THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, AUGUST 16, 2017 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 July 19, 2017 Minutes
Additions to the Agenda
Limited Public Comment

1. Sheriff’s Office
   a. Resolution to Authorize the Sheriff’s Office to Renew a Contract with Lansing Mason Area Ambulance Service for Mobile Emergency Care and Transport Service and Adding Blood Draw Services
   b. Resolution to Authorize Donations to the Ingham County Sheriff’s Office “Sheriff’s Inmate Initiatives” in the Form of Goods, Services and Money
   c. Resolution to Authorize the Purchase of a Finger and Palm Print Computer Software Application and Equipment through IDNetworks for the Ingham County Sheriff’s Office to Use to Capture Finger and Palm Prints for State of Michigan and AFIS/FBI Submission as Required by Law

2. Friend of the Court – Resolution to Authorize a New Contract with MGT of America Consulting LLC, for the Preparation of the Friend of the Court and Prosecuting Attorney Title IV-D Cooperative Reimbursement Program (CRP) Application and Other Services

3. Circuit Court – Resolution to Amend Subcontracts Included in the FY 2017 Michigan Mental Health Court Grant Program Operational Grant

4. Animal Control – Resolution to Accept a PetSmart Charities Grant

5. 9-1-1 Center – Resolution Authorizing Contract with Priority Dispatch for Continued Support for Emergency Medical Dispatch (ProQA) for the Ingham County 9-1-1 Central Dispatch Center

6. Medical Care Facility – Resolution to Authorize the Issuing of Bonds for the Renovation and Expansion of the Medical Care Facility
7. **Health Department**
   a. Resolution to Amend the Collaborative Agreement with the Capital Area United Way
   b. Resolution to Authorize an Agreement with Sparrow Hospital for Medical Examiner Services
   c. Resolution to Authorize an OB/GYN Physician Services Agreement with Edward W. Sparrow Hospital Association
   d. Resolution Authorizing Agreements to Transfer Sparrow Medical Group – Volunteers of America Clinic to Ingham County Health Department

8. **Special Transportation Millage** – Resolution Authorizing the **Third Amendment** to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020

9. **Innovation and Technology** – Resolution to Approve the Purchase of SAN Components Upgrade

10. **Facilities**
    a. Resolution to Award a Contract for Generator Services for Various Back-Up Generators
    b. Resolution to Award a Contract for Elevator and Dumbwaiter Repair and Maintenance
    c. Resolution to Authorize the Renewal of the Service Agreement for Maintenance on the X-Ray Screening Machines
    d. Resolution to Award a Contract for Window Cleaning Services

11. **Road Department**
    a. Resolution to Approve Local Road Agreement with Alaeidon, Ingham, Leroy, Onondaga, Wheatfield and White Oak Townships
    b. Resolution to Support Meridian Transportation Alternatives Program Funded Rectangular Rapid Flash Beacon Installation
    c. Resolution of Commitment for Transportation Alternatives Program Funds
    d. Resolution to Authorize the Reclassification of the Public Relations Coordinator Position

12. **Parks Department**
    a. Resolution to Authorize a Memorandum of Understanding with Mid-Michigan Mountain Bike Association
    b. Resolution to Authorize an Amendment to Agreements for Trails and Parks Millage Funding
    c. Resolution to Authorize the Creation of a Trails and Parks Millage Program Coordinator
    d. Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant

13. **Potter Park Zoo** – Resolution to Authorize an Additional Weekend for the Potter Park Zoo “Boo at the Zoo” Event
14. **Human Resources**
   a. Resolution to Certify Representatives for the MERS Annual Conference
   b. Resolution to Authorize the Establishment of a MERS Hybrid Plan for New Road Department Managerial and Professional Employees
   c. Resolution to Approve Implementation of Everbridge Alert System with Capital City Labor Program Inc. – Corrections Non-Supervisory Unit
   d. Resolution to Approve a Letter of Understanding with the United Automobile Aerospace and Agricultural Implement Workers of America
   e. Resolution to Authorize a Letter of Understanding with OPEIU Local #512

15. **Controller/Administrator’s Office**
   a. Resolution to Approve Payment of Supplemental Invoice
   b. Resolution to Amend Resolution #17-207 Updating Various Fees for County Services

**Announcements**

**Public Comment**

**Adjournment**

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854  Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at [www.ingham.org](http://www.ingham.org).
FINANCE COMMITTEE
July 19, 2017
Draft Minutes

Members Present: Anthony, Grebner, Hope, McGrain (left at 7:00 p.m.), Tennis, Naeyaert, and Schafer

Members Absent: None

Others Present: Treasurer Eric Schertzing, Sheriff Scott Wriggelsworth, Andy Bouck, Deb Fett, Jill Rhode, Rick Terrill, Brian Fisher, Tim Morgan, Bill Conklin, Sandy Gower, Bill Brickey, Tim St. Andrew, Chris Trubac, Teri Morton, Michael Townsend, Liz Kane, and others

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

Approval of the June 21, 2017 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE MINUTES OF THE JUNE 21, 2017 FINANCE COMMITTEE MEETING WERE APPROVED AS PRESENTED.

Additions to the Agenda

None.

Substitutes –

11. Controller/Administrator’s Office
   a. Resolution to Adopt the 2018 Juvenile Justice Community Agency Process Calendar

Additional Information –

3. Treasurer’s Office – First Quarter Investment Report (Informational Item)

Chairperson Grebner stated the First Quarter Investment Report was included on the agenda as informational material.

Limited Public Comment

None.
MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. MCGRAIN, TO APPROVE A CONSENT AGENDA CONSISTING OF THE FOLLOWING ACTION ITEMS:

1. **Drain Commissioner** – Resolution Amending Resolution #16-322 to Extend the Sunset of an Allocation to the Revolving Drain Fund

2. **Sheriff’s Office** – Resolution to Authorize a Contract with the Michigan Department of Human Services for Transport Services of Specific Juveniles by Sheriff’s Deputies

4. **Health Department**
   a. Resolution to Authorize FY 2018 Agreement with the Michigan Department of Health and Human Services for the Delivery of Public Health Services Under the Comprehensive Agreement
   b. Resolution to Authorize the Purchase of Digital Radiography Equipment and an Amendment to the NextGen Agreement for Expansion of the Digital X-Ray System
   c. Resolution to Amend Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Health and Human Services

6. **Innovation and Technology**
   a. Resolution to Approve the Purchase of Backup Storage Solution from Avalon
   b. Resolution to Approve the Purchase of Host Server Replacement from Avalon
   c. Resolution to Approve the Purchase of Palo Alto NextGen Firewall
   d. Resolution to Authorize the Conversion of the Vacant Deputy Information Officer to a Senior Network Admin in the Innovation & Technology Department
   e. Resolution to Approve the Replacement of the Uninterruptable Power Supply for Datacenter

8. **Road Department**
   a. Resolution to Approve an Agreement for the Columbia Road Bridge Replacement Project
   d. Resolution to Approve Purchase of Synchro Traffic Modeling Software

9. **Parks Department**
   a. Resolution to Authorize Acceptance of Charitable Donation from the Friends of Ingham County Parks
   b. Resolution to Authorize a Contract for Improvements to the Parking Lot at Hawk Island County Park

10. **Financial Services**
    a. Resolution to Authorize the Bi-Annual Retiree Health Care Actuarial Study and Second Year Update

11. **Controller/Administrator’s Office**
    a. Resolution to Adopt the 2018 Juvenile Justice Community Agency Process Calendar

THE MOTION CARRIED UNANIMOUSLY.
THE MOTION TO APPROVE THE ITEMS ON THE CONSENT AGENDA CARRIED UNANIMOUSLY.

5. Economic Development – Resolution to Approve the Termination of the Economic Development Services Agreements

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION.

Commissioner Naeyaert stated she had a conversation with Tim Dolehanty, Controller, regarding the termination of the Economic Development Services Agreements. She further stated the terminations would affect the General Fund and outlying communities in the County, especially those in her district.

Commissioner Naeyaert stated she had heard from the townships in her districts that it would be tough to manage without these agreements. She further stated it concerned her to get rid of the agreements, because the County’s economic development services were beneficial tools these municipalities used to get matching funds and other funding.

Commissioner Naeyaert stated she understood that there was only one staff person, but termination of the agreements would not only be a hit to the County’s budget, the communities with the agreements could not afford not to have them.

Chairperson Grebner asked if Commissioner Naeyaert thought these communities opposed the termination of the agreements.

Commissioner Naeyaert stated she believed they did oppose their termination.

Mr. Dolehanty stated that his office was suggesting that the Committee not approve the resolution at this time. He further stated when one of the communities with an agreement came to the County to say they would possibly want to cancel their contract, the County then reevaluated the other existing agreements and thought they could go ahead and terminate them.

Mr. Dolehanty provided background on the Economic Development Services Agreements. He further stated if the communities or the County terminated their agreements, they would no longer collect that tax, and it would be a serious change for those small communities.

Mr. Dolehanty stated Sandy Gower, Economic Development Director, would be retiring at the end of 2017, which had caused them to evaluate how to move forward with the County’s economic development efforts. He further stated the County had preliminary conversations with the Lansing Economic Area Partnership (LEAP), and LEAP was interested in managing these agreements, which would be ideal so the agreement would stay within the County.

Mr. Dolehanty stated the County was also discussing the management of the Brownfield Authority through LEAP. He further stated by the time the 2018 budget was firmed up in a few
months, he hoped to have a tentative plan with LEAP, so they knew how much it would cost the County to work through them.

Mr. Dolehanty stated if LEAP ended up not being able to take over the agreements, then the County would find some other private contractor to take them over.

Commissioner Naeyaert stated she was thrilled to hear Mr. Dolehanty’s suggestion, and she felt the cities and townships involved would also be happy because if they were no longer allowed to capture those funds, it would negatively affect their budgets. She further stated that many communities were exploring the idea of increasing millages already, and cancelling these contracts would make it tougher on their budgets.

Commissioner McGrain clarified that if the County were to cancel the agreements with these communities, the extra captured funds would not go directly back to the community – they would go to the State Education Fund instead. He stated he believed there was a need to have support for the County’s outer communities, especially in this case, since they would not have access to this local money otherwise.

Commissioner McGrain stated he appreciated the Controller’s ethical approach to these tax-captured districts. He further stated that while there were some egregious ones out there and they lost County revenue to things that ought not to be supported by County revenue, he believed this case was different, because this local money supported a great amount of effort in the County’s outer communities.

Commissioner McGrain stated he appreciated the work Ms. Gower did with economic development in her position, and he did not think it was the right time to cancel the agreements.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. TENNIS, TO TABLE THE RESOLUTION INDEFINITELY

THE MOTION TO TABLE THE RESOLUTION CARRIED UNANIMOUSLY.

7. Facilities – Resolution to Award a Contract for the Replacement of the Sheriff’s Office Roof

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION.

Commissioner Schafer stated he noticed the County kept putting money into dilapidated structures. He further stated he believed they had waited too long for these repairs, and now it was more like a Band-Aid on a structure that needed more attention.

Chairperson Grebner stated they have spent a lot of money on the jail, but he did not believe the maintenance was lagging. He further stated the County should be figuring out how to replace the jail at this point.
Commissioner Schafer stated the maintenance was not bad, but they had heard about the dilapidated conditions of the jail for seven or eight years already.

Commissioner Naeyaert stated she hoped the jail would be a larger discussion in a Board Leadership meeting.

Rick Terrill, Facilities Director, introduced Brian Fisher, the new Mason Facilities Manager, as Mike Hughes was retiring.

THE MOTION CARRIED UNANIMOUSLY.

8. Road Department
   b. Resolution to Rescind Resolution 17-259 Approving a Local Road Agreement with Lansing Township
   c. Resolution to Rescind Resolution 17-261 Authorizing a Contract for Recycling and Resurfacing of Various Streets in Lansing Township

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NAeyaERT, TO APPROVE BOTH RESOLUTIONS.

Commissioner McGrain asked why the contracts were rescinded. He stated he assumed it was because the bids were too high and the townships decided not to pursue the project this year.

Bill Conklin, Road Department Director, stated Commissioner McGrain was correct, as the bids had been higher than anticipated across the board this year. He further stated he hoped there would be another contractor that would begin bidding on projects in the next year to increase the supply to meet the demand for these projects, and then the market would even out again.

Commissioner McGrain stated he wanted to understand the process with the Road Department contracts. He stated he understood the process to be that the Road Department gave the township an estimate cost of the project, and then when contractors came back with a larger bid than estimated, the municipality backed out of completing the project this year.

Mr. Conklin stated Commissioner McGrain was correct, in that the County put the estimate for a project around $150,000, and the bid came in over $200,000. He further stated that the County estimated project costs based on last year’s costs, plus an assumed rate of inflation of about 5%, and this year, costs were higher than expected.

Commissioner McGrain stated this was something that affected every local unit, so Lansing Township was not unique in getting a 30% increase, but they were the ones who chose to walk away from their project.

Mr. Conklin stated that Meridian Township’s projects were also bid high, but because they had a bigger program, they were able to reduce the amount of streets they repaired. He further stated Lansing Township only had one street they wanted to repair for this project.
Mr. Conklin stated that each township decided what to do with their projects separately, but the Road Department said they would not blame them if they rejected the bid. He further stated he encouraged Lansing Township to request the bid earlier next year.

Commissioner McGrain asked if the municipality was just going to defer the road maintenance until next year, even though the roads desperately needed repair. He asked if this practice was common for municipalities to do.

Mr. Conklin stated he could not remember any municipality doing this previously.

Commissioner McGrain stated in the future, he would like to see communication from units stressing the issues of the bid.

Mr. Conklin stated he had spoken with the township supervisor, and received the minutes from the Lansing Township Board meeting where they applied for the repairs.

Commissioner McGrain asked if the request was done through a resolution by the township.

Mr. Conklin stated he believed the townships did create resolutions for the repair contracts.

Commissioner McGrain asked how much staff time was used by the County to prepare the agreements, just to watch them be cancelled.

Mr. Conklin stated the repair would likely be done in the next year, so the work would not have been for nothing.

Commissioner McGrain stated he thought the bids would have to be redone the next year.

Mr. Conklin stated they would have to redo the bids and adjust the rates of inflation, but it would not amount to much additional work.

Discussion.

Commissioner Schafer stated a few years back, Lansing Township had a serious budget issue that the County had helped with, which he believed contributed to their unique financial situation.

Discussion.

THE MOTION CARRIED UNANIMOUSLY.

10. Financial Services
b. Presentation of the Audit and Financial Statements (Please Bring the Comprehensive Annual Financial Report Previously Distributed)
Jill Rhode, Director Financial Services, provided an introduction to the 2016 audit and financial statements. She noted that the Clinic Fund at the Health Department and the Potter Park Zoo had seen large changes in their financial status from the previous year.

A discussion ensued regarding some of the Potter Park Zoo’s previous issues with their minimum fund balance and the internal controls that had been put in place to correct funds management.

Ms. Rhode outlined the improvements in the Child Care Fund, especially surrounding communication between the State and the County. She also outlined GASB 68, which changed the accounting and financial reporting of pensions for the County and made it look like the County was not 66% paid into MERS like it had been previously, but the GASB calculation was just different than the MERS calculation and the County was still paid in at the same amount.

Ms. Rhode explained the schedule of uncorrected misstatements the auditors found during the process. She then introduced the auditors to the Committee.

Bill Brickey, Plante & Moran PLLC, explained the materials and outline of deliverables they had handed out to the Board of Commissioners. He thanked Ms. Rhode and her team for their cooperation during the three-month audit process.

Tim St. Andrew, Plante & Moran PLLC, explained the schedule of findings and questioned costs document handed out to the Committee. He laid out the material weaknesses in the document, which were the most significant discrepancies found in the County’s audit for 2016.

Commissioner Naeyaert asked if the issues came from the Treasurer’s Office.

Mr. St. Andrew stated some of the problems were also with the Land Bank. He further stated that the root cause of many of the material weaknesses of the County could be contributed to the lack of oversight, execution, and collaboration.

Mr. St. Andrew stated the County needed to make sure their general ledger reports matched what was on the working papers, and because many did not match this time, the auditors spent 40% more time on the County’s audit than expected. He further stated it had made it difficult to submit the audit findings to the State by June 30, 2017 because of the extra time spent on the audit.

Commissioner Naeyaert asked if this was the auditors’ third year in a row they had audited the County.

Mr. St. Andrew stated it was their fourth year auditing the County.

Mr. Brickey stated that the primary reason these issues came up was because of a lack of collaboration and execution. He further stated during the audit, they had spent a lot of time assisting the departments with getting the books and records in a position they could be properly audited.
Ms. Rhode stated Financial Services had never been as ready as they were for an audit as they were this year, but they had never had an audit run as late as it had this year.

Commissioner Naeyaert stated that these issues were ongoing, because they were still happening four years after they were identified in the audit and the County had hired extra staff to try and correct the issues. She further stated that material weaknesses in the County finances were serious, and she was concerned about the County’s future bond ratings and the impact on the general future of the County.

Commissioner Naeyaert asked if these material weaknesses would affect the County in the future.

Mr. Brickey stated that in many aspects, the material weaknesses of the County could affect it in the future. He further stated that in addition to affecting the County into the future for bond ratings and other financial considerations, it also impacted most financial reports in the County.

Commissioner Anthony stated she understood the issue was ongoing. She asked what else, aside from the issues with the Treasurer, was concerning to the auditors.

Mr. St. Andrew stated the issues really involved the lack of oversight in the Treasurer and Land Bank offices. He further stated when the auditors needed to obtain supporting documentation for Finance Services reports from the Treasurer’s Office, a lot of them were incomplete or did not agree with the reports from Financial Services, and it took a lot of attention to get them to an auditable point.

Commissioner Naeyaert stated she noticed all four material weaknesses were surrounding the Treasurer or the Land Bank.

Commissioner Anthony stated she understood that the Land Bank had some previous staffing issues, but they had recently hired a new Executive Director for the Land Bank and she was hopeful there would be positive change from that. She asked how much the extra time the auditors spent on the County’s audit would cost the County.

Mr. Brickey stated his office was working with Ms. Rhode and others to determine the cost of the extra time put in for the audit, and there would be an additional invoice sent to the County. He further stated that in the first few years they audited the County, they tried to stay within the estimated budget because there was a learning curve on both ends, but they believed in year four of the audit, those should no longer be an issue.

Mr. Dolehanty stated the Board of Commissioners would see the invoice in their next round of meetings.

Commissioner Anthony stated in the fourth round of the audit, they were still talking about the lack of collaboration between departments. She asked the presenters, in their opinions, how the Board of Commissioners could fix these issues.
Commissioner Anthony stated she felt responsible for not addressing these issues earlier. She further stated that as the County was currently in a budget deficit, it was frustrating to have to spend more money on the audits.

Commissioner Anthony stated she was concerned that the County would continue to have the same material weaknesses on their reports in years to come.

Mr. Brickey stated he acknowledged that there was a lot that went on in the County that the auditors did not see, as they were only in the County for about three months and they were focused on their tasks. He further suggested the County evaluate staff in those concerning positions, and see if there were issues in the training or amount of staff in the department.

Mr. Brickey stated that the County needed to have one set of books and records in their general ledger, and if the office’s working ledgers did not match the general ledger, then there needed to be a collaboration between that department and Financial Services at the end of each month to agree on the cash balance. He further stated he thought there were holes in the process, and the County should evaluate how and why things are done, and who does them, and change what the employees were doing accordingly.

Mr. Brickey stated he noticed the processes in the County had remained similar, and they kept producing similar results.

Commissioner Naeyaert asked if it was still an issue of not recording checks and not depositing funds on time as it had been previously, or if it was just sloppy accounting being done. She stated she recalled the Board of Commissioners did authorize people to come in and work with the Treasurer’s Office on those issues, and the reports they had received from the Treasurer and Deputy Treasurer made it seem like everything was running smoothly.

Mr. St. Andrew stated he thought the processes were in place, but they were sloppy. He further stated some of the issues he could see were accounts missing or counted twice in the working ledger, the bank balance was not correct, their starting numbers were not correct, and there were checks missing from the reconciliation.

Ms. Rhode clarified that the general ledger numbers were correct, but the working papers did not agree. She further stated that she thought the system for the general ledger had improved, but obtaining the working papers and other materials at year-end to be audited was still challenging.

Mr. Dolehanty stated he proposed fast-tracking conversations about this issue and invited interested Commissioners to sit in on the meetings. He further stated the County could not afford redundancies, but in a case like this, they could not afford to continue having these issues.

Mr. Dolehanty stated being on top of their finances was extremely important. He further stated if the County had any dreams of building a new jail, then they certainly could not continue to have these issues.
Mr. Dolehanty stated he was willing to have a very candid conversation about what the County needed to do to improve and how to get the job done. He further stated that what came of the conversations might be a dramatic change, but the budget process was the best time to make those adjustments.

Commissioner McGrain stated he would be interested in sitting on a type of committee to address the concerns.

Commissioner Naeyaert stated she would also be interested in joining a committee.

Commissioner Anthony stated she was also interested in addressing these concerns.

Chairperson Grebner suggested they form a subcommittee consisting of four Commissioners.

Commissioner Naeyaert suggested Chairperson Grebner should also be on the subcommittee.

Discussion.

Chairperson Grebner stated he appointed a subcommittee consisting of Commissioners McGrain, Naeyaert, Anthony, and Grebner to address the concerns of the audit.

Commissioner Schafer stated Chairperson Grebner should also chair the subcommittee.

Commissioner McGrain left at 7:00 p.m.

Commissioner Anthony stated the County could not afford to have these weaknesses, and she hoped they could fix them going forward. She further stated that if the Board of Commissioners wanted to put a millage on the November 2017 ballot, then they needed to address the sloppiness in the use of tax dollars.

Discussion ensued about the subcommittee.

Commissioner Schafer asked if the auditors were concerned about possible embezzlement of County funds with these issues brought to light, or if they believed it was just sloppy processes.

Mr. Brickey stated he was not concerned about embezzlement, because by the end of the audit most things had been accounted for. He further stated they had examined the cash receipts and nothing led them to believe that funds were mishandled.

Ms. Rhode stated nothing had been noticed on the Financial Services’ end that would be cause for alarm of possible embezzlement or mishandling, either.

Discussion.

Ms. Rhode thanked Mr. Brickey and Mr. St. Andrew for their work on the 2016 audit.
Commissioner Naeyaert stated she feared in this financial situation, the County would not be able to bond for anything. She further stated that after the criticism the Board of Commissioners gave the Sheriff for not keeping track of and renewing an expired contract on time, they should be livid about these issues.

11. Controller/Administrator’s Office
   b. Resolution Authorizing Adjustments to the 2017 Ingham County Budget

MOVED BY COMM. HOPE, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION.

Teri Morton, Deputy Controller, stated Commissioner McGrain had questions about the resolution before he left, namely, why the Road Department had about $1.5 million in carryover surplus from the previous year.

Ms. Rhode stated she believed it was due to attrition, vacancies in the Road Department, and anticipating too high of a budget for health insurance. She further stated it was both on the revenue and expenditure side.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner McGrain

11. Controller/Administrator’s Office
   c. Resolution Submitting to a Vote of the Electorate the Establishment of Separate Tax Limitations for Ingham County, the Townships and the Intermediate School District

Chairperson Grebner explained that the Tax Allocation Committee had met on June 27 and voted to reset the millage. He further stated there was still an additional mill available, which the Tax Allocation Committee did not use, but it could be available if the County needed it in a few years.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION.

Commissioner Hope stated she thought it was important to have the County educate the public about the importance of the millage and why the County was proposing to do it. She further stated she hoped the Controller’s Office could take the lead on the outreach, and give the Commissioners a one-page sheet of information on the millage.

Chairperson Grebner stated they should certainly have a one-page information sheet, but he expected the public’s interest to increase only when they received their absentee ballots right before the November Election and saw the confusing language of the millage proposal.

Commissioner Anthony stated she had spoken with the Controller about public outreach and giving the Commissioners the information they needed to speak about it, so they felt empowered to be the ambassadors for the millage.
Chairperson Grebner stated the millage would actually greatly affect the sparse budget the Board of Commissioners would likely recommend this year. He further stated he thought the public would react more to the tangible budget items being eliminated if the millage did not pass, than the arbitrary proposal language on the ballot.

Commissioner Naeyaert stated she would like to have some talking points about the millage for when she went to speak with the Michigan Townships Association on July 28, 2017.

Ms. Morton stated Commissioner McGrain was also concerned about the East Lansing income tax proposal that would be on the ballot for the November Election.

Chairperson Grebner stated East Lansing was only a small portion of the entire County’s population.

Commissioner Naeyaert stated that Mason would also have proposals to increase their millages for their schools and the city.

Chairperson Grebner stated there would likely be a lot of things on the ballot, especially now that the County would be paying for the election.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner McGrain

11. Controller/Administrator’s Office
   d. Financial Reserve Status (Discussion Item)

Ms. Morton stated the County was running out of fund balance, although they were currently still within their financial reserve policy. She explained the amount of fund balance in different accounts, and what their plans going forward would be.

Ms. Morton stated that the County would need to stop relying on the fund balance to operate. She further stated that in the past few years, the County has come close to using the amount of fund balance they budgeted, where in the past, the Health Department had budgeted too high which contributed more money to the fund balance each year.

Ms. Morton stated the Health Department was getting more accurate with their budgeting, meaning there was not as much left over at the end of the year.

Discussion.

Chairperson Grebner stated the problem was the County was still spending more than they were taking in, which was not a sustainable way to run the County long-term.

Ms. Morton stated one issue was that the County had expected to get property tax values back faster than they were, and the other issue was MERS costs increased more quickly than anticipated. She further stated the Public Improvement Fund could use more money based on requests they received for 2018, but they did not have money to put in there currently.
Ms. Morton stated the County was still within their reserve policy, but it would take some work to make it stay where it was.

Chairperson Grebner stated there was not much more the County could do to increase the reserve funds. He further stated this was another reason why he hoped the County millage proposal would pass in November.

Ms. Morton stated that cash on hand was becoming more of a problem, because the County did not receive their tax money until the middle of the year now. She further stated the County needed to have some fund balance, so they could fund operations from January to July, when they received their tax money.

Ms. Morton stated that if they did not have a fund balance to operate, then they would have to do tax anticipation notes, which was not ideal.

Chairperson Grebner stated that part of the issue was that the County had been lending the Drain Commissioner money, which needed to stop.

Ms. Morton stated that practice would be ending, and the Drain Commissioner would have to open a line of credit instead.

Discussion.

Announcements

Commissioner Tennis announced he would not be able to attend the Board of Commissioners meeting on Tuesday, July 25.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:21 p.m.
RESOLUTION ACTION ITEMS:

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

1a. **Sheriff’s Office** – Resolution Authorizing the Sheriff’s Office to Renew a Contract with Lansing Mason Area Ambulance Service for Mobile Emergency Care and Transport Service and Adding Blood Draw Services

This resolution will authorize the Ingham County Sheriff’s Office to contract with Lansing Mason Area Ambulance Service for mobile emergency care and transports of inmates as well as blood draw services on Operating While Impaired investigations.

Resolution #16-529 authorized a contract for mobile emergency care and transport of inmates at the County Jail with Lansing Mason Area Ambulance Service for the period of January 1st, 2017 through December 21st, 2018. The Sheriff’s Office would like to pursue this contract renewal with Lansing Mason Area Ambulance Service but is also seeking to add blood draws to the contract in the interest of reducing expenses and liability. Blood draws for Operating While Impaired investigations can be administered at the County Jail instead of taking an intoxicated inmate out of the secure facility to a hospital. A request for proposal was conducted to which Lansing Mason Area Ambulance Service was the sole respondent.

The cost of a blood draw under the current practice is $236. Under contract with Lansing Mason Area Ambulance, the cost would be reduced to $125 for the remainder of 2017 and all of 2018 with an increase to $150 in 2019 and 2020.

The current total contract sum for this agreement is $22,500 with only mobile emergency care and transport included. The addition of the blood draw service would require this amount to increase to $32,500 based on the four year average of 67 draws per year (at $150 each). See attached memo for details.

1b. **Sheriff’s Office** – Resolution to Authorize Donations to the Ingham County Sheriff’s Office “Sheriff’s Inmate Initiative” in the Form of Goods, Services, and Money

This resolution will authorize the acceptance of donations for the Sheriff’s Inmate Initiative program. The Sheriff’s Office Correctional and Educational Staff have instituted a program that will help inmates learn agricultural skills and give them opportunity to give back to the community. The Ingham County Sheriff’s Office plans on developing additional programs to help inmates further develop their life and family skills. See attached memo for details.

1c. **Sheriff’s Office** – Resolution to Authorize the Purchase of a Finger and Palm Print Computer Software Application and Equipment Through IDNetworks for the Ingham County Sheriff’s Office to Use to Capture Finger and Palm Prints for State Of Michigan and AFIS/FBI Submission as Required by Law

This resolution will authorize the purchase of application software and equipment from IDNetworks for a total cost not to exceed $48,260, to be funded from the Inmate Commissary fund. The recurring annual software maintenance of $6,491 starting the second year of service with IDNetworks will be budgeted in the coming years.
The Ingham County Sheriff’s Office is working on the transition from its current records management system to a new one and will be required to update its finger and palm printing computer software application and equipment to interface with the system. IDNetworks computer software application and equipment interfaces with the Livescan system to transmit finger and palm prints to the State of Michigan and AFIS (Automated Fingerprint Identification System)/FBI. The IDNetworks computer and software application will replace the current application by Morpho Trust. IDNetworks holds the State of Michigan contract for utilizing the Live Scan system and is a participant under the State of Michigan MiDeal program.

2. **Friend of the Court** – Resolution to Authorize a New Contract with MGT of America Consulting LLC, for the Preparation of the Friend of the Court and Prosecuting Attorney Title IV-D Cooperative Reimbursement Program (CRP) Application and Other Services

The Ingham County Friend of the Court and Ingham County Prosecuting Attorney receive Title IV-D funding to administer the child support program. The application and billing for this funding is complex and requires specialized knowledge. Since 2010 MGT has provided accurate and timely services to Ingham County for the application and billing of IV-D funding.

This resolution will approve contracts with MGT for services from October 1, 2017 through September 30, 2022, from funds within the Ingham County Friend of the Court and Ingham County Prosecuting Attorney budgets to prepare the Title IV-D Cooperative Reimbursement Program (CRP) application, the monthly CRP billing invoices, and the depreciation schedule for equipment purchased in excess of $5,000 for CRP billing and to provide an automated time log processing service to assist in compiling and providing the information necessary for the monthly Friend of the Court CRP billing.

The cost will be $12,000 per year total for the Friend of the Court and the Prosecuting Attorney for fiscal years 2018 and 2019. For fiscal years 2020, 2021, and 2022, the rate for these services shall be $13,600 total per year. The cost for the time log processing will be $1.40 per timesheet, at a cost not to exceed $7,500 per year.

See attached memo for details.

3. **Circuit Court** – Resolution to Amend Subcontracts Included in the FY 2017 Michigan Mental Health Court Grant Program Operational Grant

This resolution will authorize amendments to subcontracts as part of the 2017 Michigan Mental Health Court Grant Program Operational Grant originally authorized by Resolution 16-429. These changes are being recommended by the Circuit Court due to the identification of new vendors and the correlating need to reallocate funds.

Current subcontracts will be collectively increased as follows, from $36,327 to $45,015:

- Drug testing services to be provided by A.D.A.M.
- Representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO
- Substance abuse assessments to be provided by Wellness, Inx; and transitional housing to be provided by RISE Recovery Community

Additional subcontracts are authorized as follows, not to exceed $2,820 in total:

- treatment services to be provided by PPRS, PAR Rehab, and PATS
- transitional housing to be provided by Endeavor House and Pinnacle
4. **Animal Control – Resolution to Accept PetSmart Charities Grant**

This resolution will authorize the acceptance of a $4,600 grant from PetSmart Charities. The grant will reimburse the Ingham County Animal Control Department for expenses related to the seizure and subsequent surrender of 92 cats and 2 dogs seized under a search warrant for animal cruelty/neglect. The grant will offset costs for medical care, feed, and sheltering supplies. There is no match requirement.

5. **911 Dispatch Center – Resolution to Authorize a Contract with Priority Dispatch for Continued Support for Emergency Medical Dispatch (ProQA) for the Ingham County 9-1-1 Central Dispatch Center**

Resolution 14-081 approved the purchase of software for the Emergency Medical Dispatch ProQA program from Priority Dispatch. This program requires a yearly maintenance cost for updates and fixes to the software. Upon payment of the 2017 maintenance, it was discovered that the contract had expired. This resolution will authorize a contract with Priority Dispatch for continued support for Emergency Medical Dispatch (ProQA) for the Ingham County 9-1-1 Central Dispatch Center for the 5 year period of April 1, 2017 through March 31, 2022 not to exceed $45,632. By prepaying for the 5 year period, the cost will be reduced by 20%.

See attached memo for details.

6. **Medical Care Facility – Resolution to Authorize the Issuing of Bonds for the Renovation and Expansion of the Medical Care Facility**

This resolution authorizes the issuance of bonds to finance part of the cost of acquiring, constructing and equipping an approximately 61,600 square foot addition to the existing Ingham County Medical Care Facility. The expansion and renovation plans of the Medical Care Facility will be implemented at a cost not to exceed $22,000,000. The plans will be financed by utilizing $12,000,000 of the Facility’s cash reserves and a $10,000,000 bond secured through Ingham County. Resolutions #15-79 and #17-244 authorized the expansion and renovation of the Ingham County Medical Care Facility.

7a. **Health Department – Resolution to Amend the Collaborative Agreement with the Capital Area United Way**

This resolution authorizes an amendment to the collaborative agreement with the Capital Area United Way in an amount not to exceed $36,482.80 through September 30, 2017. Under this agreement, CAUW administers funds to support the Community Indicators Project, a core component of ICHD’s strategy for informing the community about its health status. This project is also instrumental to the Healthy! Capital Counties project, a community health assessment done in collaboration with Barry-Eaton District Health Department (BEDHD), Mid-Michigan District Health Department (MMDHD), Sparrow Health Systems (Sparrow HS), McLaren Greater Lansing (MGL), Hayes-Green Beach Medical Center, and Eaton Rapids Medical Center.

7b. **Health Department – Resolution to Authorize an Agreement with Sparrow Hospital for Medical Examiner Services**

This resolution authorizes an agreement with Sparrow Hospital for Medical Examiner Services. It will be a 4 year agreement, beginning January 1, 2018. In the first year of the agreement the County will pay Sparrow Forensic Pathology an amount not to exceed $702,237 ($2.50 per capita based on the 2010 census population of 280,295). The annual flat rate will increase in accordance with Sparrow Forensic Pathology’s costs at a rate not to exceed 4% per year. Sparrow will inform the County by January 1 of each year of any increase for the upcoming calendar year. The new contract with Sparrow will be inclusive of body transport. The County currently contracts with Lansing/Mason Ambulance for body transport. If this resolution is adopted, the contract with Lansing/Mason Ambulance will be terminated.
This resolution authorizes an agreement with Sparrow to provide 1.0 FTE physician services, including oversight of mid-level providers and medical administration support to ICHD Women’s Health Services, at an amount not to exceed $100,000 annually, effective July 1, 2017 through June 30, 2020.

This resolution authorizes the necessary agreements to transfer the operation of the SMG-VOA homeless health care clinic to Ingham County Health Department (ICHD), including:

A no-cost definitive agreement between ICHD and Sparrow to establish the interagency terms of the integration of SMG-VOA to ICHD, effective September 1, 2017 through August 31, 2020 for the term of three (3) years, to automatically renew annually, for a maximum of twenty years.

A three year Real Estate Lease agreement between ICHD and VOA for the property located at 430 N. Larch Street, Lansing, MI, 48912, effective September 1, 2017 through August 31, 2020, at no cost for year one (September 1, 2017 through August 31, 2018), and then at the rate of $20,000 annually for years two and three, and to thereafter auto-renew at $20,000 annually for up to twenty years.

Two Licensing Agreements, one between ICHD and Sparrow and another for ICHD and VOA, for the use of each entity’s respective name for the SMG-VOA clinic for a twenty year term, effective September 1, 2017 through August 31, 2020 and to auto-renew annually for up to twenty years.

An agreement between Sparrow and ICHD for use of Sparrow’s EPIC electronic medical system for the clinic, including a one-time connection fee of $13,500 and an ongoing annual fee of $750, effective September 1, 2017 through August 31, 2020 and to auto renew annually thereafter.

A Provider Services Agreement between Sparrow and ICHD, effective September 1, 2017 through August 31, 2020, for up to 2.9 FTE of physician, nurse practitioner and/or physician assistant services, for a total amount not to exceed $360,000 annually and at an hourly rate in accordance with annual salary cap and allowable hourly pay rates per Health Resources and Services Administration guidance.

A non-provider services agreement between Sparrow and ICHD, effective September 1, 2017 through August 31, 2019, for 0.8 FTE RN Practice Supervisor and 4.0 FTE Medical Assistant, for a total amount not to exceed $232,000 annually, and in accordance with annual salary cap and allowable hourly pay rates per Health Resources and Services Administration guidance.

An equipment acquisition agreement with Sparrow, for the transition of ownership of existing equipment at the SMG-VOA clinic, for a total value not to exceed $100,000, effective September 1, 2017 through August 31, 2020, to auto-renew annually up to twenty years.

An amendment to the Ingham Community Health Center (CHC) Board By-Laws for the terms of adding a Homeless Health Care Committee to the CHC Board of Directors and state the terms of Sparrow’s role and representation on the CHC Board of Directors.
8. **Special Transportation Millage** – Resolution Authorizing the Third Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020

This resolution authorizes the third amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2016 through December 31, 2020; specifically the scope of services which will be effective from October 1, 2017 through September 30, 2018. The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of $3,128,081 will be used to pay the actual expenses of operating, administrating, and marketing Spec-Tran. A maximum of $951,466 of the funds will be used to pay for the actual expenses of operating, administrating and marketing CATA Rural Services. The amount of $125,299 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County’s 2018 Fiscal Year.

9. **Innovation and Technology Department** - Resolution to Approve the Purchase of SAN Components Upgrade

The County’s Storage Area Network (SAN) device was last replaced late in 2015 (Resolution 15-465) and a backup storage upgrade was approved on July 25 (Resolution 17-277). Some reconfiguration and licensing changes on our existing device are necessary in order to optimize new storage capacity and allow proper failovers. The Information and Technology Department recommends acceptance of a quote from Avalon for the SAN Components Upgrade/Reconfiguration at a cost not to exceed $5,900.

10a. **Facilities Department** - Resolution to Award a Contract for Generator Services for Various Back-Up Generators

Service agreements are necessary for regular preventative maintenance, repair, and emergency services on all County backup generators. The current service agreement covering all generators expired on July 31. The Facilities Department recommends acceptance of a proposal from PM Technologies to provide generator services over a three-year period at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Dispatch Center, and the Youth Center as well as (4) four emergency 911 back-up generators at Pennsylvania Avenue, Dobie Road, Leslie, and Dansville sites at a total cost not to exceed $24,045. The proposed agreement includes load bank testing provided on an “as needed basis at a cost of $375.00 per generator. A two-year renewal option is also included.

10b. **Facilities Department** - Resolution to Award a Contract for Elevator and Dumbwaiter Repair and Maintenance

The Facilities Department is responsible for ensuring proper repair and maintenance of fourteen elevators and two dumbwaiters in various County buildings. A service contract to secure the assistance of a trained, certified technician is required because of liability exposure and the technical nature of elevator maintenance. The Facilities Department recommends that the Board award a three-year contract to Schindler Elevator Company for repair and maintenance of county elevators and dumbwaiters at an annual cost a not to exceed $63,739. A two-year renewal option is also included.

10c. **Facilities Department** - Resolution to Authorize the Renewal of the Service Agreement for Maintenance on the X-Ray Screening Machines

The county has a current agreement with Smith’s Detection to provide preventative maintenance and service on the two security screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse. The Facilities Department proposes to renew the service agreement with Smith’s Detection for maintenance of the two security screening machines at a total annual cost not to exceed $16,846. The proposed agreement is for two years.
10e. **Facilities Department - Resolution to Award a Contract for Window Cleaning Services**

The Facilities Department seeks approval of an agreement with Soap Slingers Window Cleaning, LLC to provide window cleaning services at various County facilities on a semiannual basis. The total annual cost of this agreement would not exceed $30,588 for a three-year period. A two-year renewal option is also included.

11a. **Road Department - Resolution to Approve Local Road Agreements with Alaiedon, Ingham, Leroy, Onondaga, Wheatfield, and White Oak Townships**

The Road Department recommends approval of a resolution showing six proposed 2017 Local Road Program Agreements with Alaiedon, Ingham, Leroy, Onondaga, Wheatfield, and White Oak Townships. Resolution attachments provide detail for each proposed road improvement project and its funding proposal. Total Road Department match amounts are included in the adopted/amended 2017 road fund budget. Projects included are as follows:

<table>
<thead>
<tr>
<th>Township</th>
<th>Impacted Roads</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alaiedon</td>
<td>• Every Road from Howell Road to its terminus at I-96 north of Stillman Road&lt;br&gt;• Dobie Road from Holt Road to Sandhill Road&lt;br&gt;• Simmons Road from Lamb Road to Holt Road&lt;br&gt;• Walline Road from Lamb Road to Holt Road&lt;br&gt;• Hulet Road from Sandhill Road to its terminus at I-96</td>
<td>$130,000</td>
</tr>
<tr>
<td>Ingham</td>
<td>• Clark Road from Columbia Road to M-36&lt;br&gt;• Osborne Road from Columbia Road to M-36</td>
<td>$133,200</td>
</tr>
<tr>
<td>Leroy</td>
<td>Various roads</td>
<td>$44,200</td>
</tr>
<tr>
<td>Onondaga</td>
<td>Walker Road from Baseline Road to Bellevue Road</td>
<td>$80,000</td>
</tr>
<tr>
<td>Wheatfield</td>
<td>• Zimmer Road from Waldo Road to Holt Road&lt;br&gt;• Noble Road from Meridian Road to Burkley Road</td>
<td>$100,000</td>
</tr>
<tr>
<td>White Oak</td>
<td>Iosco Road from Meech Road to Kane Road</td>
<td>$104,000</td>
</tr>
</tbody>
</table>

11b. **Road Department - Resolution to Support Meridian Transportation Alternatives Program Funded Rectangular Rapid Flash Beacon Installation**

The Transportation Alternatives Program (TAP) is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT). Ingham County applied for and received TAP funding to install rectangular rapid flash beacons at the Township’s Inter-urban Pathway intersection with Okemos Road, between Banyon Trail and Raby Road. As a result, the Road Department proposes to authorize Director of Engineering Robert Peterson, P.E., to act on behalf of the Ingham County Board to implement TAP project development and installation of the rectangular rapid flash beacons.
11c. **Road Department - Resolution of Commitment for Transportation Alternatives Program Funds**

The Transportation Alternatives Program (TAP) is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT). Ingham County applied for and received a conditional commitment for $717,000 of TAP funding to construct paved shoulders on Jolly Road from Dobie Road to Meridian Road. The Road Department has committed to design, construct, and maintain the proposed paved shoulders for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Office of Economic Development, and the Federal Highway Administration. The Road Department proposed a resolution to authorize Director of Engineering Robert Peterson, P.E., to act on behalf of the Ingham County Board to implement the TAP project development plan.

11d. **Road Department - Resolution to Authorize the Reclassification of the Public Relations Coordinator Position**

The Road Department recommends reclassification of its currently vacant Public Relations Coordinator position to Reception/Permits/Public Information Clerk in order to address increased workload demands in the Road Department’s Engineering and Permits units. (This request differs from department reorganization in that it involves the duties of a single position.) Additional duties would involve assisting with permit applications, review coordination and fee payment processes, information gathering for FOIA and other public inquiries, and further clerical duties for the engineering unit. These changes will enable the Weighmaster/Permits Agent to spend more time inspecting permits and checking truck weights. The annual cost increase of the requested reclassification ranges from $6,137 to $8,221 per year at top salary step after five years. This cost increase would be covered by the anticipated road fund revenue increases from 2017 forward. The OPEIU-512 Technical-Clerical Bargaining Unit is agreeable to the proposed reclassification.

12a. **Parks Department - Resolution to Authorize a Memorandum of Understanding with Mid-Michigan Mountain Bike Association**

The Parks Department wishes to continue a high degree of cooperation with the Mid-Michigan Mountain Bike Association (MMMBA). MMMBA has agreed to work with Park staff toward mutually beneficial programs, projects, and bicycling activities at Burchfield County Park. This is an update and renewal of a previous MOU with the MMMBA and Ingham County Parks. A continued active partnership with MMMBA will aid in efforts to plan, build, maintain, and promote designated mountain bike, multi-use trails, and mountain bike skills areas for the expanded use and enjoyment of mountain bike riders on Ingham County Parks trail systems. A resolution is offered to formally recognize this partnership.

12b. **Parks Department - Resolution to Authorize an Amendment to Agreements for Trails and Parks Millage Funding**

The Board of Commissioners authorized use of trails millage dollars to fund several projects in East Lansing (see Resolutions 16-257, 16-328, and 17-109). The City requested an amendment to these Agreements because actual bids for the projects came in higher than the amount originally requested and awarded. Based on actual bids, an additional $437,589 is needed to complete the work including contracted consultant services for engineering and design. Short of approval, East Lansing will need to modify their scope of work to create a project list consistent with awarded funds. The Parks Department recommends approval of a resolution to increase the allocation made to the City of East Lansing.
12c.  **Parks Department** - Resolution to Authorize the Creation of a Trails and Parks Millage Program Coordinator

Resolution #16-103 authorized development of a job description for a Trails and Parks Millage Program Coordinator. Creation of such a position will address immediate needs within the department to provide oversight to the trails and parks millage program. The Parks Department offers a resolution to approve the position of Trails and Parks Millage Program Coordinator at MCF level 10 and to authorize funding for the position.

12d.  **Parks Department** - Resolution to Authorize the Acceptance of the Project Agreement for a Michigan Natural Resources Trust Fund Grant

On March 22, 2016 the Board approved Resolution #16-101 to authorize the submission of a Michigan Natural Resources Trust Fund Grant for facility development and improvements that included a universally accessible public kayak and canoe launch on the Grand River, ADA parking improvements, and a new accessible restroom facility at McNamara Landing at Burchfield County Park. The Michigan Natural Resources Trust Fund subsequently recommended this project for funding. The Parks Department recommends approval of a resolution to authorize acceptance of the $45,400 grant award and to approve the Michigan Natural Resources Trust Fund grant project agreement.

13.  **Potter Park Zoo** - Resolution to Authorize an Additional Weekend for the Potter Park Zoo “Boo at the Zoo” Event

Potter Park Zoological Society is a support organization to Potter Park Zoo. Fundraising and education advocacy are the primary missions of the Society. One source of Society funding is the monies raised from the Boo at the Zoo event as agreed upon in the contract between the County and the Society, approved as Resolution 17-069. In an effort to provide a higher-quality visitor experience for guests from and to provide more opportunities for community members to attend this event, Potter Park Zoo seeks to expand Boo at the Zoo to six days and three weekends in October. A resolution to establish this schedule is proposed for Board consideration.

14a.  **Human Resources Department** - Resolution to Certify Representatives for the MERS Annual Conference

Municipal Employees’ Retirement System (MERS) will hold its 71st Annual Meeting at the Detroit Marriott at the Renaissance Center on September 21 and 22, 2017. Governing bodies of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members and appoint an officer delegate of the governing body. The elected Employee Delegate for the 2017 MERS Annual Conference is Sheldon Lewis, Administrative Assistant-Drain Office, and following approval by the Board, the Officer Delegate will be the County Budget Director. Expenses associated with the Annual Meeting will not exceed $1,400.

14b.  **Human Resources Department** - Resolution to Authorize the Establishment of a MERS Hybrid Plan for New Road Department Managerial and Professional Employees

The MERS hybrid model was implemented in 2013. A new employee was hired into the Road Department managerial and professional division for the first time since 2013. Introduction of the new employee triggered the need to finally establish the hybrid division (we cannot otherwise establish a division with no employees). The Human Resources Department offers a resolution to establish this new division.
14c. **Human Resources Department** - Resolution to Approve Implementation of Everbridge Alert System with Capital City Labor Program Inc.- Corrections Non-Supervisory Unit

In 2015 the Sheriff’s Office identified an issue regarding unscheduled overtime and providing adequate coverage. It was determined this issue could be addressed through the Code Red Alert System and a letter of understanding (LOU) was created to provide an unscheduled overtime response process. The update LOU through December 31, 2018, maintains the same response process but names the new Everbridge Alert System. The Human Resources Department recommends approval of the revised LOU.

15a. **Controller’s Office** - Resolution to Approve Payment of Supplemental Invoice

This resolution authorizes payment of $51,300 invoice in addition to the contracted amount to Plante & Moran, LLC for the annual audit. Plante & Moran encountered numerous issues throughout the 2016 audit period that required an additional 405 hours of unbudgeted time.

15b. **Controller’s Office** - Resolution to Amend Resolution #17-207 Updating Various Fees for County Services

Resolution #17-207 was adopted on May 23 to update various fees for county services. Three adopted for Potter Park Zoo need to be adjusted in order to match what the Parks Department will charge for parking passes. This adjustment will provide for system-wide continuity of fees and will allow for a more convenient customer experience. A resolution is proposed to make this fee adjustment.
TO: Law & Courts Committee
Finance Committee

FROM: Chief Deputy Jason Ferguson, Ingham County Sheriff’s Office

DATE: July 14th 2017

RE: A CONTRACT RENEWAL WITH THE LANSING MASON AREA AMBULANCE SERVICE

Resolution #16-529, in part, authorized a contract for mobile emergency care and transport of inmates at the County Jail with Lansing Mason Area Ambulance Service. This was for the period of January 1st, 2017 through December 21st, 2018. The Director of Purchasing for Ingham County conducted an RFP (#129-17) on the next contract for these services and received a sole respondent in Lansing Mason Area Ambulance Service.

The Sheriff’s Office would like to pursue this contract renewal with Lansing Mason Area Ambulance Service but seeks to add an additional service (blood draws) to the contract in the interest of reducing expenses and liability.

Blood draws for Operating While Impaired investigations can be administered at the County Jail instead of taking an intoxicated, often insolent or combative inmate out of the secure facility to a hospital. The cost of a blood draw under this practice is $236. Under contract with Lansing Mason Area Ambulance, the cost would be reduced to $125 for the remainder of 2017 and all of 2018 with an increase to $150 in 2019 and 2020.

The current total contract sum for this agreement is $22,500 with only mobile emergency care and transport included. The addition of the blood draw service would require this amount to increase to $32,500 based on the four year average of 67 draws per year (at $150 each).
TO: Undersheriff Bouck
    Chief Deputy Ferguson
FROM: James Hudgins, Director of Purchasing
DATE: June 16, 2017
RE: Memorandum of performance for RFP No. 129-17: Ambulance and Blood Drawing Services

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of entering into a three-year agreement to provide ambulance and blood drawing services for inmates of the Ingham County Sheriff’s Office.

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>8</td>
<td>4</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

The following grid is a summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Ambulance Only</th>
<th>Blood Draw Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Archy's &amp; Son Inc. dba Lansing</td>
<td>Yes, Mason</td>
<td>Year 1 - $125.00</td>
<td>Year 1 - $125.00</td>
</tr>
<tr>
<td>Mason Ambulance</td>
<td></td>
<td>Year 2 - $150.00</td>
<td>Year 2 - $150.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Year 3 - $175.00</td>
<td>Year 3 - $175.00</td>
</tr>
</tbody>
</table>

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

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Agenda Item 1a

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE SHERIFF’S OFFICE TO RENEW A CONTRACT WITH LANSING MASON AREA AMBULANCE SERVICE FOR MOBILE EMERGENCY CARE AND TRANSPORT SERVICE AND ADDING BLOOD DRAW SERVICES

WHEREAS, the Ingham County Purchasing Director conducted a request for proposal (RFP# 129-17) on the current contract for services and Lansing Mason Area Ambulance Service was the sole respondent; and

WHEREAS, Lansing Mason Area Ambulance Service holds the current contract with the Sheriff’s Office for the medical treatment and transport of inmates at the County Jail; and

WHEREAS, the Sheriff’s Office seeks to reduce liabilities and expenses by adding blood draw services to the contract for Operating While Impaired investigations; and

WHEREAS, the Ingham County Sheriff’s Office has conducted an average of 67 blood draws per year over the last 4 years as part of Operating While Impaired (OWI) investigations; and

WHEREAS, the current practice of the Ingham County Sheriff’s Office is to transport arrested subjects to the hospital (Sparrow or McLaren) for the blood draw process at a cost of $236 per draw; and

WHEREAS, the transport of arrested subjects out of the jail and back into public areas requires additional personnel time, gas, mileage, and increased liability; and

WHEREAS, the medical section of the Ingham County Jail and/or the back of an ambulance is a legally accepted medical environment for the process of drawing blood; and

WHEREAS, the Lansing Mason Area Ambulance Service has a contract with the Mason Police Department to diminish the personnel time, gas, mileage, and liabilities involved with the blood draw process being conducted off site and has offered such service and contract to the Sheriff’s Office; and

WHEREAS, the Lansing Mason Area Ambulance Service will contract with the Ingham County Sheriff’s Office to reduce the per draw rate of $236 to $125 for the remainder of 2017 and all of 2018 ($150 2019) ($150 2020) and will conduct this service at the Ingham County Jail which will significantly reduce personnel time, gas, mileage, and the related liabilities for the Sheriff’s Office.

THEREFORE BE IT RESOLVED, that the Ingham County Sheriff’s Office will be authorized to contract with Lansing Mason Area Ambulance Service for mobile emergency care and transports of inmates as well as blood draw services on Operating While Impaired investigations.

BE IT FURTHER RESOLVED, that Lansing Mason Area Ambulance Service has agreed to rates that would be consistent for all stated contracted services at the following amounts: $125 in 2018, $150 in 2019, $150 in 2020.
BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the Sheriff are authorized to sign any necessary contract amendment documents consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 1b

TO: Law & Courts Committee
    Finance Committee

FROM: Major Davis, Corrections Division

DATE: July 19, 2017

RE: RESOLUTION TO AUTHORIZE DONATIONS TO THE INGHAM COUNTY SHERIFF’S OFFICE “SHERIFF’S INMATE INITIATIVES” IN THE FORM OF GOODS, SERVICES, AND MONEY

This resolution is to authorize donations to the Ingham County Sheriff’s Office “Sheriff’s Inmate Initiatives” in the form of goods, services, and money.

In June 2017, the Ingham County Sheriff’s Office instituted a garden program. The Sheriff’s Office Correctional and Educational staff has developed a program that helps inmates learn agricultural skills as well as giving them opportunity to give back something to the community. There is strong evidence pointing to the importance of education in reducing recidivism. The Ingham County Sheriff’s Office plans on developing additional programs to help inmates further develop their life and family skills. Correctional facilities across the country have instituted similar programs for decades with positive effects within the facility and throughout the community. The Ingham County Sheriff’s Office anticipates working with local partners to assist the inmates by continuing to develop and enhance these programs.
RESOLUTION TO AUTHORIZE DONATIONS TO THE INGHAM COUNTY SHERIFF’S OFFICE “SHERIFF’S INMATE INITIATIVES” IN THE FORM OF GOODS, SERVICES AND MONEY

WHEREAS, the Ingham County Sheriff’s Office is responsible for providing education and helping reduce the recidivism rate of inmates within Ingham County; and

WHEREAS, on June 26, 2017, Ingham County Sheriff’s Correctional and Education staff implemented the Ingham County Sheriff’s Office Garden Initiative; and

WHEREAS, the Ingham County Sheriff’s Office is planning on instituting further programs including “Connections in Corrections” to assist inmates in developing life and family building skills; and

WHEREAS, the Ingham County Sheriff’s Office is likely to develop similar programs/initiatives under the title of “Sheriff’s Inmate Initiatives”; and

WHEREAS, the Ingham County Sheriff’s Office currently does not have money budgeted for these programs/initiatives that will be developed under the “Sheriff’s Inmate Initiatives”; and

WHEREAS, all donations to the Ingham County Sheriff’s Office “Sheriff’s Inmate Initiatives” shall be utilized within the programs developed.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Sheriff’s Office to accept donations to support the “Sheriff’s Inmate Initiatives”.

BE IT FURTHER RESOLVED, that the Controller/Administrator is directed to make the necessary adjustments to the 2017 Sheriff’s Office budget.

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

FROM: Sheriff Scott Wriggelsworth, Ingham County Sheriff’s Office

DATE: July 26, 2017

RE: RESOLUTION TO ALLOW THE PURCHASE OF A FINGER AND PALM PRINT COMPUTER APPLICATION AND EQUIPMENT THROUGH IDNETWORKS FOR THE INGHAM COUNTY SHERIFF’S OFFICE TO USE TO CAPTURE FINGER AND PALM PRINTS FOR STATE OF MICHIGAN AND AFIS/FBI SUBMISSION AS REQUIRED BY LAW

This resolution is for the approval to purchase a fingerprint application using Inmate Commissary funds.

The Sheriff’s Office requests the approval for the Ingham County Purchasing Department to purchase from IDNetworks a finger and palm printing equipment and computer application for the Sheriff’s Office to submit fingerprints to the State of Michigan and AFIS (Automated Fingerprint Identification System)/FBI as required by State Law.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE PURCHASE OF A FINGER AND PALM PRINT COMPUTER SOFTWARE APPLICATION AND EQUIPMENT THROUGH IDNETWORKS FOR THE INGHAM COUNTY SHERIFF’S OFFICE TO USE TO CAPTURE FINGER AND PALM PRINTS FOR STATE OF MICHIGAN AND AFIS/FBI SUBMISSION AS REQUIRED BY LAW

WHEREAS, the Ingham County Sheriff’s Office is mandated by State and Federal Law to fingerprint arrested and jailed individuals while incarcerated and upon release; and

WHEREAS, the Ingham County Sheriff’s Office is transitioning from its current records management system to a new records management system and will be required to update its finger and palm printing computer software application and equipment to interface with the new records management system; and

WHEREAS, IDNetworks computer software application and equipment interfaces with Livescan system to transmit finger and palm prints to the State of Michigan and AFIS/FBI; and

WHEREAS, the IDNetworks computer and software application will replace the current computer and software application by Morpho Trust; and

WHEREAS, the Sheriff’s Office will utilize the current Morpho Trust scanners to help offset the cost of the change-over; and

WHEREAS, the recurring annual software maintenance of $6,491.00 starting the second year of service with IDNetworks will be budgeted in the coming years; and

WHEREAS, IDNetworks holds the State of Michigan contract for utilizing the Live Scan system; and

WHEREAS, IDNetworks is a participant under the State of Michigan (SOM) MiDeal (Contract #071B6600022) program; and

WHEREAS, the total expenditure for this proposal is not to exceed $48,260.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Purchasing Department to purchase on behalf of the Ingham County Sheriff’s Office the application software and equipment from IDNetworks using the MiDeal (Contract #071B6600022) program for a total cost not to exceed $48,260.00.

BE IT FURTHER RESOLVED, that the funds for this purpose will come from the Inmate Commissary Fund.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Controller/Administrator to make any necessary budget adjustments to the 2017 budget consistent with this resolution.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents or purchase documents that are consistent with this resolution and approved as to form by the County Attorney.
MEMORANDUM

TO: LAW & COURTS AND FINANCE COMMITTEES

FROM: HARRY MOXLEY, DEPUTY COURT ADMINISTRATOR/FOC
       LISA MCCORMICK, CHIEF ASSISTANT PROSECUTOR

RE: RE-AUTHORIZATION OF FRIEND OF THE COURT AND PROSECUTOR CONTRACTS WITH MGT OF AMERICA CONSULTING, LLC, FOR THE PREPARATION OF THE IV-D COOPERATIVE REIMBURSEMENT PROGRAM (CRP) APPLICATION AND OTHER SERVICES

DATE: JULY 20, 2017

Currently the Friend of the Court and the Family Support Unit of the Prosecuting Attorney receive 66% reimbursement for most of their expenditures through the federal Cooperative Reimbursement Program (CRP), authorized by Title IV-D of the Social Security Act. Taken together, the Ingham County FOC and PA receive over $4 million annually in CRP reimbursement, which is administered by the Michigan Office of Child Support.

The application for CRP funding (now done every five years) and the monthly preparation and submission of reimbursement requests to the Michigan Office of Child Support through the Electronic Grant Management System (EGrAMS) are extremely complex, detailed, and time-consuming procedures which could easily require the creation of a specialized accounting position were they done in-house.

In order to continue to apply for and receive CRP reimbursement in the most cost-effective manner possible, the FOC and PA request new five-year contracts with MGT of America Consulting LLC, who has been preparing CRP applications and reimbursement requests in an accurate and timely fashion for each agency since 2010. The combined cost of the contracts would not exceed $19,500 per year for 2018 and 2019 ($6,000 for the PA and $13,500 for the FOC), and not exceed $21,100 per year for 2020, 2021, and 2022 ($6,000 for the PA and $15,100 for the FOC). Because the contracts with MGT are eligible for 66% CRP reimbursement, the total general fund cost for both agencies would not exceed $6,630 per year in 2018 and 2019, and would not exceed $7,174 per year in 2020, 2021, and 2022, which is less than 0.2% of the total amount of the reimbursement requests and CRP contract amounts being prepared by them.

The CRP application and reimbursement request contracts for 2018 and 2019 are the same as for the 2015-2017 MGT contract, which is also approximately the same rate as was paid to a prior vendor (Maximus, Inc.) for the same services before 2010. The rate for the processing of timesheets for the FOC automated time log service is the same for the next five years as it was for the 2015-2017 MGT contract.

Thank you for your consideration. A representative of the Friend of the Court and/or Prosecuting Attorney will be available at the August 10 Law & Courts Committee and August 16 Finance Committee meetings.
AGENDA ITEM 2

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A NEW CONTRACT WITH MGT OF AMERICA CONSULTING LLC, FOR THE PREPARATION OF THE FRIEND OF THE COURT AND PROSECUTING ATTORNEY TITLE IV-D COOPERATIVE REIMBURSEMENT PROGRAM (CRP) APPLICATION AND OTHER SERVICES

WHEREAS, the Ingham County Friend of the Court and Ingham County Prosecuting Attorney receive Title IV-D funding to administer the child support program; and

WHEREAS, the application for IV-D funding, and the billing for IV-D funding, is complex and requires specialized knowledge; and

WHEREAS, since 2010 MGT has provided accurate and timely services to the Ingham County Friend of the Court and the Ingham County Prosecuting Attorney for the application and billing of IV-D funding; and

WHEREAS, for fiscal years 2018 and 2019, MGT provided a yearly quote of $6,000 for the Friend of the Court, and $6,000 for the Prosecuting Attorney, to prepare the Title IV-D CRP application, the monthly billing invoices, and the capitalization schedule for equipment purchased in excess of $5,000, which is the same rate which was charged for these services for 2015, 2016 and 2017, and approximately the same rate as was paid to the prior vendor for these services before 2010; and

WHEREAS, for fiscal years 2020, 2021 and 2022, MGT provided a yearly quote of $6,800 for the Friend of the Court, and $6,800 for the Prosecuting Attorney, to prepare the Title IV-D CRP application, the monthly billing invoices, and the capitalization schedule for equipment purchased in excess of $5,000; and

WHEREAS, MGT provided a quote of $1.40 per timesheet processed for the Friend of the Court automatic time log processing service to assist in compiling and providing the information necessary for the monthly CRP billing, which is the same rate which has been charged for these services for 2015, 2016 and 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves contracts with MGT for services from October 1, 2017 until September 30, 2022, from funds within the Ingham County Friend of the Court and Ingham County Prosecuting Attorney budgets to:

1. Prepare the Title IV-D Cooperative Reimbursement Program (CRP) application, the monthly CRP billing invoices, and the depreciation schedule for equipment purchased in excess of $5,000 for CRP billing at a cost of $6,000 per year for the Friend of the Court, and $6,000 per year for the Prosecuting Attorney, or $12,000 per year in total, for fiscal years 2018 and 2019. For fiscal years 2020, 2021, and 2022, the rate for these services shall be $6,800 per year for Friend of the Court, and $6,800 per year for the Prosecuting Attorney, or $13,600 per year in total.

2. Provide an automated time log processing service to assist in compiling and providing the information necessary for the monthly Friend of the Court CRP billing at a cost of $1.40 per timesheet, at a cost not to exceed $7,500 per year.
BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this Resolution and approved as to form by the County Attorney.
TO: Law and Courts and Financial Committees
FROM: Rhonda K. Swayze, Deputy Court Administrator/General Trial Division
DATE: July 28, 2017
SUBJECT: FY 17 Mental Health Court Grant Program Operational Grant

BACKGROUND
The Ingham County Circuit Court currently receives funding from the State Court Administrative Office for the operation of a Mental Health Court. The Board of Commissioners accepted the 2017 grant award and approved entering into subcontracts in Resolution # 16-429.

Due to the identification of new vendors during the fiscal year and the need to reallocate funds to pay the new vendors, we are submitting this resolution to amend the subcontracts for the FY 17 Mental Health Court Grant.

FINANCIAL IMPACT
The financial impact of this amendment will increase the amount allocated to subcontractors listed in 16-429 and to add new subcontractors as follows:

- Collectively increase amount allocated for drug testing services to be provided by A.D.A.M.; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Wellness, Inx; and transitional housing to be provided by RISE Recovery Community from $36,327 to $45,015.

- Add treatment services provided by PPRS, PAR Rehab and PATS and transitional housing to be provided by Endeavor House and Pinnacle – collectively not to exceed $2,820.

Thank you for considering this resolution to amend the subcontracts for the FY 17 Mental Health Court Grant.

cc: Hon. Joyce Draganchuk
Shauna Dunnings
Hon. James S. Jamo
Hon. Janelle A. Lawless
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND SUBCONTRACTS INCLUDED IN THE FY 2017 MICHIGAN MENTAL HEALTH COURT GRANT PROGRAM OPERATIONAL GRANT

WHEREAS, Resolution 16-429 approved entering into subcontracts as part of the Michigan Mental Health Court Operational Grant administered by the State Court Administrative Office for the fiscal year of October 1, 2016 through September 30, 2017; and

WHEREAS, since that time, several amendments are recommended to those subcontracts due to identification of new vendors and the correlating need to reallocate funds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes amendment to these subcontracts as follows:

- drug testing services to be provided by A.D.A.M.; representation by a defense attorney; ancillary services to be provided by Northwest Initiative – ARRO; substance abuse assessments to be provided by Wellness, Inx; and transitional housing to be provided by RISE Recovery Community - collectively increase from $36,327 to $45,015.

BE IT FURTHER RESOLVED, that additional subcontracts are authorized as follows:

- treatment services to be provided by PPRS, PAR Rehab and PATS; and transitional housing to be provided by Endeavor House and Pinnacle – collectively not to exceed $2,820.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary adjustments to the 2016 - 2017 budget and position allocation lists consistent with this resolution.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary contracts/subcontracts consistent with this resolution subject to approval as to form by the County Attorney.
TO: Board of Commissioners Finance and Law & Courts Committees
FROM: John Dinon, Director – Ingham County Animal Control
DATE: 1 August 2017
SUBJECT: Resolution to accept PetSmart Charities Grant
For the meeting agendas of August 10, 16 and 22, 2017

BACKGROUND
The Ingham County Animal Control Department (ICAC) has applied for and been awarded a grant to reimburse ICAC for expenses related to the seizure and subsequent surrender of 92 cats and 2 dogs which occurred on 12 June 2017; the animals were seized under a search warrant for animal cruelty/neglect. The grant is for $4,600 for medical care, feed and sheltering supplies. There is no match requirement.

ALTERNATIVES
If the grant is not accepted ICAC will cover the expenses out of the general fund budget and possibly other raised money.

FINANCIAL IMPACT
Accepting the grant will provide $4,600 in general fund relief.

OTHER CONSIDERATIONS
PetSmart Charities is a major funder of animal shelters.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to accept the PetSmart Charities Grant.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT A PETSMART CHARITIES GRANT

WHEREAS, the Ingham County Animal Control has applied for and has been approved to receive a grant from PetSmart Charities; and

WHEREAS, the purpose of this grant is to reimburse Ingham County Animal Control medical and sheltering expenses of animals seized for animal cruelty; and

WHEREAS, the award amount of this grant is $4,600.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the grant from PetSmart Charities for $4,600 with no match requirement.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents which are consistent with this resolution and approved as to form by the County Attorney.
TO:          Board of Commissioners Law and Courts Committee  
FROM:        Lance Langdon, Director 9-1-1  
DATE:        August 1, 2017  
SUBJECT:     Resolution for Service Contract with Priority Dispatch EMD  
For the meeting agenda of August 10, 2017

BACKGROUND
Under resolution 14-81 the Board of Commissioners approved the purchase of software for our Emergency Medical Dispatch ProQA program from Priority Dispatch. With this program there is a yearly maintenance cost that is paid for updates and fixes to the software. With the payment of this year’s maintenance it was found that the contract had expired, but the invoice was paid.

I did reach out to the company and they have submitted a new maintenance contract with an option to pay each year for 5 years, or to pay for the service for the 5 year period and save 20% of the cost. The contract is currently with the County Attorney for review.

The renewal of these services will keep our software up and current with fixes and enhancements as they are developed.

ALTERNATIVES
Without renewal of this contract we would no longer have support for a major program used by the center to screen and provide pre-arrival instructions to individuals with medical problems.

FINANCIAL IMPACT
By moving to a 5 year agreement, the County would save 20% of the maintenance costs totaling $13,062.00.

OTHER CONSIDERATIONS
This EMD program is intergraded with our computer aided dispatch system and it extremely valuable to us in providing proper medical instruction and response with our EMS providers.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support the MPDS Cards and Software Maintenance/Extended Service Plan with Priority Dispatch.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING CONTRACT WITH PRIORITY DISPATCH FOR CONTINUED SUPPORT FOR EMERGENCY MEDICAL DISPATCH (ProQA) FOR THE INGHAM COUNTY 9-1-1 CENTRAL DISPATCH CENTER

WHEREAS, the Ingham County Board of Commissioners operates the 9-1-1 Emergency Telephone Dispatch System through the Ingham County 9-1-1 Central Dispatch Center; and

WHEREAS, the Ingham County Board of Commissioners previously authorized the acquisition of Priority Dispatch’s Emergency Medical Dispatch ProQA Program, under resolution #14-81, for use by the Ingham County 9-1-1 Center in conjunction with their TriTech CAD System; and

WHEREAS, the current Emergency Medical Dispatch (EMD) is integrated with the CAD system, continued use and support of the Priority Dispatch, ProQA EMD program, would maintain our integrated system to the TriTech Inform CAD, used to provide service to our citizens; and

WHEREAS, the current Emergency Medical Dispatch (EMD) MPDS Cards & Software Annual Maintenance and Extended service agreement is expired; and

WHEREAS, a quote for support and maintenance has been provided by Priority Dispatch for a 5 year term, April 1, 2017 through March 31, 2022, with a 20% cost savings if prepaid for the entire 5 years, reducing the 5 years of service from $58,494.00 to $45,432.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract not to exceed $45,423.00 with Priority Dispatch for MPDS Cards & Software Annual Maintenance and Extended service, as outlined by the Proposal/Sales quotation, #Q-12545.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes an appropriation of up to $45,432.00 from 9-1-1 Fund balance for the total cost of this Maintenance Contract.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign the MPDS Cards & Software Annual Maintenance and Extended service agreement with Priority Dispatch consistent with this resolution and approved as to form by the County Attorney.
MEMORANDUM

TO: Human Services and Finance Committees
FROM: Jared Cypher, Deputy Controller
DATE: August 2, 2017
SUBJECT: Resolution to Authorize the Issuing of Bonds for the Renovation and Expansion of the Medical Care Facility

For the meeting agendas of August 14 and August 16

BACKGROUND
Resolutions #15-79 and #17-244 authorized the expansion and renovation of the Ingham County Medical Care Facility.

This resolution authorizes the issuance of bonds to finance part of the cost of acquiring, constructing and equipping an approximately 61,600 square foot addition to the existing Ingham County Medical Care Facility. The Project will provide for the transfer of 48 rehabilitation beds, the addition of 64 private rooms, and the renovation of the entire long-term care portion of the Facility, for use by the Facility to provide long term care, rehabilitation services and memory care and related services.

ALTERNATIVES
None.

FINANCIAL IMPACT
The expansion and renovation plans of the Medical Care Facility will be implemented at a cost not to exceed $22,000,000. The plans will be financed by utilizing $12,000,000 of the Facility’s cash reserves and a $10,000,000 bond secured through Ingham County.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Agenda Item 6

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ISSUING OF BONDS FOR THE RENOVATION AND EXPANSION OF THE MEDICAL CARE FACILITY

At a regular meeting of the Board of Commissioners of the County of Ingham, Michigan (the "County"), held on the 22nd day of August, 2017.

PRESENT: __________________________________________________________________
__________________________________________________________________
ABSENT: __________________________________________________________________

The following resolution was offered by _________________________ and seconded by _________________________.

BOND RESOLUTION
Capital Improvement Bonds, Series 2017

WHEREAS, the Board of Commissioners of the County (the "Board") does hereby determine that it is necessary to finance part of the cost of acquiring, constructing and equipping an approximately 61,600 square foot addition to the existing Ingham County Medical Care Facility (the "Facility") located at 3860 Dobie Road, Okemos, Michigan 48864, to be located on the southeast corner of the Facility's 110 acre campus, and the renovation and equipping of the existing Facility (together, the "Project"); the Project will provide for the transfer of 48 rehabilitation beds, the addition of 64 private rooms, and the renovation of the entire long-term care portion of the Facility, for use by the Facility to provide long term care, rehabilitation services and memory care and related services; and
WHEREAS, the cost of the Project is estimated not to exceed $22,000,000; and

WHEREAS, the Board has determined to issue bonds and to use the proceeds of the sale of the bonds to finance part of the cost of the Project.

THEREFORE, BE IT RESOLVED by the Board as follows:

1. **AUTHORIZATION OF BONDS-- PURPOSE.** Bonds of the County in the principal amount of not to exceed $10,000,000 shall be issued and sold for the purpose of defraying part of the cost of the Project, including the cost of issuing the bonds. The remainder of the cost of the Project shall be paid from moneys provided by the Facility.

2. **BOND DETAILS.** The bonds shall be designated "Capital Improvement Bonds, Series 2017"; shall be dated their date of delivery or such other date determined upon the sale thereof determined by order of the County Clerk or the County Controller/Administrator (in either case the "Authorized Officer"); shall be numbered from 1 upwards; shall be fully registered; shall be in the denomination of $5,000 each or any integral multiple thereof not exceeding the aggregate principal amount for each maturity at the option of the purchaser thereof; shall bear interest at a rate or rates not exceeding 5% per annum to be determined upon the sale thereof payable on May 1, 2018 or such other date as determined by order of the Authorized Officer, and semiannually thereafter on the first day of November and May in each year; and shall mature on November 1 in each of the following years:

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<th>YEAR</th>
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<tr>
<td>2018</td>
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<td>2026</td>
<td>$685,000</td>
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<td>2027</td>
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<tr>
<td>2025</td>
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</table>
If the original purchaser shall designate certain of the bonds as term bonds, the maturities set forth above shall become mandatory redemption requirements in accordance with the provisions of Section 6 and the form of bond set forth in Section 11.

In accordance with the Notice of Sale, the County has reserved the right to decrease the principal amount of the bonds. Such adjustment, if necessary, will be made in increments of $5,000, and may be made in one or more maturities.

3. **METHOD OF SALE.** The County shall sell the bonds at not less than 100% nor more than 105% of their par value and accrued interest in accordance with the laws of the State of Michigan. The Authorized Officer is authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer and exchange of the bonds in accordance with the provisions of this Bond Resolution. The Authorized Officer is authorized to make filings with the Department of Treasury of the State of Michigan as may be required by law or which may be deemed appropriate. The County shall receive bids for the purchase of the bonds after publication of the Notice of Sale substantially in the form set forth in Section 25 hereof with such changes as shall be approved by the Authorized Officer.

4. **PAYMENT OF PRINCIPAL AND INTEREST.** The principal of and interest on the bonds shall be payable in lawful money of the United States. Principal shall be payable upon presentation and surrender of the bonds to the bond registrar and paying agent as they severally mature. Interest shall be paid to the registered owner of each bond as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address.
5. **BOOK-ENTRY SYSTEM.** Initially, one fully-registered bond for each maturity, in the aggregate amount of such maturity, shall be issued in the name of Cede & Co., as nominee of The Depository Trust Company ("DTC") for the benefit of other parties (the "Participants") in the book-entry-only transfer system of DTC. In the event the County determines that it is in the best interest of the County not to continue the book-entry system of transfer or that the interests of the holders of the bonds might be adversely affected if the book-entry system of transfer is continued, the County may notify DTC and the bond registrar and paying agent, whereupon DTC will notify the Participants of the availability through DTC of bond certificates. In such event, the bond registrar and paying agent shall deliver, transfer and exchange bond certificates as requested by DTC and any Participant or "beneficial owner" in appropriate amounts in accordance with this Bond Resolution. DTC may determine to discontinue providing its services with respect to the bonds at any time by giving notice to the County and the bond registrar and paying agent and discharging its responsibilities with respect thereto under applicable law or the County may determine that DTC is incapable of discharging its duties and may so advise DTC. In either such event, the County shall use reasonable efforts to locate another securities depository. Under such circumstances (if there is no successor securities depository), the County and the bond registrar and paying agent shall be obligated to deliver bond certificates in accordance with the procedures established by this Bond Resolution. In the event bond certificates are issued, the provisions of this Bond Resolution shall apply to, among other things, the transfer and exchange of such certificates and the method of payment of principal of and interest on such certificates. Whenever DTC requests the County and the bond registrar and paying agent to do so, the County and the bond registrar and paying agent shall cooperate with DTC in taking appropriate action after reasonable notice to make available one or more separate certificates evidencing the bonds to any Participant having bonds credited to its DTC account or to arrange for another securities depository to maintain custody of certificates evidencing the bonds.
Notwithstanding any other provision of this Bond Resolution to the contrary, so long as any bond is registered in the name of Cede & Co., as nominee of DTC, all payments with respect to the principal of, interest on and redemption premium, if any, on the bonds and all notices with respect to the bonds shall be made and given, respectively, to DTC as provided in the Blanket Issuer Letter of Representations between DTC and the County. The Authorized Officer is authorized to sign the Blanket Issuer Letter of Representations on behalf of the County in such form as the Authorized Officer deems necessary or appropriate in order to accomplish the issuance of the bonds in accordance with law and this Bond Resolution.

6. **MANDATORY PRIOR REDEMPTION.** If any of the bonds are designated by the original purchaser as term bonds such bonds shall be subject to mandatory prior redemption at par and accrued interest in accordance with the maturity schedule set forth in Section 2 hereof and upon the terms and conditions set forth in the form of bonds contained in Section 11 hereof. The bonds to be redeemed shall be selected by lot.

7. **OPTIONAL PRIOR REDEMPTION.** The bonds shall be subject to optional redemption prior to maturity upon the terms and conditions set forth in the final form of bonds.

8. **BOND REGISTRAR AND PAYING AGENT.** The Authorized Officer shall designate, and may enter into an agreement with, a bond registrar and paying agent for the bonds that shall be a bank or trust company located in the State of Michigan that is qualified to act in such capacity under the laws of the United States of America or the State of Michigan. The Authorized Officer may from time to time as required designate a similarly qualified successor bond registrar and paying agent. Alternatively, the County Treasurer may serve as bond registrar and paying agent for the bonds if the Authorized Officer determines it is in the best interest of the County.
9. **EXECUTION, AUTHENTICATION AND DELIVERY OF BONDS.** The bonds shall be executed in the name of the County by the manual or facsimile signatures of the Chairperson of the Board and the County Clerk and authenticated by the manual signature of the bond registrar and paying agent or an authorized representative of the bond registrar and paying agent, and the seal of the County (or a facsimile thereof) shall be impressed or imprinted on the bonds. After the bonds have been executed and authenticated for delivery to the original purchaser thereof, they shall be delivered by the County Treasurer to the purchaser upon receipt of the purchase price. Additional bonds bearing the facsimile signatures of the Chairperson of the Board and the County Clerk and upon which the seal of the County (or a facsimile thereof) is impressed or imprinted may be delivered to the bond registrar and paying agent for authentication and delivery in connection with the exchange or transfer of bonds. The bond registrar and paying agent shall indicate on each bond the date of its authentication.

10. **EXCHANGE AND TRANSFER OF BONDS.** Any bond, at the option of the registered owner thereof and upon surrender thereof to the bond registrar and paying agent with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or its duly authorized attorney, may be exchanged for bonds of any other authorized denominations of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered bond.

Each bond shall be transferable only upon the books of the County, which shall be kept for that purpose by the bond registrar and paying agent, upon surrender of such bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the registered owner or its duly authorized attorney.

Upon the exchange or transfer of any bond, the bond registrar and paying agent on behalf of the County shall cancel the surrendered bond and shall authenticate and deliver to the transferee a new bond or bonds of any authorized denomination of the same aggregate principal amount and maturity date and bearing the same rate of interest as the surrendered bond. If, at the time the bond registrar and paying agent authenticates and delivers a new bond pursuant to this
section, payment of interest on the bonds is in default, the bond registrar and paying agent shall endorse upon the new bond the following: "Payment of interest on this bond is in default. The last date to which interest has been paid is _______________."

The County and the bond registrar and paying agent may deem and treat the person in whose name any bond shall be registered upon the books of the County as the absolute owner of such bond, whether such bond shall be overdue or not, for the purpose of receiving payment of the principal of and interest on such bond and for all other purposes, and all payments made to any such registered owner, or upon its order, in accordance with the provisions of Section 4 of this Bond Resolution shall be valid and effectual to satisfy and discharge the liability upon such bond to the extent of the sum or sums so paid, and neither the County nor the bond registrar and paying agent shall be affected by any notice to the contrary. The County agrees to indemnify and save the bond registrar and paying agent harmless from and against any and all loss, cost, charge, expense, judgment or liability incurred by it, acting in good faith and without negligence hereunder, in so treating the registered owner.

For every exchange or transfer of a bond, the County or the bond registrar and paying agent may make a charge sufficient to reimburse it for any tax, fee or other governmental charge required to be paid with respect to such exchange or transfer, which sum or sums shall be paid by the person requesting such exchange or transfer as a condition precedent to the exercise of the privilege of making such exchange or transfer.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds that have been selected for redemption.

11. **FORM OF BONDS.** The bonds shall be in substantially the following form, with such changes thereto as approved by the Authorized Officer within the parameters of this Bond Resolution:
UNITED STATES OF AMERICA
STATE OF MICHIGAN
COUNTY OF INGHAM
CAPITAL IMPROVEMENT BOND, SERIES 2017

<table>
<thead>
<tr>
<th>INTEREST RATE</th>
<th>MATURITY DATE</th>
<th>DATE OF ORIGINAL ISSUE</th>
<th>CUSIP</th>
</tr>
</thead>
<tbody>
<tr>
<td>%</td>
<td>November 1, 20__</td>
<td>__________, 2017</td>
<td></td>
</tr>
</tbody>
</table>

Registered Owner:

Principal Amount:

The County of Ingham, State of Michigan (the "County"), acknowledges itself indebted to and for value received hereby promises to pay to the Registered Owner identified above, or registered assigns, the Principal Amount set forth above on the maturity date specified above, unless redeemed prior thereto as hereinafter provided, upon presentation and surrender of this bond at the [principal][corporate][designated] trust office of ________________, __________, Michigan, the bond registrar and paying agent, or at such successor bond registrar and paying agent as may be designated pursuant to the Resolution (as hereafter defined), and to pay to the Registered Owner, as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which an interest payment is due, by check or draft drawn upon and mailed by the bond registrar and paying agent by first class mail postage prepaid to the Registered Owner at the registered address, interest on such Principal Amount until the County's obligation with respect to the payment of such Principal Amount is discharged, at the rate per annum specified above. Interest is payable on the first day of May and November in each year, commencing May 1, 2018. Principal and interest are payable in lawful money of the United States of America. Interest shall be computed on the basis of a 360-day year consisting of twelve 30-day months.

This bond is one of a series of bonds aggregating the principal sum of Ten Million Dollars ($10,000,000) issued by the County under and pursuant to and in full conformity with the Constitution and Statutes of Michigan (especially Act No. 34, Public Acts of Michigan, 2001, as amended) and a bond authorizing resolution adopted by the Board of Commissioners of the County (the "Resolution") for the purpose of defraying part of the cost of acquiring, constructing and equipping an approximately 61,600 square foot addition to the existing Ingham County Medical Care Facility (the "Facility") located at 3860 Dobie Road, Okemos, Michigan 48864, to be located on the southeast corner of the Facility's 110 acre campus, and the renovation and equipping of the existing Facility (together, the "Project"). The Project will provide for the
transfer of 48 rehabilitation beds, the addition of 64 private rooms, and the renovation of the entire long-term care portion of the Facility, for use by the Facility to provide long term care, rehabilitation services and memory care and related services.

The County has irrevocably pledged its full faith and credit for the prompt payment of the principal of and interest on this bond as the same become due. The principal of and interest on this bond are payable as a first budget obligation of the County from its general funds. The ability of the County to raise such funds is subject to applicable constitutional and statutory limitations on the taxing power of the County. The amount of taxes necessary to pay the principal of and interest on the bonds of this series, together with the taxes levied for the same year, shall not exceed the limit authorized by law.

This bond is transferable, as provided in the Resolution, only upon the books of the County kept for that purpose by the bond registrar and paying agent, upon the surrender of this bond together with a written instrument of transfer satisfactory to the bond registrar and paying agent duly executed by the Registered Owner or its attorney duly authorized in writing. Upon the exchange or transfer of this bond a new bond or bonds of any authorized denomination, in the same aggregate principal amount and of the same interest rate and maturity, shall be authenticated and delivered to the transferee in exchange therefor as provided in the Resolution, and upon payment of the charges, if any, therein provided. Bonds so authenticated and delivered shall be in the denomination of $5,000 or any integral multiple thereof not exceeding the aggregate principal amount for each maturity.

The bond registrar and paying agent shall not be required to transfer or exchange bonds or portions of bonds that have been selected for redemption.

**MANDATORY PRIOR REDEMPTION**

Bonds maturing in the year ____ are subject to mandatory prior redemption at par and accrued interest as follows:

<table>
<thead>
<tr>
<th>Redemption Date</th>
<th>Principal Amount of Bonds to be Redeemed</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(REPEAT IF MORE THAN ONE TERM BOND)

Bonds or portions of bonds to be redeemed by mandatory redemption shall be selected by lot.
OPTIONAL PRIOR REDEMPTION

Bonds maturing on or prior to November 1, 2027 are not subject to optional redemption prior to maturity. Bonds maturing on and after November 1, 2028, are subject to redemption prior to maturity at the option of the County, in such order as shall be determined by the County, on any date on and after November 1, 2027. Bonds of a denomination greater than $5,000 may be partially redeemed in the amount of $5,000 or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption.

Not less than thirty but not more than sixty days' notice of redemption shall be given to the Registered Owners of bonds called to be redeemed by mail to each Registered Owner at the registered address. Failure to receive notice of redemption shall not affect the proceedings for redemption. Bonds or portions of bonds called for redemption shall not bear interest on and after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

It is hereby certified, recited and declared that all acts, conditions and things required to exist, happen and be performed precedent to and in the issuance of the bonds of this series, existed, have happened and have been performed in due time, form and manner as required by law, and that the total indebtedness of the County, including the series of bonds of which this bond is one, does not exceed any constitutional or statutory limitation.

IN WITNESS WHEREOF, the County of Ingham, Michigan, by its Board of Commissioners, has caused this bond to be executed in its name by manual or facsimile signatures of its Chairperson of the Board of Commissioners and County Clerk and its seal (or a facsimile thereof) to be impressed or imprinted hereon. This bond shall not be valid unless the Certificate of Authentication has been manually executed by the bond registrar and paying agent or an authorized representative of the bond registrar and paying agent.

COUNTY OF INGHAM

By: ____________________________________
Chairperson, Board of Commissioners

(SEAL)

And: ____________________________________
Clerk
CERTIFICATE OF AUTHENTICATION

This bond is one of the bonds described in the within mentioned Resolution.

________________________,
Bond Registrar and Paying Agent

By: ______________________________
Authorized Representative

AUTHENTICATION DATE:
ASSIGNMENT

For value received, the undersigned hereby sells, assigns and transfers unto

______________________________________________________________________________
(please print or type name, address and taxpayer identification number of transferee) the within bond and all rights thereunder and hereby irrevocably constitutes and appoints

______________________________________________________________________________
attorney to transfer the within bond on the books kept for registration thereof, with full power of substitution in the premises.

Dated: ____________________  __________________________________________

Signature Guaranteed:    __________________________________________

Signature(s) must be guaranteed by an eligible guarantor institution participating in a Securities Transfer Association recognized signature guarantee program.
12. **DEBT SERVICE FUND.** There shall be established for the bonds a debt service fund which shall be kept in a separate bank account. From the proceeds of the sale of the bonds there shall be set aside in the debt service fund any accrued interest received from the original purchaser of the bond at the time of delivery of the bonds. Premium, if any, shall be set aside in either the debt service fund or the construction fund established in Section 13 as directed by an Authorized Officer. Funds of the County, including revenues generated from services provided by the Facility, to be used to pay the principal and interest on the bond when due shall be placed in the debt service fund and so long as principal or interest on the bonds shall remain unpaid, no moneys shall be withdrawn from such debt service fund except to pay principal and interest on the bonds.

13. **CONSTRUCTION FUND.** The remainder of the proceeds of the sale of the bonds shall be set aside in a construction fund and used, together with moneys provided by the Facility, solely to defray the cost of acquiring and constructing the Project, including any engineering, legal and other expenses incidental thereto. Any unexpended balance of the proceeds of the sale of the bonds remaining in the construction fund after completion of the Project shall be deposited in the debt service fund established in Section 12 hereof.

14. **DEFEASANCE.** In the event cash or direct obligations of the United States or obligations the principal of and interest on which are guaranteed by the United States, or a combination thereof, the principal of and interest on which, without reinvestment, come due at times and in amounts sufficient to pay, at maturity or irrevocable call for earlier optional redemption, the principal of, premium if any, and interest on the bonds or any portion of the bonds, shall have been deposited in trust, this Bond Resolution shall be defeased with respect to such bonds and the owners of the bonds shall have no further rights under this Bond Resolution except to receive payment of the principal of, premium if any, and interest on the bonds from the
cash or securities deposited in trust and the interest and gains thereon and to transfer and exchange bonds as provided herein.

15. **PLEDGE OF FULL FAITH AND CREDIT.** The full faith and credit of the County are pledged hereby to the payment of the principal and interest on the bonds authorized by this Bond Resolution. Each year the County shall include in its budget as a first budget obligation an amount sufficient to pay such principal and interest as the same shall become due. The ability of the County to raise such funds is subject to applicable constitutional and statutory limitations on the taxing power of the County. The amount of taxes necessary to pay the principal of and interest on the bonds, together with the taxes levied for the same year, shall not exceed the limit authorized by law. To the extent that the County has funds available from revenues generated from services provided by the Facility at the time of making its annual tax levy for payment of principal and interest, the annual levy for such purpose shall be adjusted to reflect such available funds.

16. **ESTIMATES OF PERIOD OF USEFULNESS AND COST.** The estimate of not to exceed $22,000,000 as the cost of the Project and of forty (40) years and upwards as the period of usefulness thereof, as submitted to the Board, are approved and adopted.

17. **TAX COVENANT.** The County covenants to comply with all requirements of the Internal Revenue Code of 1986, as amended (the "Code") necessary to assure that the interest on the bonds will be and will remain excludable from gross income for federal income tax purposes.

18. **NOT QUALIFIED TAX-EXEMPT OBLIGATIONS.** The bonds are not "Qualified Tax-Exempt Obligations" as described in Section 265(b)(3)(B) of the Code.
19. **REPLACEMENT OF BONDS.** Upon receipt by the County Treasurer of proof of ownership of an unmatured bond, of satisfactory evidence that the bond has been lost, apparently destroyed or wrongfully taken and of security or indemnity which complies with applicable law and is satisfactory to the County Treasurer, the County Treasurer may authorize the bond registrar and paying agent to deliver a new executed bond to replace the bond lost, apparently destroyed or wrongfully taken in compliance with applicable law. In the event an outstanding matured bond is lost, apparently destroyed or wrongfully taken, the County Treasurer may authorize the bond registrar and paying agent to pay the bond without presentation upon the receipt of the same documentation required for the delivery of a replacement bond. The bond registrar and paying agent, for each new bond delivered or paid without presentation as provided above, shall require the payment of expenses, including counsel fees, which may be incurred by the bond registrar and paying agent and the County in the premises. Any bond delivered pursuant to the provisions of this Section 19 in lieu of any bond lost, apparently destroyed or wrongfully taken shall be of the same form and tenor and be secured in the same manner as the bond in substitution for which such bond was delivered.

20. **APPROVAL OF MICHIGAN DEPARTMENT OF TREASURY.** The issuance and sale of the bonds is subject to approval being granted therefor by the Department of Treasury of the State of Michigan in accordance with Act No. 34, Public Acts of Michigan, 2001, as amended, if the County is unable to obtain qualified status from the Department of Treasury. The Authorized Officer or the Chairperson of the Board is hereby authorized to file with the Department of Treasury, if necessary, an application for approval with respect to the bonds and pay such fees and request such waivers and exemptions as may be necessary or desirable in connection with the filing.

21. **SALE, ISSUANCE, DELIVERY, TRANSFER AND EXCHANGE OF BONDS.** The County shall sell the bonds at not less than 100% nor more than 105% of their par
value and accrued interest, if any, in accordance with the laws of the State of Michigan. The Chairperson of the Board, the County Clerk, the County Treasurer, the County Controller/Administrator and all other officials of the County are also authorized to do all things necessary to effectuate the sale, issuance, delivery, transfer and exchange of bonds in accordance with this Bond Resolution. The County shall receive bids for the purchase of the bonds after publication of the Notice of Sale substantially in the form set forth in Section 25 hereof which such changes as shall be approved by the Authorized Officer.

22. **INVESTMENT OF MONEYS.** Moneys in the Construction Fund and the Debt Service Fund may be invested in United States government obligations or obligations the principal of and interest on which are guaranteed by the United States government or in interest bearing time deposits. Any money so invested shall be in obligations or deposits maturing prior to the estimated date that such moneys will be needed for the purposes of the fund in which such moneys invested have been deposited.

23. **OFFICIAL STATEMENT.** The Authorized Officer is hereby authorized to cause the preparation of an official statement for the bonds for purposes of compliance with Rule 15c2-12 issued under the Securities Exchange Act of 1934, as amended (the "Rule") and to do all other things necessary to comply with the Rule. After the award of the bonds, the County will provide copies of a "final official statement" (as defined in paragraph (e)(3) of the Rule) on a timely basis and in reasonable quantity as requested by the winning bidder or bidders to enable such bidder or bidders to comply with paragraph (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board. The Authorized Officer is authorized to enter into such agreements as may be required to enable the purchasers to comply with the Rule.

24. **CONTINUING DISCLOSURE.** The Controller/Administrator and the County Treasurer have each been authorized severally and jointly to execute and deliver in the name of
and on behalf of the County (i) a certificate of the County to comply with the requirement for a continuing disclosure undertaking of the County pursuant to subsection (b)(5) of the Rule and (ii) amendments to such certificate from time to time in accordance with the terms of such certificate (the certificate and any amendments thereto are collectively referred to herein as the "Continuing Disclosure Certificate"). The County has covenanted and agreed that it will comply with and carry out all of the provisions of the Continuing Disclosure Certificate. The remedies for any failure of the County to comply with and carry out the provisions of the Continuing Disclosure Certificate shall be as set forth therein.

25. NOTICE OF SALE. The Notice of Sale for the bonds shall be published in accordance with law in a publication to be selected by the Authorized Officer and shall be in substantially the following form with such changes as shall be approved by the Authorized Officer.
OFFICIAL NOTICE OF SALE

$__________*
*(subject to adjustment as described below)

COUNTY OF INGHAM, STATE OF MICHIGAN
CAPITAL IMPROVEMENT BONDS, SERIES 2017

SEALED BIDS for the purchase of the above bonds will be received by the undersigned at the office of the County Controller/Administrator, 341 S. Jefferson Street, Mason, Michigan 48854, on the ___ day of September, 2017, until _____:00 __.m., Eastern Daylight Time, at which time and place said bids will be publicly opened and read. Sealed bids also will be received on the same date and until the same time by an agent of the undersigned at the offices of the Municipal Advisory Council of Michigan (the "MAC"), Buhl Building, 535 Griswold, Suite 1850, Detroit, Michigan 48226, where they will be opened and read publicly. Signed bids may be submitted by fax to the County Controller/Administrator at (517) 676-7306 or the MAC at (313) 963-0943, but no bid will be received after the time for receiving bids specified above and the bidder bears all risks of transmission failure. Bidders may choose either location to present bids, but may not present bids at both locations.

IN THE ALTERNATIVE: Bids may be submitted electronically via PARITY pursuant to this Notice on the same date and until the same time, but no bid will be received after the time for receiving bids specified above. To the extent any instructions or directions set forth in PARITY conflict with this Notice, the terms of this Notice shall control. For further information about PARITY, potential bidders may contact PFM Financial Advisors LLC at (734) 994-9700 or PARITY at (212) 849-5021.

BOND DETAILS: The bonds will be fully registered bonds of the denomination of $5,000 each or any integral multiple thereof, not exceeding the aggregate principal amount for each maturity, at the option of the purchaser thereof, dated the date of their delivery, and will bear interest from their date payable on May 1, 2018, and semiannually thereafter.

The bonds will mature on the first day of November as follows:

<table>
<thead>
<tr>
<th>YEAR</th>
<th>AMOUNT</th>
<th>YEAR</th>
<th>AMOUNT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>$455,000</td>
<td>2026</td>
<td>$685,000</td>
</tr>
<tr>
<td>2019</td>
<td>550,000</td>
<td>2027</td>
<td>710,000</td>
</tr>
<tr>
<td>2020</td>
<td>565,000</td>
<td>2028</td>
<td>735,000</td>
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<tr>
<td>2021</td>
<td>585,000</td>
<td>2029</td>
<td>755,000</td>
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<tr>
<td>2022</td>
<td>605,000</td>
<td>2030</td>
<td>780,000</td>
</tr>
<tr>
<td>2023</td>
<td>625,000</td>
<td>2031</td>
<td>805,000</td>
</tr>
<tr>
<td>2024</td>
<td>645,000</td>
<td>2032</td>
<td>835,000</td>
</tr>
<tr>
<td>2025</td>
<td>665,000</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
TERM BOND OPTION: Bidders shall have the option of designating bonds maturing in the years 2018 through final maturity as serial bonds or term bonds, or both. The bid must designate whether each of the principal amounts shown above for the years 2018 through final maturity represent a serial maturity or a mandatory redemption requirement for a term bond maturity. There may be more than one term bond designated. In any event, the above principal amount scheduled for the years 2018 through final maturity shall be represented by either serial bond maturities or mandatory redemption requirements, or a combination of both. Any such designation must be made at the time bids are submitted.

PRIOR REDEMPTION:

A. MANDATORY REDEMPTION. Bonds designated as term bonds shall be subject to mandatory redemption at par and accrued interest on the dates and in the amounts corresponding to the annual principal maturities hereinbefore set forth. The bonds or portions of bonds to be redeemed shall be selected by lot.

B. OPTIONAL REDEMPTION. Bonds maturing on and after November 1, 2028, shall be subject to redemption prior to maturity, at the option of the County, in any order, on any date on and after November 1, 2027. Bonds of a denomination greater than $5,000 may be redeemed in part in amounts of $5,000 or any integral multiple thereof. If less than all of the bonds maturing in any year are to be redeemed, the bonds or portions of bonds to be redeemed shall be selected by lot. The redemption price shall be the par value of the bond or portion of the bond called to be redeemed plus interest to the date fixed for redemption.

C. NOTICE OF REDEMPTION. Not less than thirty and not more than sixty days' notice of redemption shall be given to the registered owners of bonds called to be redeemed by mail to each registered owner at the registered address. Failure to receive notice of redemption shall not affect the validity of the proceedings for redemption. Bonds or portions of bonds called for redemption shall not bear interest on and after the date fixed for redemption, provided funds are on hand with the bond registrar and paying agent to redeem the same.

INTEREST RATE AND BIDDING DETAILS: The bonds shall bear interest at a rate or rates not exceeding 5% per annum, to be fixed by the bids therefor, expressed in multiples of 1/8 or 1/20 of 1%, or both. The interest on any one bond shall be at one rate only and all bonds maturing in any one year must carry the same interest rate. The interest rate borne by bonds maturing in any one year shall not be less than the interest rate borne by bonds maturing in the preceding year. The difference between the highest and lowest interest rates shall not exceed two percentage points. No proposal for the purchase of less than all of the bonds or at a price less than 100% nor more than 105% of their par value will be considered.

BOOK-ENTRY-ONLY: The bonds will be issued in book-entry-only form as one fully-registered bond per maturity and will be registered in the name of Cede & Co., as nominee for The Depository Trust Company ("DTC"), New York, New York. DTC will act as securities depository for the bonds. Purchase of the bonds will be made in book-entry-only form, in the denomination of $5,000 or any integral multiple thereof. Purchasers will not receive certificates representing their interest in bonds purchased. The book-entry-only system is described further in the preliminary official statement for the bonds.
BOND REGISTRAR AND PAYING AGENT: The bonds shall be payable as to principal in lawful money of the United States upon surrender thereof at the [principal][corporate][designated] trust office of _________________________, __________, Michigan the bond registrar and paying agent. Interest shall be paid to the registered owner of each bond as shown on the registration books at the close of business on the 15th day of the calendar month preceding the month in which the interest payment is due. Interest shall be paid when due by check or draft drawn upon and mailed by the bond registrar and paying agent to the registered owner at the registered address. As long as DTC, or its nominee Cede & Co., is the registered owner of the bonds, payments will be made directly to such registered owner. Disbursement of such payments to DTC participants is the responsibility of DTC and disbursement of such payments to the beneficial owners of the bonds is the responsibility of DTC participants and indirect participants as described in the preliminary official statement for the bonds. The County from time to time as required may designate a successor bond registrar and paying agent.

PURPOSE AND SECURITY: The bonds are to be issued pursuant to the provisions of Act 34, Public Acts of Michigan, 2001, as amended, to defray all or part of the cost of acquiring, constructing and equipping an approximately 61,600 square foot addition to the existing Ingham County Medical Care Facility (the "Facility") located at 3860 Dobie Road, Okemos, Michigan 48864, to be located on the southeast corner of the Facility's 110 acre campus, and the renovation and equipping of the existing Facility (together, the "Project"). The Project will provide for the transfer of 48 rehabilitation beds, the addition of 64 private rooms, and the renovation of the entire long-term care portion of the Facility, for use by the Facility to provide long term care, rehabilitation services and memory care and related services. The full faith and credit of the County have been irrevocably pledged to the prompt payment of the principal of and interest on the bonds. The ability of the County to raise such funds is subject to applicable constitutional and statutory limitations on the taxing power of the County. The amount of taxes necessary to pay the principal of and interest on the bonds of this series, together with the taxes levied for the same year, shall not exceed the limit authorized by law.

ADJUSTMENT IN PRINCIPAL AMOUNT: Following receipt of bids and prior to final award, the County reserves the right to decrease the principal amount of the bonds. Such adjustment, if necessary, will be made in increments of $5,000, and may be made in one or more maturities. The purchase price will be adjusted proportionately to the decrease in the principal amount of the bonds, but the interest rates specified by the winning bidder will not change. The winning bidder may not withdraw its bid as a result of any changes made as provided in this paragraph.

GOOD FAITH: A good faith deposit in the form of a certified or cashier's check drawn upon an incorporated bank or trust company, or wire transfer, in the amount of $100,000 payable to the order of the County Treasurer will be required of the winning bidder. If a check is used, it must accompany the bid. If a wire transfer is used, the winning bidder is required to wire its good faith deposit to the County not later than Noon, Eastern Daylight Time, on the next business day following the sale using the wire instructions provided by PFM Financial Advisors LLC. The good faith deposit will be applied to the purchase price of the bonds. In the event the purchaser fails to honor its accepted bid, the good faith deposit will be retained by the County. No interest shall be allowed on the good faith deposit, and checks of the unsuccessful bidders will be promptly returned to such bidder's representative or by registered mail. The good faith check of
the winning bidder will be cashed and payment for the balance of the purchase price of the bonds shall be made at the closing.

**AWARD OF BONDS:** The bonds will be awarded to the bidder whose bid produces the lowest true interest cost to the County. True interest cost shall be computed by determining the annual interest rate (compounded semiannually) necessary to discount the debt service payments on the bonds from the payment dates thereof to ____________, 2017, and to the price bid.

**LEGAL OPINION:** Bids shall be conditioned upon the approving opinion of Dickinson Wright PLLC, attorneys of Lansing, Michigan, which opinion will be furnished without expense to the purchaser of the bonds at the delivery thereof. The fees of Dickinson Wright PLLC for services rendered in connection with such approving opinion are expected to be paid from bond proceeds. Except to the extent necessary to issue its approving opinion as to the validity of the bonds, Dickinson Wright PLLC has made no inquiry as to any financial information, statements or material contained in any financial documents, statements or materials that have been or may be furnished in connection with the authorization, issuance or marketing of the bonds and, accordingly, will not express any opinion with respect to the accuracy or completeness of any such financial information, statements or materials.

**TAX MATTERS:** The approving opinion of bond counsel will include an opinion to the effect that under existing law, the interest on the bonds (a) is excluded from gross income for federal income tax purposes, and (b) is not an item of tax preference for purposes of the federal alternative minimum tax imposed on individuals and corporations; such opinion will note, however, that certain corporations must take into account interest on the bonds in determining adjusted current earnings for the purpose of computing such alternative minimum tax. The opinion set forth in clause (a) above will be subject to the condition that the County comply with all requirements of the Internal Revenue Code of 1986, as amended (the "Code"), that must be satisfied subsequent to the issuance of the bonds in order that interest thereon be (or continue to be) excluded from gross income for federal income tax purposes. Failure to comply with certain of such requirements could cause the interest on the bonds to be included in gross income retroactive to the date of issuance of the bonds. The County has covenanted to comply with all such requirements. Bond counsel will express no opinion regarding other federal tax consequences arising with respect to the bonds.

The County has not designated the bonds as "qualified tax-exempt obligations" for purposes of Section 265(b)(3) of the Code.

If the winner bidder will obtain a municipal bond insurance policy or other credit enhancement for the bonds in connection with their original issuance, the winning bidder will be required, as a condition of delivery of the bonds, to certify that the premium therefor will be less than the present value of the interest expected to be saved as a result of such insurance or other credit enhancement. The form of an acceptable certificate will be provided by bond counsel.

In addition, the approving opinion of bond counsel will include an opinion to the effect that under existing law, the bonds and the interest thereon are exempt from all taxation by the State of Michigan or a political subdivision thereof, except estate taxes and taxes on gains realized from the sale, payment or other disposition thereof.
**ISSUE PRICE:** The winning bidder shall assist the County in establishing the issue price of the bonds and shall execute and deliver to the County at closing an "issue price" or similar certificate setting forth the reasonably expected initial offering price to the public or the sales price or prices of the bonds, together with the supporting pricing wires or equivalent communications, substantially in the form provided by Bond Counsel, with such modifications as may be appropriate or necessary, in the reasonable judgment of the winning bidder, the County and Bond Counsel. All actions to be taken by the County under this Notice of Sale to establish the issue price of the bonds may be taken on behalf of the County by the County's financial consultant identified herein and any notice or report to be provided to the County may be provided to the County's financial consultant.

The County intends that the provisions of Treasury Regulation Section 1.148-1(f)(3)(i) (defining "competitive sale" for purposes of establishing the issue price of the bonds) will apply to the initial sale of the bonds (the "competitive sale requirements") because:

1. the County is disseminating this Notice of Sale to potential underwriters in a manner that is reasonably designed to reach potential underwriters;
2. all bidders shall have an equal opportunity to bid;
3. the County anticipates receiving bids from at least three underwriters of municipal bonds who have established industry reputations for underwriting new issuances of municipal bonds; and
4. the County anticipates awarding the sale of the bonds to the bidder who submits a firm offer to purchase the bonds at the lowest true interest cost, as set forth in this Notice of Sale.

Any bid submitted pursuant to this Notice of Sale shall be considered a firm offer for the purchase of the bonds, as specified in the bid.

In the event that competitive sale requirements are satisfied, the winning bidder shall be expected to certify as to the reasonably expected initial offering price of the Bonds to the public.

In the event that the competitive sale requirements are not satisfied, the County shall so advise the winning bidder. The County shall treat the first price at which 10% of a maturity of the bonds (the "10% test") is sold to the public as the issue price of that maturity, applied on a maturity-by-maturity basis (and if different interest rates apply within a maturity, to each separate CUSIP number within that maturity). The winning bidder shall advise the County if any maturity of the bonds satisfies the 10% test as of the date and time of the award of the bonds. The County will not require bidders to comply with the "hold-the-offering-price rule" and therefore does not intend to use the initial offering price to the public as of the sale date of any maturity of the bonds as the issue price of that maturity. Bids will not be subject to cancellation in the event that the competitive sale requirements are not satisfied. Bidders should prepare their bids on the assumption that all of the maturities of the bonds will be subject to the 10% test in order to establish the issue price of the bonds.
If the competitive sale requirements are not satisfied, then until the 10% test has been satisfied as to each maturity of the bonds, the winning bidder agrees to promptly report to the County the prices at which the unsold bonds of that maturity have been sold to the public. That reporting obligation shall continue, whether or not the closing date has occurred, until the 10% test has been satisfied as to the bonds of that maturity or until all bonds of that maturity have been sold.

By submitting a bid, each bidder confirms that: (i) except as otherwise provided in its bid, it has an established industry reputation for underwriting new issuances of municipal bonds, (ii) any agreement among underwriters, any selling group agreement and each retail distribution agreement (to which the bidder is a party) relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter, each dealer who is a member of the selling group, and each broker-dealer that is a party to such retail distribution agreement, as applicable, to report the prices at which it sells to the public the unsold bonds of each maturity allotted to it until it is notified by the winning bidder that either the 10% test has been satisfied as to the bonds of that maturity or all bonds of that maturity have been sold to the public, if and for so long as directed by the winning bidder and as set forth in the related pricing wires, and (iii) any agreement among underwriters relating to the initial sale of the bonds to the public, together with the related pricing wires, contains or will contain language obligating each underwriter that is a party to a retail distribution agreement to be employed in connection with the initial sale of the bonds to the public to require each broker-dealer that is a party to such retail distribution agreement to report the prices at which it sells to the public the unsold bonds of each maturity allotted to it until it is notified by the winning bidder or such underwriter that either the 10% test has been satisfied as to the bonds of that maturity or all bonds of that maturity have been sold to the public, if and for so long as directed by the winning bidder or such underwriter and as set forth in the related pricing wires.

Sales of any bonds to any person that is a related party to an underwriter shall not constitute sales to the public for purposes of this Notice of Sale. Further, for purposes of this Notice of Sale:

(i) "public" means any person other than an underwriter or a related party,

(ii) "underwriter" means (A) any person that agrees pursuant to a written contract with the County (or with the lead underwriter to form an underwriting syndicate) to participate in the initial sale of the bonds to the public and (B) any person that agrees pursuant to a written contract directly or indirectly with a person described in clause (A) to participate in the initial sale of the bonds to the public (including a member of a selling group or a party to a retail distribution agreement participating in the initial sale of the bonds to the public),

(iii) a purchaser of any of the bonds is a "related party" to an underwriter if the underwriter and the purchaser are subject, directly or indirectly, to (i) at least 50% common ownership of the voting power or the total value of their stock, if both entities are corporations (including direct ownership by
one corporation of another), (ii) more than 50% common ownership of their capital interests or profit interests, if both entities are partnerships (including direct ownership by one partnership of another), or (iii) more than 50% common ownership of the value of the outstanding stock of the corporation or the capital interests or profit interests of the partnership, as applicable, if one entity is a corporation and the other entity is a partnership (including direct ownership of the applicable stock or interests by one entity of the other), and

(iv) "sale date" means the date that the bonds are awarded by the County to the winning bidder.

CUSIP: CUSIP numbers will be imprinted on all bonds of this issue at the County's expense. Neither the failure to print numbers nor an improperly printed number shall constitute cause for the purchaser to refuse to accept delivery. The purchaser shall be responsible for requesting assignment of numbers and for payment of any charges for the assignment of numbers.

OFFICIAL STATEMENT: A copy of the County's official statement relating to the bonds may be obtained by contacting PFM Financial Advisors LLC at the address referred to below. The official statement is in a form deemed final by the County for purposes of paragraph (b)(1) of SEC Rule 15c2-12 (the "Rule"), but is subject to revision, amendment and completion in a final official statement.

After the award of the bonds, the County will provide on a timely basis copies of a final official statement, as that term is defined in paragraph (e)(3) of the Rule, at the County's expense in sufficient quantity to enable the winning bidder or bidders to comply with paragraph (b)(3) and (b)(4) of the Rule and the rules of the Municipal Securities Rulemaking Board. Requests for such additional copies of the final official statement shall be made to PFM Financial Advisors LLC at the address set forth below within 24 hours of the award of the bonds.

CONTINUING DISCLOSURE: In order to assist bidders in complying with paragraph (b)(5) of the Rule, the County will undertake to provide certain annual financial information and notices of the occurrence of certain events, if material. A description of this undertaking is set forth in the preliminary official statement and will also be set forth in the final official statement.

BIDDER CERTIFICATION: NOT "IRAN-LINKED BUSINESS": By submitting a bid, the bidder shall be deemed to have certified that it is not an "Iran-Linked Business" as defined in Act No. 517, Public Acts of Michigan, 2012; MCL 129.311 et seq.

DELIVERY OF BONDS: The County will furnish bonds ready for execution at its expense. Bonds will be delivered without expense to the purchaser through DTC, New York, New York. The usual closing documents, including a continuing disclosure certificate and a certificate that no litigation is pending affecting the issuance of the bonds, will be delivered at the time of the delivery of the bonds. If the bonds are not tendered for delivery by twelve o'clock noon, Eastern Daylight Time, on the 45th day following the date of sale, or the first business day thereafter if said 45th day is not a business day, the winning bidder may on that day, or any time thereafter until delivery of the bonds, withdraw its proposal by serving notice of cancellation, in writing, on the undersigned, in which event the County shall return the good faith deposit. Payment for the
bonds shall be made in Federal Reserve Funds. Accrued interest to the date of delivery of the bonds shall be paid by the purchaser at the time of delivery.

FINANCIAL CONSULTANT: Further information with respect to the bonds may be obtained from PFM Financial Advisors LLC, 555 Briarwood Circle, Suite 333, Ann Arbor, Michigan 48108. Telephone: (734) 994-9700, Financial Consultant to the County.

THE RIGHT IS RESERVED TO REJECT ANY OR ALL BIDS.

ENVELOPES containing the bids should be plainly marked "Proposal for Bonds."

Timothy J. Dolehanty
County Controller/Administrator
County of Ingham
26. **CONFLICTING RESOLUTIONS.** All resolutions and parts of resolutions, insofar as they are in conflict herewith, are rescinded.

YEAS: __________________________________________________________

NAYS: __________________________________________________________

ABSENT: _________________________________________________________

RESOLUTION DECLARED ADOPTED.
STATE OF MICHIGAN  )
COUNTY OF INGHAM  )

I, the undersigned, the Clerk of the County of Ingham, Michigan, do hereby certify that the foregoing is a true and correct copy of a resolution adopted at a regular meeting of the Board of Commissioners of said County held on the 22nd day of August, 2017, the original of which resolution is on file in my office. I further certify that notice of said meeting was given in accordance with the provisions of the Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto affixed my official signature this _____ day of __________, 2017.

Clerk, County of Ingham
TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: July 19, 2017
SUBJECT: Resolution to Amend the Collaborative Agreement with the Capital Area United Way
For the meeting agenda of August 14, 2017 and August 16, 2017

BACKGROUND
A collaborative agreement has been in effect between Ingham County Health Department (ICHD) and Capital Area United Way (CAUW) since 2005. Under this agreement, CAUW administers funds to support the Community Indicators Project, a core component of ICHD’s strategy for informing the community about its health status. This project is also instrumental to the Healthy! Capital Counties project, a community health assessment done in collaboration with Barry-Eaton District Health Department (BEDHD), Mid-Michigan District Health Department (MMDHD), Sparrow Health Systems (Sparrow HS), McLaren Greater Lansing (MGL), Hayes-Green Beach Medical Center, and Eaton Rapids Medical Center. ICHD, along with BEDHD, MMDHD and CAUW all contribute funds to the Community Indicators Project. ICHD wishes to amend the existing agreement to extend the term for one additional year, through September 30, 2017.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
Funds for this amendment were anticipated in the FY 2017 budget. The amendment will add an amount not to exceed $36,482.80.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to amend the collaborative agreement with the Capital Area United Way in an amount not to exceed $36,482.80 through September 30, 2017.
WHEREAS, a collaborative agreement has been in effect between Ingham County Health Department (ICHD) and Capital Area United Way (CAUW) since 2005; and

WHEREAS, under this agreement, CAUW administers funds to support the Community Indicators Project, a core component of ICHD’s strategy for informing the community about its health status; and

WHEREAS, the collaborative agreement was originally authorized in Resolution #05-148 and amended in Resolutions #06-205, #07-154, #08-239, #09-197, #10-023, #11-399, #13-16, #14-226, #15-176, #16-405 and collaborative activities have continued since the agreement’s inception; and

WHEREAS, this project is also instrumental to the Healthy! Capital Counties project, a community health assessment done in collaboration with Barry-Eaton District Health Department (BEDHD), Mid-Michigan District Health Department (MMDHD), Sparrow Health Systems (Sparrow HS), McLaren Greater Lansing (MGL), Hayes-Green Beach Medical Center, and Eaton Rapids Medical Center; and

WHEREAS, ICHD, along with BEDHD, MMDHD and CAUW all contribute funds to the Community Indicators Project; and

WHEREAS, ICHD wishes to amend the existing agreement to extend the term for one additional year, through September 30, 2017 for an amount not to exceed $36,482.80 which was anticipated in the FY 2017 budget; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorizes an amendment to the collaborative agreement with the Capital Area United Way in an amount not to exceed $36,482.80 through September 30, 2017.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes an amendment to the collaborative agreement with the Capital Area United Way in an amount not to exceed $36,482.80 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the county after approval as to form by the County Attorney.
Agenda Item 7b

MEMORANDUM

TO: Human Services and Finance Committees

FROM: Linda Vail, Health Officer; Tim Dolehanty, Controller/Administrator; Jared Cypher, Deputy Controller

DATE: August 1, 2017

SUBJECT: Agreement with Sparrow Hospital for Medical Examiner Services

For the meeting agendas of August 14 and August 16

BACKGROUND
Sparrow Hospital has served as Ingham County Medical Examiner since 2011. In June, Sparrow notified Ingham County of its intent to terminate the agreement for medical examiner services, and renegotiate for a new, increased rate. In response, Ingham County issued a RFP. Sparrow was the only bidder. Sparrow provided two options. Both options include a complete array of medical examiner services according to National Association of Medical Examiners (NAME) standards. Option 1 excludes body transport, option 2 includes body transport.

ALTERNATIVES
The County could establish and operate its own Medical Examiner’s Office. The cost of operating such an office is projected to be in excess of $900,000 annually (see attached cost estimate).

FINANCIAL IMPACT
The first year cost of Sparrow’s option 1 is $2.37 per capita (based on the 2010 census population of 280,895). The County would pay $665,721 in twelve equal monthly installments.

The first year cost of Sparrow’s option 2 is $2.50 per capita (based on the 2010 census population of 280,895). The County would pay $702,237 in twelve equal monthly installments.

The annual flat rate in both option 1 and option 2 will increase in accordance with Sparrow Forensic Pathology’s costs at a rate not to exceed 4% per year. Sparrow will inform the County by January 1 of each year of any increase for the upcoming calendar year.

An analysis with cost estimates for option 1, option 2, and for bringing the Medical Examiner Office “in-house” is attached for your reference.

OTHER CONSIDERATIONS
Sparrow death investigations are supervised and performed by board-certified forensic pathologists, and Sparrow is accredited by the National Association of Medical Examiners (NAME) enhancing their ability to provide quality expert court testimony.

If option 2 is approved by the Board of Commissioners, the existing contract the County has with Lansing Mason Ambulance for body transport services will need to be terminated.

RECOMMENDATION
Based on the information presented, we respectfully recommend approval of Sparrow’s proposed option 2, per the attached resolution.
TO: Linda Vail, Health Officer
FROM: James Hudgins, Director of Purchasing
DATE: July 18, 2017
RE: Memorandum of performance for RFP No. 133-17: Medical Examiner Services

Per your request, the Purchasing Department sought proposals from qualified and experienced individuals and organizations for the provision of medical examiner and body transporting services. The awarded proposer will provide services in accordance with Michigan Public Act 181 of 1953 for a period of three (3) years.

The RFP was advertised in the Lansing State Journal, and posted on the National Association of Medical Examiners Job Opening website and the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>12</td>
<td>6</td>
</tr>
<tr>
<td>Vendors responding</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A summary of the vendors’ costs is on the next page.

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

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process.

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

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Sparrow Forensic Pathology</td>
<td>Yes, Lansing MI</td>
<td>$2.37</td>
<td>280,895</td>
<td>$665,721.00</td>
<td>$2.50</td>
<td>280,895</td>
<td>$702,237.00</td>
</tr>
</tbody>
</table>
**Medical Examiner Contract Cost Estimate**

<table>
<thead>
<tr>
<th></th>
<th>2018 Costs</th>
<th><em>Body Transport</em></th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Current Contract</strong></td>
<td>$472,505</td>
<td>$23,800</td>
<td>$496,305</td>
</tr>
<tr>
<td><strong>Sparrow June 1 letter</strong></td>
<td>$702,238</td>
<td>$23,800</td>
<td>$726,038</td>
</tr>
<tr>
<td><strong>Sparrow Option 1</strong></td>
<td>$665,721</td>
<td>$23,800</td>
<td>$689,521</td>
</tr>
<tr>
<td><strong>Sparrow Option 2</strong></td>
<td>$702,237</td>
<td></td>
<td>$702,237</td>
</tr>
</tbody>
</table>

* Estimate based on 238 transports (2016) at $100 per transport (2018 rate)
** $2.50 per capita
*** $2.37 per capita
**** $2.50 per capita (includes body transport)

**Medical Examiner "In-House" Cost Estimate**

<table>
<thead>
<tr>
<th></th>
<th>2018 Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Examiner</td>
<td>$20,000</td>
</tr>
<tr>
<td>Deputy Medical Examiners</td>
<td>$100,000</td>
</tr>
<tr>
<td>Medical Examiner investigators</td>
<td>$25,000</td>
</tr>
<tr>
<td>Office Coordinator</td>
<td>$88,432</td>
</tr>
</tbody>
</table>

Total Personnel: $233,432

Contract for Autopsies: $625,000
Contract for Body Transport: $60,000

Total Contractual: $685,000

Total Cost: $918,432

**Assumptions**
- Medical Examiner/Deputy Medical Examiner are Health Dept. Physician + 10%
- Office Coordinator is MCF level 5
- Contract for autopsies is 250 autopsies at a rate of $2,500 per autopsy
- Body transport assumes that if Sparrow is no longer Ingham's ME, they may not be able to autopsy
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH SPARROW HOSPITAL FOR MEDICAL EXAMINER SERVICES

WHEREAS, according to Public Act 181 of 1953, Section 52.201, the Board of Commissioners of each county must appoint a county medical examiner to hold office for a period of four years to fulfill the duties as outlined in state law; and

WHEREAS, according to Public Act 181 of 1953 the Medical Examiner….”shall make investigations as to the cause and manner of death in cases of all persons who die suddenly, unexpectedly, violently, as a result of any suspicious circumstances, while imprisoned in a county or city jail, or persons without medical assistance 48 hours prior to the time of death; or as the result of an abortion….”; and

WHEREAS, County Medical Examiners shall be physicians licensed to practice within the State of Michigan; and

WHEREAS, Sparrow has served as Ingham County’s Medical Examiner since 2011; and

WHEREAS, Sparrow sent letter to Ingham County notifying the County of its intent to cancel and then renegotiate the agreement for medical examiner services; and

WHEREAS, Purchasing conducted a request for proposal process; and

WHEREAS, Sparrow Hospital was the only bidder and provided two options; and

WHEREAS, both options include a complete array of medical examiner services according to National Association of Medical Examiners (NAME) standards - Option 1 excludes body transport, option 2 includes body transport; and

WHEREAS, the Health Officer and Controller/Administrator recommend approval of option 2.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an agreement with Sparrow Hospital to conduct medical examiner functions as described in option 2 of their proposal for the time period of January 1, 2018 through December 31, 2021.

BE IT FURTHER RESOLVED, in the first year of the agreement the County will pay Sparrow Forensic Pathology an amount not to exceed $702,237 ($2.50 per capita based on the 2010 census population of 280,295).

BE IT FURTHER RESOLVED, the annual flat rate will increase in accordance with Sparrow Forensic Pathology’s costs at a rate not to exceed 4% per year, Sparrow will inform the County by January 1 of each year of any increase for the upcoming calendar year.

BE IT FURTHER RESOLVED, the Health Officer is authorized to terminate the agreement with Lansing/Mason Ambulance for body transport services effective January 1, 2018, according to the terms set forth in the agreement.
BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Human Services Committee and Finance Committee  
FROM: Linda S. Vail, MPA, Health Officer  
DATE: July 24, 2017  
SUBJECT: Agreement for OB/GYN Physician Services with Edward W. Sparrow Hospital Association  
For the meeting agendas of August 14, 2017 and August 16, 2017

BACKGROUND
Ingham County Health Department (ICHD) and the Edward W. Sparrow Hospital Association (Sparrow) currently contract for 0.5 FTE physician services for the Women’s Health Center. The contracted services between Sparrow and ICHD enable the provision of obstetrics and gynecologic (OB/GYN) services and oversight to mid-level provider staff. ICHD seeks a new three year agreement with Sparrow that would include 1.0 FTE of OB/GYN physician services, of which 80% is dedicated to patient care and 20% is dedicated to mid-level oversight and medical administration for OB/GYN services, including the Family Planning program. The establishment of a full-time OB/GYN physician will support increased productivity and provide greater efficiency in service provision for this high-need service line within the ICHD service area. The new agreement would be effective July 1, 2017 through June 30, 2020.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The total cost of the agreement will be an amount not to exceed $100,000.00 annually. This is a commensurate increase with the increase of FTE made available to ICHD by Sparrow (from $50,000 annually for 0.5 FTE to $100,000 annually for 1.0 FTE). These services are being made available to ICHD at a significant savings as opposed to cost of the direct hiring of a physician.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to enter an agreement with Sparrow to provide 1.0 FTE physician services, including oversight of mid-level providers and medical administration support to ICHD Women’s Health Services, at an amount not to exceed $100,000 annually, effective July 1, 2017 through June 30, 2020.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN OB/GYN PHYSICIAN SERVICES AGREEMENT WITH EDWARD W. SPARROW HOSPITAL ASSOCIATION

WHEREAS, Ingham County Health Department (ICHD) and the Edward W. Sparrow Hospital Association (Sparrow) currently contract for 0.5 FTE physician services for the Women’s Health Center that enable the provision of obstetrics and gynecologic (OB/GYN) services and oversight to mid-level provider staff; and

WHEREAS, ICHD seeks a new three year agreement with Sparrow that would include 1.0 FTE of OB/GYN physician services, of which 80% is dedicated to patient care and 20% is dedicated to mid-level oversight and medical administration for OB/GYN services, including the Family Planning program; and

WHEREAS, the establishment of a full-time OB/GYN physician will support increased productivity and provide greater efficiency in service provision for this high-need service line within the ICHD service area; and

WHEREAS, the new agreement would be effective July 1, 2017 through June 30, 2020 in an amount not to exceed $100,000.00 annually; and

WHEREAS, the additional costs for FY 2017 are covered by funding available through unfilled midlevel provider positions; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorizes an agreement with Sparrow to provide 1.0 FTE physician services, including oversight of mid-level providers and medical administration support to ICHD Women’s Health Services, at an amount not to exceed $100,000 annually, effective July 1, 2017 through June 30, 2020.

THEREFORE BE IT RESOLVED, the Board of Commissioners authorizes an agreement with Sparrow to provide 1.0 FTE physician services, including oversight of mid-level providers and medical administration support to ICHD Women’s Health Services, at an amount not to exceed $100,000 annually, effective July 1, 2017 through June 30, 2020.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign the necessary contract documents on behalf of the county after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: [DATE]
SUBJECT: Agreement to Transfer Sparrow Medical Group – Volunteers of America Clinic to Ingham County Health Department
For the meeting agendas of Human Services August 14th, 2017 and Finance August 16th, 2017

BACKGROUND
ICHD was authorized through Resolution # 17-268 to enter a Letter of Intent to integrate Sparrow Medical Group – Volunteers of America (SMG-VOA) operation, a clinic that provides a vital service to the vulnerable homeless population in the community, into the scope of services of the Ingham County Health Department’s (ICHD) Community Health Centers, a network of Federally Qualified Health Centers (FQHC). The attached resolution will authorize ICHD to enter into the necessary agreements to transfer the operation of SMG-VOA clinic to ICHD’s Community Health Centers. This resolution shall authorize a series of leasing, licensing, services, equipment acquisition, definitive, and electronic system interface and use agreements between ICHD, VOA and/or Sparrow to establish the terms of the transition of SMG-VOA clinic operations to ICHD.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The expense of the integration will be covered through projected revenue. With the current payer mix of patients served by SMG-VOA, revenue is projected at $1,035,402.00 annually, including $935,402.00 in billable revenue for 6,180 medical visits and 400 behavioral health visits annually. ICHD receives $100,000 of Health Care for the Homeless funding as part of its approved Scope through the U. S. Department of Health and Human Services Health Resources and Services Administration. This will also be used to cover the integration expenses. These revenue projections do not include any Ingham County general funds. Projected expenses are anticipated at $1,029,568 of which $952,000 are direct costs for operation, lease agreements, provider and non-provider staff costs, and the balance to cover County overhead costs.

OTHER CONSIDERATIONS
Ingham Community Health Center Board of Directors has approved the arrangement to integrate the SMG-VOA into the FQHC network, and supports ICHD to enter into the necessary agreements.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the ICHD to enter the necessary agreements to transfer the operation of the SMG-VOA homeless health care clinic to Ingham County Health Department (ICHD), including:

A no-cost definitive agreement between ICHD and Sparrow to establish the interagency terms of the integration of SMG-VOA to ICHD, effective September 1, 2017 through August 31, for the term of three (3) years, to automatically renew annually, for a maximum of twenty years.
A three year Real Estate Lease agreement between ICHD and VOA for the property located at 430 N. Larch Street, Lansing, MI, 48912, effective September 1, 2017 through August 31, 2020, at no cost for year one (September 1, 2017 through August 31, 2018), and then at the rate of $20,000 annually for years two and three, and to thereafter auto-renew at $20,000 annually for up to twenty years.

Two Licensing Agreements, one between ICHD and Sparrow and another for ICHD and VOA, for the use of each entity’s respective name for the SMG-VOA clinic for a twenty year term, effective September 1, 2017 through August 31, 2020 and to auto-renew annually for up to twenty years.

An agreement between Sparrow and ICHD for use of Sparrow’s EPIC electronic medical system for the clinic, including a one-time connection fee of $13,500 and an ongoing annual fee of $750, effective September 1, 2017 through August 31, 2020 and to auto renew annually thereafter.

A Provider Services Agreement between Sparrow and ICHD, effective September 1, 2017 through August 31, 2020, for up to 2.9 FTE of physician, nurse practitioner and/or physician assistant services, for a total amount not to exceed $360,000 annually and at an hourly rate in accordance with annual salary cap and allowable hourly pay rates per Health Resources and Services Administration guidance.

A non-provider services agreement between Sparrow and ICHD, effective September 1, 2017 through August 31, 2019, for 0.8 FTE RN Practice Supervisor and 4.0 FTE Medical Assistant, for a total amount not to exceed $232,000 annually, and in accordance with annual salary cap and allowable hourly pay rates per Health Resources and Services Administration guidance.

An equipment acquisition agreement with Sparrow, for the transition of ownership of existing equipment at the SMG-VOA clinic, for a total value not to exceed $100,000, effective September 1, 2017 through August 31, 2020, to auto-renew annually up to twenty years.

An amendment to the Ingham Community Health Center (CHC) Board By-Laws for the terms of adding a Homeless Health Care Committee to the CHC Board of Directors and state the terms of Sparrow’s role and representation on the CHC Board of Directors.
RESOLUTION AUTHORIZING AGREEMENTS TO TRANSFER SPARROW MEDICAL GROUP – VOLUNTEERS OF AMERICA CLINIC TO INGHAM COUNTY HEALTH DEPARTMENT

WHEREAS, ICHD was authorized through Resolution # 17-268 to enter a Letter of Intent to integrate Sparrow Medical Group – Volunteers of America (SMG-VOA) operation, a clinic that provides a vital service to the vulnerable homeless population in the community, into the scope of services of the Ingham County Health Department’s (ICHD) Community Health Centers, a network of Federally Qualified Health Centers (FQHC); and

WHEREAS, the ICHD’s Community Health Centers are the designated Federally Qualified Health Centers (FQHC) serving residents of Ingham County and greater Lansing and as a certified FQHC, the department receives direct federal funding to support operations and also qualifies for enhanced reimbursement from Medicare and Medicaid; and

WHEREAS, this transfer shall maximize community resources in providing medical care for the homeless population, reduce Sparrow Health System’s (Sparrow) financial loss, and increase collaboration between Sparrow and ICHD; and

WHEREAS, ICHD proposes to enter into the necessary agreements to facilitate the transfer and integration of the operation of SMG-VOA clinic to ICHD’s Community Health Centers; and

WHEREAS, ICHD anticipates the expense of the integration will be covered through revenue projected for the current payer mix of patients served by SMG-VOA at $1,035,402.00 annually, including $935,402.00 in billable revenue for 6,180 medical visits and 400 behavioral health visits; and

WHEREAS, $100,000 of Health Care for the Homeless funding ICHD receives as part of its approved Scope through the U. S. Department of Health and Human Services Health Resources and Services Administration will also be used to cover the integration expenses; and

WHEREAS, these revenue projections do not include any Ingham County general funds. Projected expenses are anticipated at $1,029,568 of which $952,000 are direct costs for operation, lease agreements, provider and non-provider staff costs, and for County overhead costs; and

WHEREAS, the Ingham Community Health Center Board of Directors supports the integration of the SMG-VOA into the FQHC network scope and supports an amendment to its By-Laws to add a Homeless Healthcare Committee and define Sparrow’s role and representation on the CHC Board of Directors; and

WHEREAS, the Health Officer recommends authorization to enter into the necessary definitive, leasing, licensing, services, equipment acquisition, and electronic system interface and use agreements between ICHD, VOA and/or Sparrow to establish the terms of the transition of SMG-VOA clinic operations to ICHD.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a Definitive Agreement with Sparrow to establish the interagency terms of the integration of SMG-VOA into ICHD’s CHC network, effective September 1, 2017 through August 31, 2020 for the term of three (3) years, to auto-renew annually, up to a maximum of twenty years.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to enter into a three year Real Estate Lease agreement between ICHD and VOA for the property located at 430 N. Larch Street, Lansing, MI, 48912, effective September 1, 2017 through August 31, 2020, at no cost for year one (September 1, 2017 through August 31, 2018), and then at the rate of $20,000 annually for years two and three, and to thereafter auto-renew at $20,000 annually for up to twenty years.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to enter into two Licensing Agreements, one between ICHD and Sparrow and another for ICHD and VOA, for the use of each entity’s respective name for the SMG-VOA clinic for a twenty year term, effective September 1, 2017 through August 31, 2020 and to auto-renew annually for up to twenty years.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to enter into an agreement between Sparrow and ICHD for use of Sparrow’s EPIC electronic medical system for the clinic, including a one-time connection fee of $13,500 and an ongoing annual fee of $750, effective September 1, 2017 through August 31, 2020 and to auto-renew annually thereafter.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to enter into a Provider Services Agreement between Sparrow and ICHD, effective September 1, 2017 through August 31, 2020, for up to 2.9 FTE of physician, nurse practitioner and/or physician assistant services, for a total amount not to exceed $360,000 annually and at an hourly rate in accordance with annual salary cap and allowable hourly pay rates per Health Resources and Services Administration guidance.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to enter into a non-provider services agreement between Sparrow and ICHD, effective September 1, 2017 through August 31, 2019, for 0.8 FTE RN Practice Supervisor and 4.0 FTE Medical Assistant, for a total amount not to exceed $232,000 annually, and in accordance with annual salary cap and allowable hourly pay rates per Health Resources and Services Administration guidance.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to enter into an equipment acquisition agreement with Sparrow, for the transition of ownership of existing equipment at the SMG-VOA clinic, for a total value not to exceed $100,000, effective September 1, 2017 through August 31, 2020, to auto-renew annually up to twenty years.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes ICHD to enter an amendment to the Ingham Community Health Center (CHC) Board By-Laws for the terms of adding a Homeless Health Care Committee to the CHC Board of Directors and state the terms of Sparrow’s role and representation on the CHC Board of Directors.

BE IT FURTHER RESOLVED, that the Ingham Community Health Center Board By-Laws be amended to include the establishment of a Homeless Health Care Board Committee and state the terms of Sparrow’s role and representation on the CHC Board of Directors.

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 Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
MEMORANDUM

TO: Human Services and Finance Committees

FROM: Jared Cypher, Deputy Controller

DATE: July 25, 2017

SUBJECT: Resolution Authorizing the Third Amendment to the Agreement with the Capital Area Transportation Authority Dated January 1, 2016 through December 31, 2020

For the meeting agendas of August 14 and August 16

BACKGROUND
This resolution authorizes the third amendment to the agreement with the Capital Area Transportation Authority (CATA) for the time period of January 1, 2016 through December 31, 2020; specifically the scope of services which will be effective from October 1, 2017 through September 30, 2018. For the period October 1, 2017 through September 30, 2018 the County will reimburse CATA as set forth in the attached Scope of Services.

ALTERNATIVES
N/A

FINANCIAL IMPACT
The amount to be reimbursed will not exceed the amount of millage funds available. A maximum of $3,128,081 will be used to pay the actual expenses of operating, administrating and marketing Spec-Tran. A maximum of $951,466 of the funds will be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services. The amount of $125,299 will be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County’s 2018 Fiscal Year.

OTHER CONSIDERATIONS
N/A.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
Introducing the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING THE THIRD AMENDMENT TO THE AGREEMENT WITH THE CAPITAL AREA TRANSPORTATION AUTHORITY DATED JANUARY 1, 2016 THROUGH DECEMBER 31, 2020

WHEREAS, an agreement was authorized with the Capital Area Transportation Authority for the period ending December 31, 2020; and

WHEREAS, in August 2010, the electorate approved a countywide public transportation millage level of 48/100 (.48) of one mill to be used for the purpose of funding a transportation system to be used primarily by elderly and disabled persons in Ingham County; and

WHEREAS, in August 2012, the electorate approved an additional 12/100 (.12) of one mill to ensure that the current level of service can still be provided; and

WHEREAS, the Board of Commissioners envisioned that the revenues generated as a result of the millage levy would be turned over to the Capital Area Transportation Authority and be used to provide the transportation service.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves an amendment to the agreement with the Capital Area Transportation Authority (CATA) which authorizes the County to pay CATA the expenses incurred for providing a public transportation system to be used primarily by elderly and disabled persons in Ingham County from revenue generated as a result of the countywide public transportation millage.

BE IT FURTHER RESOLVED, that for the period October 1, 2017 through September 30, 2018 the County shall reimburse CATA as set forth in the attached Scope of Services.

BE IT FURTHER RESOLVED, the Chairperson of the Board and the County Clerk are hereby authorized to sign the appropriate agreements and documents necessary to implement the above, subject to approval as to form by the County Attorney.
INGHAM COUNTY PROPOSED SCOPE OF SERVICE
For October 1, 2017 through September 30, 2018

For fiscal year 2018, Ingham County projects tax revenue in the amount of $4,204,846 from the Special Transportation Millage. As the County’s contractor, CATA shall carry out the following activities with respect to small bus transportation primarily serving elderly and disabled residents of Ingham County:

1. Take all reasonable steps to improve the quality of small bus service primarily serving the elderly and residents with disabilities of Ingham County. CATA shall constantly strive to develop methods to provide such services in more cost efficient ways.

2. Manage and operate the small bus system commonly known as CATA Rural Services (CRS), providing a minimum of 79 hours per day of service to the residents of Ingham County who reside outside of the boundaries of the urbanized area. CRS also refers to the Mason Connector and Williamston-Webberville Connector routes. Service shall be provided in conformity with the requirements of the state and federal grants received for the operation of the service. A maximum of $951,466 of funds received under this agreement shall be used to pay for the actual expenses of operating, administering and marketing CATA Rural Services.

3. Continue to operate service for persons with disabilities, known as CATA Spec-Tran, providing at a minimum the level of service in effect on October 1, 1988, to residents of Ingham County who reside within the boundaries of the urbanized area and who further qualify for this specialized service by nature of their mobility-related disabilities. Services shall be provided in conformity with state and federal requirements and grants received for the operation of the service. A maximum $3,128,081 of the funds received under this Agreement shall be used to pay the actual expenses of operating, administrating and marketing Spec-Tran.

4. The amount of $125,299 shall be retained by the County for the operation of a vehicle used to transport area veterans to VA Hospitals in the region in the County’s 2018 Fiscal Year. CATA has no responsibility for this service and does not participate in its operation or funding.
Agenda Item 9

TO: Board of Commissioners, County Services Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 7/26/2017

SUBJECT: Resolution – SAN Components Upgrade/Reconfiguration

BACKGROUND
Our SAN (Storage Area Network) device was last replaced late in 2015 (resolution #15-465) with a backup storage upgrade requested in the last cycle of meetings. In order to best utilize the new storage and allow proper failovers, it will require some reconfiguration and licensing changes on our existing device.

ALTERNATIVES
For the hardware/license portion of this, our current devices limit our choices as to specific brands and parts but we were able to utilize the Midwestern Higher Education Commission (MHEC) contract (#MHEC-09C701.02) to obtain the best price possible. This came from Avalon.
For the services, we have received the following three quotes:
- Avalon $5,900.00
- WZC Networking $7,985.00
- Dell $9,600.00

FINANCIAL IMPACT
The funding for the total of $25,150.03 total for the hardware and services is budgeted and will come from the County’s Innovation and Technology Department’s Network Fund #636-25810-932032.

OTHER CONSIDERATIONS
This reconfiguration was quoted separately to allow us to get the best design, configuration and pricing available for our needs. The need to obtain three quotes for the services kept this from being put through in the same cycle of meetings as the other SAN project resolution.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached quotes for the SAN Components Upgrade/Reconfiguration from Avalon.
Resolutions

INTRODUCED BY COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE PURCHASE OF SAN COMPONENTS UPGRADE

WHEREAS, Ingham County increased our storage capacity in 2015 with the purchase of new SAN devices; and

WHEREAS, additional backup storage was requested in the July, 2017 round of meetings; and

WHEREAS, additional configuration and licensing changes are necessary to best utilize and allow proper disaster recovery; and

WHEREAS, the purchase price of this solution will be $25,150.03 from Avalon under the Midwestern Higher Educational Commission contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the SAN components upgrade in the amount not to exceed $25,151.00.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county’s Network Fund #63625810-932032.

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 10a

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: July 31, 2017

SUBJECT: Resolution awarding a contract to PM Technologies to provide generator services for various backup generators throughout Ingham County

For the meeting agendas of: August 15 & 16

BACKGROUND
The generators, including (4) four emergency services 911 back-up generators, require regular preventative maintenance, repair and emergency services. The current contract expires July 31, 2017. The term of the new contract would be for (3) three years with a (2) two year renewal option, for a total not to exceed cost of $24,045.00.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Funds for the county back-up generators located at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center and the Youth Center, a total (3) three year cost of $20,025.00, are available within the appropriate contractual operating budgets.

Funds for the (4) four emergency 911 back-up generators located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites, a total (3) three year cost of $4,020.00, are available in Line Item #261-32500-818000.

In addition, load bank testing will be provided, on an as needed basis, for a cost of $375.00 per generator.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution awarding a contract to PM Technologies to provide generator services for various backup generators throughout Ingham County.
TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: July 12, 2017
RE: Memorandum of performance for RFP No. 113-17: Generator Preventative Maintenance, Repair and Emergency Services

Per your request, the Purchasing Department sought proposals from qualified and experienced generator service vendors to provide preventative maintenance, repair and emergency service for Ingham County's backup generators located at various County facilities. Included in this inventory is the Ingham County Emergency Services E-911 System back-up generators.

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>24</td>
<td>3</td>
</tr>
<tr>
<td>Vendors attending pre-bid/proposal meeting</td>
<td>6</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>5</td>
<td>0</td>
</tr>
</tbody>
</table>

The following grid is a summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>GRAND TOTAL YRS 1-3</th>
<th>GRAND TOTAL (E911) YRS 1-3</th>
<th>LOAD BANK TESTING YR 1</th>
<th>LOAD BANK TESTING YR 2</th>
<th>LOAD BANK TESTING YR 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Preventive Maintenance Technologies LLC</td>
<td>No, Wixom MI</td>
<td>$20,025.00</td>
<td>$4,020.00</td>
<td>$375.00</td>
<td>$375.00</td>
<td>$375.00</td>
</tr>
<tr>
<td>Michigan Critical Power</td>
<td>No, Byron Center MI</td>
<td>$20,655.00</td>
<td>$4,620.00</td>
<td>$340.00</td>
<td>$340.00</td>
<td>$340.00</td>
</tr>
<tr>
<td>Wolverine Power Systems</td>
<td>No, Wixom MI</td>
<td>$26,300.00</td>
<td>$5,310.00</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
<tr>
<td>The W.W. Williams Company LLC</td>
<td>No, Byron Center MI</td>
<td>$36,300.00</td>
<td>$6,600.00</td>
<td>$750.00</td>
<td>$850.00</td>
<td>$950.00</td>
</tr>
<tr>
<td>Michigan CAT</td>
<td>No, Novi MI</td>
<td>$73,395.00</td>
<td>$16,050.00</td>
<td>$200.00</td>
<td>$200.00</td>
<td>$200.00</td>
</tr>
</tbody>
</table>
You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the RFP; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Introducing the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT FOR GENERATOR SERVICES FOR VARIOUS BACK UP GENERATORS

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

WHEREAS, the current contract expires July 31, 2017, the term of the new contract would be for (3) three years with a (2) two year renewal option, for a total not to exceed cost of $24,045.00; and

WHEREAS, load bank testing will be provided, on an as needed basis, for a cost of $375.00 per generator; and

WHEREAS, the funds for the county back-up generators located at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center and the Youth Center, a total (3) three year cost of $20,025.00, are available within the appropriate contractual operating budgets; and

WHEREAS, the funds for the (4) four emergency 911 back-up generators located at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites, a total three year cost of $4,020.00, are available in line item #261-32500-818000.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to PM Technologies, 29395 Wall Street, Wixom, Michigan 48393, to provide generator services at the Hilliard Building, Human Services Building, Jail, Veterans Memorial Courthouse, 911 Center and the Youth Center as well as (4) four emergency 911 back-up generators at Pennsylvania Avenue, Dobie Road, Leslie and Dansville sites for a total not to exceed cost of $24,045.00, for a (3) three year period with a (2) two year renewal option.

BE IT FURTHER RESOLVED, load bank testing will be provided, on an as needed basis, at a cost of $375.00 per generator.

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

FROM: Rick Terrill, Facilities Director

DATE: July 31, 2017

SUBJECT: Resolution awarding a contract to Schindler Elevator Company for repair and maintenance of county elevators and dumbwaiters

For the meeting agendas of: August 15 & 16

BACKGROUND
The current elevator and dumbwaiter repair and maintenance contract is expired. The Purchasing Department solicited proposals from qualified, experienced vendors. Both the Purchasing and Facilities Departments agree that a contract be awarded to Schindler Elevator Company.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Schindler Elevator Company submitted the lowest responsive and responsible bid in the amount of $63,739.00 for a (3) three year period, with a (2) two year renewal option. Funds for this contract are available within the appropriate 931100 contractual line items.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to award a contract to Schindler Elevator Company for the repair and maintenance of county elevators and dumbwaiters.
TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: July 14, 2017
RE: Memorandum of performance for RFP No. 112-17: Full-Service Elevator Maintenance and Repair Services

Per your request, the Purchasing Department sought proposals from experienced and licensed vendors for the purpose of entering into an agreement to provide full-service elevator repair and maintenance services on fourteen passenger elevators and two dumbwaiters at various County facilities for a three-year period with an option for a two-year renewal.

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
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<th>Overall Number of Vendors</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>7</td>
<td>4</td>
</tr>
<tr>
<td>Vendors attending pre-bid/proposal meeting</td>
<td>5</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>4</td>
<td>1</td>
</tr>
</tbody>
</table>

The following grid is a summary of the vendors’ costs:

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<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Total Annual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schindler Elevator Corporation</td>
<td>Yes, Lansing</td>
<td>$63,739.00</td>
</tr>
<tr>
<td>Thyssenkrupp Elevator Corp</td>
<td>No, Grand Rapids</td>
<td>$73,523.52</td>
</tr>
<tr>
<td>Kone Inc.</td>
<td>No, Grand Rapids</td>
<td>$74,160.00</td>
</tr>
<tr>
<td>Otis Elevator Company</td>
<td>No, Lansing (Eaton)</td>
<td>$87,270.00</td>
</tr>
</tbody>
</table>

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

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT FOR ELEVATOR AND DUMBWAITER REPAIR AND MAINTENANCE

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

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

WHEREAS, the current elevator and dumbwaiter repair and maintenance contract is expired; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors, for elevator and dumbwaiter maintenance, and both the Purchasing and Facilities Departments agree that a contract be awarded to Schindler Elevator Company a registered, local vendor who submitted the lowest most responsive and responsible bid in the amount of $63,739.00 for a (3) three year period, with a (2) two year renewal option; and

WHEREAS, the funds for said services are available in the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Schindler Elevator Company, 3135 Pine Tree Road, Suite B, Lansing, Michigan, for the repair and maintenance of county elevators and dumbwaiters for a not to exceed total cost of $63,739.00, for a (3) three year period with an optional (2) two year renewal.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: July 31, 2017
SUBJECT: Resolution authorizing the renewal of the service agreement with Smith’s Detection for maintenance on the two x-ray screening machines (1) one located at the Grady Porter Building and (1) located at the Veteran’s Memorial Courthouse

For the meeting agendas of: August 15 & 16

BACKGROUND
The county has a current agreement with Smiths Detection to provide preventative maintenance and service on the two Hi-Scan 6040I screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse. The current agreement expired on July 31, 2017. The new agreement is once again for two units, for a two year period, beginning August 1, 2017 and ending on July 31, 2019.

ALTERNATIVES
There are no alternatives as Smiths Detection is proprietary.

FINANCIAL IMPACT
Smith’s Detection has agreed to hold their current pricing to perform inspections, maintenance and/or repair services on both machines for a total not to exceed cost of $16,846.00.

Funds for this contract are available within the Veteran’s Memorial Courthouse line item 631-26720-931100.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the renewal of the service agreement with Smith’s Detection for maintenance on the two x-ray screening machines.
RESOLUTION TO AUTHORIZE THE RENEWAL OF THE SERVICE AGREEMENT FOR MAINTENANCE ON THE X-RAY SCREENING MACHINES

WHEREAS, the County has a current agreement with Smith’s Detection to provide preventative maintenance and service on the two Hi-Scan 6040I screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse; and

WHEREAS, the current service agreement expired on July 31, 2017; and

WHEREAS, Smith’s Detection is proprietary; and

WHEREAS, the new agreement is once again for two units, for a two year period, beginning August 1, 2017 and ending on July 31, 2019; and

WHEREAS, Smith’s Detection has agreed to hold their current pricing to perform inspections, maintenance and/or repair services on both machines for a total not to exceed cost of $16,846.00; and

WHEREAS, the funds for this service are available within the Veterans Memorial Courthouse Maintenance Contractual line item 631-26720-931100.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a two year renewal of the service agreement with Smith’s Detection, 2202 Lakeside Boulevard, Edgewood, MD 21040, for maintenance of the two X-ray screening machines, one at the Grady Porter Building and one at the Veterans Memorial Courthouse, for a total not to exceed cost of $16,846.00.

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

FROM: Rick Terrill, Facilities Director

DATE: July 31, 2017

SUBJECT: Resolution awarding a contract to Soap Slingers Window Cleaning, LLC, to provide window cleaning services at various county facilities

For the meeting agendas of: August 15 & 16

BACKGROUND
The current contract will expire on July 31, 2017. The Purchasing Department solicited proposals from qualified, experienced vendors. Both the Purchasing and Facilities Departments agree that a contract be awarded to Soap Slingers who submitted the lowest, most responsive and responsible bid.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Soap Slingers submitted the lowest, most responsive and responsible bid in the amount of $30,558.00, to provide semi-annual window cleaning services, at various county facilities, for a (3) three year period, with a (2) two year renewal option. Funds for this contract are available within the appropriate 931100 maintenance contractual line items.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to award a contract to Soap Slingers to provide window cleaning services at various county facilities.
TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: July 13, 2017
RE: Memorandum of performance for RFP No. 114-17: Window Cleaning Services

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors for the purpose of providing window and glass cleaning services at various County facilities on a semiannual basis for a three-year period with an option for a two-year renewal.

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

The Purchasing Department can confirm the following:

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<td>4</td>
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<td>Vendors responding</td>
<td>3</td>
<td>2</td>
</tr>
</tbody>
</table>

The following grid is a summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>TOTAL ANNUAL COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Soap Slingers Window Cleaning LLC</td>
<td>Yes, Lansing, MI</td>
<td>$10,186.00</td>
</tr>
<tr>
<td>Great Lakes Window Cleaning</td>
<td>No, Lansing, MI</td>
<td>$21,720.00</td>
</tr>
<tr>
<td>Squeegee Squad</td>
<td>No, Marne, MI</td>
<td>$43,240.00</td>
</tr>
</tbody>
</table>

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

This Memorandum is to be included with your memo and resolution submission to the Resolutions Group as acknowledgement of the Purchasing Department’s participation in the purchasing process.

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Resolved by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT FOR WINDOW CLEANING SERVICES

WHEREAS, the current contract for window cleaning will expire on July 31, 2017; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors for the purpose of providing semi-annual window cleaning services at various county facilities; and

WHEREAS, both the Purchasing and Facilities Departments agree that a contract be awarded to Soap Slingers Window Cleaning LLC, who submitted the lowest, most responsive and responsible bid of $30,558.00, for a (3) three year period, beginning August 1, 2017 and ending July 31, 2020 with a (2) two year renewal option; and

WHEREAS, funds for these services are available in the appropriate 931100 maintenance contractual line items.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Soap Slingers Window Cleaning LLC, 1305 South Cedar Street #606, Lansing, Michigan, 48910, to provide semi-annual window cleaning services at various county facilities, for a not to exceed total cost of $30,558.00 for a (3) three year period with a (2) two year renewal optional.

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

To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: July 24, 2017

RE: Resolutions for 2017 Local Road Program Agreements with Alaiedon, Leroy, Onondaga, Wheatfield and White Oak Townships

Attached are five proposed resolutions for 2017 Local Road Program Agreements with the five referenced Townships. The resolutions are self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2017 road fund budget.

Note several of the resolutions indicate completion of chip-sealing in 2018, which given how late these townships decided on their local road, is necessary for the projects including chip-sealing, which cannot be done in the cooler fall temperatures, and thus will be done next summer.

Approval of the attached resolutions is therefore recommended.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH ALAEIDON, INGHAM, LEROY, ONONDAGA, WHEATFIELD AND WHITE OAK TOWNSHIPS

WHEREAS, five 2017 Local Road Program Agreements are proposed for the following Townships with details as to the proposed road improvement and funding provided in the following attachments:

   Alaeidon Township (Attachment A)
   Ingham Township (Attachment B)
   Leroy Township (Attachment C)
   Onondaga Township (Attachment D)
   Wheatfield Township (Attachment E)
   White Oak Township (Attachment F)

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

WHEREAS, total Road Department funding matches indicated in each attachment are included in the adopted/amended 2017 Road Department budget; and

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

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

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into agreements with Alaeidon Township (Attachment A), Ingham Township (Attachment B), Leroy Township (Attachment C), Onondaga Township (Attachment D), Wheatfield Township (Attachment E), and White Oak Township (Attachment F) to effect the road improvements as described in each attachment.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign all necessary agreements consistent with this resolution and approved as to form by the County Attorney.
Alaiedon Township and the Road Department agree that asphalt skip-paving where necessary and single course chip-sealing are needed on the following Alaiedon Township local roads as part of the 2017 local road program due to normal deterioration over time:

- Every Road, Howell to end north of Stillman Road,
- Dobie Road, Holt to Sandhill Roads,
- Simmons Road, Lamb to Holt Roads,
- Walline Road, Lamb to Holt Roads
- Hulet Road, Sandhill Road to north end.

for a total estimated cost for materials of $130,000.00 with labor to be provided by the Road Department.

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

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

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

The Road Department shall cause the improvements identified above and incorporated herein by reference to be performed during the construction seasons of the 2017 and 2018 calendar years.

For 2017, the County on behalf of the Road Department has allocated to Alaiedon Township’s local roads, a maximum sum of $30,000.00, from the county road fund which shall be matched equally by the Township to the extent used.

The County on behalf of the Road Department agrees to contribute up to $30,000.00 toward the cost of said improvement from the County Road Fund and to provide labor by road department crews without charge to the project.

In the event the final cost of the improvements is less than the estimate provided above, for any final cost amount greater than twice the maximum Road Department match amount set forth above ($60,000), the savings shall first accrue to the Township, and then, shall be split evenly between the Township and the Road Department for any final cost amount below $60,000.
Ingham Township desires that improvements be performed on Clark Road from Columbia Road to M-36, a total distance of approximately 2 miles, and on Osborne Road also from Columbia Road to M-36, a total distance of approximately 2 miles, as part of the 2017 local road program, both segments to include asphalt maintenance skip-paving where necessary, and single course chip-sealing throughout at an estimated total cost of $133,200.00 for materials.

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

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

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

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2017 calendar year without charge for labor to the project.

For 2017 the County on behalf of the Road Department has allocated to Ingham Township’s local roads, a maximum sum of $22,200.00, plus carryover of unused prior year local road program funds in the amount of $44,400.00, for a total available in 2017 of $66,600.00 from the County Road Fund which shall be matched equally by the Township to the extent used.

The County on behalf of the Road Department agrees to contribute half the final cost up to $66,600.00 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

In the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties for any final cost amount below $133,200.00.
LEROY TOWNSHIP
ATTACHMENT C

Leroy Township and the Road Department agree that improvements be performed on various Leroy Township local roads throughout Leroy Township to be chosen between the Township and Road department as part of the 2017 local road program to include asphalt leveling, skip-paving and maintenance pads where necessary, approximately 1100 tons of asphalt paving total for all roads, at a total estimated cost for materials on all the roads of $44,200.00.

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

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

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

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2017 calendar year.

For 2017, the County on behalf of the Road Department has allocated to Leroy Township’s local roads, a maximum sum of $22,200.00, which shall be matched equally by the Township to the extent used.

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

In the event the final cost of the improvements is less than the estimate provided above, the savings shall be split evenly between the Township and the Road Department.
Onondaga Township and the Road Department agree that asphalt skip-paving and related repairs are needed on the following local roads in Onondaga Township due to normal deterioration over time as part of the 2017 local road program: Walker Road, Baseline to Bellevue Roads, a total distance of approximately 2 miles, at an estimated total cost of $80,000 for materials to be placed by road department crews without charge for labor to the project.

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

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

In the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be split between the parties for any final cost up to $222,000 (twice the amount, $111,000, the Road Department has allocated to Onondaga Township’s local roads for 2017 including unused carry over from prior years) and shall be paid solely by the Township for any final cost above that amount provided, however, that the Township’s contribution will not exceed 10 percent (10%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2017 calendar year without charge for labor to the project.

For 2017 the County on behalf of the Road Department has allocated to Onondaga Township’s local roads, a maximum sum of $22,200.00, plus carryover of unused prior year local road program funds in the amount of $88,800.00, for a total available in 2017 of $111,000.00 from the County Road Fund which shall be matched equally by the Township to the extent used.

The County on behalf of the Road Department agrees to contribute half the final cost up to $111,000.00 toward the cost of said improvement from the County Road Fund and to contribute labor where indicated above without additional charge to the Township.

In the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.
Wheatfield Township and the Road Department agree that asphalt skip-paving and single course chip-sealing are needed on the following Wheatfield Township local roads as part of the 2017 local road program due to normal deterioration over time: Zimmer Road, Waldo to Holt Roads, and Noble Road, Meridian to Burkley Roads, a total distance of approximately 3.5 miles, at a total estimated cost for materials only of $100,000.00, with labor to be provided by the Road Department.

The Road Department is willing to cause said improvements to be undertaken, to provide labor without charge to the project, and to pay for a portion of the cost of said improvements from the County Road Fund.

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

In the event the final cost of the improvements is greater than the estimated amount set forth above, the excess cost will be split between the parties for any final cost up to $203,773.24 (twice the amount, $101,886.62, the Road Department has allocated to Wheatfield Townships local roads for 2017 including unused carry over from prior years) and shall be paid solely by the Township for any final cost above that amount provided, however, that the Township’s contribution will not exceed 10 percent (10%) of the Township contribution amount established in this Agreement, unless the Township agrees otherwise.

The Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2017 and 2018 calendar years.

For 2017 the County on behalf of the Road Department has allocated to Wheatfield Township’s local roads, a maximum sum of $22,200 plus carry-over from prior years of $79,686.62, for a total available in 2017 of $101,866.62 from the County Road Fund, which shall be matched equally by the Township to the extent used.

The County on behalf of the Road Department agrees to contribute one half the final project cost, up to a maximum of $101,866.62, toward the cost of said improvement from the County Road Fund and to provide labor without charge to the project.

In the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.
White Oak Township and the Ingham County Road Department agree that asphalt skip-paving and related repairs are needed on the following local roads in White Oak Township due to normal deterioration over time as part of the 2017 local road program: Iosco Road, Meech to Kane Roads, particularly on the Dietz to Searls sub-segment with spot paving only on the poorest condition locations of the remainder, and on the low section of Cooper Road between M-52 and Brogan road at an estimated cost of $104,000 for materials only to be placed by ICRD crews without charge to the project for labor.

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

The Township is willing to pay the remaining portion of the cost of said improvements up to the extent of their budget available for this purpose.

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

The Road Department shall cause the improvements identified above and incorporated herein by reference to be performed by ICRD crews without charge to the project for labor during the construction season of the 2017 calendar year.

For 2017, the County on behalf of the Road Department has allocated to White Oak Township’s local roads, a maximum sum of $51,999.51 from the County Road Fund, including $29,7991.51 left from prior years and $22,200 for the 2017 allocation, which shall be matched equally by the Township to the extent used.

The County on behalf of the Road Department agrees to contribute up to $51,999.51 from the County Road Fund toward the cost of said improvement and to contribute labor where indicated above without additional charge to the Township.

In the event the final cost of the improvements is less than the estimate, the savings shall be split evenly between the Township and the Road Department.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO SUPPORT MERIDIAN TRANSPORTATION ALTERNATIVES PROGRAM FUNDED RECTANGULAR RAPID FLASH BEACON INSTALLATION

WHEREAS, the Transportation Alternatives Program (TAP) is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT); and

WHEREAS, Ingham County, in partnership with the Charter Township of Meridian applied for, and received, Transportation Alternatives Program funding to install rectangular rapid flash beacons at the Township’s Interurban Pathway intersection with Okemos Road, between Banyon Trail and Raby Road; and

WHEREAS, the Charter Township of Meridian has committed to design, construct, maintain, and fund the rectangular rapid flash beacons for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Federal Highway Administration, and the Road Department; and

WHEREAS, the Charter Township of Meridian attests to the existence of, and commits to, the funds necessary to carry out the project, including engineering for design and construction, permit fees, administration costs, and cost overruns; and

WHEREAS, the Charter Township of Meridian commits to owning operating, funding and implementing a maintenance program over the design life of the facilities constructed with Safe Routes to School funding; and

WHEREAS, MDOT requires a formal commitment from Ingham County, on behalf of the Ingham County Road Department (Act 51 eligible agency), to receive the $25,374 of federal TAP funds and implement the infrastructure project, on behalf of the Charter Township of Meridian.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Robert Peterson, P.E., Director of Engineering for the Ingham County Road Department, to act on behalf of the Ingham County Board of Commissioners to implement the Transportation Alternatives Program project development and rectangular rapid flash beacon installation.

BE IT FURTHER RESOLVED, that the rectangular rapid flash beacons will be permitted for installation within the public road right-of-way upon the Charter Township of Meridian’s execution of a Permit Acknowledgement for Traffic Signal Control Responsibilities agreement.
TO: Board of Commissioners, County Services Committee and Finance Committee

FROM: Robert Peterson, Director of Engineering, Road Department

DATE: August 2, 2017

SUBJECT: Agency Resolution to secure Transportation Alternatives Program funding for the Road Department’s Jolly Road project

For the County Services Committee meeting agenda of August 15, 2017
For the Finance Committee meeting agenda of August 16, 2017
For the BOC meeting agenda of August 22, 2017

The Ingham County Road Department has allocated $826,082 of federal Urban Surface Transportation Program (STP-U) funding to resurface Jolly Road from Dobie Road to Meridian Road. We also received a conditional commitment for $717,000 of Transportation Alternatives Program (TAP) funding to construct paved shoulders on Jolly Road from Dobie Road to Meridian Road. The plan is to combine the two funding sources into a single large project and build the project in 2018. The proposed project funding is as follows:

<table>
<thead>
<tr>
<th>Program</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Urban Surface Transportation Program</td>
<td>$826,082</td>
</tr>
<tr>
<td>STP-U Local Match</td>
<td>$242,060</td>
</tr>
<tr>
<td>Transportation Alternatives Program</td>
<td>$717,000</td>
</tr>
<tr>
<td>TAP Local Match</td>
<td>$239,000</td>
</tr>
<tr>
<td></td>
<td>$2,024,142</td>
</tr>
</tbody>
</table>

To receive the Transportation Alternatives Program (TAP) funding, Ingham County, on behalf of the Road Department, must submit a resolution to:

a.) “Certify that the financing is secured, available, and committed for use in constructing the project. This includes matching funds, nonparticipating funds if applicable, and cash flow available for a locally let project.”

b.) “Commit to owning, operating, and funding/implementing a maintenance plan/program over the design life of the facility constructed with TAP funds.”

c.) “If applicable: Authorize a specific employee, official, or agent to act as the applicant agency's agent during project development and sign a project agreement upon receipt of a funding award.”

The reason for the attached resolution is to certify and commit the above to receive the Transportation Alternatives Program funding and to implement the Transportation Alternatives Program project development and infrastructure installation.

Approval of the attached resolution is recommended.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION OF COMMITMENT FOR TRANSPORTATION ALTERNATIVES PROGRAM FUNDS

WHEREAS, the Transportation Alternatives Program (TAP) is a federally funded program administered in Michigan by the Michigan Department of Transportation (MDOT) and the Office of Economic Development; and

WHEREAS, the Ingham County Road Department applied for, and received a conditional commitment for $717,000 of Transportation Alternatives Program funding to construct paved shoulders on Jolly Road from Dobie Road to Meridian Road; and

WHEREAS, the Ingham County Road Department attests to the existence of, and commits to, the $239,000 of matching funds necessary to carry out the project; and

WHEREAS, the Ingham County Road Department has committed to design, construct, and maintain the proposed paved shoulders for the use of the general public and satisfy all the requirements of the Michigan Department of Transportation (MDOT), the Office of Economic Development, and the Federal Highway Administration; and

WHEREAS, the Ingham County Road Department commits to owning, operating, and implementing a maintenance program over the design life of the facilities constructed with Transportation Alternatives Program funding; and

WHEREAS, the Office of Economic Development requires a formal commitment from Ingham County, on behalf of the Ingham County Road Department, to certify that all financing is in place, to certify a maintenance commitment, and to authorize an agency agent to implement the Transportation Alternatives Program project development.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, on behalf of the Road Department, certifies that the financing is secured, available, and committed for use in constructing the project; commits to owning, operating, and funding/implementing a maintenance plan/program over the design life of the facility constructed with TAP funds; and authorizes Robert Peterson, P.E., Director of Engineering for the Ingham County Road Department, to act on behalf of the Ingham County Board of Commissioners to implement the Transportation Alternatives Program project development.

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.
MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: June 11, 2017

RE: Request/Recommendation to Reclassify Public Relations Coordinator Position to Reception/Permits/Public Information Clerk, OPEIU-512 Technical-Clerical Bargaining Unit Salary Grade 2 to Grade 3, for the Road Department.

The Road Department is recommending and seeking approval to reclassify its currently vacant Public Relations Coordinator position to Reception/Permits/Public Information Clerk in the OPEIU-512 Technical-Clerical Bargaining Unit in order to add additional necessary duties to this position to further assist with increased work load in the Road Department’s Engineering and Permits units.

This position, having one employee, handles the front desk and incoming phone calls for the Road Department, maintains the department web page, issues media information releases typically announcing up-coming road work, and assists with permit applicants.

The additional duties would involve assisting with further steps in the permits application, review coordination and fee payment processes, information gathering for FOIA and other public inquiries, and further clerical duties for the engineering unit as shown on the attached job description. This will further enable the Weighmaster/Permits Agent, again one employee who is the lead on the permit application process, to spend more time out inspecting permits and checking truck weights, as both permit and trucking activity is increasing with the improving economy, and further assisting with project inspection.

The updated job description also includes more involvement with providing social media updates on road department activity, which is a communication format that has greatly increased since the subject job description was last updated.

The Human Resources Department has point-rated the new job description and per the attached Analysis Memo is recommending the new Reception/Permits/Public Information Clerk position be compensated at OPEIU-512 Technical-Clerical Bargaining Unit salary grade 3, whereas the existing Public Relations Coordinator position is compensated at OPEIU grade 2.

Per the attached Personnel Cost Projection provided by the County Budget Office, the annual personnel cost increase of the requested reclassification is $6,137 per year to start, and $8,221 per year at top salary step after five years per current costs and current OPEIU labor contract. This cost increase would be covered by the anticipated road fund revenue increases in 2017 and going forward.
Per the attached email, the OPEIU-512 Technical-Clerical Bargaining Unit is agreeable to the proposed reclassification. The new position would be posted, filled and administered per the current OPEIU labor agreement.

As the subject position is currently vacant and staffed by temporary labor, but needs to be permanently filled to address the increasing needs described above, and given the Board of Commissioners’ monthly summer meeting schedule, the relatively simple request, and support by the affected bargaining unit, the road department is requesting that the discussion step of the normal county staffing re-organization policy and procedure be combined with consideration of the attached resolution effecting the requested reclassification with this first submission to the Board of Commissioners.
TO: Bill Conklin, Managing Director – Road Department
FROM: Beth Bliesener, Employment Specialist
DATE: 7-7-17
RE: Memo of analysis for updated job description

The Ingham County Road Department is updating the vacant job description - Public Relations Coordinator. As such, HR can confirm the following:

Position Public Relations Coordinator, is currently vacant. The Road Department has updated the essential functions to reflect the work that will be done and has re-titled the position to Reception, Permits, and Public Information Clerk. After analysis, the job will be compensated at an OPEIU Technical/Clerical unit, Pay Grade 03.

The OPEIU Technical/Clerical Unit – Road Department has been notified and supports the updated job description and salary placement.

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

If I can be of further assistance, please email or call me (887-4375).
INGHAM COUNTY
JOB DESCRIPTION

RECEPTION, PERMITS, and PUBLIC INFORMATION CLERK – ROAD DEPARTMENT

General Summary:
Under the supervision of the Managing Director, is responsible for receiving visitors at the Road Department’s front counter, answering telephone calls and providing information or routing calls and inquiries to the appropriate personnel. Responsible for taking complaints from citizens and others, and maintaining the complaint system database. Provides administrative and clerical support for the Road Department. Prepares periodic news releases, presentations, information brochures, and other communications regarding Road Department activities, and responds to FOIA requests. Designs, maintains and updates the Road Department’s web and social media sites. Receives and processes permit applications and takes permit fees for proposed/requested permits. Provides support for other Permit Office related activities.

Essential Functions:
1. Answers incoming calls and either supplies requested information or directs the call to the appropriate person or office.

2. Responds to walk-in visitors. Determines their respective needs and supplies the requested information or directs the inquiry to the appropriate person or office.

3. Responsible for taking complaint calls, entering information about the complaint into the complaint system database, routing the complaint form to the appropriate personnel for resolution and entering information in the database when the complaint has been resolved.

4. Receives calls by telephone or on the Road Department’s radio frequency from police agencies, Road Department personnel or the general public regarding hazardous road conditions or emergency situations. Immediately notifies appropriate Road Department personnel or the appropriate agency so that repairs can be made or the hazard mitigated.

5. Receives Freedom of Information Act (FOIA) request for Road Department information, collects requested information from other Road Department staff as necessary and responds as directed.

6. Performs clerical data input and record keeping tasks for the Road Department. Duties include typing letters and other correspondence agreements, contracts, pay estimates, reports, and other documents. Prepares bid proposals, advertisements, notices, bid tabulations and other construction documents.

7. Works closely with Permit Office, personnel processing permit applications, compiling information, disseminating various forms and providing related information to the public. Receives and processes permit applications and takes/records permit fees for proposed driveway installations, proposed construction in the right-of-way, oversize truck movements and various other permits. Provides support for other Permit Office related activities.

8. Ensures that all permits are forwarded to the proper persons for review and in a timely manner. Discusses problem permit applications and technical questions with supervisors and department heads to ensure proposed work to be performed is not in conflict with Road Department goals and objectives.

9. Accepts and accounts for money and credit card payments received through permit activities. Prepares and issues invoices and refunds for permit and development related activities.
10. Handles Engineering Department related requests for information, such as permit requirements and restrictions, right-of-way information, plat and development inquiries and road and bridge as-built and reproduction.

11. Responsible for disseminating received mail and posting Road Department out-going mail.

12. Sets up and maintains the Road Department’s web site, Facebook and/or other social media sites. Makes changes and updates as necessary or requested.

13. Prepares news releases, construction and maintenance project updates, and various other public information releases, as requested, for Road Department employees, retirees, customers, citizenry, county commissioners, county departments and/or units of government.

14. Prepares PowerPoint presentations, handouts, general road information brochures, project information mail fliers and other similar public information items as requested.

15. Performs other duties as required.

**Other Functions:**

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

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

**Employment Qualifications:**

**Education:** A minimum of a High School diploma or the equivalent is required. College course work preferred.

**Experience:** A minimum of three (3) years relative experience is required. Expertise in the utilization of word processing, spreadsheet, presentation, and web page design software and familiarity with the Internet and social media outlets is required.

**Other Requirements:**

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

**Working Conditions:**

1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
Physical Requirements:

- This position requires the ability to sit, stand, walk, climb, balance, twist, bend, stoop/crouch, squat, kneel, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require regular stamina in sitting, standing, typing, enduring repetitive movements of the wrists, hands or fingers.
- This position performs medium work requiring the ability to exert between 20-50 pounds of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

OPEIU Technical/Clerical Unit Department of Roads
Pay Grade 03
June 2017
## 2017 PERSONNEL COST PROJECTION

*Ingham County Road Department*

### Current

<table>
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<tr>
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<th>OPEIU Technical-Clerical Grade 2</th>
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</table>
Ok, thank-you. As indicated, no other OPEIU positions are contemplated for job description (JD) change at this time.

Bill Conklin, 
ICRN

From: Swanson, Mark  
Sent: Tuesday, July 25, 2017 3:01 PM  
To: Conklin, William; Aaron Sanders (aksanders4@att.net)  
Subject: RE: Updated Job Description—Reception, Permits, & Public Information Clerk; formerly Public Relations Coordinator

Bill,

I've reviewed the Changes to/Elimination of the Public Relations Coordinator position which is to be replaced by a Reception, Permits and Public Information Clerk. After receiving verbal assurance that this reorganization is not likely to lead to a reduction in bargaining group positions due to the internal transfer of the existing bargaining group member expressing interest in the proposed job, OPEIU Local #512 Technical Clerical Unit accepts the Job description, as written. It is also our understanding that the proposed Job will be placed at Grade 3 in the current pay scale included in the Appendix A of the current Collective Bargaining agreement, and the other position remaining unchanged. Based on the Notice of the Employer, the OPEIU Local #512 Technical Clerical Unit supports this reclassification.

Mark Swanson  
OPEIU Local 512 – Steward  
Ingham County Road Department  
P.O. Box 38  
Mason, MI 48854  
(517) 678-9722 ext. 314

From: Conklin, William  
Sent: Monday, July 24, 2017 2:02 PM  
To: Swanson, Mark  
Subject: RE: Updated Job Description--Reception, Permits, & Public Information Clerk; formerly Public Relations Coordinator

Mark,

Has OPEIU decided on the subject JD update—need to get this into BOC for their Aug meeting this week if we’re going to do this, otherwise I will need to have HR resume the existing JD posting.

Thanks--BC
From: Conklin, William  
Sent: Thursday, June 29, 2017 6:06 PM  
To: Swanson, Mark  
Cc: Bilesener, Elisabeth; Peterson, Robert; Parsons, Travis  
Subject: Updated Job Description--Reception, Permits, & Public Information Clerk; formerly Public Relations Coordinator

Mark,

We have taken the opportunity of the currently vacant Road Department Public Relations Coordinator position to update the job's description (JD). The new Reception, Permits, & Public Information Clerk JD is attached showing main changes highlighted from previous Public Relations Coordinator JD, which is also attached for reference.

Main change is we have added items 7-10 which increases this job's involvement with receiving permit applications, permit fees, processing permits, and assisting in the Engineering department.

Duties 7-10 on the attached JD are currently mainly done by the Permit Agent, Brenda Moyer, and to some extent still will be, but as road work picks up with increased road funding and permit activity, we need Brenda more in the field inspecting, monitoring permit activity and weigh-mastering.

HR has point rated the new JD per the previous Rye method and has determined that it should be classified as an OPEIU Technical-Clerical grade 3 rather than the current grade 2 for the former Public Relations Coordinator position.

Per the Ingham County Reclassification/Re-organization Policy, we are asking OPEIU to review the attached and reply in writing whether the union supports or has any comments or questions on the proposed JD update and proposed classification change.

Following OPEIU's input, we will put this through the County Board approval process and, if approved, post the new job internally with OPEIU for a week in accordance with article 15, prior to any external posting. The current external posting for the former Public Relations Coordinator position has been pulled down and any applications received so far will be set aside until the proposed change is either completed and approved or denied.

To keep this process moving and get the position filled as soon as possible, we request OPEIU respond to this request for any input and approval by Monday, July 10, 2017.

Thanks very much,
Bill Conklin,
Road dept.
ORGANIZATION CHART
INGHAM COUNTY ROAD DEPARTMENT

Board of Ingham County Commissioners

Manager

Director of Engineering & County Highway Engineer

- Sign & Signal Shop Supervisor
  - Sign & Signal Shop
    - 3 Employees
- Senior Engineering Technician
  - Engineering Technician II
  - Engineering Technician II

Design Engineer

- Assistant Engineer
  - Surveyor

Director of Operations

- Western District Supervisor
  - Western District
    - 15 Employees
- Eastern District Supervisor
  - Eastern District
    - 12 Employees
- Metro District Supervisor
  - Metro District
    - 12 Employees

- Fleet Manager
  - Mason Shop
    - Mechanics
    - 6 Employees
- Buildings & Grounds
  - 1 employee

*Finance: Clerks assigned full time, and one Accountant assigned part-time to road department report to County Finance Director Jill Rhode.
*Purchasing staff assigned full time to road department report to County Purchasing Director Jim Huddins.
*One HR Specialist assigned part-time to road department reports to County HR Director Travis Parsons.

Road Dept. Organizational chart as of May, 2017
Introduced by the County Services and Finance Committees of the

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE RECLASSIFICATION OF THE
PUBLIC RELATIONS COORDINATOR POSITION

WHEREAS, the Road Department is recommending and seeking approval to reclassify its currently vacant Public Relations Coordinator position to Reception/Permits/Public Information Clerk in the OPEIU-512 Technical-Clerical Bargaining Unit in order to add additional necessary duties to this position to further assist with increased work load in the Road Department’s Engineering and Permits units; and

WHEREAS, this position, having one employee, handles the front desk and incoming phone calls for the Road Department, maintains the department website, issues media information releases typically announcing upcoming road work, and assists with permit applicants; and

WHEREAS, the additional duties would involve assisting with further steps in the permits application, review coordination and fee payment processes, information gathering for FOIA and other public inquiries, and further clerical duties for the engineering unit as shown on the attached job description; and

WHEREAS, this will further enable the Road Department Weighmaster/Permits Agent, again one employee who is the lead on the permit application process, to spend more time out inspecting permits and checking truck weights, as both permit and trucking activity is increasing with the improving economy, and further assisting with road project inspection; and

WHEREAS, the updated job description also includes more involvement with providing social media updates on road department activity, which is a communication format that has greatly increased since the subject job description was last updated; and

WHEREAS, the Human Resources Department has point-rated the new job description and per the attached Analysis Memo is recommending the new Reception/Permits/Public Information Clerk position be compensated at OPEIU-512 Technical-Clerical Bargaining Unit salary grade 3, whereas the existing Public Relations Coordinator position is compensated at OPEIU grade 2; and

WHEREAS, per the attached Personnel Cost Projection provided by the County Budget Office, the annual personnel cost increase of the requested reclassification is $6,137 per year to start, and $8,221 per year at top salary step after five years per current costs and current OPEIU labor contract; and

WHEREAS, the above described personnel cost increase would be covered by the anticipated road fund revenue increases in 2017 and going forward; and

WHEREAS, per the attached email, the OPEIU-512 Technical-Clerical Bargaining Unit is agreeable to the proposed reclassification and the new position would be posted, filled and administered per the current OPEIU labor agreement.
THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Road Department to reclassify its currently vacant Public Relations Coordinator position to Reception/Permits/Public Information Clerk at salary grade 3 in the OPEIU-512 Technical-Clerical Bargaining Unit, effective immediately.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: July 31, 2017
SUBJECT: Mid-Michigan Mountain Bike Association (MMMBA)
For the meeting agenda of 8/15 County Services and 8/16 Finance

BACKGROUND
The purpose of the Memorandum of Understanding (MOU) is to continue the high degree of cooperation between Mid-Michigan Mountain Bike Association (MMMBA) and the Ingham County Parks. MMMBA has agreed to work with Ingham County Park staff for mutually beneficial programs, projects and bicycling activities at Burchfield County Park. This is an update and renewal of a previous MOU with the MMMBA and Ingham County Parks. The MOU was reviewed by County legal counsel.

ALTERNATIVES
The Memorandum of Understanding would provide for a continued active partnership with MMMBA to plan, build, maintain and promote designated mountain bike, multi-use trails, and mountain bike skills areas for the expanded use and enjoyment of mountain bike riders on Ingham County Parks trail systems. Without the Memorandum of Understanding, Ingham County Parks would not have the expertise and assistance of the MMMBA.

FINANCIAL IMPACT
There are no financial impacts. This group volunteers hundreds of hours annually to the Ingham County Parks in support of mountain bike trails.

OTHER CONSIDERATIONS
Ingham County Parks and the MMMBA agreed to the attached MOU. The Parks & Recreation Commission supported this resolution with the passage of a motion at their July 24, 2017 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution authorizing an agreement with Mid-Michigan Mountain Bike Association (MMMBA).
WHEREAS, it has been determined that Burchfield County Park would benefit from the expertise and involvement of the Mid-Michigan Mountain Bike Association (MM MBA); and
WHEREAS, MMMBA has agreed to work with Ingham County Park staff for mutually beneficial programs, projects and bicycling activities at Burchfield County Park; and

WHEREAS, the Memorandum of Understanding would provide for an active partnership with MMMBA to plan, build, maintain and promote designated mountain bike, multi-use trails, and mountain bike skills areas for the expanded use and enjoyment of mountain bike riders on Ingham County Parks trail systems; and

WHEREAS, the MMMBA and Ingham County Parks are agreeable to this arrangement, as reflected in the attached Memorandum of Understanding between the parties.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the attached Memorandum of Understanding with the Mid-Michigan Mountain Bike Association (MM MBA).

BE IT FURTHER RESOLVED, the term of the Memorandum of Understanding shall be from the date of execution until January 1, 2022.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Memorandum of Understanding on behalf of the County after approval as to form by the County Attorney.
MEMORANDUM OF UNDERSTANDING

2017 – 2022

By and Between

Mid-Michigan Mountain Bike Association

&

The County of Ingham acting on behalf of the

Parks Department
MEMORANDUM OF UNDERSTANDING
between
Mid-Michigan Mountain Biking Association (MMMBA)
and
The County of Ingham acting on behalf of the Parks Department

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between the Mid-Michigan Mountain Biking Association, hereinafter referred to as MMMBA, and the COUNTY OF INGHAM, a municipal corporation and political subdivision of the State of Michigan (hereinafter referred to as the “County”) acting on behalf of the Ingham County Parks Department.

PURPOSE:
This MOU is intended to provide a written framework extending the collaboration between MMMBA and the County, for the continuation of mutually beneficial programs, projects and bicycling activities at the county level. These programs, projects and activities comprise part of the Ingham County Parks multiple use mission and serve the public.

NOW, THEREFORE, for and in consideration of the mutual covenants hereinafter contained, IT IS HEREBY MUTUALLY AGREED, as follows:

A. STATEMENT OF MUTUAL BENEFIT AND INTERESTS:
Ingham County Parks’ benefits include an active partnership with MMMBA to plan, build, maintain and promote designated mountain bike trails for the expanded use and enjoyment of mountain bike riders on Ingham County Parks trail systems.

This cooperative effort is provided through the strategic planning of trail development and provides a public service to all trail users.

B. Ingham County Parks may:
1. Work with MMMBA to identify opportunities (trail projects, education and assistance) and jointly pursue such projects with the mountain bike community.
2. Make Ingham County Parks lands available for mountain biking and related activities, subject to applicable laws, regulations, policy, plans and other management direction.
3. Include and utilize MMMBA technical expertise in Ingham County Parks programs as they relate to mountain biking and trail development. Provide to the public the appropriate rules and regulations pertaining to mountain biking on county property.
4. Under the supervision of park staff and when prior authorization has been granted, hand tools may be made available for volunteers working on trail maintenance. Such tools include but
are not limited to: shovels, leaf rakes, iron rakes, Mattocks, McLeod’s, rogue hoes, bow-saws, folding hand-saws, machete, pruning shears, loppers, wheelbarrows, etc.

5. Promote awareness and bicycle access throughout the Ingham County Parks trail system through social media, web forums, ride events and other channels.

6. Help identify and advocate for mountain bike current trends as part of the 5 year master plan public input and stake holder process by being responsive to user needs.

7. Works collaboratively with MMMBA in the development of way finding and signage design, concepts, and implementation program for Ingham County Trails.

C. MMMBA may:

1. Work with Ingham County Parks to identify appropriate partnership opportunities (trail projects, promotion and education programs) and jointly pursue such projects in conjunction with the mountain biking community and the Ingham County Parks.

2. Provide technical assistance with projects, educational activities, grant application, and mountain biking activities and management.

3. Under the direction of Ingham County Parks staff, assist in coordinating trail development and maintenance using volunteers.

4. Utilize IMBA (International Mountain Biking Association) best-practices for trail development and maintenance. This includes a focus on rider safety, environmental protection and sustainability.

5. Monitor the bicycle accessible multi-use trails designated for mountain bike use and to make alterations as needed to counter erosion problems as well as to improve the trail as deemed appropriate by Ingham County Parks trail managers.

6. Monitor the trail system and assist in removing incidental debris such as leaves, limbs, sticks, etc., on the mountain bike trails.

7. Organize volunteer trail maintenance events to assist in maintenance of the mountain bike accessible trails within the confined resources of the MMMBA.

8. Perform regular inspection of all built trail structures that are specific to the mountain bike accessible trails. This will be completed once a month using a comprehensive checklist/worksheet (attached) to ensure that all structures are in good condition. These inspections will be completed in season when mountain bike accessible trails are open. Needed repairs will be made as soon as is reasonable; whenever they are discovered or reported by riders or park personnel. MMMBA and Ingham County Parks to coordinate when necessary on larger trail maintenance projects.

9. Obtain Ingham County Parks approval prior to implementation of any new trail development, outside trail line improvements and other major maintenance beyond basic trail care.

10. Encourage safe and courteous trail use and responsible bicycling.

11. Promote awareness and bicycle access throughout the Ingham County Parks trail system through social media, web forums, ride events and other channels.

12. Help identify and advocate for mountain bike current trends as part of the 5 year master plan public input and stake holder.
13. Provide available hand tools for use by volunteers for trail maintenance. Such tools include but not limited to: shovels, leaf rakes, iron rakes, Mattocks, McLeod’s, rogue hoes, bow-saws, folding hand-saws, machete, pruning shears, loppers, wheelbarrows, etc.

14. Work collaboratively with Ingham County Park staff in the development of way finding and signage design, concepts, and implementation program for Ingham County Trails.

D. LIABILITY:

1. All liability to third parties, loss or damage as a result of claims, demands, costs, or judgments arising out of activities, such as direct service delivery, to be carried out by the MMMBA in the performance of this Agreement shall be the responsibility of the MMMBA, and not the responsibility of the County, if the liability, loss, or damage is caused by, or arises out of, the actions or failure to act on the part of the MMMBA, any volunteer, subcontractor, or anyone directly or indirectly employed by the MMMBA. Further, this agreement shall not serve as a waiver of any defense that the MMMBA may have to any potential claim, including the extension of governmental immunity to the MMMBA as a government contractor or quasi-government agency.

2. All liability to third parties, loss, or damage as a result of claims, demands, costs, or judgments arising out of activities, such as the provision of policy and procedural direction, to be carried out by the County in the performance of this Agreement shall be the responsibility of the County and not the responsibility of the MMMBA if the liability, loss, or damage is caused by, or arises out of, the action or failure to act on the part of any County employee or agent, provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees as provided by statute or court decisions.

3. In the event that liability to third parties, loss, or damage arises as a result of activities conducted jointly by the County and the MMMBA in fulfillment of their responsibilities under this Agreement, such liability, loss, or damage shall be borne by the County and the MMMBA in relation to each party’s responsibilities under these joint activities provided that nothing herein shall be construed as a waiver of any governmental immunity by the County or its employees, respectively, as provided by statute or court decisions. Further, this agreement shall not serve as a waiver of any defense that the MMMBA may have to any potential claim, including the extension of governmental immunity to the MMMBA as a government contractor or quasi-government agency.

E. INSURANCE:

1. MMMBA shall purchase and maintain insurance not less than the limits set forth below. All coverages shall be with insurance companies licensed and admitted to do business in the State of Michigan and with insurance carriers acceptable to the County and have a minimum A.M. Best Company’s Insurance Reports rating of A or A- (Excellent).
2. General Liability Insurance on an “Occurrence Basis” with limits of liability not less than $1,000,000 per occurrence and/or aggregate combined single limit. General aggregate, products, personal and adv. injury are included in the MMMBA insurance policy. This is a standard mountain bike association insurance policy underwritten by one of the few companies who write such policies.

3. Proof of Insurance - MMMBA shall provide to the County at the time the Agreements are returned by it for execution, two (2) copies of certificates of insurance for each of the policies mentioned above.

F. NONDISCRIMINATION. The MMMBA, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, gender identity, disability that is unrelated the individual’s ability to perform the duties of a particular job or position, height, weight, or marital status. The MMMBA shall adhere to all applicable Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to the following:

1. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended;
2. The Persons With Disabilities Civil Rights Act, 1976 PA 220, as amended;
3. Section 504 of the Federal Rehabilitation act of 1973, P.L. 93-112, 87 Stat 355, and regulations promulgated thereunder; and

Breach of this section shall be regarded a material breach of this Agreement. In the event MMMBA is found not to be in compliance with this section, the County may terminate this Agreement effective as of the date of delivery of written notification to MMMBA.

G. IT IS MUTUALLY UNDERSTOOD AND AGREED BY AND BETWEEN THE PARTIES THAT:

1. FREEDOM OF INFORMATION ACT (FOIA). Any information furnished to the Ingham County Parks under this instrument is subject to the Freedom of Information Act (5 U.S.C. 552).
2. MODIFICATION. Modifications within the scope of the instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.
3. PARTICIPATION IN SIMILAR ACTIVITIES. This instrument shall be made by mutual consent of the parties, by the issuance of a written modification, signed and dated by all parties, prior to any changes being performed.
4. TERMINATION. Any of the parties, in writing, may terminate the instrument in whole, or in part, at any time before the date of expiration.
5. PRINCIPAL CONTACTS. The principle contacts for this instrument are:

<table>
<thead>
<tr>
<th>Ingham County Parks Contact</th>
<th>MMMBA Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact: Jeff Gehl, Burchfield Park Manager</td>
<td>Contact: Jared Steffen, MMMBA President</td>
</tr>
<tr>
<td>Phone: 517-676-2233</td>
<td>Phone:</td>
</tr>
</tbody>
</table>
6. **NON-FUND OBLIGATING DOCUMENT.** This instrument is neither a fiscal nor a funds obligation document. Any endeavor or transfer of anything of value involving reimbursement or contribution of funds between the parties to this instrument will be handled in accordance with applicable laws, regulations, and procedures including those for Government procurement and printing. Such endeavors will be outlined in separate agreements that shall be made in writing by representatives of the parties and shall be independently authorized by appropriate statutory authority. This instrument does not provide such authority. Specifically, this instrument does not establish authority for noncompetitive award to the cooperator of any contract or other agreement. Any contract or agreement for training or other services must fully comply with all applicable requirements for competition.

7. **COMMENCEMENT/EXPIRATION DATE.** This instrument is executed as of the date of last signature and is effective through January 1, 2022 at which time it will expire unless extended.

8. **WAIVERS.** No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.

9. **AGREEMENT MODIFICATIONS.** All modifications to this Agreement must be mutually agreed upon by the parties, and incorporated into written amendments to this Agreement after approval by the County’s Board of Commissioners, and signed by their duly authorized representatives.

10. **PURPOSE OF SECTION TITLES.** The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

11. **COMPLETE AGREEMENT.** This Agreement contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

12. **SEVERABILITY.** If any part of this Agreement is found by a Court or Tribunal of competent jurisdiction to be invalid, unconstitutional or beyond the authority of either party to enter into or carry out, such part shall be deemed deleted and shall not affect the validity of the remainder of this Agreement which shall continue in full force and effect. If the removal of such provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall terminate as of the date in which the provision was found invalid, unconstitutional or beyond the authority of the parties.
13. CERTIFICATION OF AUTHORITY TO SIGN AGREEMENT. The people signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the last written date below.

COUNTY: ___________________________ MMMBA: ___________________________

Sarah Anthony – Chairperson
Ingham County Board of Commissioners

Jared Steffen, President
Mid-Michigan Mountain Biking Association

Date: ___________________________ Date: ___________________________

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

______________________________
Mattis D. Nordfjord
TO: Board of Commissioners County Services & Finance Committees  
FROM: Tim Morgan, Parks Director  
DATE: July 31, 2017  
SUBJECT: Amendment to City of East Lansing Agreements  
For the meeting agenda of 8/15 County Services and 8/16 Finance

### BACKGROUND
Board of Commissioners Resolution 16-257, 16-328, and 17-109 authorized entering into contracts with the City of East Lansing to fund the following projects:

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<td>09/20/18</td>
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<td>EL-06-NTT-SWL (East of Abbey Road)</td>
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<td>09/20/18</td>
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</tr>
<tr>
<td>EL- Northern Tier Trail Connection through White Park</td>
<td>TR033</td>
<td>Awaiting signatures on contracts</td>
<td>17-109</td>
<td></td>
</tr>
</tbody>
</table>

The City of East Lansing is requesting an amendment to the Agreements because the actual bids for the projects came in higher than the amount originally requested and awarded. Based on actual bids, an additional $437,589 is needed to complete the work including the already contracted consultant services for engineering and design. A detailed explanation of the amendment request is attached.

### ALTERNATIVES
This resolution requests an amendment to the agreements in order to complete these projects and to move the process forward as approved and presented with the first round applications for #TR003, TR007, TR008, TR009, TR010, TR011, and TR012. Another option would be that the City of East Lansing would need to modify their scope of work for their projects to come on or below budget for #TR003, TR007, TR008, TR009, TR010, TR011, and TR012.

### FINANCIAL IMPACT
This resolution requests authorizing an additional $437,589 from 2017 funds to complete the work including the already contracted consultant services for engineering and design for Agreement #TR003, TR007, TR008, TR009, TR010, TR011, and TR012.

Additionally, this resolution requests authorizing using $437,589 (out of the $469,000) from the awarded funds per Resolution 17-109 for Agreement #TR033 be used instead for Agreement #TR003, TR007, TR008, TR009, TR010, TR011, and TR012, which totaled $1,088,500 combined.
This resolution is also requesting an additional $437,589 from 2018 funds for Agreement #TR033, utilizing the remaining $31,411 already approved for Agreement #TR033 for a total project cost of $469,000. This project from the City of East Lansing provided local match from a trust fund grant from the Michigan Department of Natural Resources for $300,000.

OTHER CONSIDERATIONS
N/A.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution authorizing an amendment to the Agreements with the City of East Lansing.
July 25, 2017

Timothy Morgan, Director
Ingham County Parks
121 E. Maple St., Suite 102
Mason, MI. 48854

RE: City of East Lansing 2016 Trails and Parks Projects – Amendment Request

Dear Tim:

Per our conversation of Friday July 14th the City of East Lansing is requesting an amendment to our existing contracts with Ingham County for use of the Trails and Parks Millage Funds. The reason for the amendment is that actual bids for the projects funded in 2015 (trail improvements included but not limited to crack sealing, asphalt repair, pathway overlay, etc.) and 2016 (replacement of 2 pedestrian bridges and renovation of 4 pedestrian bridges) came in higher than the amount originally requested and awarded in our funding applications. Based on actual bids, an additional $437,589 is needed to complete the work including the already contracted consultant services for engineering and design.

In addition to the 2015 and 2016 Millage funds awarded to the City of East Lansing, the City was also awarded funds for a 2017 project: extension of the Northern Tier Trail through White Park. If the 2017 funds could be used for the aforementioned 2015 and 2016 projects, sufficient funds would be available to cover the $437,589 shortfall. If the Board of Commissioners was agreeable to this amendment to the existing contracts, the City of East Lansing would respectfully request that the 2017 project be re-funded in 2018.

Attached to this letter is a document that provides background information regarding this request. Either Wendy Longpre, our Assistant Director of Parks & Recreation or I plan to attend the August 15th County Services Committee Meeting, the August 16th County Finance Committee Meeting and the August 22nd Board of Commissioners Meeting.

Anticipating and hoping for a positive response to this request, and in an effort to move this project along as quickly as possible, the City of East Lansing staff plan to request that our City Council award a contract to Davis Construction, Inc.,
the low bid contractor on this project at their Tuesday August 15th, 2017 City Council Regular Meeting. The award would be contingent upon the approval of the proposed funding plan by the Ingham County Board of Commissioners at their Tuesday August 22nd, 2017 Regular Meeting. In this manner, it is plausible that work could begin on the bridges as early as mid-September.

Please feel free to contact me if further information is needed. My office phone number is 517.319.6867.

Sincerely,

Timothy M. McCaffrey
Director of Parks & Recreation

Attachment (1)
Cc: George Lahanas, City Manager
    Wendy Longpre, Assistant Director of Parks & Recreation
    Jared Cypher, Assistant Controller, Ingham County Government
City of East Lansing 2016 Trails and Parks Projects
Background Information for Amendment Request

Ingham County awarded the City of East Lansing $1,088,500 in 2 separate funding applications, $198,000 in 2015 and $890,500 in 2016. The proposed scope of work for these projects and funds includes consultant services for engineering and design, trail improvements (crack sealing, asphalt repair, pathway overlay, etc.), replacement of 2 pedestrian bridges and renovation of 4 pedestrian bridges on the trail. At the County’s request, 7 contracts were awarded: 1 for the trail improvements; and 1 each for the 6 pedestrian bridges. For efficiency and cost effectiveness, the City of East Lansing bid all of the projects as 1 bid package.

These projects were initially bid in spring 2017, with a bid opening on May 9, 2017. There were 2 bidders and the low bid was $1,543,484. This was close to $600,000 over available funds, not including any contingency funds. A process of value engineering identified several areas of potential scope of work reductions or revisions, including changing steel bridge approach rails to timber approach rails, re-using end-of-trail bollards, and installing a 1” overlay of asphalt along the pathway instead of the micro-surfacing process. Upon adjusting the scope of work, the project was re-bid.

On Tuesday, July 6, 2017 bids were opened for the project with the revised scope of work. There were 2 bidders and the low bid was $1,300,046. Contracted consultant services for engineering and design at this time are $126,043. The dollar amount needed to complete the scope of work in the bid package and including existing engineering costs is $1,426,089. This does not include a construction contingency or any additional engineering costs, including construction inspection and supervision.

The addition of a modest contingency of $100,000 increases the construction cost to $1,526,089. City staff anticipate requesting a $50,000 allocation from East Lansing City Council for the additional engineering costs, however with $1,088,500 in available funds and $1,526,089 in costs, we still have a $437,589 shortfall.

In 2017, Ingham County awarded the City of East Lansing $469,000 for an extension of the Northern Tier Trail through White Park. If these funds were able to be used on the projects funded in 2016 and 2017 that would address the immediate shortfall. However, the funds would not then be available for the originally intended purpose.

It is important to remember that the City of East Lansing has identified the 2017 Millage funds as matching funds for a 2017 Michigan Natural Resources Trust Fund (MNRTF) Grant for the Northern Tier Trail extension through White Park. Consequently, we request that the County re-allocate $469,000 for completion of the Northern Tier Trail through White Park. This re-allocation would be required to make the proposed plan work.
Notification of whether or not MNRTF will award these funds is expected in December 2017. In the application to Ingham County, we suggested that this project was subject to the MNRTF grant and that it would not be completed until fall of 2018 or spring/summer 2019.

The project scope has been adjusted and value engineered as much as feasible without compromising the quality and longevity of the proposed improvements. The Mannik & Smith Group, our project consultants along with Wendy Longpre our Assistant Director of Parks & Recreation and Nicole McPherson, our Engineering Administrator in our Public Works Department have worked very hard to propose a quality project while recognizing the importance of considering financial constraints. So that you are aware, we have attributed the increased costs from the original funding request to a number of factors including but not limited too;

- Costs were underestimated for bridge painting and traffic control on the Kalamazoo Street and Hagadorn Bridges;
- The bearings need to be replaced on the Hagadorn Bridge;
- Additional deterioration has taken place along the Northern Tier Trail since the estimate; of probable cost was developed 2 years ago expanding the scope of crack-sealing, asphalt repair and path overlay;
- Multiple damaged culverts along the Northern Tier Trail requiring partial or complete replacement;
- Concrete approach slabs were added to the project scope at each bridge approach which will decrease future maintenance costs and improve the transition between the bridge and the pedestrian pathway; and,
- Fencing along the trail was found to be in poor condition and many of the bridge approach rails do not meet AASHTO requirements, so replacement of these items was included in the projects for safety reasons.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO AGREEMENTS FOR TRAILS AND PARKS MILLAGE FUNDING

WHEREAS, Board of Commissioners Resolution 16-257, 16-328 and 17-109 authorized entering into contracts with the City of East Lansing to fund the below projects; and

<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Amount</th>
<th>Project #</th>
<th>Begins</th>
<th>Ends</th>
<th>Resolution</th>
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</thead>
<tbody>
<tr>
<td>EL-Northern Tier Trail Repair and Maintenance Application</td>
<td>$198,000</td>
<td>TR003</td>
<td>08/25/16</td>
<td>08/25/18</td>
<td>16-257</td>
</tr>
<tr>
<td>EL-07-NTT-SWL (South County Line, West of Abbot Road)</td>
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<td>TR007</td>
<td>09/20/16</td>
<td>09/20/18</td>
<td>16-328</td>
</tr>
<tr>
<td>EL-04-NTT-SWL (Whitehills Park)</td>
<td>$204,100</td>
<td>TR008</td>
<td>09/20/16</td>
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<tr>
<td>EL-03-ELT-RC (Hagadorn Road)</td>
<td>$206,050</td>
<td>TR009</td>
<td>09/20/16</td>
<td>09/20/18</td>
<td>16-328</td>
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<td>(EL) CL-22-ELT-RC (Kalamazoo Street)</td>
<td>$128,700</td>
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<td>16-328</td>
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<tr>
<td>EL-05-NTT-SWL (Harrison Meadows)</td>
<td>$61,100</td>
<td>TR011</td>
<td>09/20/16</td>
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<td>16-328</td>
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<tr>
<td>EL-06-NTT-SWL (East of Abbey Road)</td>
<td>$61,100</td>
<td>TR012</td>
<td>09/20/16</td>
<td>09/20/18</td>
<td>16-328</td>
</tr>
<tr>
<td>EL - Northern Tier Trail Connection through White Park</td>
<td>$469,000</td>
<td>TR033</td>
<td></td>
<td></td>
<td>17-109</td>
</tr>
</tbody>
</table>

WHEREAS, the City of East Lansing is requesting an amendment to Agreement #TR003, TR007, TR008, TR009, TR010, TR011, TR012, and TR033 because the actual bids for the projects came in higher than the amount originally requested and awarded; and

WHEREAS, based on actual bids, an additional $437,589 is needed to complete the work including the already contracted consultant services for engineering and design; and

WHEREAS, the City of East Lansing is requesting the funds awarded per Board of Commissioners Resolution 17-109 in the amount of $469,000 from Agreement #TR033 be used instead for Agreement #TR003, TR007, TR008, TR009, TR010, TR011, and TR012; and

WHEREAS, the awarded funds per Resolution 17-109 in the amount of $469,000 will be allocated as follows: $437,589 for Agreement # TR003, TR007, TR008, TR009, TR010, TR011, and TR012 and the remaining $31,411 for Agreement #TR033; and

WHEREAS, the City of East Lansing is requesting Agreement #TR033 authorized per Board of Commissioners Resolution 17-109 instead be funded in 2018.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with the City of East Lansing.
<table>
<thead>
<tr>
<th>Contract Title</th>
<th>Project #</th>
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<td>TR007</td>
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<td>09/20/18</td>
<td>16-328</td>
</tr>
<tr>
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<td>TR008</td>
<td>09/20/16</td>
<td>09/20/18</td>
<td>16-328</td>
</tr>
<tr>
<td>EL-03-ELT-RC (Hagadorn Road)</td>
<td>TR009</td>
<td>09/20/16</td>
<td>09/20/18</td>
<td>16-328</td>
</tr>
<tr>
<td>(EL) CL-22-ELT-RC (Kalamazoo Street)</td>
<td>TR010</td>
<td>09/20/16</td>
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<td>16-328</td>
</tr>
<tr>
<td>EL-05-NTT-SWL (Harrison Meadows)</td>
<td>TR011</td>
<td>09/20/16</td>
<td>09/20/18</td>
<td>16-328</td>
</tr>
<tr>
<td>EL-06-NTT-SWL (East of Abbey Road)</td>
<td>TR012</td>
<td>09/20/16</td>
<td>09/20/18</td>
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</tbody>
</table>

BE IT FURTHER RESOLVED, the Board of Commissioners authorize an additional $437,589 to complete the work including the already contracted consultant services for engineering and design for Agreement #TR003, TR007, TR008, TR009, TR010, TR011, and TR012.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes $437,589 of $469,000 of the awarded funds per Resolution 17-109 from Agreement #TR033 be used instead for Agreement #TR003, TR007, TR008, TR009, TR010, TR011, and TR012 and the remaining $31,411 for Agreement #TR033.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an additional $437,589 for Agreement #TR033, and use the remaining $31,411 authorized per Resolution 17-109, from 2018 funds as authorized per Board of Commissioners Resolution 17-275 which allows for allocating funding for projects over a multi-year period.

BE IT FURTHER RESOLVED, that all other terms and conditions of the Agreement #TR003, TR007, TR008, TR009, TR010, TR011, TR012, and TR033 shall remain unchanged.

BE IT FURTHER RESOLVED, that funds are available in the Trails and Parks Millage fund.

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

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this Resolution and approved as to form by the County Attorney.
TO:  Board of Commissioners County Services & Finance Committees
FROM:  Tim Morgan, Parks Director
DATE:  July 31, 2017
SUBJECT:  Trails & Parks Millage Program Coordinator

For the meeting agenda of 8/15 County Services and 8/16 Finance

BACKGROUND
Board of Commissioners Resolution #16-103 authorized staff to develop a job description for a staff person who would specifically work on the trails and parks millage. The Ingham County Parks Department is requesting a new position titled Trails & Parks Millage Program Coordinator. The Ingham County Parks Commission and Human Resources have recommended this request.

ALTERNATIVES
Creating a new position will address immediate needs within the department to provide oversight to the trails and parks millage program.

FINANCIAL IMPACT
This position will be placed in the Managerial Unit (MCF) at a level 10 ($61,615.26 - $73,958). The financial analysis of this request is attached and provided by Michael Townsend, Budget Director. The long term annual cost of this request would be $123,068. This resolution requests that the Board of Commissioners authorize funding this position from the trails and parks millage.

OTHER CONSIDERATIONS
The Ingham County Park Commission supported this resolution at their July 24, 2017 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the creation of a Trails & Parks Millage Program Coordinator for the Parks Department.
TO:  Tim Morgan, Parks Director

FROM:  Joan Clous, Human Resource Specialist

DATE:  July 19, 2017

RE:  Memo of Analysis for creation of a new position within the Parks Department – Trails & Parks Millage Program Coordinator

The Parks Department is in need of a new position to enhance their ability to serve residents of Ingham County.

An analysis of information provided by the Parks Department resulted in the creation of a new position titled Trails & Parks Millage Program Coordinator. It will be placed in the Managerial Unit (MCF) at a level 10 ($61,615.26 - $73,958).

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

If I can be of further assistance, please email or call me (887-4374).
INGHAM COUNTY
JOB DESCRIPTION

TRAILS & PARKS MILLAGE PROGRAM COORDINATOR – Millage Funded

**General Summary:** Under the general direction of the Parks Director this position is the primary contact for the Ingham County Trails and Parks Millage Program and is responsible for the coordination and monitoring of grants for non-motorized trails for the duration of each project, including blue ways, green ways and special projects, which requires highly technical oversight, management, and tracking and compliance assurance for these programs. Will communicate and interface with the Park Director, Deputy Controller, Staff and other local governments to allocate and track grant dollars appropriately and in accordance with the current millage plan. Works with communities on helping with local match from various state, federal and private grant programs. This position will analyze and evaluate data, manage funding from budgeting and programming through project implementation and financial closeout and have the ability to prepare reports, charts, maps and other graphs to display data and have background in GIS mapping and data collection.

**Essential Functions:**

1. With oversight from Director receives and reviews applications for Ingham County’s Trails applications for all rounds of the Ingham County Trails Parks Program and ensures they are complete and correct. Provides all necessary information to the Park Commission, Parks Director and Board of Commissioners including funding recommendations.

2. Coordinates and accounts for the appropriate reimbursements and financial information from local municipalities with the Financial Services Department. Assists the Parks Director in financial reporting through the development and modification of various forms for applicants and reimbursements to the millage program. Review contracts entered in MUNIS for accuracy, calculate and approve initial payments per contract language; monitor the Trails and Parks fund for accuracy, establish necessary general ledger accounts and projects, track and keep current fund balance and fund balance projections, develop and maintain spreadsheets, review reimbursement forms from other agencies and recommend payments.

3. Initiate changes to policies and procedures to expedite the obligation and expenditure of grant program funds.

4. Provide assistance to municipalities, and non-profit public entities regarding grants, trail and blue way planning, development, funding, management issues and completing application. Work with all communities to encourage and promote millage funded projects when they are awarded, started and completed. Coordinate and assist with scheduling special dedications, press releases, and social media for promotion of millage projects.

5. Develops and maintains effective relationships with the Board of Commissioners, Parks Commission, various agencies, trail user groups, volunteers, and local organizations and media representatives for trail and blue way development. Assists Director with presentations to boards, commissions, civic groups and the general public as necessary.

6. Implements Ingham County Board of Commissioners approved Trails and Parks master plans, following standards for management and maintenance for all trails and blue ways. Provides information to Park Commissioners, Board of Commissioners, Director and consultant as directed and necessary for the millage program, as well as communication with attorney’s office and Board of Commissioners office. Communicates official Board of Commissioners resolutions, plans, policies and procedures to staff and the general public.

7. Assists Director with project management for millage funded capital improvement projects, assisting with soliciting for grants both public and private for the Ingham County Parks Capital
Improvement Program and annually assisting with updating the major action program items as part of the Five-Year Ingham County Park Master Plan.

8. Prepares and maintains daily, monthly and annual reports and records of the millage as assigned.
9. Coordinates and attends stakeholder meetings and takes minutes at these and any other special millage related meetings, and coordinates temporary construction signage and permanent plaque delivery and ordering, as well as communicating with various government entities in regard to millage and financial funding items and questions related to the millage.
10. Responsible for routine monitoring of existing trails and blue ways via foot and bicycle and kayak or canoe to assess the present conditions as well as access potential critical connections that may be developed.

**Other Functions:**
- Performs other duties as assigned.

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

**Employment Qualifications:**

**Education:** Bachelor’s Degree in Parks & Recreation Administration, Natural Resource Science, Resource Management, Resource/Land or Trails Planning, Engineering, Recreation, Environmental Studies, Tourism or a related field.

**Experience:** One to two years of experience managing grants and project management. Grant writing experience preferred.

**Other Requirements:**
- Must have certification or be able to obtain certification to perform PASER ratings.
- Must be able to load and unload a bicycle, kayak and/or canoe.
- May be required to lift up to 100 pounds.

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

**Working Conditions:**

1. This position works in both an indoor and outdoor environment. While indoors, there is no planned exposure to notable lights, noises, odors, temperatures or weather conditions. While outdoors, exposure to lights, noises, odors, temperatures or weather conditions cannot be controlled and may be extreme.
2. This position operates a variety of vehicles including cars, trucks, bicycles, canoes/kayaks, etc.
3. This position is required to travel for meetings and appointments.
4. This position is provided, and required to use, Personal Protection Equipment to minimize the risks associated with the working conditions listed above.
**Physical Requirements:**

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.

- This position’s physical requirements require regular stamina in sitting, standing, walking, traversing, climbing, twisting, bending, stooping/crouching, squatting, kneeling, crawling, lifting, carrying, pushing, pulling, reaching, grasping, handling, pinching, typing and enduring repetitive movements of the wrists, hands or fingers.

- This position performs heavy work requiring the ability to exert more than 50 pounds of force in the physical requirements above.

- This position primarily requires far visual acuity to perform tasks significantly beyond arm’s reach such as making general observations about buildings, people or situations, etc.

- This position requires the ability to communicate and respond to inquiries both in person and over the phone.

- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.

- This position requires the ability to handle varying and often high levels of stress.

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

*MCF*

*Pay Grade*
### Trails & Parks Millage Program Coordinator

**MCF 10**
**Step 5**

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<td>Life</td>
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</table>
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE CREATION OF A TRAILS & PARKS MILLAGE PROGRAM COORDINATOR

WHEREAS, Board of Commissioners Resolution #16-103 authorized staff to develop a job description for a staff person who would specifically work on the trails and parks millage, contingent upon approval by the Board of Commissioners in a future resolution; and

WHEREAS, an analysis of information provided by the Parks Department resulted in the creation of a new position titled Trails & Parks Millage Program Coordinator; and

WHEREAS, Human Resources has evaluated the proposed new position, and new job description and has established the appropriate salary grade level; and

WHEREAS, the position will be a Managerial Unit (MCF) at a level 10 ($61,615.26 - $73,958).

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a new position titled Trails & Parks Millage Program Coordinator in the Managerial Unit (MCF) at a level 10 ($61,615.26 - $73,958).

BE IT FURTHER RESOLVED, the Board of Commissioners authorize funding this position from the trails and parks millage.

BE IT FURTHER RESOLVED, that the Trails & Parks Millage Program Coordinator position will be posted and filled with the assistance of the Human Resources Department.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the budget and position allocation list in accordance with this resolution.
TO: Board of Commissioners County Services & Finance Committees

FROM: Tim Morgan, Parks Director

DATE: August 1, 2017

SUBJECT: McNamara Landing Grant

For the meeting agenda of 8/15/17 County Services and 8/16/17 Finance

BACKGROUND
Board of Commissioners Resolution #16-101 authorized the submission of a Michigan Natural Resources Trust Fund Grant for facility development and improvements that included: a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility at McNamara Landing at Burchfield County Park.

The Michigan Natural Resources Trust Fund recommended this project for funding. This resolution authorizes the acceptance of the project agreement for the Michigan Natural Resources Trust Fund grant.

ALTERNATIVES
With the growing popularity in paddle sports, the Parks Department identified a need for developing and improving facilities at McNamara Landing with a universally accessible canoe/kayak launch dock on the Grand River, adjacent accessible bathrooms, ADA parking improvements, walkways and drinking fountains. Currently, the site has wooden steps and an alternate 6ft. wide concrete walkway leading to the water. However, the set of steps at the water’s edge, used for landing and launching water craft, does not meet universally accessible guidelines. The rented portable privy and parking area are also in need of updates to meet accessibility standards.

This project would be in line with the Parks Department 5-year Master Plan for capital improvements that improve accessibility and enhance the user experience. It would also help facilitate access for all to the canoe/kayak livery operation at Burchfield County Park by easing the entrance and exit of paddlers to and from their watercraft at McNamara Landing. This accessible dock/canoe/kayak launch can be utilized for accessible fishing on the Grand River as well.

The growing state-wide trend is to designate navigable rivers into water trails and connect communities on a regional basis. This development project would help with future collaboration with other local units of government in connecting “destination points” on the Grand River and could foreseeably benefit the area economically from increased public use, due to improved accessibility.

FINANCIAL IMPACT
The grant award is in the amount of $105,800, matched with Trails & Parks millage 30% local match of $45,400 for a total project amount of $151,200. The required matching funds were authorized in Board of Commissioners Resolution #16-101.

OTHER CONSIDERATIONS
N/A.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ACCEPTANCE OF THE PROJECT AGREEMENT FOR A MICHIGAN NATURAL RESOURCES TRUST FUND GRANT

WHEREAS, the Michigan Department of Natural Resources has approved the grant request in the amount of $105,800 for the grant application titled McNamara Landing Improvements and Development #TF16-0185 to the Michigan Natural Resources Trust Fund for facility development and improvements that include: a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility at McNamara Landing at Burchfield County Park, located in Aurelius Township; and

WHEREAS, the required matching funds of $45,400 will come from previously appropriated County funds reserved for this purpose in Resolution #16-101.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, approves entering into a Project Agreement to accept the $105,800 Michigan Natural Resources Trust Fund Grant for facility development and improvements that include: a universally accessible public kayak and canoe launch on the Grand River, with adjacent ADA parking improvements and a new accessible restroom facility at McNamara Landing at Burchfield County Park, located in Aurelius Township from the Michigan Department of Natural Resources.

BE IF FURTHER IT RESOLVED, that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby accept the terms of the Agreement for grant #TF16-0185 as received from the Michigan Department of Natural Resources (DEPARTMENT), and that the Ingham County Board of Commissioners, Ingham County, Michigan, does hereby specifically agree, but not by way of limitation, as follows:

1. To appropriate all funds necessary to complete the project during the project period and to provide forty five thousand four hundred ($45,400) dollars to match the grant authorized by the DEPARTMENT.

2. To maintain satisfactory financial accounts, documents, and records to make them available to the DEPARTMENT for auditing at reasonable times.

3. To construct the project and provide such funds, services and materials as may be necessary to satisfy the terms of said Agreement.

4. To regulate the use of the facility constructed and reserved under this agreement to assure the use thereof by the public on equal and reasonable terms.

5. To comply with any and all terms of said agreement including all terms not specifically set forth in the foregoing portions of this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make any necessary budget adjustments.
BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: County Services and Finance Committees
FROM: Cynthia Wagner
DATE: 8-08-2017
SUBJECT: Boo at the Zoo
For the meeting agenda of 8-15-2017

BACKGROUND
Potter Park Zoological Society is a support organization to Potter Park Zoo. Fundraising for the Zoo is the main mission of the Society, as well as, to advocate and educate for and about the Zoo. One source of funding maintained by the Society is the admission monies from the “Boo at the Zoo” event as stated in the agreement between the County and the Society, Resolution #17-069.

The “Boo at the Zoo” event has previously taken place for four days in October of each year, Resolution #13-395. A high volume of visitors on these days causes long lines which negatively impacts visitor experience. Also, as this is an outdoor event, weather influences attendance which leads to overcrowding on days it is not raining. Expanding the “Boo at the Zoo” event from four to six days would provide community members a higher quality experience by spreading out attendance and having more days available in the event of rain.

ALTERNATIVES
Boo at the Zoo could continue to operate over a four day period.

FINANCIAL IMPACT
In October 2016, the admission and parking revenues for the proposed expanded weekend of “Boo at the Zoo” were $4,672 and $1,931. With the additional attendance from “Boo at the Zoo” the County parking revenue would increase. Also, the Zoo is now managing the gift shop, restaurant, and encounters allowing for a substantial monetary benefit from increased Boo at the Zoo attendance.

OTHER CONSIDERATIONS

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to approve the expansion of the “Boo at the Zoo” event from four to six days.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN ADDITIONAL WEEKEND FOR THE POTTER PARK ZOO “BOO AT THE ZOO” EVENT

WHEREAS, the Potter Park Zoological Society is a private, 501(c)(3) nonprofit fundraising organization that supports the Potter Park Zoo; and

WHEREAS, the agreement between Ingham County and the Potter Park Zoological Society states the Zoological Society retain the admission monies for the “Boo at the Zoo” event, Resolution #17-069; and

WHEREAS, the Society event, “Boo at the Zoo” has previously been a four day event, Resolution #13-395; and

WHEREAS, the Potter Park Zoological Society will provide the personnel, both paid staff and volunteers to plan, implement and facilitate the “Boo at the Zoo” event; and

WHEREAS, extending the length of the “Boo at the Zoo” event will provide higher quality visitor experiences for guests and more opportunities for community members to attend this event.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the expansion of the “Boo at the Zoo” event from four to six days in October of each year.
TO: Board of Commissioners County Services Committee and Finance Committee
FROM: Travis Parsons, Human Resources Director
DATE: July 28, 2017
SUBJECT: 71st Annual MERS Conference
County Services August 15th and Finance Committee August 16th

BACKGROUND
The 71st Annual Conference of the participating municipalities enrolled in the Municipal Employees’ Retirement System (MERS) will be held at the Detroit Marriott at the Renaissance Center in Detroit, Michigan on Thursday, September 21 and Friday, September 22, 2017. According to the provisions of the Retirement Act, a non-managerial member of the Retirement System and an alternate are to be elected by secret ballot for the Annual Conference.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The 2017 MERS Annual Conference Registration Fee is $175.00. This fee also includes meals. The total cost of registration for the Employer Delegate and the Employee Delegate is $350.00.

The Detroit Marriott at the Renaissance Center expenses are as follows: The MERS group rate is $169.00 for a one night stay (September 21, 2017) plus the 9% Tourism Fee ($15.21) and the $25.00 Parking Fee. The hotel expense per person is $209.21. Because Ingham County is tax exempt, there are no additional charges. The total cost of hotel expenses for the Officer Delegate and the Employee Delegate is $418.42.

The Officer Delegate mileage expense is $76.72 based on the round trip mileage of 143.40 @ .535 per mile. The Employee Delegate mileage expense is $98.55 based on the round trip mileage of 184.20 @ .535 per mile. The total mileage cost for the Officer Delegate and the Employee Delegate is $175.27.

The 2017 MERS Annual Conference expenses (MERS registration, hotel accommodation, and the mileage reimbursement) will be paid by the County for the Officer Delegate and Employee Delegate. The total expenses are $943.69 and do not exceed a maximum of $1400.00 already set aside in the Human Resources Line Item 863000 (Travel and Attendance for the Annual MERS Conference).

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
After review, I respectfully recommend approval of the attached resolution for the certified Ingham County Representatives to attend the 2017 MERS Annual Conference.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CERTIFY REPRESENTATIVES FOR THE MERS ANNUAL CONFERENCE

WHEREAS, the Municipal Employees’ Retirement System (MERS) will hold the Annual Conference at the Detroit Marriott at the Renaissance Center in Detroit, MI on September 21 and September 22, 2017; and

WHEREAS, the governing body of each member municipality must certify an employee delegate who has been nominated and elected by the other employee members, and appoint an officer delegate of the governing body.

THEREFORE BE IT RESOLVED, that the following persons are hereby certified as Ingham County Representatives for the MERS Annual Conference:

   Employee Delegate: Sheldon Lewis, Administrative Assistant-Drain Office
   Officer Delegate: Michael Townsend, Budget Director

BE IT FURTHER RESOLVED, Ingham County Board of Commissioners authorizes the payment, pursuant to the County’s travel policy, of the expenses of the Employee Delegate and Officer Delegate to attend the 2017 MERS Annual Conference.
BACKGROUND
Beginning in January 2013, the Board of Commissioners established Municipal Employees’ Retirement System (MERS) Hybrid Pension Divisions to address the escalating defined benefit pension costs. Corresponding Hybrid division were established for the existing defined benefit (DB) divisions to allow placement of new hires into the Hybrid Plan.

The existing DB division for the Road Department managerial and professional classifications was not addressed at that time. With the hiring of a new employee into a Road Department professional position, Financial Services discovered that significant adjustments had to be made each month for reporting to MERS.

Financial Services and Human Resources discussed solutions and determined the need to create a new Hybrid division for the new hires in the management and professional positions at the Road Department. This division is the same structure as the existing Hybrid Plan for MCF new hires.

ALTERNATIVES
There are no alternatives. If we do not establish the new division, it creates inefficiency in monthly reporting into the MERS portal and the need for additional adjustments.

FINANCIAL IMPACT
There is no financial impact regarding the amount of contribution. It is solely for operational efficiency.

OTHER CONSIDERATIONS
The employees that would be enrolled in this new Hybrid Division are not represented by a collective bargaining unit. Although it creates another division in an already complex pension reporting structure for the County, it will provide better accountability and efficiency for pension reporting going forward.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to establish the MERS Hybrid Plan Division.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEE OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE ESTABLISHMENT OF A MERS HYBRID PLAN
FOR NEW ROAD DEPARTMENT MANAGERIAL AND PROFESSIONAL EMPLOYEES

WHEREAS, the County Board of Commissioners has established MERS Hybrid Plan Divisions to address the escalating pension costs; and

WHEREAS, Financial Services and Human Resources recognized a need to establish a Hybrid division for Ingham County Road Department new hires in non-represented managerial and professional classifications; and

WHEREAS, the Hybrid Plan Adoption Agreement to establish this new division for new hires in non-represented management and professional classifications at the Road Department has been completed.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes the attached MERS Hybrid Plan Adoption Agreement for new employees, occupying non-represented managerial and professional classifications at the Ingham County Road Department, hired after June 1, 2017.

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

The Employer, a participating municipality or participating court within the State of Michigan that has adopted MERS coverage, hereby establishes the following MERS Hybrid Plan provided by MERS of Michigan, as authorized by 1996 PA 220 in accordance with the MERS Plan Document, as both may be amended, subject to the terms and conditions herein.

I. Employer Name: County of Ingham
   Municipality #: 3303
   If new to MERS, provide your municipality's/court's fiscal year: ___________ through ___________.

II. Effective Date
   Check one:
   A. ☐ If this is the initial Adoption Agreement for this group, the effective date shall be the first day of ___________, 20__
   X This municipality or division is new to MERS, so vesting credit prior to the initial MERS effective date by each eligible participant shall be credited as follows (choose one):
      ☑ Vesting credit from date of hire  ☐ No vesting credit
   ☐ This division is for new hires, rehires, and transfers of current Defined Benefit division #__________
   and/or current Defined Contribution division #__________
   Closing this division will change future invoices to a flat dollar amount instead of a percentage of payroll, as provided in your most recent annual actuarial valuation. (The amount may be adjusted for any benefit modifications that may have taken place since then.)
   Current active (defined benefit or Defined Contribution) employees (select one of the following and see Plan Document, Section 64 for more information):
      ☐ Will have a one-time opportunity to convert the value of their current defined benefit into a lump sum transferred to the Defined Contribution portion of Hybrid sum, or continue accruing service in the Defined Benefit. (Complete MERS Hybrid Conversion Addendum.)
      ☐ Will have a one-time opportunity to cease service accrual in the current plan and transfer to the new Hybrid plan for future service accrual, or continue accruing service in the Defined Benefit. The deadline for participants to make their election is: __________
      ☐ Will be required to cease service accrual in Defined Benefit and will transfer to Hybrid for future service accrual.

* By completing the section above, the Employer acknowledges receiving Projection Study (if applicable) results and understands the municipality's obligation to continue funding the liability associated with the closed Defined Benefit division.

B. ☐ If this is an amendment of an existing Adoption Agreement (Hybrid division #__________), the effective date shall be the first day of _____________, 20__. Please note: You only need to mark changes to your plan throughout the remainder of this Agreement.
MERS Hybrid Plan Adoption Agreement

C. ☐ If this is to separate employees from an existing Hybrid division
   (existing division number(s) ______________________)
   into a new Hybrid division, the effective date shall be the first day of ____________, 20____.

III. Eligible Employees

Only those Employees eligible for MERS membership may participate in the MERS Hybrid Plan. A copy of ALL employee enrollment forms must be submitted to MERS. The following groups of employees are eligible to participate:

Met. & Prof. Rend Dept after 6/1/2017
   (Name of Hybrid division - e.g. All Full Time Employees, or General after 7/10/13)

To receive one month of service credit (check one):

☐ An employee shall work 10 ______ hour days
☐ An employee shall work ________ hours in a month

All employees classified under eligible employees, whether full or part time, who meet this criteria must be reported to MERS. If you change your current day of work definition to be more restrictive, the new definition only applies to employees hired after the effective date.

To further define eligibility, check all that apply:

☐ Probationary periods are allowed in one-month increments, no longer than 12 months. During this probationary period the Employer will not report or make contributions, and none will be due on behalf of the new employee retroactively. Service will begin after the probationary period has been satisfied.
   The probationary period will be ______ month(s).

☐ Temporary employees in a position normally requiring less than a total of 12 whole months of work in the position may be excluded from membership. These employees must be notified in writing by the participating municipality that they are excluded from membership within 10 business days of date of hire or execution of this Agreement.
   The temporary exclusion period will be ______ month(s).
MERS Hybrid Plan Adoption Agreement

IV. Provisions
Employer Caps
☐ Employer hereby elects to cap the annual contribution to Hybrid (total amount for both Defined Benefit and Defined Contribution portions) ___% of payroll.

☐ The Defined Benefit component shall be exclusively funded by the employer, with no member contributions permitted, unless the employer elects to cap annual employer contributions to a fixed percent. The employer’s annual contributions are capped at ___%. Employee Contributions will make up the difference.

The Defined Benefit Provisions, once adopted, are irrevocable and shall not be later changed except for definition of compensation.

Valuation Date: ___December 31___, 2016

1. This Adoption Agreement will be implemented in conjunction with a current actuarial valuation certified by a MERS actuary or normal cost calculation created by MERS that sets contribution rates.

2. Annually, the MERS actuary will conduct an actuarial valuation to determine the employers’ contribution rates for the Defined Benefit portion of Hybrid. Employers are responsible for payment of said contributions at the rate, in the form and at the time that MERS determines.

3. Benefit Multiplier
   The multiplier shall be one of the following dependent upon the division’s Social Security status:

<table>
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<tr>
<th>Social Security Coverage</th>
<th>No Social Security Coverage</th>
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<tr>
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<td>☜ 1.75%</td>
<td>☜ 2.00%</td>
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</tbody>
</table>

4. Final Average Compensation (FAC) shall be based on the highest consecutive 3 years

5. Vesting shall be 6 years
MERS Hybrid Plan Adoption Agreement

6. Compensation, for retirement purposes, is defined as base wages and all of the following. Check applicable boxes to include these types from your MERS reported wages:

☐ Longevity pay
☐ Overtime pay
☐ Shift differentials
☐ Pay for periods of absence from work by reason of vacation, holiday, and sickness
☐ Workers' compensation weekly benefits (if reported and are higher than regular earnings)
☐ A member's pre-tax contributions to a plan established under Section 125 of the IRC
☐ Transcript fees paid to a court reporter
☐ A taxable car allowance
☐ Short term or long term disability payments
☐ Payments for achievement of established annual (or similar period) performance goals
☐ Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
☐ Lump sum payments attributable to the member's personal service rendered during the FAC period
☐ Other: _____________________________________________________________
☐ Other 2: ___________________________________________________________

7. Normal Retirement Age: ____________ (any age from 60 – 70)

8. Early Normal Retirement with unreduced benefits
☐ Age 55-65 _______ with 25 years of service.


1. Vesting (Check one):

☐ Immediate
☐ Cliff Vesting (fully vested after below number years of service)
☐ 1 year ☐ 2 years ☐ 3 years ☐ 4 years ☒ 5 years

☐ Graded Vesting
☐ ___% after 1 year of service
☐ ___% after 2 years of service
☐ ___% after 3 years of service (min 25%)
☐ ___% after 4 years of service (min 50%)
☐ ___% after 5 years of service (min 75%)
☐ 100% after 6 years of service

Vesting will be credited using (check one):

☐ Elapsed time method – Participants will be credited with one vesting year for each 12 months of continuous employment from the date of hire.

☐ Hours reported method – Participants will be credited with one vesting year for each calendar year in which _____ hours are worked

In the event of disability or death while actively employed, a participant's (or his/her beneficiary's) entire employer contribution account shall be 100% vested.
2. Contributions
   a. Will be remitted
      ☐ Weekly       ☑ Bi-Weekly       ☐ Monthly
   b. Employee/Employer contribution structure (subject to limitations of Section 415(c) of the Internal Revenue Code)
      | Employee Contribution | Employer Contribution |
      |------------------------|------------------------|
      | 2.5%                   | 2.5%                   |

□ Direct mandatory employee contributions as pre-tax.
NOTE: If a cap is requested under Section IV, the employer contribution in the Defined Contribution component is subject to reduction to the extent the total employer cap is met.

c. Voluntary employee contributions may be made after-tax, subject to the Section 415(c) limitations of the Internal Revenue Code

3. Compensation:
   Employers may designate the definition of compensation per division participating in Defined Contribution pursuant to section 49 of the MERS Plan Document (check one):
   ☐ Medicare taxable wages reported in Box 5 of Form W-2
   ☐ All income subject to income tax reported in Box 1 of Form W-2, plus elective deferrals
   ☐ Compensation, for retirement purposes, is defined as base wages. Any of the following may be included:
      ☐ Longevity pay
      ☐ Overtime pay
      ☐ Shift differentials
      ☐ Pay for periods of absence from work by reason of vacation, holiday, and sickness
      ☐ Workers' compensation weekly benefits (if reported and are higher than regular earnings)
      ☐ A member's pre-tax contributions to a plan established under Section 125 of the IRC
      ☐ Transcript fees paid to a court reporter
      ☐ A taxable car allowance
      ☐ Short term or long term disability payments
      ☐ Payments for achievement of established annual (or similar period) performance goals
      ☐ Payment for attainment of educational degrees from accredited colleges, universities, or for acquisition of job-related certifications
      ☐ Lump sum payments attributable to the member's personal service rendered during the FAC period
      ☐ Other: ____________________________________________
      ☐ Other 2: __________________________________________

NOTE: In any of the above elections, an employee’s compensation shall not exceed the annual limit under section 401(a)(17) of the Internal Revenue Code.

4. Loans: ☐ shall be permitted          ☑ shall not be permitted
   If Loans are elected, please complete and attach the MERS Hybrid Loan Addendum.
MERS Hybrid Plan Adoption Agreement

5. Rollovers from qualified plans are permitted as set forth in the Hybrid Plan and the plan will account separately for pre-tax and post-tax contributions and earnings thereon.

V. Appointing MERS as the Plan Administrator

The Employer hereby agrees to the provisions of this MERS Hybrid Plan Adoption Agreement and appoints MERS as the Plan Administrator pursuant to the terms and conditions of the Plan. The Employer also agrees that in the event of any conflict between the MERS Plan Document and the MERS Hybrid Plan Adoption Agreement, the provisions of the Plan Document control.

VI. Modification of the terms of the Adoption Agreement

If the Employer desires to amend any of its elections contained in this Adoption Agreement, including attachments, the Governing Body or Chief Judge, by resolution or official action accepted by MERS, must adopt a new Adoption Agreement. The amendment of the new Agreement is not effective until approved by MERS.

VII. Enforcement

1. The Employer acknowledges that the Michigan Constitution of 1963, Article 9, Section 24, provides that accrued financial benefits arising under a public Employer's retirement plan are a contractual obligation of the Employer that may not be diminished or impaired, and prohibits the use of the Employer's required current service funding to finance unfunded accrued liabilities.

2. The Employer agrees that, pursuant to the Michigan Constitution, its obligations to pay required contributions are contractual obligations to its employees and to MERS and may be enforced in a court of competent jurisdiction;

3. In accordance with the Constitution and this Agreement, if at any time the balance standing to the Employer's credit in the reserve for employer contributions and DB benefit payments is insufficient to pay all service benefits due and payable to the entity's retirees and beneficiaries, the Employer agrees and covenants to promptly remit to MERS the amount of such deficiency as determined by the Retirement Board within thirty (30) days notice of such deficiency;

4. The Employer acknowledges that the DB wage and service reports are due monthly, and the employee contributions (if any) and Employer contributions are due and payable monthly, and must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;

5. The Employer acknowledges that employee contributions (if any) and employer contributions must be submitted in accordance with the MERS Enforcement Procedure for Prompt Reporting and Payment, the terms of which are incorporated herein by reference;
MERS Hybrid Plan Adoption Agreement

6. The Employer acknowledges that late or missed contributions will be required to be made up, including any applicable gains for the Defined Contribution portion of Hybrid, pursuant to the Internal Revenue Code;

7. Should the Employer fail to make its required contribution(s) when due, the retirement benefits due and payable by MERS on behalf of the entity to its retirees and beneficiaries may be suspended until the delinquent payment is received by MERS. MERS may implement any applicable interest charges and penalties pursuant to the MERS Enforcement Procedure for Prompt Reporting and Payment and Plan Document Section 79, and take any appropriate legal action, including but not limited to filing a lawsuit and reporting the entity to the Treasurer of the State of Michigan in accordance with MCL 141.1544(d), Section 44 of PA 438 of 2012, as may be amended;

8. It is expressly agreed and understood as an integral and non-severable part of this Agreement that Section 43 of the Plan Document shall not apply to this Agreement and its administration or interpretation. In the event any alteration of the terms or conditions of this Agreement is made or occurs, under Section 43 or other plan provision or law, MERS and the Retirement Board, as sole trustee and fiduciary of the MERS plan and its trust reserves, and whose authority is non-delegable, shall have no obligation or duty to administer (or to have administered) the Hybrid Plan, to authorize the transfer of any assets to the Hybrid Plan, or to continue administration by MERS or any third-party administrator of the Hybrid Plan.

VIII. Execution

Authorized Designee of Governing Body of Municipality or Chief Judge of Court

The foregoing Adoption Agreement is hereby approved by [Board of Commissioners on (Name of Approving Employer)]

the ___ day of ________________________ , 20____.

Authorized signature: ____________________________________________

Title: __________________________________________________________

Witness signature: ____________________________________________

Received and Approved by the Municipal Employees’ Retirement System of Michigan

Dated: ________________________ , 20____ Signature: ________________________

(Authorized MERS Signatory)
BACKGROUND
In 2015, the Sheriff’s Office identified an issue regarding unscheduled overtime and providing adequate coverage. At that time, the parties met and determined this could be addressed through the Code Red Alert System and an LOU was created to provide an unscheduled overtime response process.

The update LOU through December 31, 2018, maintains the same response process but names the new Everbridge Alert System.

ALTERNATIVES
Adequate staffing is necessary to insure the safety and security of the adult offenders housed at the Ingham County Jail. Not implementing this response system to address the unscheduled overtime process creates ability undue hardship on the Corrections Officers that are held over and creates additional liability.

FINANCIAL IMPACT
The LOU provides a $50 bonus in addition to contractual wages for officers reporting for duty under the Everbridge Alert System. A similar response system and protocol has been in place since 2015.

OTHER CONSIDERATIONS
This LOU is an updated version of the expired LOU for the Code Red Alert System that had been in place since 2015. The alert system for unscheduled overtime has worked well since its inception.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and CCLP regarding the Everbridge Alert System.
Introduced by the Law & Courts, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING IMPLEMENTATION OF EVERBRIDGE ALERT SYSTEM WITH CAPITAL CITY LABOR PROGRAM INC. – CORRECTIONS NON-SUPERVISORY UNIT

WHEREAS, a collective bargaining agreement had been reached between representatives of Ingham County and the Ingham County Sheriff and the Capitol City Labor Program Inc. for the period January 1, 2015 through December 31, 2017; and

WHEREAS, the parties identified a hardship in filling unscheduled overtime assignments; and

WHEREAS, the parties supplemented the contract regarding unscheduled overtime and the use of an alert system; and

WHEREAS, a Letter of Understanding (LOU) addressing the use of a Code Red Alert System through December 31, 2016 was executed between parties; and

WHEREAS, representatives of Ingham County and the Ingham County Sheriff and the Capitol City Lodge Labor Program Inc. met and conferred over updating the LOU regarding use of the Everbridge Alert System; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the Letter of Understanding between Ingham County and the Ingham County Sheriff and the Capitol City Labor Program, Inc.

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

EVERBRIDGE ALERT SYSTEM

WHEREAS, the COUNTY OF INGHAM and the INGHAM COUNTY SHERIFF (hereinafter referred to as the "Employer") and Capitol City Labor Program, Inc. (hereinafter referred to as the "Union") have agreed to a collective bargaining agreement for the Corrections Unit for the period January 1, 2015, through December 31, 2017; and

WHEREAS, the Parties wish to supplement the contract regarding unscheduled overtime and the use of the EVERBRIDGE ALERT SYSTEM for unit employees.

NOW, THEREFORE, IT IS HEREBY AGREED by the Parties as to the following unscheduled overtime process:

1. Overtime will be offered by seniority to Corrections Deputies working the shift.

2. Overtime will then be offered to Corrections Deputies as listed through the EVERBRIDGE ALERT SYSTEM.
   a. Corrections Deputies, Corrections Command officers, and all Law Enforcement Deputies and Command Officers shall be entered into the EVERBRIDGE ALERT SYSTEM. Contact phone numbers will be entered into the system for text message and phone call notification.
   b. Deputies changing their contact number shall notify their supervisor and the Executive Assistant to the Sheriff and any changes shall be made to the system.

3. After an EVERBRIDGE ALERT message is broadcast, interested Corrections Deputies are to call into the Command Officer on duty if they wish to volunteer to work the overtime assignment within 30 minutes.
   a. The Deputy(ies) who calls in within the 30 minutes will be granted the overtime assignment(s).
   b. If no Corrections Deputy calls in within the 30 minutes following the EVERBRIDGE ALERT, then the first Corrections Command Officer(s) to call in during the 30 minutes will be granted the overtime assignment(s).
   c. If no response by Corrections Deputies or Corrections Command Officers within the original 30 minutes, then a second EVERBRIDGE ALERT shall go out to the Law Enforcement - Deputy and Law Enforcement - Command units. The overtime shall be granted to the first officer(s) to call in from either Law Enforcement Unit.
4. The Deputy or Command Officer that calls in to volunteer for the overtime assignment will be notified by the Command Officer that they were granted the assignment. The Deputy or Command Officer granted the assignment will report for duty within 1 hour from the confirming notification.

5. Corrections or Law Enforcement Deputies or Command Officers reporting for duty under the EVERBRIDGE ALERT will receive a **$50 bonus** in addition to contractual wages, overtime, etc. that may otherwise apply for hours worked.

6. If the EVERBRIDGE ALERT SYSTEM is not operational, Corrections Command will only be responsible for calling those employees who normally work the hours of the overtime opening.
   a. Overtime from 0645 - 1900 will be offered to Day shift.
   b. Overtime from 1845 - 0700 will be offered to Night shift.

7. If the overtime is not filled voluntarily, it will be assigned to a Deputy currently working or reporting to work for the next shift, based on the least amount of overtime hours worked.

8. All the other terms and condition specified in the parties' collective bargaining agreement shall remain in full force and effect, except as stated above.

This Letter of Understanding will be effective through December 31, 2018, at which time the EVERBRIDGE ALERT SYSTEM in response to unscheduled overtime shall expire. Any modification of this Agreement must be in writing and signed by the parties hereto.

**COUNTY OF INGHAM**

Sarah Anthony, Chairperson  Date  Tom Krug, Executive Director  Date
Board of Commissioners

**SHERIFF OF INGHAM COUNTY**

Sheriff Scott Wriggelsworth  Date  Jack Bonner  Date

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

By:  ____________________________
     Bonnie G. Toskey
TO: Board of Commissioners County Services and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: July 25, 2017

SUBJECT: UAW – TOPS Letter of Understanding Regarding Union Leave

County Services August 15\textsuperscript{th} and Financial Services August 16\textsuperscript{th} Agendas

BACKGROUND

The UAW – TOPS unit approached Human Resources regarding the use of accrued time to cover leaves for Union conferences, seminars and training. Historically, UAW Officials/Employees have covered the union leave for training and attending conferences with their own vacation time to remain whole for pay and accrual purposes (vacation and sick) and so the UAW Official/Employee does not suffer any penalty under MERS final average compensation calculation.

In addition to the Employee utilizing vacation time to cover the absence from work, UAW International also paid the Employee for the training and conference time. A recent UAW Audit determined that the method of covering the leave time with vacation time and receiving payment from the UAW was contrary to the by-laws and audit practices. The auditors suggest the Officials/Employees request leave without pay to cover this time and only receive reimbursement from the Union, however this would penalize the employee’s accruals and it could adversely impact their final average compensation.

Human Resources, Financial Services and representatives from the UAW Local 2256 met and discussed potential solutions, arriving on the designation of a pay code specifically for union leave. Time paid by the Employer under this new pay code would be tracked and billed to the UAW for reimbursement on a quarterly basis. This new process would eliminate direct payment to the employee and alleviate the UAW Auditors concerns. The UAW Official/Employee would no longer need to utilize accrued vacation time to avoid suffering any loss of accrued benefits or potential penalties in the calculation of their pension.

The current collective bargaining agreement has few references to union time. A Letter of Understanding (LOU) is important to define applicable union leaves, eligibility, limitations and identify appropriate use of this pay code. The LOU would identify the process for requesting leave under this code, including an approval process by the supervisor or department head.

The draft LOU was a discussion item in closed session on July 18th and additional parameters were provided to HR for continued discussion with the UAW. The changes from the original draft are in bold type. The UAW is in agreement with the current draft LOU as presented.

ALTERNATIVES

To make no change to the past practice and require Union Officials to cover union leave with accrued vacation time or vacation bonus time.

FINANCIAL IMPACT

Without the need to use accrued vacation time to attend UAW Training opportunities, UAW Officials/Employees would have additional time away from their normal work responsibilities.
**OTHER CONSIDERATIONS**
The other collective bargaining agreements that provide union time, do so on a very limited basis.

**RECOMMENDATION**
The LOU for approval is the result of the meet and confer process and additional suggested parameters provided by County Services.
RESOLUTION TO APPROVE A LETTER OF UNDERSTANDING WITH UNITED AUTOMOBILE AEROSPACE AND AGRICULTURAL IMPLEMENT WORKERS OF AMERICA

WHEREAS, the County of Ingham (Employer) and the United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) have entered into a collective bargaining agreement with a term running from January 1, 2015 through December 31, 2017; and

WHEREAS, representatives of the UAW raised a concern regarding UAW sponsored seminars and/or training and how the time is accounted for and paid for Officials in attendance; and

WHEREAS, the representatives from UAW, Human Resources and Financial Services met on the issue and developed a process for requesting, approval, tracking and accounting for the time; and

WHEREAS, the terms and conditions of the process are outlined in the attached Letter of Understanding; and

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

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

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the Letter of Understanding on behalf of the County, subject to the approval as to form by the County Attorney.
LETTER OF UNDERSTANDING

BETWEEN

COUNTY OF INGHAM (Employer)

AND

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

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

WHEREAS, the current collective bargaining agreement does not address a process for Officers in the Ingham County Unit, Local 2256 to attend UAW International and UAW Local 2256 sponsored seminars and trainings; and

WHEREAS, the Employer and the Union recognize the need to identify union leave time for seminars and training and the process for approval; and

WHEREAS, the Employer and the Union have discussed this issue and created this Letter of Understanding.

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

1. The Employer shall establish a special pay code for the purpose of identifying hours paid for appropriate Union Officials to attend approved Union sponsored seminars and/or training.

2. The employee’s wages, based on hours reported under the special pay code, will be billed back to the Union, including applicable employer paid payroll taxes and pension costs for reimbursement on at least a quarterly basis.

3. The request by the Union Official to attend UAW International and UAW Local 2256 sponsored seminars and/or training must be submitted in writing to their department head.

4. Department Heads shall maintain a record of Union Leave time requested and available to the requestor and approve the leave request in accordance with the operational requirements of the department.

5. Once approved by the department head, the requesting UAW Officer, Steward or Election Committee Member will present their request for leave under the designated special pay code for approval by the by the appropriate Union Official.
6. The Employer will grant, upon approval of the appropriate Department Director and the Union Official, paid leaves of absence under the special pay code and subject to the aforementioned Union reimbursement process, to designated Union Officials and subject to the following limitations:

   a. Chairperson of the local unit may receive up to 25 work days each calendar year to attend UAW International and UAW Local 2256 sponsored seminars and/or training.

   b. The six (6) other Union Officers and/or Stewards may each receive up to 10 work days each calendar year to attend UAW International and UAW Local 2256 sponsored seminars and/or training.

   c. Three (3) UAW Election Committee members may each receive up to 2 work days each calendar year to conduct Union elections and contract ratification votes.

7. Any time reported under the special pay code while attending Union sponsored seminars and/or training will not be counted for the purpose of overtime calculation.

8. All the other terms and condition specified in the parties’ collective bargaining agreement shall remain in full force and effect.

COUNTY OF INGHAM

Sarah Anthony, Chairperson  Date
Ingham County Board of Commissioners

Barb Byrum, County Clerk  Date

UNITED AUTO WORKERS

Sally Auer, Chairperson  Date
Ingham County Unit, Local 2256

Scott Dedic  Date
International Representative

Honorable Richard J. Garcia  Date
Chief Probate Judge

Honorable Janelle A. Lawless  Date
Chief Circuit Judge
Honorable Donald Allen, Jr.  Date
Chief Judge, 55th District Court

Carol Siemon, Prosecutor  Date

Derrick Quinney, Register of Deeds  Date

Eric Schertzing, Treasurer  Date

Patrick E. Lindemann,  Date
Drain Commissioner

Scott Wriggelsworth, Sheriff  Date

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

Mattis Nordfjord
MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Road Department

Date: July 27, 2017

RE: Proposed Resolution Authorizing a Letter of Understanding Between COUNTY OF INGHAM (Employer) and OPEIU LOCAL #512 (Union) Regarding Overtime Grievance Settlement

Ingham County on behalf of the Road Department (the “Employer”) and the Office and Professional Employees International Union, Technical/Clerical Unit (OPEIU, or the “Union”) have agreed to a collective bargaining agreement for January 1, 2016, through December 31, 2017 (the “CBA”).

The Union filed a grievance challenging overtime work performed by a non-union seasonal engineering technician on July 15, 2016, when the union asserts that a qualified Union member was available for this overtime work, an alleged violation of Article 1 of the above-referenced CBA.

Road Department project management staff did not feel at the time the decision was made to use the non-union technician that the subject union employee/grievant fully had the necessary training and experience for the subject assignment on July 15, 2016. In subsequent meetings regarding this grievance, the grievant and the Union asserted that the grievant did have the necessary training, skills and experience to perform the subject work on July 15, 2016, and provided examples of the grievant having done similar work on several occasions in prior years.

Rather than expend further time and resources resolving the above differences in opinion on the subject, including the higher cost and further staff time of possible arbitration, the Road Department and the Union wish to resolve the issue with a letter of understanding which further clarifies practices going forward to assure that the Employer’s need for fully qualified staffing is provided on engineering projects, and that the Employer assures that all fully qualified union personnel are offered overtime in the work normally performed by the union before offering it to non-union personnel.

Therefore Road Department management recommends that the Employer agree to the following in a Letter of Understanding (LOU) to be authorized per the attached, proposed resolution and said LOU to be executed with the Union if approved by the Board of Commissioners:

1. In full and final settlement of OPEIU grievance dated July 20, 2016, the parties agree that:
   a. For purposes of Article 1, The Employer will endeavor to avail union staff of any and all training and professional development opportunities desired by the individual and the Employer, and applicable to work normally performed by the union, but not in conflict with the given individual’s normal job duties, nor in conflict with the Employer’s other operations.
b. However the Employer has the right and duty to have fully qualified personnel perform inspection of construction projects normally performed by the union without the need to train individuals for the given duties at the time those duties need to be performed, and thus may use fully qualified non-union personnel for these duties if union members fully qualified in the opinion of the Employer are not available at the given time to perform said duties.

c. When overtime opportunities arise within the work normally performed by the union, the employer will offer the overtime to fully qualified and available union members starting with those normally assigned to the given project, then to those in the job classification normally performing the duties incurring the given overtime, and then to other union members fully qualified in the Employer’s opinion to perform the given duties.

d. Employees claiming to be fully qualified for certain duties who are offered overtime to perform those duties but fail to adequately perform those duties, may be subject to discipline per the employer’s discipline policy.

e. Recognizing the Union’s claim of foregone overtime, but denying its validity, the Employer on a one-time, non-precedential basis, shall pay 7 hours overtime to the grievant in this matter for that worked in the field by the non-union seasonal engineering technician on July 15, 2016, at her then current rate of pay, a total sum of $273.90.

2. It is hereby agreed between the Employer and the Union that the provisions of this Letter of Agreement shall be effective forthwith in the future.

All other aspects of the subject CBA will remain unchanged.
WHEREAS, the County of Ingham, (the “Employer”) and the Office and Professional Employees International Union, Technical Clerical Unit (OPEIU or the “Union”) have agreed to a collective bargaining agreement from January 1, 2016, through December 31, 2017 (the “CBA”); and

WHEREAS, the Union has filed a grievance challenging overtime work performed by a non-union seasonal engineering technician on July 15, 2016, when the union asserts that a qualified union member was available for this overtime work, an alleged violation of Article 1 of the collective bargaining agreement; and

WHEREAS, the Parties are desirous of settling this matter, and establishing a practice going forward to assure that the Employer’s need for fully qualified staffing is provided on engineering projects, and that the employer assures that all qualified union personnel are offered overtime in the work normally performed by the union before offering it to non-union personnel.

THEREFORE, BE IT RESOLVED, the Ingham County Board of Commissioners agrees to the following in a Letter of Understanding (LOU) with the Union:

1. In full and final settlement of OPEIU grievance dated July 20, 2016, the parties agree that:
   a. For purposes of Article 1, The Employer will endeavor to avail union staff of any and all training and professional development opportunities desired by the individual and the Employer, and applicable to work normally performed by the union, but not in conflict with the given individual’s normal job duties, nor in conflict with the Employer’s other operations.
   b. However the Employer has the right and duty to have fully qualified personnel perform inspection of construction projects normally performed by the union without the need to train individuals for the given duties at the time those duties need to be performed, and thus may use fully qualified non-union personnel for these duties if union members fully qualified in the opinion of the Employer are not available at the given time to perform said duties.
   c. When overtime opportunities arise within the work normally performed by the union, the employer will offer the overtime to fully qualified and available union members starting with those normally assigned to the given project, then to those in the job classification normally performing the duties incurring the given overtime, and then to other union members fully qualified in the Employer’s opinion to perform the given duties.
   d. Employees claiming to be fully qualified for certain duties who are offered overtime to perform those duties but fail to adequately perform those duties, may be subject to discipline per the employer’s discipline policy.
e. Recognizing the Union’s claim of foregone overtime, but denying its validity, the Employer on a one-time, non-precedential basis, shall pay 7 hours overtime to the grievant in this matter for that worked in the field by the non-union seasonal engineering technician on July 15, 2016, at her then current rate of pay, a total sum of $273.90.

2. It is hereby agreed between the Employer and the Union that the provisions of this Letter of Agreement shall be effective forthwith in the future.

BE IT FURTHER RESOLVED, 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.
LETTER OF AGREEMENT
BETWEEN
INGHAM COUNTY (Employer)
OPEIU LOCAL 512 TECHNICAL-CLERICAL UNIT (Union)

WHEREAS, the Employer and the Union have entered a collective bargaining agreement with a term running from January 1, 2016, through December 31, 2017; and

WHEREAS, the Union has filed a grievance challenging overtime work performed by a non-union seasonal engineering technician on July 15, 2016, when the union asserts that a qualified union member was available for this overtime work, an alleged violation of Article 1 of the collective bargaining agreement; and

WHEREAS, the Parties are desirous of settling this matter, and establishing a practice going forward to assure that the Employer’s need for fully qualified staffing is provided on engineering projects, and that the employer assures that all qualified union personnel are offered overtime in the work normally performed by the union before offering it to non-union personnel,

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

1. In full and final settlement of OPEIU grievance dated July 20, 2016, the parties agree that:
   a. For purposes of Article 1, The Employer will endeavor to avail union staff of any and all training and professional development opportunities desired by the individual and the Employer, and applicable to work normally performed by the union, but not in conflict with the given individual’s normal job duties, nor in conflict with the Employer’s other operations.
   b. However the Employer has the right and duty to have fully qualified personnel perform inspection of construction projects normally performed by the union without the need to train individuals for the given duties at the time those duties need to be performed, and thus may use fully qualified non-union personnel for these duties if union members fully qualified in the opinion of the Employer are not available at the given time to perform said duties.
   c. When overtime opportunities arise within the work normally performed by the union, the employer will offer the overtime to fully qualified and available union members starting with those normally assigned to the given project, then to those in the job classification normally performing the duties incurring the given overtime, and then to other union members fully qualified in the Employer’s opinion to perform the given duties.
   d. Employees claiming to be fully qualified for certain duties who are offered overtime to perform those duties but fail to adequately perform those duties, may be subject to discipline per the employer’s discipline policy.
e. Recognizing the Union’s claim of foregone overtime, but denying its validity, the Employer on a one-time, non-precedential basis, shall pay 7 hours overtime to the grievant in this matter for that worked in the field by the non-union seasonal engineering technician on July 15, 2016, at her then current rate of pay, a total sum of $273.90.

2. It is hereby agreed between the Employer and the Union that the provisions of this Letter of Agreement shall be effective forthwith in the future.

_____________________________   ______________________________
Sarah Anthony, Chairperson    Mark Swanson, Chief Steward
Board of Commissioners

______________________________
Aaron Sanders, OPEIU Representative

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

_____________________________
Mattis Norfjord
For Professional Services Rendered

Accounting services and assistance provided in conjunction with the December 31, 2016 audit engagement.  64,125.00

20% Goodwill Discount  (12,825.00)

Our contractual audit fee was based on the County’s representation that the accounting records would be in an auditable condition at the start of the engagement and that accurate supporting documentation and reconciliations would be provided. As documented in our 2016 audit findings, we encountered numerous issues throughout the audit that required us to provide accounting assistance to the County in order for the audit to be completed on time. The delays in receiving information and the assistance provided resulted in an additional 405 hours of unbudgeted time to be incurred. As presented in our proposal, our fees are based on 1,000 hours and we incurred 1,405 hours to complete the 2016 audit engagement.

The additional 405 hours equates to $64,125 at the hourly rates included in our audit contact. We have discounted the fee by 20% and consider this an investment in our professional relationship.

Our audit hours have exceeded our quoted 1,000 hour budget in each of the last 3 years by over 500 hours per year. We have not billed the County for these hours as we recognize that it takes a few years to implement an efficient audit process. We considered the additional time spent in previous years a long term investment and concluded to not bill for that extra time.

Balance Due $51,300.00 USD

Remittance information:

Check: Plante & Moran, PLLC
10000 Collections Center Drive
Chicago, IL 60693

Bank: Bank of America
Routing/ABA# 026000053
Bank Address 100 West 33rd Street
New York, NY 10001
Account Number 9890996003
Account Name Plante & Moran, PLLC

Wire Transfer: Plante & Moran, PLLC

ACH: Plante & Moran, PLLC
RESOLUTION TO APPROVE PAYMENT OF SUPPLEMENTAL INVOICE

WHEREAS, local unit having a population of 4,000 or more are required by state statute (MCL 141.425(2)) to obtain an annual audit of financial records, accounts, and procedures; and

WHEREAS, on August 27, 2013 the Ingham County Board of Commissioners approved Resolution 13-346 to authorize a contract with Plante & Moran, LCC to conduct an audit of Ingham County, the Ingham County Drain Commission and the Single Audit for fiscal years 2013, 2014 and 2015; and

WHEREAS, on August 23, 2016 the Ingham County Board of Commissioners approved Resolution 16-346 to extend the contract with Plante & Moran, LCC to conduct an audit for fiscal years 2016 and 2017; and

WHEREAS, fees quoted by Plante & Moran, LLC were based on the County’s representation that the accounting records would be in an auditable condition at the start of the engagement and that accurate supporting documentation and reconciliations would be provided; and

WHEREAS, the Plante & Moran, LLC encountered numerous issues throughout the 2016 audit period that required the audit team to provide additional accounting assistance to the County in order for the audit to be completed on time; and

WHEREAS, delays in receiving information and the assistance provided resulted in an additional 405 hours of unbudgeted time to be incurred by Plante & Moran, LLC at a total cost of $51,300.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner accepts the itemized supplemental audit invoice from Plante & Moran, LLC dated July 21, 2017 and authorizes payment of $51,300 in addition to the contracted amount of $85,600 for the 2016 audit.

BE IT FURTHER RESOLVED, that funding for payment of the supplemental invoice shall be taken from account number 101-20100-818000 following a transfer from contingency.

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments and the Board Chairperson is authorized to sign the appropriate documents on behalf of Ingham County after approval as to form by the County Attorney.
WHEREAS, the Board of Commissioners adopted Resolution #17-207 to update various fees for county services; and

WHEREAS, three of the fees adopted by the Zoo per Resolution #17-207 need to be adjusted to match what the Parks Department will be charging to keep parking passes consistent at all Ingham County locations; and

WHEREAS, the Parks Department and Potter Park Zoo fees should be the same for Parking since they are sold by each department and are valid for parking at all County locations; and

WHEREAS, the Zoo fees that need to be adjusted are as follows: the Resident – Daily (April-October) Parking Fee should be $3.00, the Resident Annual Parking Fee should be $32.00 and the Non-Resident Annual Parking Fee should be $42.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee adjustments in the rates established for the Park Annual Passes (Resident – Daily (April-October) Parking Fee should be $3.00, the Resident Annual Parking Fee should be $32.00 and the Non-Resident Annual Parking Fee should be $42.00), which will be effective for the 2018 budget year.

BE IT FURTHER RESOLVED, all other fees set by Resolution #17-207 will remain the same as adopted by the Board of Commissioners.