early childhood support services that are voluntary, accessible, and culturally competent to families with children who are on Medicaid or are Medicaid eligible; and

WHEREAS, the Michigan Association of United Ways (MAUW) has awarded WCHAP up to \$200,000 and The Jewish Fund (TJF) has awarded WCHAP up to \$25,000 (up to \$225,000 total) to provide these services, and WCHAP has requested that ICHD be the fiduciary/payee for both MAUW & TJF; and

WHEREAS, as the fiduciary/payee of the MAUW and TJF funds, ICHD will:

1. Receive funds from MAUW up to \$200,000 and TJF up to \$25,000 (\$225,000 total) on behalf of WCHAP.
2. Set up a system to provide an initial payment to WCHAP and subsequent reimbursement of costs.
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds.
4. Perform on site, quarterly sub-recipient monitoring of WCHAP.
5. Forward any required reports as provided by WCHAP.

WHEREAS, WCHAP will:

1. Provide quarterly financial reports of all expenses as provided by their third party accounting firm.
2. Provide quarterly reports for Medicaid Outreach.
3. Provide any and all programmatic reports to be sent to MAUW and TJF.
4. Keep the ICHD up-to-date on any changes in funding.

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize the acceptance of funds in the amount of up to \$200,000 from MAUW and up to \$25,000 from TJF (up to \$225,000 total) and enter into two separate Fiduciary Agreements with both agencies and WCHAP for the period of May 1, 2016 through September 30, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the acceptance of funds of up to \$200,000 from the MAUW and up to \$25,000 from TJF (up to \$225,000 total) and enter into two separate fiduciary agreements with both agencies and WCHAP.

BE IT FURTHER RESOLVED, ICHD will retain an administrative fee in the amount not to exceed 11.38% of the total funds received during the duration of each fiduciary agreement.

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

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: Human Services Committee
Finance Committee

FROM: Linda S. Vail, MPA, Health Officer

DATE: April 14, 2016

SUBJECT: Resolution to Amend Resolution #14-413 to Re-Authorize Subcontract with Southside Community Coalition, Authorize Subcontracts with Tabernacle of David, and Willow Tree Family Center and Adjust the Amounts Authorized for Peer Advisor Stipends

Resolution #14-413 authorized a Healthy Start Project grant agreement with the U.S. Department of Health and Human Services (HHS)'s Division of Health Resources and Services Administration (HRSA) for the period of September 1, 2014 through May 31, 2019 in the amount of \$3,532,933.

Each year grant funds are budgeted to provide services to assist with successful program implementation, including recruitment, referrals, marketing, and facility usage. The Ingham County Health Department (ICHHD) is proposing an amendment to Resolution #14-413 to reduce the amount allocated to the Lansing Housing Commission (LHC) from \$5,000 to \$3,000 and re-allocate \$10,000 in funds previously allocated for supply purchases to renew a subcontract with Southside Community Coalition and establish new subcontracts with community-based organizations, such as Tabernacle of David, and Willow Tree Family Center to provide the services mentioned above. The supply line was reduced due to the receipt and utilization of carry-over funds authorized during the 2015 budget period. Each of these contracts will be for an amount not to exceed \$4,000 annually for the period of April 1, 2016 through May 31, 2019. See the table below for a detailed breakdown:

Year	2015	2016
LHC	\$5,000	\$3,000
Other Agencies	\$0	\$12,000
Supplies	\$25,000	\$15,000
Totals	\$30,000	\$30,000

The amended resolution will also increase the monthly Healthy Start Peer Advisor stipend from \$200 to \$300; ICHHD will continue to distribute stipends directly to the Peer Advisors. This increase accounts for the increase of outreach hours worked by each Peer Advisor from 20 per month to 30 per month and was also included in the annual budget.

I recommend that the Board of Commissioners adopt the resolution authorizing the amendment to Resolution #14-413.

c: Eric Thelen w/attachment
Regina Traylor w/attachment
Debbie Edokpolo w/attachment

Introduced by the Human Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND RESOLUTION #14-413 TO RE-AUTHORIZE SUBCONTRACTS WITH SOUTHSIDE COMMUNITY COALITION, AUTHORIZE SUBCONTRACTS WITH TABERNACLE OF DAVID AND WILLOW TREE FAMILY CENTER, AND ADJUST THE AMOUNT AUTHORIZED FOR PEER ADVISOR STIPENDS

WHEREAS, the Ingham County Health Department (ICHD) was awarded funding by the United States Department of HHS, Division of HRSA to continue and expand its Healthy Start Program for the period of September 1, 2014 through May 31, 2019 in the amount of \$3,532,933; and

WHEREAS, Resolution #14-413 previously authorized a grant agreement from the U.S. Department of Health and Human Services (HHS), Division of Health Resources and Services Administration (HRSA) in support of the Healthy Start Project; and

WHEREAS, each year grant funds are budgeted to provide services to assist with successful program implementation, including recruitment, referrals, marketing, and facility usage; and

WHEREAS, ICHD is proposing an amendment to Resolution #14-413 to reduce the amount allocated to the Lansing Housing Commission (LHC) from \$5,000 to \$3,000; and

WHEREAS, ICHD will re-allocate \$10,000 in funds previously allocated for supply purchases to renew a subcontract with Southside Community Coalition and establish new subcontracts with community-based organizations, such as Tabernacle of David, and Willow Tree Family Center to provide the services mentioned above; and

WHEREAS, the supply line was reduced due to the receipt and utilization of carry-over funds authorized during the 2015 budget period; and

WHEREAS, each of these contracts will be for an amount not to exceed \$4,000 annually for the period of April 1, 2016 through May 31, 2019; and

WHEREAS, the amended resolution will also increase the monthly Healthy Start Peer Advisor stipend from \$200 to \$300; ICHD will continue to distribute stipends directly to the Peer Advisors. This increase accounts for the increase of outreach hours worked by each Peer Advisor from 20 per month to 30 per month and was also included in the annual budget; and

WHEREAS, the Health Officer recommends that the Board of Commissioners amend Resolution #14-413.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an amendment to Resolution #14-413 to reduce the amount allocated to the Lansing Housing Commission (LHC) from \$5,000 to \$3,000.

BE IT FURTHER RESOLVED, \$10,000 in funds previously allocated for supply purchases is re-allocated to authorize subcontracts with South Side Community Coalition, Willow Tree Health Family Center, and Tabernacle of David to provide services to assist with successful program implementation, including recruitment, referrals, marketing, and facility usage.

BE IT FURTHER RESOLVED, that each of the contracts with these agencies will be for an amount not to exceed \$4,000 annually for the period of April 1, 2016 through May 31, 2019.

BE IT FURTHER RESOLVED, the monthly Healthy Start Peer Advisor stipend will be increased from \$200 to \$300 with ICHD continuing to distribute stipends directly to the Peer Advisors.

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.

Agenda Item 4

TO: PPZ Advisory Board, County Services, Finance Committee, and Board of Commissioners
FROM: Sherrie Graham, Executive Director, Potter Park Zoo
DATE: April 20, 2016
SUBJECT: 2016 Zoo Budget Adjustments

Upon review of previous year's actual revenues and expenditures, the Zoo has identified several adjustments that should be made to its 2016 budget to ensure that current year revenues can support current year expenditures. The Zoo has made several operational adjustments and also is asking for 2017 admission and pavilion rental fees to be made effective in 2016.

It is imperative these changes are accepted by the board so that the Zoo can rebuild its fund balance. The spending on the Moose Exhibit, Red Panda Exhibit, and Pavilion roof in 2015 has significantly reduced fund balance. The recommended budgetary changes in this resolution will enable the Zoo to start replenishing the fund balance to a more adequate level.

Based on the information presented, I respectfully recommend approval of the attached resolution to support the 2016 Zoo budget adjustments.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2016 ZOO BUDGET

WHEREAS, upon review of the 2014 and 2015 actual revenues and expenditures, the Zoo has identified several adjustments that should be made to its 2016 budget to ensure that current year revenues can support current year expenditures; and

WHEREAS, the Zoo has also made several operational changes to reduce expenses so that budget projections will be met; and

WHEREAS, the Zoo is recommending some fee increases be made effective May 15, 2016, in order to meet revenue projections.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the Controller/Administrator to make the necessary transfers to adjust revenues and expenditures in the Zoo fund, as detailed below:

Detail:

- \$1,675 increase in #600000 Shelter Fees from fee increase effective May 1, 2016 (pending Board approval)
- \$36,948 increase in #652100 Admission Fees from fee increase effective May 1, 2016 (\$113,519 increase over 2015 actual) (pending Board approval)
- \$45,000 increase in #676020 Donations from PPZ Society from Glassen Foundation
- \$19,679 decrease in #704000 Salaries & Wages –Perm (due to employee leave without pay)
- \$143,944 decrease capital budget (suspend 2016 capital projects)
- Decrease budgeted use of fund balance \$247,246 (net effect – adds \$29,408 to fund balance)

Summary:

<u>Cost Category</u>	<u>2016 BUDGET 4/20/16</u>	<u>PROPOSED CHANGES</u>	<u>PROPOSED BUDGET</u>
Revenues	\$3,618,054	\$83,623	\$3,701,677
Expenditure Control	10,000	0	10,000
Personnel Services	2,042,992	(19,679)	2,023,313
Controllable Expense	1,090,225	(53,605)	1,036,620
Non-controllable Expense	288,208	0	288,208
Capital Outlay	404,467	(90,339)	314,128
Expenses	3,835,892	(163,623)	3,672,269
(Use of)/Addition to Fund Balance	(217,838)	247,246	29,408

Agenda Item 5

TO: Board of Commissioners County Services and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: April 14, 2016

SUBJECT: Employee Purchase of Generic Service Credit

The Board of Commissioners has a standing resolution (#02-101) that provides employees the option of purchasing generic service credit under the Municipal Employees' Retirement System (MERS). Mr. Eric Common made application to MERS to obtain an estimated cost for additional credited service and certification of current credited service. Mr. Common has elected to exercise the option to purchase 6 months of generic service credit.

In accordance with Resolution #2-101, dated April 9, 2002, Mr. Common will pay the full estimated amount for the purchase.

Based on the information presented, I respectfully recommend approval of the attached resolution to support the purchase of 6 months generic service time by Mr. Eric Common.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE GENERIC SERVICE CREDIT PURCHASE FOR
COUNTY EMPLOYEE: ERIC A. COMMON**

WHEREAS, pursuant to standing County Resolution #02-101, dated April 9, 2002, it is permissible for employees to purchase generic service credit under the Municipal Employees' Retirement System (MERS); and

WHEREAS, the Resolution further provides that the cost for generic service "must be totally borne by the employee"; and

WHEREAS, Eric A. Common has completed the MERS application and received the cost estimate to purchase six (6) months under the County's plan; and

WHEREAS, by Board of Commissioners approval under the standing Resolution, and by the employee's payment to MERS, Mr. Common will purchase six (6) months generic service.

THEREFORE BE IT RESOLVED, that upon the request of County employee Eric A. Common, the Board of Commissioners hereby approves the purchase of six (6) months generic service under County Resolution #02-101.

BE IT FURTHER RESOLVED, that the Chair of the Board is authorized on behalf of the County to sign and execute all MERS documents to effectuate and finalize this transaction, subject to approval as to form, by the County Attorney.

Agenda Item 6a

TO: County Services and Finance Committees

FROM: Robert Peterson, Director of Engineering
Road Department

DATE: April 19, 2016

SUBJECT: Resurfacing of Byrum / Kinneville / Aurelius Roads from Bellevue Road to
Barnes Road

The Ingham County Road Department (ICRD) received federal and state funding to resurface Byrum Road from Bellevue Road northerly to Kinneville Road, Kinneville Road from Byrum Road westerly to Aurelius Road, and Aurelius Road from Kinneville Road northerly to Barnes Road. The project generally involves roadway resurfacing, installation of gravel shoulders, guardrail and drainage improvements. The estimated costs for the project are as follows:

Federal STP Rural Funding	\$ 754,500
State TEDF-D Funding:	\$ 251,500
Road Department Match:	<u>\$ 53,900</u>
	\$1,059,900

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

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

Approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A SECOND PARTY AGREEMENT BETWEEN THE MICHIGAN DEPARTMENT OF TRANSPORTATION (MDOT) AND THE INGHAM COUNTY ROAD DEPARTMENT IN RELATION TO A ROAD RESURFACING PROJECT FOR BYRUM ROAD FROM BELLEVUE ROAD NORTHERLY TO KINNEVILLE ROAD, KINNEVILLE ROAD FROM BYRUM ROAD WESTERLY TO AURELIUS ROAD, AND AURELIUS ROAD FROM KINNEVILLE ROAD NORTHERLY TO BARNES ROAD

WHEREAS, the Ingham County Road Department received federal and state funding to resurface Byrum Road from Bellevue Road northerly to Kinneville Road, Kinneville Road from Byrum Road westerly to Aurelius Road, and Aurelius Road from Kinneville Road northerly to Barnes Road; and

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

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

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

Federal STP Rural Funding	\$ 754,500
State TEDF-D Funding:	\$ 251,500
Road Department Match:	<u>\$ 53,900</u>
	\$1,059,900

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with the State of Michigan/MDOT to effect resurfacing of Byrum Road from Bellevue Road northerly to Kinneville Road, Kinneville Road from Byrum Road westerly to Aurelius Road, and Aurelius Road from Kinneville Road northerly to Barnes Road for a total estimated cost of \$1,059,900 consisting of \$754,500 in federal funding, \$251,500 of state TEDF-D funding, and \$53,900 in Road Department funds.

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

Agenda Item 6b

To: County Services & Finance Committees

From: William Conklin, Managing Director Road Department

Date: April 14, 2016

RE: PROPOSED RESOLUTION AUTHORIZING AN AGREEMENT WITH MICHIGAN STATE UNIVERSITY FOR MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY GRANT FUNDED USE OF RECYCLED TIRE RUBBER MODIFIED ASPHALT PAVING MIXTURE

The intersection of Hagadorn Road at Mt. Hope Road in Meridian Township is planned for southbound approach turn lane additions and resurfacing in 2016 to improve traffic flow and safety at this location using federal Congestion Mitigation-Air Quality (CMAQ) funding per the Road Department's Transportation Improvement Plan, TIP.

The Michigan Department of Environmental Quality (MDEQ) has made available grant funding in the amount of \$180,000 in 2016 for the Hagadorn-Mt. Hope intersection for implementation and use of recycled tire rubber modified hot mix asphalt (RTR-HMA) paving mixture, which incorporates chemically re-formed, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement's performance and longevity, and to help foster a market for used vehicle tires, which have been a solid waste disposal problem.

In the recent past, the Road Department has accepted this funding and has placed ground (crumb) recycled tire rubber on several county road projects including Lake Lansing Road, Saginaw Highway to Marsh Road; Cornell Road north of M-43; Waverly Road, Miller to Jolly Roads; Haslett Road, Park Lake to Marsh Roads; and Bennett/Kinawa Roads, Hagadorn to Dobie Roads.

Refinements to the design of experimental RTR-HMA mixtures have resulted in continued improvement with each successive project, with the ultimate goal of developing a mixture formula that will outperform and outlast conventional asphalt mixtures. Both the mix designs and the method of rubber incorporation have improved significantly from the original tests; however, the proposed 2016 Hagadorn Road project includes a revolutionary new method to introduce the recycled tire rubber into the asphalt mixture. The new mixture is expected to exceed performance of current state of the art high performance mixtures, a vast improvement over prior ground (crumb) tire rubber modified mixture performance.

Since RTR-HMA is new to the market place, additional cost is involved for contractors to obtain the necessary equipment and materials to produce RTR-HMA. Thus MDEQ offers the scrap tire market development grant program to help foster this market. The remainder of the Hagadorn-Mt. Hope intersection project's proposed construction, which is to be 80% federal CMAQ funded with 20% local match from 2016 budgeted County Road Funds, constitutes the required local match for the MDEQ grant, and no other unplanned costs are to be incurred for using the RTR-HMA.

Michigan State University (MSU) has entered into an agreement with MDEQ to research and develop the RTR-HMA proposed for use on the Hagadorn-Mt. Hope intersection project and to be the prime recipient of the MDEQ grant funds, and in turn MSU wishes to subcontract with the County on behalf of the Road Department to implement field trial of the RTR-HMA and to pass through the related MDEQ grant funding intended for this purpose in the amount of up to \$180,000, dependent on final RTR-HMA quantity placed.

Road Department staff has worked with MSU research staff and has reviewed and understands MSU's research findings that the RTR-HMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and therefore recommends approval of the attached resolution to allow entering into the subcontract with MSU as described above.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING AN AGREEMENT WITH MICHIGAN STATE UNIVERSITY FOR
MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY GRANT FUNDED USE OF
RECYCLED TIRE RUBBER MODIFIED ASPHALT PAVING MIXTURE
ON THE 2016 HAGADORN-MT. HOPE INTERSECTION PROJECT
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, the intersection of Hagadorn Road at Mt. Hope Road in Meridian Township is planned for southbound approach turn lane additions and resurfacing in 2016 to improve traffic flow and safety at this location using federal Congestion Mitigation-Air Quality (CMAQ) funding per the Road Department's Transportation Improvement Plan, TIP; and

WHEREAS, the Michigan Department of Environmental Quality, MDEQ, has made available grant funding in the amount of \$180,000 in 2016 for the Hagadorn-Mt. Hope intersection project for implementation and use of recycled tire rubber modified hot mix asphalt paving mixture (RTR-HMA), which incorporates chemically re-formed, post-market vehicle tire rubber into the asphalt mixture in order to improve the asphalt pavement's performance and longevity and to help foster a market for used vehicle tires; and

WHEREAS, the remainder of the Hagadorn-Mt. Hope intersection project's proposed construction, which is to be 80% federal CMAQ funded with 20% local match from 2016 budgeted County Road Funds, constitutes the required local match for the MDEQ grant, and no other unplanned costs are to be incurred for using the RTR-HMA; and

WHEREAS, Michigan State University (MSU) has entered into an agreement with MDEQ to research and develop the RTR-HMA proposed for use on the Hagadorn-Mt. Hope intersection project and to be the prime recipient of the MDEQ grant funds, and in turn MSU wishes to subcontract with the County on behalf of the Road Department to implement field trial of the RTR-HMA and to pass through the related MDEQ grant funding intended for the field implementation phase of the research effort in the amount of up to \$180,000, dependent on final RTR-HMA quantity placed; and

WHEREAS, Road Department staff has worked with MSU research staff and has reviewed and understands MSU's research findings that the RTR-HMA is expected to provide enhanced performance and longevity to the proposed asphalt pavement, and recommends therefore that the County enter into the requested subcontract with MSU to allow the placement of the RTR-HMA research test sections on the Hagadorn-Mt. Hope intersection project and to receive the MDEQ grant funds intended for this purpose.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a subcontract with Michigan State University for the placement of the RTR-HMA research test sections on the Hagadorn-Mt. Hope intersection project and to receive the MDEQ grant funds intended for this purpose in the amount of up to \$180,000, dependent on final RTR-HMA quantity placed.

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

Agenda Item 6c

To: Bobbie Mayes, Purchasing Agent
From: Curt Rogers, Fleet Manager
Date: 4/18/2016
Re: ITB packet # 34-16 Three (3) Tandem Chassis Trucks

My recommendation for this proposal is to reject the low bid of \$281,115.00 from Capital City International Truck Inc. Bid requirements were not met in the following areas:

- 1) **FRAME:** The ICRD specified single frame, Capital City specified a double frame
- 2) **EXHAUST SYSTEM:** The ICRD specified behind the cab exhaust, Capital City specified right side frame mounted , under the cab.
- 3) **REAR SUSPENSION:** (not specified) Capital City specified hendrickson susp. The ICRD would rather have the Chalmers susp. As we already stock all the normal wear items.
- 4) **ELECTRICAL SYSTEM:** (not specified) The International Trucks from Capital City have Multi-Plex wiring. I highly recommend not buying trucks with Multi-Plex wiring. Snow plowing and salt is very corrosive to this system.

(A) Multiplexing relies on the use of several on board computers to encode , sort and decode multiple electrical signals in the same wire.

I also recommend rejecting the second lowest bid of \$287,911.00 from D&K Truck Co. For Freightliner Trucks. For the following reasons:

- 1) **ELECTRICAL:** The Freightliner Trucks also have Multi-plex wiring, which result in multiple hours of diagnostic procedures.
- 2) **UPFITTING CAB and EQUIPMENT:** The Freightliner trucks are not as upfitter friendly as Western Star trucks. Multiple more hours to upfitt the Freightliner with in cab controls and equipment outside the cab.

I recommend the third bid of \$297,221.00 from D&K Truck Co. for Western Star trucks. For the following reasons:

- 1) **ELECTRICAL SYSTEM:** The Western Star trucks have point to point wiring. Fewer on board computers, body modules and multi -pin connectors. Resulting in less down time and quicker diagnoses.
- 2) **UPFITTING:** The Western Star truck interiors have a flat floor for ease of mounting in cab controls. Multiple hours saved during the building process. Multiple hours of build time saved on moving exterior components such as fuel tanks, air tanks, diesel exhaust fluid tanks and exhaust components.

- 3) **FUTURE REPAIRS:** Over the fifteen year life of a plow truck the \$3,103.33 more than a Freightliner and the \$5,368.66 more than an International truck, is justified because of less down time and quicker diagnoses.

Agenda Item 6c

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 19, 2015
SUBJECT: New Conventional Truck Cab on Tandem Axle Chassis

Project Description:

Bids were sought for three (3) new conventional truck cabs on tandem axle chassis for the Road Department.

Bid Summary:

Vendors contacted: 17 Local: 3
Vendors responding: 3 Local: 1

Vendor Name	Local Pref	Model	Year	Warranty	Engine Make	Transmission	Rear Axles	Total Cost for 3
Capital City Intl Truck	Yes, Lansing	International 7500	2017	Standard Factory	Cummins ISL	Allison 3000 RDS	Meritor 5.86	\$281,115.00
D & K Truck	No, Lansing	Freightliner 114SD	2017	Standard Factory	Cummins ISL	Allison 3000 RDS	Meritor 5.86	\$287,911.00
D & K Truck	No, Lansing	Western Star 4700	2017	Standard Factory	Cummins ISL	Allison 3000 RDS	Meritor 5.86	\$297,221.00
Michigan Kenworth	No, Grand Rapids	Kenworth T470	2017	Standard Factory	PX-9	Allison 3000 RDS	Meritor 5.86	\$320,250.00

Recommendation:

D & K Truck Company submitted the lowest responsive bid that met all of the Road Department's specifications per the Invitation to Bid (ITB). (See the attached memo from the Fleet Manager.)

The Road Department recommends awarding the contract to D & K Truck Company as follows: Three (3) 2017 Model 4700 Western Star Trucks for a not to exceed price of \$297,221.

Advertisement:

The ITB was advertised in the Lansing State Journal, the MI-ITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE) website, and posted on the Purchasing Department Web Page.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF THREE NEW TANDEM AXLE TRUCK CHASSIS FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department needs to replace three of its existing tandem axle dump trucks which have aged past the point of economical serviceability; and

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

WHEREAS, bids for new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase three Western Star truck chassis from D&K Truck Company of Lansing Michigan at a cost of \$297,221.00. The replaced units will be sold at auction for a price yet to be determined which will be placed in the equipment replacement fund.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid and authorizes the purchase of three Western Star truck chassis from D&K Truck Company of Lansing, Michigan.

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

Agenda Item 6d

TO: County Services and Finance Committees
FROM: Jim Hudgins, Director of Purchasing
DATE: April 19, 2015
SUBJECT: Equipment for New Conventional Truck Cab on Tandem Axle Chassis

Project Description:

Bids were sought for equipment to outfit three new conventional truck cabs on tandem axle chassis for the Road Department.

Bid Summary:

Vendors contacted: 15 Local: 01
Vendors responding: 06 Local: 00

The grid is on the next page.

Recommendation:

Certified Power and Knapheide Truck submitted the lowest responsive bids with the best lead times for delivery of equipment. The Road Department recommends awarding the contract to Certified Power in an amount not to exceed \$55,074.00 and Knapheide Truck Equipment in an amount not to exceed \$78,189.00.

Certified Power: Three (3) Hydraulic Tanks (\$755.00/each), Three (3) Hydraulic Pump and Valves (\$11,802.00/each), Three (3) Hydraulic Controls (\$5,801.00/each), Three (3) Spreader Controls (Included in Hydraulics), **Total Price \$55,074.00**

Knapheide Truck Equipment: Three (3) Henderson Dump Bodies (\$15,870.00/each), Three (3) Henderson Underbody Scrapers (\$7,850.00/each), Three (3) Dump Body Tarp Systems (\$1,393.00/each), Three (3) Poly Fenders (\$950.00/each), **Total Price \$78,189.00.**

Advertisement:

The RFP was advertised in the Lansing State Journal, the MIITA DBE Michigan Infrastructure and Transportation Association (MITA) Disadvantaged Business Enterprises (DBE) website, and posted on the Purchasing Department Web Page.

Vendor Name	Local Pref	Dump Body	Hydraulic Tanks	Hydraulic Pump and Valves	Hydraulic Controls	Spreader Controls	Underbody Scraper	Dump Body Tarp Cover	Misc.	Total Cost to outfit three (3) New Truck Cabs
Truck & Trailer	No, Dutton MI	No Bid	No Bid	No Bid	No Bid	No Bid	\$7,580.00	\$1,737.00	No Bid	\$27,951.00
Certified Power	No, Ohio	No Bid	\$755.00	\$11,802.00	\$5,801.00		No Bid	No Bid	No bid	\$55,074.00
Knapheide Truck	No, Flint MI	\$15,870.00	No Bid	No Bid	No Bid	No Bid	\$7,850.00	\$1,393.00	\$950.00	\$78,189.00
Shultz Equipment	No, Ithica MI	\$15,331.00	\$1,094.00	No Bid			\$7,884.00	\$2,145.00	\$736.00	\$81,570.00
Heights Machinery	No, Williamsburg MI	\$12,618.00	\$19,404.00				\$7,825.00	\$2,145.00	\$1,196.00	\$129,564.00
Heights Machinery (alternative)	No, Williamsburg MI	\$12,618.00	\$19,404.00				\$8,720.00	\$2,145.00	\$1,196.00	\$132,249.00

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE PURCHASE OF EQUIPMENT NEEDED FOR NEW TANDEM AXLE TRUCK CHASSIS FOR THE INGHAM COUNTY ROAD DEPARTMENT

WHEREAS, the Road Department needs to replace three of its existing tandem axle dump trucks which have aged past the point of economical serviceability; and

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

WHEREAS, equipment and components are needed to complete the new tandem axle truck chassis in Resolution #34-16; and

WHEREAS, bids for equipment to complete the new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to award contracts to Certified Power of Perrysburg, Ohio for hydraulic components at a cost not to exceed \$55,074.00 and to Knapheide Truck of Flint, Michigan for truck equipment at a cost not to exceed \$78,189.00, resulting in an overall cost of \$133,263.00.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of components and equipment needed to complete the new tandem axle truck chassis at a cost not to exceed \$133,263.00.

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

Agenda Item 6e

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: April 18, 2016

RE: PROPOSED RESOLUTION AUTHORIZING A SETTLEMENT WITH MIOSHA
FOR ALLEGED WORK ZONE SIGNING/TRAFFIC REGULATING CITATIONS

On September 16, 2015, road department crews were chip-sealing Meridian Road between Grand River Ave., (M-43), and Linn Road. The crew had this segment of road closed to through traffic allowing only access to and from driveways on one end or the other of the actual work convoy. Orange diamond shaped Road Closed signs and a staff person were posted at both ends with the staff person coordinating by radio with the crew to guide any residents needing access to/from driveways outside the work convoy to/from the nearest end of the road. These type of work zones are typically short duration—approximately an hour.

Traffic signing and regulation in work zones is generally prescribed and regulated by the Michigan Manual of Uniform Traffic Control Devices (MMUTCD). Road closure and detour signing for longer term closures is prescribed in detail in the MMUTCD, however for short-term closures MMUTCD unspecifically allows “simplified control procedures” and “engineering judgement” to avoid the greater risk and delay workers and the motoring public face in setting up and taking down a full temporary traffic control plan. Orange vehicles with amber strobe lights are prescribed and were/are used in these cases to further protect the workers and the public. MMUTCD does not give much further detail on short term closure signing requirements.

The signing and procedures used on Meridian Road and all county chip-seal operations as described above have been used without incident for a number of years and have been discussed at length and refined in the road department’s employee Safety Committee.

On September 16, 2015, a Michigan Occupational Safety and Health Administration (MIOSHA) inspector arrived at the subject chip-sealing site on Meridian Road in the course of his travels (as opposed to responding from any complaint being lodged), stopped, and inspected the site and its traffic control. The MIOSHA inspector issued two citations for his findings that, in brief, allege the subject signing and traffic regulation were improper. The initial MIOSHA penalties for these citations were \$2500/each for a total of \$5,000.

After discussion with road department staff, the County Attorney (Tim Perrone), an informal meeting with MIOSHA, and numerous follow-up emails, Mr, Perrone and road department staff conclude and recommend that the most cost-effective way of resolving this is to accept MIOSHA’s settlement offer of the total penalty being reduced to \$2500 without admitting any wrong-doing.

Although road department staff feel that the short duration chip-sealing traffic control plan used which had been developed in Safety Committee and used for years without incident, is generally safe, adequate and compliant with the unspecific guidance of the MMUTCD, staff has revised the short term chip-sealing road closure traffic control plan with additional signs based on input received from MIOSHA at our informal settlement meeting with them. However, when asked to comment on this revised plan, MIOSHA declined comment and advised that each situation must be handled based on local conditions in general compliance with the MMUTCD. Nonetheless, road department staff is reasonably confident the revised plan will address the concerns raised by MIOSHA.

Therefore approval of the attached proposed resolution to accept the MIOSHA proposed settlement of the total penalty being reduced to \$2500 without admitting any wrong-doing for this case is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING A SETTLEMENT WITH MIOSHA
FOR WORK ZONE SIGNING/TRAFFIC REGULATING CITATIONS
FOR THE INGHAM COUNTY ROAD DEPARTMENT**

WHEREAS, on September 16, 2015, Ingham County Road Department crews were chip-sealing Meridian Road between Grand River Ave., (M-43), and Linn Road, and therefore had this segment of road closed to through traffic allowing only access to and from driveways on one end or the other of the actual work convoy to/from the nearest open end of the subject road; and

WHEREAS, also on September 16, 2015, a Michigan Occupational Safety and Health Administration (MIOSHA) inspector arrived at the above-mentioned chip-sealing site in the course of his ordinary travels, stopped, inspected the site and issued two citations for his findings that, in brief, allege the subject signing and traffic regulation were improper; and

WHEREAS, the initial MIOSHA penalties for the above-mentioned two citations were \$2,500/each for a total of \$5,000; and

WHEREAS, after discussion with Road Department staff who believe the traffic control plan used at the subject project was appropriate, the County Attorney, and an informal meeting and follow-up discussion with MIOSHA, the Road Department staff and the County Attorney conclude and recommend that the most cost-effective way of resolving the above-mentioned citations is to accept MIOSHA's settlement offer of the total penalty being reduced to \$2,500 without admitting any wrong-doing.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes accepting the MIOSHA proposed settlement of the total penalty being reduced to \$2,500 without admitting any wrong-doing.

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

Agenda Item 7

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: April 19, 2016

SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2016, for the Park and Zoo winter seasonal fees on November 1, 2016, and for all other departments with the exception of the Zoo, on January 1, 2017. The Zoo fees will be effective early this year beginning on May 15, 2016 through 2017. These adjustments are based on an update of the "Cost of Services Analysis" completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year's cost by a cost increase factor for each department. Utilizing this method again, the 2017 cost was calculated by multiplying the 2016 cost by the 2017 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately \$45,621. Any additional revenue will be recognized in the 2017 Controller Recommended Budget.

As directed by the Board of Commissioners, the Controller's Office has incorporated the update of county fees into the annual budget process. This will allow the county to annually and incrementally adjust fees based on changing costs, rather than to make large adjustments at one time.

Please contact me if you have any questions regarding this information.

Attachments

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

WHEREAS, the Board of Commissioners set various fees for county services in Resolution #02-155 based on information and recommendations of the *Maximus Cost of Services Analysis* completed in 2002; and

WHEREAS, the Board of Commissioners also established the percent of the cost of providing the services which should be recovered by such fees, referred to in this process as a “target percent”; and

WHEREAS, the Board of Commissioners has directed the Controller’s Office to establish a process for the annual review of these fees and target percents; and

WHEREAS, the annual average United States’ consumer price index was used as the cost increase factor; and

WHEREAS, this cost increase factor is applied to the previous year’s calculated cost and multiplied by the target percent and in most cases rounded to the lower full dollar amount in order to arrive at a preliminary recommended fee for the upcoming year; and

WHEREAS, in cases where the calculated cost multiplied by target percent is much higher than the current fee, the fee will be recommended to increase gradually each year until the full cost multiplied by target percent is reached, in order to avoid any drastic increases in fees; and

WHEREAS, in cases where the calculated cost multiplied by target percent is lower than the current fee, no fee increase will be recommended for that year; and

WHEREAS, after initial recommendations are made by the Controller, these recommendations are distributed to the affected offices and departments, in order to receive their input; and

WHEREAS, after reviewing the input from the affected offices and departments, the Controller makes final recommendations to the Board of Commissioners; and

WHEREAS, the Controller’s Office has finished its annual review of these fees and recommended increases where appropriate based on increased costs of providing services supported by these fees and the percent of the cost of providing the services which should be covered by such fees as established by the Board of Commissioners; and

WHEREAS, the Board of Commissioners has reviewed the Controller’s recommendations including the target percentages, along with recommendations of the various county offices, departments, and staff.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2017 with the exception of the Zoo, where new rates will be effective May 15, 2016, the Health Department and Friend of the Court, where new rates will be effective October 1, 2016 and the Park and Zoo winter seasonal fees which will be effective starting November 1, 2016.

BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.

**Attachment A: Fees Which Are Adjusted
County Services Committee**

Location of Service	Fee Description	Target Percent	2016 Fee	2017 Fee
Drain Comm.	Preliminary Comm. Site Plan Review	75.0%	\$690.00	\$695.00
Drain Comm.	Preliminary Plat Review	75.0%	\$690.00	\$695.00
Drain Comm.	Plat and Commercial Drainage Review - First acre	100.0%	\$690.00	\$695.00
Drain Comm.	Additional acre	100.0%	\$77.00	\$78.00
Drain Comm.	Plat Drain Administration Fee	75.0%	\$2,450.00	\$2,500.00
Drain Comm.	Drain Crossing Permits, Review (Commercial)	100.0%	\$490.00	\$495.00
Drain Comm.	Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less	100.0%	\$600.00	\$605.00
Drain Comm.	Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less	100.0%	\$525.00	\$530.00
Drain Comm.	Soil Erosion (9 mo.) - Commercial- each add'l acre	100.0%	\$52.00	\$53.00
Drain Comm.	Soil Erosion Permit Transfer	100.0%	\$95.00	\$96.00
Drain Comm.	Escrow account - 1/2 to 1 acre	100.0%	\$1,685.00	\$1,700.00
Drain Comm.	Escrow account - 1 to 5 acres	100.0%	\$3,375.00	\$3,400.00
Drain Comm.	Escrow account - 5 to 10 acres	100.0%	\$5,600.00	\$5,625.00
Drain Comm.	Escrow account - each add'l 10 acres	100.0%	\$2,800.00	\$2,825.00
Drain Comm.	Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$320.00	\$325.00
Drain Comm.	Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection	75.0%	\$46.00	\$47.00
Equalization	Digitally Produced Paper Maps - Parcel layer w/2010 Digital Photo Layer			
Equalization	22" x 34"	100.0%	\$50.00	\$51.00
Equalization	Custom Maps	100.0%	\$71.00	\$72.00
Parks	Administrative -Returned Check Fee	100.0%	\$30.00	\$32.00
Parks	Cancellation Fee (for all park reservations)	100.0%	\$20.00	\$21.00
Parks	Winter Sports Building (100 Person Capacity)	100.0%	\$90.00	\$95.00
Parks	Shelters - 120 Person Capacity			
Parks	Lake Lansing - North - 1/2 of Main	100.0%	\$100.00	\$105.00
Parks	Hawk Island Peregrine	100.0%	\$125.00	\$130.00
Parks	Burchfield 1/2 of North Bluff	100.0%	\$100.00	\$105.00
Parks	Burchfield 1/2 of Woodsong	100.0%	\$100.00	\$105.00
Parks	Lake Lansing - South - 1/2 of Main	100.0%	\$100.00	\$105.00
Parks	Lake Lansing - North - Main	100.0%	\$175.00	\$180.00
Parks	Burchfield - North Bluff	100.0%	\$175.00	\$180.00
Parks	Burchfield - Woodsong	100.0%	\$175.00	\$180.00
Parks	Shelters - 300 Person Capacity			
Parks	Lake Lansing - South - Main	100.0%	\$175.00	\$180.00
Parks	Burchfield - Overlook	100.0%	\$175.00	\$180.00
Parks	Hawk Island - Red Tail	100.0%	\$250.00	\$255.00
Parks	Lake Lansing Wedding Gazebo	100.0%	\$250.00	\$255.00
Parks	Boating Fees			
Parks	Canoe/Kayak Trips - McNamara	100.0%	\$15.00	\$16.00
Parks	Canoe/Kayak Trips - Bunker Rd	100.0%	\$22.00	\$23.00
Parks	Canoe/Kayak Trips - Eaton Rapids	100.0%	\$28.00	\$29.00

Location of Service	Fee Description	Target Percent	2016 Fee	2017 Fee
<i>Parks</i>	<i>Day Camp</i>			
Parks	Resident Monday-Friday 9am-4pm	100.0%	\$90.00	\$95.00
Parks	Non-Resident Monday-Friday 9am-4pm	100.0%	\$100.00	\$105.00
Parks	Resident Mon-Fri 7:30am-5:30pm	100.0%	\$120.00	\$125.00
Parks	Non-Resident Mon-Fri 7:30am-5:30pm	100.0%	\$130.00	\$135.00
Parks	Dog Park (12 Month Pass)			
Parks	Student (college ID)	100.0%	\$15.00	\$20.00
Parks	Senior (+60)	100.0%	\$15.00	\$20.00
Parks	Veteran	100.0%	\$15.00	\$20.00
Parks	Owner of Service Animal	100.0%	\$15.00	\$20.00
<i>Parks</i>	<i>Game Rental (for 4 hours)</i>			
Parks	Moonwalk	100.0%	\$275.00	\$280.00
Parks	Dunk Tank	100.0%	\$225.00	\$230.00
Parks	Giant Slide	100.0%	\$400.00	\$410.00
Parks	Nature Program/Walk pp NEW		\$0.00	5.00
Parks	Passport Pictures NEW		\$0.00	15.00
Parks	Snow shoe rental NEW		\$0.00	5.00
Parks	Band Shell Rental NEW		\$0.00	100.00
Parks	PA, Chairs or Music Stands per item NEW		\$0.00	50.00
Zoo	Admission Fees			
Zoo	Resident Adult (April - October)	50.0%	\$4.00	\$6.00
Zoo	Non-Resident Adult (April - October)	100.0%	\$10.00	\$11.00
Zoo	<i>Resident Senior (April - October)</i>	<i>40.0%</i>	<i>\$3.00</i>	<i>\$5.00</i>
Zoo	Non-Resident Senior (April - October)	100.0%	\$8.00	\$10.00
Zoo	<i>Children (age 3-12) (April - October)</i>	<i>35.0%</i>	<i>\$3.00</i>	<i>\$4.00</i>
Zoo	Shelters - 60 Person Capacity			
Zoo	Potter Park Penguin Cove	100.0%	\$79.00	\$100.00
Zoo	Potter Park Eagle Landing	100.0%	\$105.00	\$125.00
Zoo	Potter Park - Tiger Den	100.0%	\$180.00	\$200.00

Human Services Committee

Location of Service	Fee Description	Target Percent	2016 Fee	2017 Fee
Comm. Health	Compreh Envir Investigation	100%	\$300.00	\$305.00
Comm. Health	Assessment of Home	100%	\$125.00	\$130.00
Imm. Clinic	Internat'l Travel Consult	100%	\$62.00	\$63.00
OYC	Agency Training Request- Base, 1.5 hr.	100%	\$215.00	\$220.00
OYC	Agency Training Request- Base, 2.5 hr.	100%	\$355.00	\$360.00
OYC	Agency Training Request- Base, 5.0 hr.	100%	\$688.00	\$690.00
OYC	OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)	100%	\$28.00	\$29.00
OYC	OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).	100%	\$71.00	\$72.00
OYC	OYC - Required Training - > 10 hrs./per person	100%	\$138.00	\$140.00

Law and Courts Committee

Location of Service	Fee Description	Target Percent	2016 Fee	2017 Fee
Animal Control	Boarding Fee-Dangerous Animals	100.0%	\$75.00	\$76.00
Animal Control	Boarding Fee per day-others	75.0%	\$33.00	\$34.00
Animal Control	Adoption Fee			
Animal Control	Dogs(under six years of age)	75.0%	\$73.00	\$74.00
Animal Control	Cats(under six years of age)	75.0%	\$63.00	\$64.00
Animal Control	Animal Redemption - 2nd offense	100.0%	\$50.00	\$51.00
Animal Control	Euthanasia Fee	100.0%	\$125.00	\$130.00
Animal Control	Owner Surrender	100.0%	\$45.00	\$46.00
Animal Control	Spay/neuter deposit-Owners redeeming pet	100.0%	\$80.00	\$81.00
Pros Atty	Diversion - Misdemeanor Offender	50.0%	\$450.00	\$455.00
Pros Atty	Diversion - Felony Offender	50.0%	\$800.00	\$805.00
Pros Atty	Costs for eligible convictions - Trial	10.0%	\$230.00	\$235.00
Jail	Day Rate (1)	100.0%	\$53.66	\$54.00
Sheriff	Costs for Command per hour	100.0%	\$64.82	\$65.01
Sheriff	Costs for Deputy per hour	100.0%	\$58.14	\$58.31
Sheriff/Em Mgt.	Cost Recovery Fee flat rate per indiv.	100.0%	\$30.00	\$31.00

ATTACHMENT B: Fees Which Adjustment is recommended
Law and Courts Committee

Location of Service	Fee Description	Target Percent	2016 Fee	2017 Fee
Circuit Court	Show Cause - Probation	100.0%	\$175.00	\$180.00
Family Division	Delinquency Court Costs	100.0%	\$275.00	\$280.00
Family Division	Tether	25.0%	\$31.00	\$32.00