THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, DECEMBER 6, 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 November 21, 2017 Minutes and Closed Session Minutes
Additions to the Agenda
Limited Public Comment

1. Sheriff’s Office
   a. Resolution to Authorize the Ingham County Sheriff’s Office to Enter into an Agreement with Tigg’s Canteen Services for Inmate Commissary for Three Years
   b. Resolution to Contract with Tigg’s Canteen Services, Inc. to Manage the Kitchen and Laundry Services at the Ingham County Jail

2. Treasurer’s Office – Resolution Receiving Advice from the County Treasurer as to a Surplus which can be transferred from the Ingham County Delinquent Tax Revolving Fund to the Ingham County General Fund

3. Prosecutor’s Office – Resolution to Authorize a Memorandum of Understanding between the Ingham County Prosecutor’s Office and the Department of the Attorney General

4. Drain Commissioner – Resolution Pledging Full Faith and Credit to Williamston-Locke Drainage District Bonds or Notes

5. Animal Control – Resolution to Accept an ASPCA Animal Care Grant

6. Finance Committee – Resolution to Amend the 2018 Ingham County Budget to Restore Two Sheriff Corrections Officers

7. Health Services Millage – Resolution Authorizing a Health Services Millage Contract with the Ingham County Health Plan Corporation (IHPC)

8. Health Department
   a. Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files
   b. Resolution to Authorize an Agreement with Professional Credential Verification Services, Inc. (PCVS) to Provide Verification of Professional Credentials of Physicians and Allied Health Professionals
   c. Resolution to Authorize an Agreement with Blue Cross Blue Shield of Michigan Foundation
9. **Farmland and Open Preservation Board**
   a. Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds
   b. Resolution to Approve 2017 Application Ranking and Purchase of Conservation Easements

10. **Facilities Department**
    a. Resolution to Authorize Agreements to Provide Alarm Monitoring Services
    b. Resolution to Authorize Purchase of Copper Tubing for Jail Repairs

11. **Innovation and Technology**
    a. Resolution to Approve Hardware Maintenance Agreement from Avalon Technologies
    b. Resolution to Approve Renewal of the Imagesoft and Onbase Annual Support
    c. Resolution to Approve Renewal of the Ocularis Software Licensing Agreement
    d. Resolution to Approve Purchase of Training from SANS
    e. Resolution to Enter into a Service Agreement with CDWG

12. **Purchasing Department** – Resolution to Authorize an Agreement for Prevailing Wage Monitoring

13. **Road Department**
    a. Resolution to Retain As-Needed Construction Inspection and Supervision Services
    b. Resolution to Authorize Approval of Land Division and Acceptance of a Public Road

14. **Parks Department** – Resolution to Authorize an Amendment to Agreements with the City of Lansing for Trails and Parks Millage Funding

15. **Human Resources Department**
    a. Resolution to Approve Modifications to the 2018 Managerial and Confidential Employee Personnel Manual
    b. Resolution to Approve a Collective Bargaining Agreement with the Command Officers Association of Michigan – 911 Supervisors
    c. Resolution to Approve a Collective Bargaining Agreement with the UAW Local 2256 – Zoo Unit
    d. Resolution to Approve a Letter of Understanding with CCLP – 911 Non-Supervisory Unit Regarding Use of Personal Leave

16. **Board of Commissioners’ Office** – Resolution Approving Annual 2018 Compensation for Non-Judicial County-Wide Elected Officials

17. **Controller/Administrator’s Office**
    a. Resolution Approving Various Contracts for the 2018 Budget Year
    b. Resolution to Approve a Contract for Services with the Greater Lansing Convention and Visitors Bureau
    c. Resolution Authorizing Adjustments to the 2017 Ingham County Budget

Announcements
Public Comment
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
Members Present: Grebner, Hope, McGrain, Schafer (left at 7:32 p.m.), Tennis and Naeyaert

Members Absent: Anthony

Others Present: Treasurer Eric Schertzing, Tim Dolehanty, Deb Fett, Becky Bennett, Rick Terrill, Alan Fox, Rhonda Swayze, Michael Townsend, Liz Kane, Stephanie McLean and others

The meeting was called to order by Chairperson Grebner at 7:30 p.m. in Personnel Conference Room “D & E” of the Human Services Building, 5303 S. Cedar Street, Lansing, Michigan.

Approval of the November 8, 2017 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE NOVEMBER 8, 2017 FINANCE COMMITTEE MINUTES WERE APPROVED AS PRESENTED. Absent: Commissioner Anthony.

Additions to the Agenda –

16. Pending Litigation (Closed Session)

Substitutes –

9. Health Department
   a. Resolution to Adjust Staffing Levels

Additional Information –

2. Treasurer’s Office
   b. Quarterly Investment Report for September 30, 2017 (To be Distributed)

Limited Public Comment

None.

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

1. Sheriff’s Office – Resolution to Waive Policy Rules Regarding Obsolete Property
3. **Human Resources Department** – Resolution to Approve a Collective Bargaining Agreement with the UAW Local 2256 - Technical, Office, Para-Professional and Service Employees


5. **Circuit Court**
   a. State Litigation Reimbursement Agreement
   b. Resolution to Authorize an Agreement in 2018 with TEL Systems to Upgrade Technology and Provide Maintenance Support for the Circuit Court

6. **Community Corrections**
   a. Resolution to Authorize an Amendment of the Current Contract with Sentinel Offender Services and Enter into a New Contract to Provide an Offender Pay and County Funded Electronic Monitoring Program Subject to a Final Contract Agreement
   b. Resolution to Authorize a Contract with the City of Lansing for an Allocation of Funds to Ingham County/City of Lansing Community Corrections for the City 2017-2018 Fiscal Year

7. **Michigan Department of Health & Human Services** – Resolution to Authorize a Cooperative Cash Match Agreement with Michigan Rehabilitation Services

8. **MSU Extension** – Resolution to Authorize an Agreement for Michigan State University Extension Services between Michigan State University and Ingham County to Approve the Annual Work Plan for 2018

9. **Health Department**
   a. Resolution to Adjust Staffing Levels
   b. Resolution to Enter into a Michigan Agriculture Environmental Assurance Program Clean Sweep Program Agreement with the Michigan Department of Agriculture and Rural Development
   c. Resolution to Amend Resolution #17-207 to Adjust the Ingham County Health Department Environmental Health Division Fees
   d. Resolution to Accept Mid-State Health Network Funds
   e. Resolution to Authorize Participation in the Mother and Infant Oral Health Pilot Project

10. **Facilities**
    a. Resolution to Award a Contract for Restoration and Preservation of Lunette Mural Panels
    b. Resolution to Award a Contract to Perform a Standard Preventative Maintenance Rebuild on the Muffin Monster

11. **Innovation and Technology** – Resolution to Renew a Support Services Agreement
12. Purchasing  
a. Resolution to Authorize a Contract for Mailing Services

13. Road Department  
a. Resolution to Retain As-Needed Material Testing and Fabrication Inspection Services  
b. Resolution to Approve a Road Reconstruction Project Agreement

15. Controller/Administrator’s Office – Resolution to the Amend Suspension of Operations Policy

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Anthony.

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

Commissioner Schafer left at 7:32 pm.

2. Treasurer’s Office  
a. Quarterly Investment Report for June 30, 2017  
b. Quarterly Investment Report for September 30, 2017 (To be Distributed)

Eric Schertzing, Ingham County Treasurer, introduced Alan Fox, Chief Deputy Treasurer.

Treasurer Schertzing addressed the committee regarding the new format for the investment report. He stated that there was a more complex form available for review.

Treasurer Schertzing stated that the top line of the form went from $8 million in June to $60 million in September, and he pointed out how fast and how many tax dollars flew in. He further stated that the reason that figure appeared high was because a few weeks later $25 million of that money went out in one wire transfer.

Chairperson Grebner stated that he noticed that most of the investments were in one, two or four million dollar chunks, and he asked why the money was divided into so many different financial institutions.

Treasurer Schertzing stated that some of it had to do with diversity. He further stated that the County had been in a seven year period where there were almost no returns, regardless of any action taken.

Treasurer Schertzing stated that his general rule had been to keep most things under $5 million, and certainly under $10 million, that Michigan CLASS was a $2 billion dollar pool and as such, had been the exception to this rule.
14. **9-1-1 Center – 9-1-1 Monthly Staffing Update (Informational Item)**

Tim Dolehanty, Ingham County Controller, reported that the 9-1-1 Dispatch Center had hired six new employees, and that an additional 16 people had gotten through screening for the next round. He further stated that if those 16 got through the background check and training, the Dispatch Center would be in good shape.

Chairperson Grebner stated that that was a dramatic change from the previous update.

Mr. Dolehanty stated that it was a dramatic change, but cautioned the committee to wait until the process moved further.

Chairperson Grebner stated that it was still impressive, and asked where the responsibility for the change was.

Mr. Dolehanty stated that the article in the Lansing State Journal helped a great deal and that there had been a very aggressive push in recruiting. He further stated that the Center would continue to be aggressive.

16. **Pending Litigation (Closed Session)**

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. HOPE, AT 7:37 P.M. TO MOVE THE MEETING INTO CLOSED SESSION FOR THE PURPOSE OF DISCUSSING PENDING LITIGATION

THE MOTION CARRIED UNANIMOUSLY BY ROLL CALL VOTE. Absent: Commissioners Anthony and Schafer.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. HOPE, AT 8:08 P.M. TO MOVE THE MEETING BACK INTO OPEN SESSION.

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

**Announcements**

None.

**Public Comment**

**Adjournment**

The meeting was adjourned at 8:08 p.m.
RESOLUTION ACTION ITEMS:

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

1a. **Sheriff’s Office** - Resolution to Authorize the Ingham County Sheriff’s Office to Enter into an Agreement with Tigg’s Canteen Services for Inmate Commissary for Three Years

This resolution authorizes the Ingham County Sheriff’s Office to enter into a three year contract, with two one year renewal options, with Tigg’s Canteen Services, Inc. to provide Inmate Commissary, from November 30, 2017 through November 30, 2020.

1b. **Sheriff’s Office** - Resolution to Contract with Tigg’s Canteen Services, Inc. to Manage the Kitchen and Laundry Services at the Ingham County Jail

This resolution authorizes the Ingham County Sheriff’s Office to enter into a three year contract, with two one year renewal options, with Tigg’s Canteen Services, Inc. to manage kitchen and laundry operations at the Ingham County Jail, from November 30, 2017 through November 30, 2020. The per inmate meal cost will be $.99 and $1.25 with the per medical meal.

2. **Treasurer’s Office** – Resolution Receiving Advice from the County Treasurer as to a Surplus which can be transferred from the Ingham County Delinquent Tax Revolving Fund to the Ingham County General Fund

This resolution authorizes the Ingham County Treasurer to transfer $2,600,000 from the DTRF to the General Fund as of December 15, 2017. Any further transfers of surplus amounts will be specifically approved after recommendation by the Ingham County Treasurer by resolution of the Board of Commissioners.

3. **Prosecutor’s Office** – Resolution to Authorize a Memorandum of Understanding between the Ingham County Prosecutor’s Office and the Department of the Attorney General

This resolution would authorize the Ingham County Prosecutor’s Office to enter into a Memorandum of Understanding with the Attorney General’s Office to address the 110 untested sexual assault kits in Ingham County that have been sent to the Michigan Crime Lab for testing. The Memorandum of Understanding would allow a Special Assistant Attorney General to be appointed for this project. The agreement will be cost neutral and will cover all expenses including but not limited to salary, computers, phone, training, and mileage and any other funds that are necessary and approved by the Attorney General’s office (see attached memo for details).

4. **Drain Commissioner** – Resolution Pledging Full Faith and Credit to Williamston-Locke Drain Drainage District Bonds or Notes

The Drain Commissioner has asked that the Board of Commissioners grant full faith and credit of Ingham County to Williamston-Locke Drain Drainage District Bonds or Notes. A pledge of full faith and credit helps to obtain a lower interest rate on the debt, resulting in lower costs for the municipalities and property owners of the drainage district who are liable to pay for the project. This drain project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the project, the Drain Commissioner intends to issue the Drainage District’s bonds in an amount not to exceed $375,000. Principal and interest payments on the Bonds will be payable from assessments to be made upon public corporations and/or benefited properties in the Special Assessment District. Approval of this pledge will not exceed limits established in the Debt Policy.
5. **Animal Control** – Resolution to Accept an ASPCA Animal Care Grant

The Ingham County Animal Control Department (ICAC) has applied for and been awarded a grant to reimburse ICAC for expenses incurred caring for dogs seized as part of a dog fighting investigation. The amount of the grant is $5000 with no match. This resolution states the Ingham County Board of Commissioners approves acceptance of the grant from the ASPCA for $5,000 with no match requirement.

7. **Health Services Millage** – Resolution Authorizing a Health Services Millage Contract with the Ingham County Health Plan Corporation (IHPC)

This resolution authorizes a 2018 contract with Ingham Health Plan Corporation (IHPC) to utilize the Health Services Millage funds for millage eligible services, including medical, pharmacy, dental, and detox services as set forth in Attachments A and B. The county will also reimburse IHPC for administrative expenses (further details in financial impact section below) including third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc. The contract will not exceed $1,000,000 from the Health Services Millage, and funds are included in the 2018 budget. The administrative rate remains 20% in 2018.

8a. **Health Department** - Resolution to Authorize an Agreement with Graphic Sciences, Inc. for the Transport, Storage, and Retrieval of Health Department Files

This resolution extends the current agreement with Graphic Sciences, Inc. for the transport, storage, and retrieval of ICHD files through September 29, 2018. The annual cost of this agreement shall not exceed $24,000. The proposed costs are based on $.288 per box and $6.30 per file requested. This per file fee includes locating, removing and re-filing the requested document. In addition, the costs to remove, transport, and catalog the files at Graphic Science, Inc. is estimated to cost approximately $11,500. The funds for the annual cost of this agreement are included in the FY 18 County Budget.

8b. **Health Department** - Resolution to Authorize an Agreement with Professional Credential Verification Services, Inc. (PCVS) to Provide Verification of Professional Credentials of Physicians and Allied Health Professionals

This resolution is an agreement with Professional Credential Verification Services, Inc. (PCVS). PCVS is a credentials verification organization that provides verification of the professional credentials of physicians and allied health professionals through the collection and verification of the authenticity of documents.

The proposed annual cost of this agreement shall not exceed $6,000. These costs are included in the FY 18 Ingham County Health Department Budget

8c. **Health Department** - Resolution to Authorize an Agreement with Blue Cross Blue Shield of Michigan Foundation

This resolution authorizes an agreement with the Blue Cross Blue Shield of Michigan Foundation in the amount of $70,000 for an evidence-based criminal justice response to substance abuse and drug offending. The term of the agreement shall be from November 28, 2017 through May 28th, 2019.
9a. **Farmland and Open Space Preservation Board** – *Resolution to Approve Proceeding to Close Permanent Conservation Easement Deeds*

In accordance with provisions of the Farmland and Open Space Preservation (FOSP) Ordinance, the FOSP Board scored and ranked the applications based on the approved selection criteria. The FOSP Board recommends closing on the Spragg/Topliff/Smith, Smith, Spragg, Lyon, and Rowe properties at prices not to exceed the following amounts:

<table>
<thead>
<tr>
<th>Name</th>
<th>Appraisal/CE Price</th>
<th>Federal ACEP</th>
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<tbody>
<tr>
<td>Spragg/Topliff/Smith</td>
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<tr>
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<tr>
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<tr>
<td>Lyon</td>
<td>$407,000</td>
<td>$142,450</td>
</tr>
<tr>
<td>Rowe</td>
<td>$258,000</td>
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</tbody>
</table>

9b. **Farmland and Open Space Preservation Board** – *Resolution to Approve 2017 Application Ranking and Purchase of Conservation Easements*

The Farmland and Open Space Preservation Board seeks approval of the 2017 application cycle ranking which establishes a priority for the top applications. The Purchasing Department is responsible for negotiating prices with landowners for the purchase of conservation easements. Consideration of ranked applications will conform to provisions of the Ingham County Purchasing Policy bid process in negotiation of easement values. Future costs associated with proceeding with negotiations on the top scoring farms include property appraisal, survey, title commitment, and insurance costs. Those costs are included in the 2018 budget.

10a. **Facilities Department** – *Resolution to Authorize Agreements to Provide Alarm Monitoring Services*

Alarm monitoring services are provided by contract for the Mason Courthouse, Hilliard Building, Drain Commissioner Office, and seven locations at Potter Park Zoo. The current vendor has agreed to continue providing this service over the next three years at a negotiated 25% less than the current monthly cost ($1,840.68 per month reduced to $1,380.68), with a two-year renewal option. A consultant will be engaged during the contract period to evaluate the current system to determine what, if any, changes are necessary to optimize alarm monitoring services. The Facilities Department recommends approval of an agreement to execute this plan.

10b. **Facilities Department** – *Resolution to Authorize Purchase of Copper Tubing for Jail Repairs*

Bids were obtained from mechanical contractors for proving labor and materials for the replacement of approximately 230 feet of ¾” hot water copper tubing with class-A PEX (polyethylene) piping and fittings at the Ingham County Jail. The existing copper pipe is old and pitting causing spontaneous leaks and needs to be replaced to avoid a catastrophic incident. The Facilities Department recommends approval of a resolution to execute a contract with Shaw Winkler, Inc. to replace the domestic hot water copper pipe line at a cost not to exceed $9,800 which includes a requested contingency of $1,000.
11a. **Innovation and Technology Department** – *Resolution to Approve Hardware Maintenance Agreement from Avalon Technologies*

The Innovation and Technology (IT) Department maintains a virtualized server environment which runs on computer hardware critical to County operations. Following evaluation of proposals from qualified vendors, the IT Department recommends approval of a resolution to authorize execution of a hardware maintenance agreement with Avalon Technologies for 24 months at a cost not to exceed $13,000.

11b. **Innovation and Technology Department** – *Resolution to Approve Renewal of the Imagesoft and Onbase Annual Support*

OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. The current support contract will expire on December 31. The Innovation and Technology Department recommends approval of a resolution to authorize a contract with Hyland and Imagesoft for support renewals in an amount not to exceed $180,000.

11c. **Innovation and Technology Department** – *Resolution to Approve Renewal of the Ocularis Software Licensing Agreement*

Ingham County utilizes services provided by Ocularis for camera management and video recording. Vidcom has provided support licensing that provides the most current software for cameras. The licensing agreement also allows for installation of additional cameras throughout the year.

Innovation and Technology (IT) Department experience with Vidcom has been extremely positive. The IT Department seeks to continue the current agreement for support and licensing and offers a resolution for renewal at an annual cost not to exceed $12,053.30.

11d. **Innovation and Technology Department** – *Resolution to Approve Purchase of Training from SANS*

Ingham County has utilized Security Mentor for user cyber security training since 2014. Though satisfied with the content offered to date, lessons have become repetitive. The Innovation and Technology Department recommends changing this service provider to the SANS Securing the Human product to allow for many more educational topics, surveys, role-based training, anti-phishing training, and a phishing simulation tool at a cost of $8,730.00 per year. A resolution is proposed to allow for this transition.

11e. **Innovation and Technology Department** – *Resolution to Enter into a Service Agreement with CDWG*

Ingham County relies on an electronic system for controlling access to the various areas of the jail facility. This system was put in by a vendor that can no longer support it as the system itself has become obsolete. To determine next steps, the Innovation and Technology (IT) Department worked with CDWG under the State of Michigan MiDeal contract to obtain a proposal utilizing their partner for services in this area, Dewpoint. Dewpoint has some working knowledge of the system and has provided a bundle price for assessment services that can be used or not as the County needs. Based on information presented, the IT Department recommends approval of a resolution to engage with CDWG in an amount not to exceed $38,750.
12. **Purchasing Department** – Resolution to Authorize an Agreement for Prevailing Wage Monitoring

The Prevailing Wage Policy requires the payment of prevailing wages and fringe benefits on any construction contract exceeding $10,000 as determined using the guidelines promulgated by the U.S. Secretary of Labor pursuant to the Federal Davis-Bacon Act. Central to this Policy is enforcement efforts that must be undertaken to ensure that contractors and their subcontractors comply with this Policy. Given the complexity surrounding labor laws and the limited size of staff, an agent is needed to assist the Purchasing Department in its efforts to monitor and enforce prevailing wage compliance. Michigan Fair Contracting Center, a firm that educates and specializes in monitoring prevailing wage, has been the County’s agent and has performed admirably. The Purchasing Department recommends approval of a resolution to authorize an agreement with Michigan Fair Contracting Center at a cost of $100 per hour for the term of the agreement.

13a. **Road Department** – Resolution to Retain As-Needed Construction Inspection and Supervision Services

At times during the construction season the Road Department relies on engineering consultants to perform certain inspection and supervision services. Services include field or office construction technician services normally associated with the inspection and supervision of federal-aid road and/or bridge construction projects within the public road rights-of-way. The Road Department recommends retaining ROWE Professional Services Company and RS Engineering to provide the as-needed construction inspection and supervision services for the 2018 and 2019 road construction seasons.

13b. **Road Department** – Resolution to Authorize Approval of Land Division and Acceptance of a Public Road

The Preliminary Plan for the residential subdivision called Duck Gunn Land Division, subsequently changed to Woodland Park Estates, located in Delhi Township was approved on January 20, 2009. The subdivision includes eight parcels on 29 acres of land southwest of the Holt Road and Gunn Road intersection. The Road Department seeks to accept the roadway constructed as part of the Woodland Park Estates Land Division as a public road. The Woodland Park Estates road construction meets Road Department standards and all road construction complies with the approved road and drainage plans. A resolution is offered to accept Auben Lane as a public road, upon submittal of the proper title insurance and recorded warranty deed.

14. **Parks Department** – Resolution to Authorize an Amendment to Agreements with the City of Lansing for Trails and Parks Millage Funding

Board of Commissioners Resolution 16-257 (June 14, 2016) and 16-328 (July 26, 2016) authorized entering contracts with the City of Lansing to fund four recreational trail projects. The City of Lansing requested amendments to the Agreements because additional funds are needed. Bridge and steps were found to be in worse condition than originally assessed and the estimates for the repairs far exceeded the original amount estimated. A resolution is offered to adjust funding to allow for additional costs associated with additional repairs.

15a. **Human Resources Department** – Resolution to Approve Modifications to the 2018 Managerial and Confidential Employee Personnel Manual

The Human Resources Department recommends approval of a resolution to amend the Managerial and Confidential Employee Personnel Manual, effective January 1, 2018 through December 31, 2018. Changes include modification to eight sections intended to clarify certain personnel practices, reconcile language with other standing policies, and recognition of a 1% increase in wages.
15b. **Human Resources Department** – *Resolution to Approve a Collective Bargaining Agreement with the Command Officers Association of Michigan – 911 Supervisors*

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement between Ingham County and Command Officers Association of Michigan – 911 Supervisors for the period January 1, 2018 through December 31, 2020.

15c. **Human Resources Department** – *Resolution to Approve a Collective Bargaining Agreement with the UAW Local 2256 – Zoo Unit*

The Human Resources Department recommends approval of a resolution to ratify a collective bargaining agreement between Ingham County and UAW Local 2256 – Zoo Unit for the period January 1, 2018 through December 31, 2020.

15d. **Human Resources Department** – *Resolution to Approve a Letter of Understanding with CCLP – 911 Non-Supervisory Unit Regarding Use of Personal Leave*

The 9-1-1 Dispatch Center continues to experience significant staffing shortages that require current employees to work a tremendous amount of overtime. By way of a Special Conference, a letter of understanding was developed to suspend scheduling of personal leave days for the remainder of 2017 and to pay-out those personal leave balances in a special pay in February 2018. The Letter of Understanding captures this unique scenario and provides the solution for suspension of scheduling and subsequent pay-out or personal leave. The Human Resources Department recommends approval of a resolution to authorize execution of this letter of understanding.

16. **Board of Commissioners’ Office** – *Resolution Approving Annual 2018 Compensation for Non-Judicial County-Wide Elected Officials*

Compensation schedules included in the Managerial/Confidential Personnel Manual were increased by a rate of one percent for 2018. The proposed resolution would provide a similar increase in wages paid to the County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer.

17a. **Controller/Administrator** – *Resolution Approving Various Contracts for the 2018 Budget Year*

This resolution will approve the attached list of contracts for the 2018 budget year. The list consists only of contracts that are included in the 2018 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

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

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index’s Annual Inflation rate (2.1% for 2018) or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners’ Guidelines. Expenditure contracts with a 2018 increase of 2.1% or less are the only ones included in this resolution. All others will have to be presented separately by resolution (see attached memo for details).
On May 13, 1975 the Ingham County Board of Commissioners adopted an Ordinance to provide for and collection of an excise tax on persons engaged in the business of providing rooms for transient guests (Resolution 75-131). Based on the funding formula within the amended 1975 Ordinance, the Greater Lansing Convention and Visitors Bureau (GLCVB) annually receives 80% of tax revenues collected pursuant to Act 263. This rate is incorporated into a formal Agreement between the County and GLCVB originally executed in 1984. Certain reporting requirements of the current Agreement have proven unnecessary and redundant. A new section was developed to incorporate desired reporting and records access standards consistent with those included in similar County Agreements. A resolution is offered to allow for these contract modifications.

As part of the year-end budgeting process it is necessary for the Controller to transfer funds among all budgeted funds, activities, and line items in order to assure compliance with the Uniform Budgeting and Accounting Act (MCL 141.421 et seq.), and to balance the 2017 Budget. Proposed budget adjustments are presented in the table below:

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<tr>
<th>Fund</th>
<th>Description</th>
<th>2017 Budget</th>
<th>Proposed Change</th>
<th>Proposed Budget</th>
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<td>Road Fund</td>
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<tr>
<td>664</td>
<td>Mach &amp; Equip. Revolving Fund</td>
<td>$1,886,880</td>
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</table>

The Deputy Controller does not recommend approval of the following resolution:

6. **Finance Committee** – Resolution to Amend the 2018 Ingham County Budget to Restore Two Sheriff Corrections Officers

Due to a reduction in jail bed rental revenue, the closure of Post 4 of the Ingham County Jail was authorized by the Board in 2017. The six Corrections Officers necessary to staff this post of the Jail were maintained in order to reduce overtime expenditures and to alleviate the employee stress of working excessive overtime hours. The 2018 Controller Recommended budget included the elimination of three of these six Corrections Officers. As part of the budget process, the Sheriff requested the restoration of two Corrections Officers.

At the Finance Committee budget hearing in September, the Committee approved motions to restore these two Corrections Officers if the Separate Tax Limitation ballot proposal was approved by the voters of Ingham County in the November election. A motion also directed the remainder of the excess revenue to be used to increase funding toward the county’s other post-employment benefit (OPEB) obligations. At a subsequent joint caucus meeting, there was a consensus of the Board members present that any excess revenue available if the Separate Tax Limitation ballot proposal was passed would be used to reduce the 2018 budgeted use of fund balance, and no discussion of whether or not to restore the two Corrections Officers. The Separate Tax Limitation proposal was approved by voters on November 7, resulting in the availability of an additional $2.77 million in general fund tax revenue for 2018.

The 2018 cost to add the two positions would be $180,000. Even with the additional tax revenue, the 2019 current services budget is projected to have a shortfall of $1.5 million, and a general fund shortfall of $3.6 million is projected for 2020. Including these positions in the budget would increase these shortfalls by $180,000 each year. Therefore, the Controller’s Office is not in support of restoring these two positions (see attached memo for details).
TO: Law & Courts and Finance Committees

FROM: Major Sam L. Davis

DATE: November 27, 2017

RE: Canteen Services, Inc. Commissary

The Ingham County Sheriff’s Office would like to enter into two contracts with Tigg’s Canteen Services, Inc. to provide the Commissary Services to the Ingham County Jail and also to provide the Kitchen and Laundry Services to the Ingham County Jail.

I am recommending that the Board allow the Ingham County Sheriff’s Office to enter into an agreement with Tigg’s Canteen Services, Inc. to provide Commissary as well as kitchen and laundry services for the Ingham County Jail. Both contracts would run from November 30, 2017 to November 30, 2020.

Although CBM was the low bidder, they were not selected by the evaluation committee to receive the bid. When the committee did their due diligence and contacted current clients of CBM, we were less than impressed with their service and quality control track record. It was even reported by one of the agencies that they are in the process of transitioning to Tigg’s.

Tigg’s Canteen Services, Inc. has been a great vendor and partner to work with since 2009. They have been flexible and are a true believer in taking care of the client first. They are a visible and easily accessible partner and they strive to bring the best products in the business to us at the fairest prices. They are transparent and very responsive to our immediate and long range needs.

The Sheriff believes that Tigg’s Canteen Services, Inc. is the company that best suits the needs of the inmates, the Sheriff’s Office and the County.
TO:         Major Sam Davis, Corrections
FROM:      James Hudgins, Director of Purchasing
DATE:      September 12, 2017
RE:        Memorandum of performance for RFP No. 138-17: Commissary and Kitchen & Laundry Management Services for the Ingham County Correctional Facility.

Per your request, the Purchasing Department sought proposals from experienced and qualified firms to submit proposals for commissary, kitchen and laundry management services for the Ingham County Correctional Facility for a period of three years with an option for a two-year renewal. It was expressed in the proposal documents that entering into a contract with one firm providing commissary and kitchen and laundry management services is preferred; however, proposals would be considered from proposers bidding only one service or a combination of services.

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>15</td>
<td>0</td>
</tr>
<tr>
<td>Vendors attending informal walkthrough</td>
<td>5</td>
<td>0</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

Vendors not bidding:

Aramark – Corrections Midwest (Illinois)
Please be advised Aramark Correctional Services will not be submitting a bid for this opportunity. We would, however, like to remain as a prospective bidder on future opportunities.

Keeffe Group (Ohio) & Trinity Food Service (Florida)
TKC (Keeffe Group & Trinity Food Service) is engaged in an ongoing arrangement that prevents it from responding to solicitations for food services at facilities where Ingham County’s incumbent vendor is providing these services. We would ask that you keep us in mind for future solicitations as they pertain to Inmate Telephone Services and Video Visitation.
The following grid is a summary of the vendors’ costs:

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Commissary Commission</th>
<th>Price Per (PP) Meal</th>
<th>Kitchen Fees</th>
<th>Laundry Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>CBM Managed Services</td>
<td>No, Sioux Falls, SD</td>
<td>40%</td>
<td>$0.85</td>
<td>Incl in PP Meal</td>
<td>Incl in PP Meal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$0.50 Rebate per kiosk transaction</td>
<td>$0.85 medical snack/meal</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Canteen Services Inc.</td>
<td>No, Tekonsha, MI</td>
<td>40%</td>
<td>$0.99</td>
<td>Incl in PP Meal</td>
<td>Incl in PP Meal</td>
</tr>
<tr>
<td></td>
<td></td>
<td>$2.00 Rebate per kiosk transaction</td>
<td>$1.25 medical snack/meal</td>
<td></td>
<td></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 LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE THE INGHAM COUNTY SHERIFF’S OFFICE TO ENTER INTO AN AGREEMENT WITH TIGG’S CANTEEN SERVICES FOR INMATE COMMISSARY FOR THREE YEARS

WHEREAS, the Sheriff’s Office has devoted extensive efforts to establish and ensure that the Jail Commissary operates effectively; and

WHEREAS, Tigg’s Canteen Services, Inc. was selected through the competitive bid process to be the vendor for these services; and

WHEREAS, the Ingham County Sheriff’s Office recommends that the Board of Commissioners enter into a three year agreement from November 30, 2017 through November 31, 2020, under the terms and conditions of the agreed upon contract; and

WHEREAS, this contract provides for a commissary sales commission of 40%; and

WHEREAS, this contract provides for Tigg’s Canteen Services, Inc. to continue to provide and maintain two Inmate money deposit kiosks; and

WHEREAS, Tigg’s Canteen Services, Inc. will charge $4.00 for each kiosk transaction with $2.00 returned to the Ingham County Inmate Commissary fund; and

WHEREAS, Canteen Services, Inc. will maintain the interface that allows the jail to partner with Securus Technologies to provide the Ingham County Jail with an Automated Information Service and Debit phone time.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, authorizes the Ingham County Sheriff’s Office to enter into a three year contract, with two one year renewal options, with Tigg’s Canteen Services, Inc. to provide Inmate Commissary, from November 30, 2017 through November 30, 2020.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents to extend the current contract, subject to approval as to form by the County Attorney.
Agenda Item 1b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO CONTRACT WITH TIGG’S CANTEEN SERVICES, INC. TO MANAGE
THE KITCHEN AND LAUNDRY SERVICES AT THE INGHAM COUNTY JAIL

WHEREAS, the Ingham County Jail has a current rated capacity is 444 inmates; and

WHEREAS, the Sheriff’s Office has the responsibility to feed all inmates housed by the facility,
including medical meals for inmates who have special dietary needs as stated by the responsible
medical staff; and

WHEREAS, in 2016, the Ingham County Jail kitchen staff served nearly 700,000 meals; and

WHEREAS, in 2016, the Ingham County Jail Kitchen Supervisor was responsible to ensure the
washing of over 130,000 inmate bags; and

WHEREAS, in 2016, the Ingham County Jail Kitchen Supervisor was responsible for training and/or
supervising approximately 14 workers for daily kitchen and laundry duties; and

WHEREAS, the Sheriff’s Office is operating on a month to month contract with Tigg’s Canteen
Services, Inc. to provide the kitchen and laundry services; and

WHEREAS, Tigg’s Canteen Services, Inc was selected through the competitive bid process to be the
vendor for the jail kitchen and laundry services.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners, authorizes the
Ingham County Sheriff’s Office to enter into a three year contract, with two one year renewal options,
with Tigg’s Canteen Services, Inc. to manage kitchen and laundry operations at the Ingham County
Jail, from November 30, 2017 through November 30, 2020. The per inmate meal cost will be $.99 and
$1.25 with the per medical meal.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board
Chairperson to sign any necessary contract documents to extend the current contract, subject to
approval as to form by the County Attorney.
Agenda Item 2

Introduced by the Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION RECEIVING ADVICE FROM THE COUNTY TREASURER AS TO A SURPLUS WHICH CAN BE TRANSFERRED FROM THE INGHAM COUNTY DELINQUENT TAX REVOLVING FUND TO THE INGHAM COUNTY GENERAL FUND

WHEREAS, Section 87b(7) of Act No. 206, Michigan Public Acts of 1893, as amended (“Act 206”) authorizes the Board of Commissioners to transfer to the Ingham County General Fund any surplus in the Ingham County Delinquent Tax Revolving Fund (the “DTRF”) by appropriate action of the Board of Commissioners; and

WHEREAS, the Ingham County Controller, has recommended that $2,600,000 be transferred from the DTRF to the General Fund in the current fiscal year; and

WHEREAS, the Ingham County Treasurer has reviewed the amounts which are currently available in the DTRF and with the amounts which will be provided from the issuance of General Obligation Limited Tax Notes, Series 2018 “the 2018 Borrowing” has determined that $2,600,000 may be transferred to the General Fund as of December 15, 2017; and

WHEREAS, Ingham County Treasurer hereby declares that a surplus of at least $2,600,000 exist in the DTRF.

THEREFORE BE IT RESOLVED, by the Board as follows:

1. The Ingham County Treasurer is authorized to transfer $2,600,000 from the DTRF to the General Fund as of December 15, 2017.

2. Any further transfers of surplus amounts will be specifically approved after recommendation by the Ingham County Treasurer by resolution of the Board of Commissioners.
The Ingham County Prosecutor’s Office is requesting authorization to enter into a Memorandum of Understanding with the Attorney General’s Office to address the 110 untested CSC kits in Ingham County that have been sent to the Michigan Crime Lab for testing. These cases are currently pending and now that the testing is starting to be complete it is necessary that an attorney familiar with these types of sophisticated investigations review the cases to see if they are viable for criminal prosecutions.

The Attorney General has indicated that they would like to assist us with funds to review these cases in a timely fashion. Due to our staffing levels, it would be impossible to dedicate our current resources to this project. The Memorandum of Understanding would allow a Special Assistant Attorney General to be appointed for this project. I have proposed to the Attorney General that they interview Catherine Emerson who is a retired Assistant Prosecutor who has the necessary experience to review these cases. That interview is set for November 20, 2017. Assuming they will appoint her to this position, she will be able to start reviewing cases. Her office will be located at the Ingham County Prosecutor’s office. The Attorney General will pay her as an independent contractor. The agreement will cover all expenses including but not limited to salary, computers, phone, training and mileage and any other funds that are necessary and approved by the Attorney General’s office.

As we progress with the project I may return to the committee in 2018 for approval of additional expenditures that would still be paid by the Attorney General’s office but due to the short meeting schedule because of the holidays I wanted to have approval to enter into the Memorandum of Understanding so we can start reviewing cases in a timely manner. In any event, all funds excluding salary may flow through Ingham County but will be paid by the Attorney General’s office. This resolution is cost neutral.
INTRAMOUNT BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A MEMORANDUM OF UNDERSTANDING BETWEEN THE INGHAM COUNTY PROSECUTOR’S OFFICE AND THE DEPARTMENT OF THE ATTORNEY GENERAL

WHEREAS, there are 110 untested sexual assault kits in Ingham County that have been sent to the Michigan State Crime Lab for testing; and

WHEREAS, the Department of the Attorney General has indicated that they have funds to assist local prosecutors with investigations and prosecutions of viable cases arising from the testing of previously untested sexual assault kits; and

WHEREAS, the Attorney General would designate an attorney as a Special Assistant Attorney General to review these investigations and determine the viability of the prosecutions of these untested sexual assault kits; and

WHEREAS, the Special Assistant Attorney General will be working out of the Ingham County Prosecutor’s office; and

WHEREAS, the Special Assistant Attorney General will be paid by funds from the Attorney General’s office including but not limited to salary, computers, phones, training, and mileage and any other funds approved by the Department of the Attorney General. All expenses excluding salary will be processed by Ingham County but will be paid for by the Department of the Attorney General’s office.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Prosecutor’s Office to enter into a Memorandum of Understanding with the Department of the Attorney General’s Office consistent with this resolution.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary budgetary adjustments consistent with this resolution.
November 20, 2017

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

RE:  ICDC – Williamston-Locke Drain Drainage District (Project No. 15026.00)
State Equalized Value (SEV) Analysis for Full Faith & Credit

Dear Mr. Lindemann:

This letter is a summary analysis of SEV’s for the Williamston-Locke Drain Drainage District. The following percentages are estimates and are based on analyses of the total SEV of Williamstown Township, Locke Township, City of Williamston and Ingham County.

The SEV for the lands in the Drainage District is based on the most current 2017 property tax records on the www.ingham.org website, using entire SEV from each parcel that is a part of the District, whether the entire parcel or just a portion is in the District.


The requested full faith and credit amount is $375,000. The total SEV for all of Williamstown Township is $276,517,176. The total SEV for all of Locke Township is $102,660,410. The total SEV for all of the City of Williamston is $124,256,960. The estimated SEV for the lands within the Drainage District is $23,635,870. With an estimated $17,328,300 belonging to Williamstown Township, $3,164,270 belonging to Locke Township, and $3,145,300 belonging to the City of Williamston. Additionally, the total SEV for all of Ingham County is $8,752,507,785. Using these numbers, the following relationships are realized:

<table>
<thead>
<tr>
<th>Full Faith &amp; Credit Amount</th>
<th>$375,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Estimated SEV of the lands in the Drainage District</td>
<td>*$23,635,870</td>
</tr>
<tr>
<td>Williamstown Twp 2017 SEV</td>
<td>$276,517,176</td>
</tr>
<tr>
<td>Locke Township 2017 SEV</td>
<td>$102,660,410</td>
</tr>
<tr>
<td>City of Williamston 2017 SEV</td>
<td>$124,256,960</td>
</tr>
<tr>
<td>----------------------------</td>
<td>-------------</td>
</tr>
<tr>
<td>Ingham County 2017 SEV</td>
<td>$8,752,507,785</td>
</tr>
</tbody>
</table>

* 24.31 acres, or 3.73% of the Drainage District, have no designated SEV (i.e. SEV = $0).

Please note that lands within the City of Williamston corporate limits comprise approximately 5.65% of the total lands in the Drainage District. Lands within Williamstown Township comprise approximately 40.09% of the total lands in the Drainage District. Lands within Locke Township comprise approximately 54.26% of the total lands in the Drainage District. Ingham County roads within both Williamstown Township and Locke Township comprise approximately 3.93% of the total lands in the Drainage District.

Please contact us with any questions.

Sincerely,

Eng., Inc.

Brian J. Cenci, PE
Vice President

cc: Paul Pratt, Deputy, Ingham County Drain Commissioner
Resolved by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION PLEDGING FULL FAITH AND CREDIT TO WILLIAMSTON-LOCKE DRAIN DRAINAGE DISTRICT BONDS OR NOTES

RESOLUTION # ________

Minutes of a regular meeting of the Board of Commissioners of Ingham County, Michigan, held in the Ingham County Courthouse, Mason, Michigan, on __________, 2017, at ____ p.m., local time.

PRESENT: Commissioners ____________________________

____________________________________

ABSENT: Commissioners ____________________________

The following resolution was offered by Commissioner _______________ and supported by Commissioner: _____________:

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

WHEREAS, the Project is necessary for the protection of the public health, and in order to provide funds to pay the costs of the Project, the Drain Commissioner intends to issue the Drainage District’s note or notes (the “Notes”) or bonds (the “Bonds”) in an amount not to exceed $375,000 pursuant to the Act; and

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

WHEREAS, the Ingham County Board of Commissioners (the “Board”) may, by resolution adopted by a vote of two-thirds of the members of the Board, pledge the full faith and credit of Ingham County (the “County”) for the prompt payment of the principal of and interest on the Notes pursuant to Section 434 of the Act; and

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

WHEREAS, the pledge of the full faith and credit of the County to the Bonds or Notes will reduce the cost of financing the Project and will be a benefit to the people of the County.
NOW, THEREFORE, IT IS RESOLVED as follows:

1. The County pledges its full faith and credit for the prompt payment of the principal of and interest on the Notes or Bonds in a par amount not to exceed $375,000. The County shall immediately advance sufficient moneys from County funds, as a first budget obligation, to pay the principal of and interest on any of the Notes or Bonds should the Drainage District fail to pay such amounts when due. The County shall, if necessary, levy a tax on all taxable property in the County, to the extent other available funds are insufficient to pay the principal of and interest on the Notes or Bonds when due.

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

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

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

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

YEAS: Commissioners

NAYS: Commissioners

ABSTAIN: Commissioners

COUNTY SERVICES:

Yeas: ____________________________

Nays: ____________________________ Absent: _______________ Approved: ______
FINANCE:
Yeas: ____________________________
Nays: ____________________________  Absent: ____________________________  Approved: ______

RESOLUTION DECLARED ADOPTED.

________________________________________
Barb Byrum, Clerk
County of Ingham
CERTIFICATION

I, Barb Byrum, the duly qualified and acting Clerk of Ingham County, Michigan (the “County”) do hereby certify that the foregoing is a true and complete copy of a resolution adopted by the Board of Commissioners at a meeting held on __________, 2017, the original of which is on file in my office. Public notice of said meeting was given pursuant to and in compliance with Act 267, Public Acts of Michigan, 1976, as amended.

__________________________________________
Barb Byrum, Clerk

Date: __________, 2017
County of Ingham
TO:                  Board of Commissioners Finance and Law & Courts Committee
FROM:               John Dinon, Director – Ingham County Animal Control
DATE:               28 Nov 2017
SUBJECT:            Resolution to accept ASPCA Grant

For the meeting agendas of November 30, December 6 and December 12, 2017

BACKGROUND
The Ingham County Animal Control Department (ICAC) has applied for and been awarded a grant to reimburse ICAC for expenses incurred caring for dogs seized as part of a dog fighting investigation. The amount of the grant is $5000 with no match.

ALTERNATIVES
If the grant is not accepted, ICAC will pay the expenses out of the regular animal care budget.

FINANCIAL IMPACT
Accepting the grant will save $5,000 of general fund expenses.

OTHER CONSIDERATIONS
ICAC has also solicited private donations to help with the expense of caring for the fighting dogs, however we have not raised enough to offset all the expenses related to this case. Fundraising efforts continue.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT AN ASPCA ANIMAL CARE GRANT

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

WHEREAS, the purpose of this grant is to reimburse Ingham County Animal Control for expenses related to the care of dogs seized as part of a dogfighting investigation; and

WHEREAS, the award amount of this grant is $5,000 with no match requirement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the grant from the ASPCA for $5,000 with no match requirement.

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.

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.
TO: Law & Courts and Finance Committees
FROM: Teri Morton, Deputy Controller
DATE: November 17, 2017
SUBJECT: Resolution to Amend the 2018 Ingham County Budget to Restore Two Sheriff Corrections Officers

For the meeting agendas of November 30 and December 6, 2017

BACKGROUND
Due to a reduction in rental beds with the Michigan Department of Corrections, as well as a failed contract with Wayne County, Resolution 17-194 authorized the closure of Post 4 of the Ingham County Jail. Six Corrections Officers are necessary to staff each post of the Jail. In order to reduce overtime expenditures and to alleviate the employee stress of working excessive overtime hours, rather than eliminate the six Corrections Officers associated with Post 4, the staffing was maintained. This change resulted in additional Corrections Officers per Jail bed.

As part of the strategy to address the 2018 budget shortfall, the 2018 Controller Recommended budget included the elimination of three of these six Corrections Officers. As part of the budget process, the Sheriff requested the restoration of two Corrections Officers. At the Finance Committee budget hearing held on September 13, 2017, the Committee approved motions to restore these two Corrections Officers if the Separate Tax Limitation ballot proposal was approved by the voters of Ingham County in the November 7 election. A motion also directed the remainder of the excess revenue to be used to increase funding toward the county’s other post employment benefit (OPEB) obligations.

At a subsequent joint caucus meeting held on September 26, there was a consensus of the Board members present that any excess revenue available if the Separate Tax Limitation ballot proposal was passed would be used to reduce the 2018 budgeted use of fund balance. There was no discussion of whether or not to restore the two Corrections Officers as approved by the Finance Committee.

The Separate Tax Limitation proposal was approved by voters on November 7, making an additional $2.77 million in general fund tax revenue available for 2018.

ALTERNATIVES
The Board of Commissioners could choose not to restore the two positions, and thereby not add $180,000 to the operating base of the general fund.

FINANCIAL IMPACT
As stated above, the cost to add the two positions would be $180,000. Even with the additional tax revenue of $2.77 million, the 2019 current services budget is projected to have a shortfall of $1.5 million, and a general fund shortfall of $3.6 million is projected for 2020. Including these positions in the budget would increase these shortfalls by $180,000 each year.
OTHER CONSIDERATIONS
Since the closure of Post 4, there has been a substantial reduction in overtime. While the cost of overtime is reduced compared to previous years, it is not enough to fund the positions that have been maintained. The greater benefit has been the improvement to the working conditions of the Corrections Officers. There is a greater ability for staff to use their earned time off, creating a better work-life balance. Of the six officers maintained after the post closure, at least two and up to three have remained vacant.

RECOMMENDATION
The Controller’s Office is not in support of restoring these two positions. The cost of the positions would add to future years’ budget shortfalls, and is effectively a staffing increase. The three Corrections Officers maintained in the 2018 budget despite the post closure will continue the improvements that have been experienced in the working conditions of Corrections Officers in 2017.
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE 2018 INGHAM COUNTY BUDGET TO RESTORE TWO SHERIFF CORRECTIONS OFFICERS

WHEREAS, Resolution 17-194 authorized the closure of Post 4 of the Ingham County Jail, reducing the overall capacity of the Jail from 512 beds to 444; and

WHEREAS, the allocation of six corrections officers necessary to staff Post 4 was maintained in the 2017 budget in order to reduce overtime expenditures and alleviate the stress of overtime on Corrections employees; and

WHEREAS, the 2018 Controller Recommended budget included the elimination of three of these six Corrections Officers as part of the strategy to address the 2018 projected budget shortfall; and

WHEREAS, as part of the 2018 budget process, the Sheriff requested the restoration of two Corrections Officers; and

WHEREAS, at the Finance Committee budget hearing held on September 13, 2017, the Committee made motions to restore these two Correction Officers if the Separate Tax Limitation ballot proposal was approved by the voters of Ingham County at the November 7 election; and

WHEREAS, one motion passed on a 3-2 vote, with two committee members absent, and one motion passed on a 4-1 vote, with two committee members absent; and

WHEREAS, the Separate Tax Limitation proposal was approved by voters on November 7.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an amendment to the 2018 budget to restore two Corrections Officers a cost of $180,000 and to amend the 2018 Position Allocation List.

BE IT FURTHER RESOLVED, that the 2018 budgeted use of fund balance will be increased by $180,000 to fund the two Corrections Officers positions.
TO: Board of Commissioners Human Services and Finance Committees  
FROM: Jared Cypher, Deputy Controller  
DATE: November 21, 2017  
SUBJECT: Resolution Authorizing a Health Services Millage Contract with IHPC  
For the meeting agendas of December 4 and December 6

BACKGROUND
This resolution authorizes a 2018 contract with Ingham Health Plan Corporation (IHPC) to utilize Health Services Millage funds for millage eligible services, including medical, pharmacy, dental, and detox services as set forth in Attachments A and B. The county will also reimburse IHPC for administrative expenses (further details in financial impact section below) including third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

ALTERNATIVES
The Ingham Health Plan Corporation requested $1,425,000 for FY 2018, which would cover all IHPC membership. The Board of Commissioners could opt to fully fund the IHPC request. There are sufficient funds in the fund balance of the millage fund to cover all members in the short term (one year).

FINANCIAL IMPACT
The contract will not exceed $1,000,000 from the Health Services Millage, and funds are included in the 2018 budget. The administrative rate remains 20% in 2018. If at the end of the contract period the total amount paid by the County is less than $1,000,000 IHPC may request payment from the County on the December invoice of additional expensed funds. In 2017 millage expenditures on the IHPC contract are projected to be slightly less than $1 million.

OTHER CONSIDERATIONS
Prior to implementation of the Affordable Care Act (ACA), IHPC had roughly 12,000 members in Ingham County. Since that time, millage eligible membership has run roughly between 1,000 and 1,100 members. However, the uncertain future of the ACA may bring about unforeseen changes to the number of millage eligible Ingham County residents needing IHPC services.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a Health Services Millage contract with IHPC.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING A HEALTH SERVICES MILLAGE CONTRACT WITH THE INGHAM HEALTH PLAN CORPORATION (IHPC)

WHEREAS, Ingham County has an objective to assure access to appropriate levels of health care for Ingham County residents, with a goal of having all residents participating in an organized system of health care; and

WHEREAS, in November 2012, the electorate approved a countywide health services millage level of 52/100 (.52) of one mill for a period of three years (2012-2014) to be used for the purpose of providing basic health care services to Ingham County residents who are not eligible for Medicaid under the Federal Affordable Care Act, and whose individual income is less than $28,000 and who do not have medical insurance; and

WHEREAS, in November 2014, the electorate approved a renewal of the millage to ensure that the current level of service can still be provided; and

WHEREAS, IHPC provides an organized system of medical benefits utilized by county residents who are not eligible for Medicaid and do not have medical insurance.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes a contract with IHPC which authorizes the County to pay IHPC an amount not to exceed $1,000,000 annually for the expenses incurred for providing a defined system of medical benefits consistent with the ballot language of the Health Services Millage.

BE IT FURTHER RESOLVED, that for the time period January 1, 2018 through December 31, 2018 the County shall reimburse IHPC by monthly invoice for medical, pharmacy, dental, and detox services as set forth in Attachments A and B.

BE IT FURTHER RESOLVED, the annual not to exceed amount of $1,000,000 includes administrative costs, which will be capped at 20% of medical expenses paid to IHPC, with the administrative costs requested to be reimbursed by the County listed clearly on each monthly invoice.

BE IT FURTHER RESOLVED, that administrative costs include, but are not limited to: third party administration, pharmacy benefits management, enrollment and outreach, marketing, case management and disease management, member management services, program indirect costs, and general bills including legal, accounting, consulting, liability insurance, printing, copying, mailing, etc.

BE IT FURTHER RESOLVED, that IHPC invoices will be submitted in a consistent format that is agreed upon by both the IHPC and the Ingham County Controller/Administrator.

BE IT FURTHER RESOLVED, that Health Services Millage funds will not be used to provide benefits to IHPC members who are eligible for insurance coverage under the ACA unless those individuals have been granted an income-related or hardship exemption.
BE IT FURTHER RESOLVED, that any additional services that IHPC wishes to be reimbursed for beyond what is in the attached scope of services must be approved by the Ingham County Board of Commissioners as an amendment to the contract.

BE IT FURTHER RESOLVED, the Ingham Health Plan Corporation shall appoint a representative put forth by the Ingham County Board of Commissioners to its Board of Directors.

BE IT FURTHER RESOLVED, that Ingham County reserves the right to make requests of IHPC for data that includes enrollment figures, financial reports, and other information and IHPC is obligated to provide the requested data in a timely manner.

BE IT FURTHER RESOLVED, the Ingham Health Plan Corporation shall be subject to regular review of member eligibility and expenses relative to this contract to ensure compliance with the contract and with the Health Services Millage ballot language.

BE IT FURTHER RESOLVED, that if expenses under this agreement exceed the $1 million cap, the Ingham County Board of Commissioners will consider a request from IHPC for an amendment to the agreement to cover the additional millage eligible expenses.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
PLAN B MEDICAL COVERAGE

Physician, Physician Assistant, and Nurse Practitioner Services
Office visit Copay: $5.00
Covered when provided by the member’s Primary Care Physician or provided by a Specialty Care Physician. Services must be provided in an office or outpatient setting.

- Office visits
- Annual physical exams, including breast exams, pap smears, and screening tests
- Administration of immunizations (vaccine serums not covered)
- Administration of injections
- Allergy testing and serums
- Administration of allergy extract
- Anesthesia services
- Injectable antibiotic serums (all other injectable drugs not covered)
- Diagnostic and treatment services
- Immunizations
- Oral Surgery
- Ophthalmology services provided by an Ophthalmologist or Optometrist (must be related acute or chronic medical condition)
- Podiatry services
- Physical Therapy visits (6 per year)
- Radiation therapy
- Surgery
- Observation and Inpatient hospital daily visits (CPT 99221-99239 only)

Outpatient Hospital Services
Copay: $0.00
Covered when ordered by the member’s PCP or specialist physician to whom the enrollee is appropriately referred and medically necessary

- Anesthesia
- Diabetes education
- Radiation therapy
- Practitioner charges related to diagnostic testing and treatment services/no facility fee
- Practitioner charges related to outpatient surgeries/no facility fee
- Physical Therapy (6 visits per year)
Urgent Care Services
Copay: $5.00
Covered for after-hours, non-emergency medical conditions that need to be treated before a PCP appointment can be scheduled.

- Urgent care visits (facility charge not covered)
- Administration of immunizations (certain not covered: exception flu vaccine)
- Administration of injections (certain not covered: exception antibiotics)

Laboratory Services
Copay: $0.00
Covered when ordered and/or authorized in advance by the enrollee’s PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary.

Radiology Services
Copay: $0.00
Covered for diagnosis and treatment purposes when ordered and/or authorized in advance by the enrollee’s PCP or a specialist physician to whom the enrollee is appropriately referred and medically necessary.

- Diagnostic x-rays
- CT scans
- Mammograms
- MRI scans
- PET scans

Medical Supplies
Copay: $0.00
Covered with a valid prescription when ordered by the member’s PCP or specialist physician and medically necessary.

- Glucose monitors
- Medical supplies other than gradient surgical garments, formulas and feeding supplies, oxygen and related supplies, and supplies related to any non-covered durable medical equipment item
- Syringes, test strips, and lancets (Available through member’s Pharmacy Benefit)
- Limited wrist and knee orthotics

Pharmacy
Copay: $5.00 (Generic)/$10.00 (Brand)

- JHP formulary medications filled at a JHP participating pharmacy
- Diabetic supplies (insulin syringes, lancets, and test strips)
## PLAN B DENTAL COVERAGE

<table>
<thead>
<tr>
<th>Covered Services*</th>
<th>Member Copay**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cleanings</td>
<td>No</td>
</tr>
<tr>
<td>Preventative Exams</td>
<td>No</td>
</tr>
<tr>
<td>X-rays</td>
<td>No</td>
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<tr>
<td>Filings</td>
<td>Yes, for some fillings (See Member Copayment Schedule for amount)</td>
</tr>
<tr>
<td>Crowns</td>
<td>Yes (See Member Copayment Schedule for amount)</td>
</tr>
<tr>
<td>Root Canals</td>
<td>Yes (See Member Copayment Schedule for amount)</td>
</tr>
<tr>
<td>Bridges &amp; Dentures</td>
<td>Yes (See Member Copayment Schedule for amount)</td>
</tr>
</tbody>
</table>

* For a list of your covered dental services and copay, see the EPO Member Copayment Schedule and certificate.
Agenda Item 8a

TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: November 15, 2017
SUBJECT: Agreement with Graphic Sciences, Inc.

For the meeting agendas of December 4th & 6th, 2017

BACKGROUND
The Ingham County Health Department (ICHD) currently has an agreement with Graphic Sciences, Inc. for the transport, storage & retrieval of ICHD files. This agreement ended September 29, 2017 and ICHD having been satisfied with the services, wishes to extend the agreement through September 29, 2018. The terms and conditions remain the same as was passed by Resolution # 16-366.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The proposed annual cost of this agreement shall not exceed $24,000. The proposed costs are based on $.288 per box and $6.30 per file requested. This per file fee includes locating, removing and re-filing the requested document. In addition, the costs to remove, transport and catalog the files at Graphic Science, Inc. is estimated to cost approximately $11,500. The funds for the annual cost of this agreement are included in the FY 18 County Budget.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to enter into agreement with Graphic Sciences, Inc.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH GRAPHIC SCIENCES, INC. FOR THE TRANSPORT, STORAGE, AND RETRIEVAL OF HEALTH DEPARTMENT FILES

WHEREAS, Ingham County Health Department (ICHD) currently has an agreement with Graphic Sciences, Inc. for the transport, storage and retrieval of Health Department files; and

WHEREAS, this agreement ended September 29, 2017 and ICHD, having been satisfied with the services wishes to extend the agreement for one additional year; and

WHEREAS, Graphic Sciences, Inc. is a current vendor through the State of Michigan MiDeal Extended Purchasing program for digital imaging, microfilming and storage services (contract number 071B3200035, effect date of contract through 11/30/17); and

WHEREAS, the Purchasing Director has confirmed that Graphic Sciences, Inc. is exempt from the County’s purchasing policy requiring a RFP or other competitive bidding; and

WHEREAS, Graphic Sciences, Inc. has estimated the costs to store files will be $1,850 per month and $6.30 per filed requested; and

WHEREAS, the costs of these services are not to exceed $24,000 which will include monthly storage fees, file retrieval and re-file fees and will be for a one year period; and

WHEREAS, the costs for the storage of documents in included in the FY 18 Ingham County Health Department budget; and

WHEREAS, Graphic Science, Inc. has estimated an additional one-time cost of approximately $11,500 to remove, transport and catalog the files; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a one year contract between Graphic Sciences, Inc. for the transport, storage and retrieval of files; and

WHEREAS, the Health Officer recommends the Board of Commission to authorize an agreement with Graphic Sciences, Inc. in an amount not to exceed $11,500 for the removal, transport and cataloging of files at Graphic Sciences, Inc.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract with Graphic Sciences, Inc. for the time period of September 30, 2017 through September 29, 2018.

BE IT FURTHER RESOLVED, that the costs of monthly storage fees, file retrieval and re-file fees will not exceed $24,000.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes a one-time cost not to exceed $11,500 for the removal, transport and cataloging of files at Graphic Sciences, Inc.
BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign the necessary contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Finance and Human Services Committee
FROM: Linda S. Vail, Health Officer
DATE: November 20, 2017
SUBJECT: Agreement with Professional Credentialing Verification Services, Inc. (PCVS) for the meeting agendas of December 4th & 6th, 2017

BACKGROUND
Ingham County is seeking to enter into an agreement with Professional Credential Verification Services, Inc. (PCVS). PCVS is a credentials verification organization that provides verification of the professional credentials of physicians and allied health professionals through the collection and verification of the authenticity of documents. As a Health Center Program Grantee of the Health Resources and Services Administration’s Bureau of Primary Health Care (BPHC), the Health Department is required to follow the requirements of the BPHC Policy Information Notices (PINs).

PIN 2001-16 states that a Health Center must verify that its licensed or certified health care practitioners possess the requisite skills and expertise to manage and treat patients and to perform the medical procedures that are required to provide these authorized services.

PCVS has provided these services to the Health Department since January 2013 via a Short Form Authorization in 2013. This agreement would allow PCVS to continue providing these services effective January 1, 2018, with an annual 1% increase per year. The agreement will continue until terminated by either party.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The proposed annual cost of this agreement shall not exceed $6,000. These costs are included in the FY 18 Ingham County Health Department Budget

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to enter into agreement with Professional Credentialing Verification Services, Inc. Graphic Sciences, Inc.
AGREEMENT BETWEEN
PROFESSIONAL CREDENTIAL VERIFICATION SERVICE, INC.
AND
INGHAM COUNTY HEALTH DEPARTMENT

This Agreement is entered into this 1st day of January, 2018 (the “Effective Date”) between Professional Credential Verification Services, Inc. (PCVS), and Ingham County Health Department, hereinafter referred to as Client.

WHEREAS, PCVS is a credentials verification organization (CVO) that provides verification of the professional credentials of physicians and allied health professionals;

WHEREAS, PCVS proposes to provide credentialing verification services for Client;

WHEREAS, Client desires to contract for credentialing verification services;

NOW, THEREFORE, in consideration of the foregoing and the mutual promises contained in this Agreement, the parties hereby agree as follows:

1. Obligations of Client

1.1 Client hereby contracts with PCVS to collect and verify the authenticity of documents evidencing the credentials of physicians and allied health professionals where the Client has decided that verification of such credentials is required for the Client to make decisions regarding provider status of a physician or allied health professional with Client. The credentials elements and verification sources delegated to PCVS by Client are specified in Addendum A, attached hereto and incorporated herein by reference.

1.2 Client shall complete and include the Verification Submission Form or mutually agreed upon alternative, Addendum B, attached hereto and incorporated herein by reference with each group of applications submitted.

1.3 Client shall review applications and maintain the original of each application before submission to PCVS.

1.3.1 Client shall compensate PCVS in the amounts specified in Addendum A for each physician and/or allied health professional whose credentials are verified by PCVS. Notwithstanding any term or condition contained in this Agreement to the contrary, the fees included on Addendum A shall automatically increase by one (1%) percent on the first day of each year of the Term, beginning in 2018. Client shall reimburse PCVS the amount of any pass through fees or costs charged by third parties for the verification of credentials as specified in Addendum A. Compensation and fees/costs are payable to PCVS for all services rendered to Client, including services rendered relative to withdrawn files (see Section 1.6, below).

1.4 Client shall pay the PCVS invoice in full, within 30 days of invoicing, for credentialing services performed by PCVS.

1.5 If applicable, Client shall designate PCVS as the “designated agent” of Client to query the National Practitioner Data Bank (NPDB) and shall execute and deliver any documents reasonably requested by PCVS for this purpose.
1.6 Client shall pay PCVS for work performed on applications that have been withdrawn from PCVS’ credentialing process by Client:

- 0-3 weeks in process $20
- 3-4 weeks in process $30
- 4+ weeks in process $40

1.7 A new client set-up fee of $265 will be charged to client and included in the first months invoice once services are billed. This set-up fee is a pass thru from PCVS' software and database provider, and is charged by that entity to configure all new clients into the PCVS system.

2. Obligations of PCVS

2.1 PCVS shall collect and verify the authenticity of documents evidencing the professional credentials elements according to the verification sources identified in Addendum A. PCVS shall be entitled to accept at face value the authenticity of any information or document which a verification respondent directly furnishes, mails or delivers to PCVS.

2.2 PCVS shall acknowledge receipt of the application within 5-business days of receipt of the application by PCVS.

2.3 PCVS shall notify Client at the time of product delivery of any adverse information or sanctions related to any physician’s or allied health professional’s state or federal licenses disclosed to PCVS during the collection and verification process. PCVS will share the results of NPDB queries, requested on behalf of Client, only with Client.

2.4 A file will be returned to Client as “closed out” if PCVS has made three attempts (via letter, fax/e-mail, and verbal call) to collect the required element(s) as described in Addendum A and the requested information has not been furnished to PCVS.

2.5 PCVS shall have no responsibility for the accuracy (or lack of accuracy) or the omission of information furnished to PVCS by Client, an applicant, or a verification respondent. PVCS shall have no obligation to forward to Client information, pertaining to an applicant, which is known to PVCS but was not requested by Client in writing.

3. Authorizations

Client authorizes PCVS to list Client as a PCVS client in its marketing and promotional materials.

4. Right to Accept or Deny Participation

Client shall retain and has the sole right and responsibility to accept or deny participation of any physician or allied health professional, and for all decisions pertaining to the granting, denial, revocation, or limitation of affiliation and the delineation of clinical privileges, for whom PCVS obtains information, at the time of initial credentialing, reappointment/recredentialing, or at any other time, whether for cause or without cause. The services furnished by PCVS shall not be construed as expressing an opinion or giving a representation, warranty, or guarantee of any kind relative to an applicant’s experience, competence, credentials, qualifications, performance, or suitability.
5. Indemnification

Client shall indemnify, defend and hold harmless PCVS, its officers, directors, trustees, employees and representatives from and against any and all liabilities, losses, fines, damages, and expenses, including reasonable attorney fees, that may arise as a result of any documents, data or other information which PCVS furnishes to Client in good faith without actual knowledge that it has been altered, fabricated, falsified, whether by a health professional being credentialed, a verification respondent or other person, or which result from any claims asserted or assertable against PCVS (whether by an applicant, patient or other person) arising from actions taken by Client referenced in Section 4, above.

6. Confidentiality

6.1 Client and PCVS mutually agree that any information provided by PCVS regarding the credentials of physicians and allied health professionals verified by PCVS shall remain confidential. Except for its own internal use, Client further agrees that it shall not copy, alter, or revise any credentials verification response or summary report of credentials or other documentation provided by PCVS. Client also agrees not to disclose, provide, or sell PCVS-generated summaries derived therefrom. Client also agrees not to disclose, provide, or sell conclusions/decisions, which are a direct outcome of the information provided by PCVS, to any third party. Notwithstanding anything in this paragraph to the contrary, Client may disclose information concerning an applicant’s credentials as may be required by an order of the court or pursuant to state statute or in accordance with an approved auditing body such as URAC, JCAHO, NCQA or AAAHC. Client and PCVS are each responsible to comply with their respective legal obligations relative to maintaining the confidentiality of information furnished by the National Practitioner Data Bank.

6.2 PCVS shall take reasonable measures to maintain the confidentiality of all information provided by physician and allied health professional applicants, and the primary source respondents. PCVS shall disclose information to third parties only when authorized by an authorization to release information signed and dated by the applicant within one year, unless otherwise permitted or required by law. PCVS shall have the right, but not the obligation, to assert any applicable peer review or other similar privilege in response to a subpoena or other third party request for confidential information, regardless of the assertion (or lack of assertion) of any such privilege by Client. Notwithstanding any term or condition contained herein to the contrary, client agrees that PCVS may disclose any physician and allied health professional demographic information it received pursuant to this Agreement to the Michigan State Medical Society and/or PCVS’ other corporate affiliates.

6.3 PCVS shall ensure that all its products and services provided to Client hereunder shall be in compliance with all federal and state regulations governing the privacy and security of protected health information, to the extent applicable, provided that Client and/or applicant give PCVS advance written notice that information furnished to PCVS qualifies as health information protected under such laws.

7. Miscellaneous

7.1 This Agreement shall be construed and enforced according to the laws of the State of Michigan, without application of conflict of laws principles.

7.2 The assignment of this Agreement by PCVS or of any rights contained in this Agreement shall be void and of no force or effect, unless expressly approved in writing by Client.
7.3 In the event any provision of this Agreement shall be held invalid or illegal for any reason by a court of competent jurisdiction, the invalidity or illegality shall not affect the remaining parts of this Agreement, and this Agreement shall be construed and enforced as if the invalid or illegal provision had not been included in this Agreement, provided the basic purposes of this Agreement can be effectuated through the remaining valid and legal provisions.

7.4 Any notice required to be given pursuant to the terms and provisions of this Agreement shall be in writing and shall be sent by registered mail to PCVS and Client at their respective places of business.

7.5 This Agreement constitutes the entire agreement between the parties. Changes in this Agreement may be made by mutual consent of the parties, and must be made in writing and signed by the parties in order to become effective.

7.6 The waiver of a violation of any provision of this Agreement shall not operate as or be construed to be a waiver of any subsequent breach of the same or other provision of this Agreement.

7.7 The headings of sections, paragraphs, and subparagraphs of this Agreement are for reference only and are not intended as, nor shall they be deemed substantive in any way.

7.8 The parties shall work in good faith to attempt to resolve any disputes that arise under this Agreement.

8. Term and Termination

The term of this Agreement (the “Term”) shall commence on the Effective Date and continue until terminated. Either party may terminate this Agreement at any time upon 30-days written notice to the other party. In the event such notice is given, PCVS shall be reimbursed for all completed work and all work in process, prior to the termination date established in the termination notice, according to the schedule specified in section 1.6. Also, in the event a termination notice is given, PCVS shall transmit to Client copies of Client’s applicant/provider files within 45 days of receipt of the notice.

Acceptance of the terms of this Agreement constitutes an authorization and release to PCVS to act on behalf of Client for the verification of the professional credentials of applicants/providers whose applications are submitted to PCVS.

PROFESSIONAL CREDENTIAL VERIFICATION SERVICES, INC.  

By: ____________________________  
Kevin M. McFatridge  
Title: Chief Executive Officer

CLIENT

By: ____________________________

Title: ____________________________

Date: ____________________________  
Date: ____________________________
Professional Credentials Verification Service (PCVS) is a URAC and NCQA accredited credentials verification organization (CVO). JCAHO does not accredit CVOs but PCVS does follow their standards when contracted to by the Facility.

If the terms of the proposal are agreeable to you and you would like to proceed with contracting, please contact Nicole Freed at (517) 336-5732 to request further information.

Credentialing Process

- The Facility obtains the necessary information from the medical professional, screens the applications for completeness, and obtains any missing information from the applicant, including:
  - Completely filled out application
  - Signed attestation statement
  - Signed authorization for release of information
  - Complete names and addresses of hospitals, medical school education and training. Facility mails or digitally uploads a copy of the complete packet to PCVS. (Facility retains original)

- The application is received by PCVS.
- Documented verification is obtained.
- The completed verification packet is mailed or digitally uploaded to Facility.

Initial Credentialing Verification - Table 1

<table>
<thead>
<tr>
<th>Element</th>
<th>Verification Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>In-state license – primary state of practice</td>
<td>State licensing agency (additional charges may be passed-through to the Facility if charged by the state licensing agency)</td>
</tr>
<tr>
<td>DEA certification</td>
<td>NTIS query</td>
</tr>
<tr>
<td>Medical education and training</td>
<td></td>
</tr>
<tr>
<td>Physicians: only if not board certified</td>
<td>AMA/AOA Physician Profiles (Current pass-through fees) or Directly from issuing board or institution (additional charges may be passed-through to the Facility if charged by the issuing institution)</td>
</tr>
<tr>
<td>Allied health: highest level only</td>
<td></td>
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<tr>
<td>DDS (DDS and all training verified)</td>
<td></td>
</tr>
<tr>
<td>ECFMG</td>
<td>Directly from source (Current pass-through fee)</td>
</tr>
<tr>
<td>Medicare/Medicaid sanctions</td>
<td>NPDB, (Current pass-through fee), OIG and EPLS</td>
</tr>
</tbody>
</table>

Verifications are performed in the order numbered. Not all sources are queried. Verifications are considered complete when a source has produced a completed verification.
Recredentialing Verification - Table 2

<table>
<thead>
<tr>
<th>Element</th>
<th>Verification Source</th>
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<tbody>
<tr>
<td>In-state license (primary state of practice)</td>
<td>• State licensing agency (additional charges may pass-through to the Facility if charged by the state licensing agency)</td>
</tr>
<tr>
<td>DEA certification</td>
<td>• NTIS query</td>
</tr>
<tr>
<td>Medicare/Medicaid sanctions</td>
<td>• NPDB (Current pass-through fee), OIG and EPLS</td>
</tr>
</tbody>
</table>

Verifications are performed in the order numbered. Not all sources are queried. Verifications are considered complete when a source has produced a completed verification.

The completed verification packet (both initial and reappointment) is mailed to Facility within **45 calendar days** from the date the application was received by PCVS that includes:

- **Documentation of all verifications obtained**
- Practitioner Profile generated by PCVS
- Memo listing items identified by PCVS that the Facility may want to make note of.

**Application Processing**

$48.00 Initial Credentialing Verification per applicant + pass-through fees when applicable

$43.00 Reappointment Verification per applicant + pass-through fees when applicable

*Charges are based on current processing fees. PCVS reserves the right to adjust charges, upon 60-day notification, in the event that a fee is increased.

**Additional Services Available**

$40.00 Expedited credentialing, on a requested basis for files completed within 30 days

**Sanction Monitoring** - $100 per month
**DATE:**

ENTITY NAME: Ingham County Health Department

CONTACT PERSON: 

PHONE: EMAIL: 

NUMBER OF APPLICATIONS IN THIS SUBMISSION: 

<table>
<thead>
<tr>
<th>APPLICANT LAST NAME, FIRST NAME</th>
<th>INITIAL</th>
<th>REPP’T</th>
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<tbody>
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RESOLUTION TO AUTHORIZE AN AGREEMENT WITH PROFESSIONAL CREDENTIAL VERIFICATION SERVICES, INC. (PCVS) TO PROVIDE VERIFICATION OF PROFESSIONAL CREDENTIALS OF PHYSICIANS AND ALLIED HEALTH PROFESSIONALS

WHEREAS, Ingham County Health Department is a Health Center Program Grantee of the Health Resources and Service Administration’s Bureau of Primary Health Care (BPHC); and

WHEREAS, Ingham County Health Department is required to follow the requirements of the BPHC Policy Information Notices (PIN’s); and

WHEREAS, HRSA PIN 2001-16 states that a Health Center must verify that its licensed or certified health care practitioners possess the requisite skills and expertise to manage and treat patients and to perform the medical procedures that are required to provide these authorized services; and

WHEREAS, PCVS has provided these services to the Health Department since 2013 via a short form authorization; and

WHEREAS, PCVS has agreed to provide these services effective January 1, 2018 with a 1% increase per year thereafter; and

WHEREAS, the costs of these services are not to exceed $6,000 for a one year period; and

WHEREAS, the costs for these services are included in the FY 18 Ingham County Health Department budget; and

WHEREAS, the agreement will continue until terminated by either party; and

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize a contract between Professional Credential Verification Services, Inc. in an amount not to exceed $6,000 to provide verification of professional credentials of physicians and allied health professionals.

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes a contract between Ingham County and Professional Credential Verification Services, Inc. to provide verification of professional credentials of physicians and allied health professionals in an amount not to exceed $6,000.

BE IT FURTHER RESOLVED, that this agreement will take affect January 1, 2018 and will continue until terminated by either party.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign the agreement after it is approved as to form by the County Attorney.
TO: Board of Commissioners Human Services and Finance Committees

FROM: Linda S. Vail, MPA, Health Officer

DATE: November 28, 2017

SUBJECT: Acceptance of Blue Cross Blue Shield of Michigan Foundation Funding
For the meeting agendas of December 4th and December 5th, 2017

BACKGROUND
In just ten years, opioid-related deaths in Ingham County have increased more than eight-fold from 2006 to 2016. Recognizing the devastating effects that this epidemic has had on our community has prompted a multifaceted approach to addressing opioid use and abuse in Ingham County. The funding collaborative of the Blue Cross Blue Shield of Michigan (BCBSM) Foundation, the BCBSM Social Mission Department, the Michigan Health Endowment Fund, the Community Foundation for Southeast Michigan and the Superior Health Foundation approved Ingham County Health Department’s (ICHD) request for funding in the amount of $70,000 over a period of 18 months. These funds were awarded to ICHD to support an evidence-based criminal justice response to substance abuse and drug offending. The focus of this evidence-based project is to improve identification and treatment opportunities for opioid users while in jail and decrease risks of relapse after release.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The award of $70,000 in funds will be available for use through May 28th, 2019. Grant funding will be disbursed according to the following schedule: $35,000 will be made upon submission of a formal letter of acceptance from the Health Officer and an authorization agreement for direct deposits completed and signed by ICHD’s Chief Financial Officer; $17,500 will be awarded at the midpoint of the project upon approval of a progress narrative, and the remaining $17,500 will be paid at the end of the project period upon approval of a final report.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to enter into an agreement to accept the award of $70,000 from the Blue Cross Blue Shield of Michigan Foundation through a formal letter of acceptance.
Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH BLUE CROSS BLUE SHIELD OF MICHIGAN FOUNDATION

WHEREAS, the Blue Cross Blue Shield of Michigan (BCBSM) Foundation is awarding funding to assist communities in implementing sustainable, evidence-based practices that address the growing epidemic of opioid and prescription drug abuse in Michigan; and

WHEREAS, the BCBSM Foundation selected Ingham County Health Department (ICHD) as the recipient of $70,000 of funding over a period of 18 months for an evidence-based criminal justice response to substance abuse and drug offending; and

WHEREAS, the focus of this evidence-based project is to improve identification and treatment opportunities for opioid users while in jail and decrease risks of relapse after release; and

WHEREAS, the funds will be available for use through May 28th, 2019 and disbursed according to the following schedule: $35,000 will be made upon submission of a formal letter of acceptance and a completed and signed authorization agreement for direct deposits; $17,500 will be awarded at the midpoint of the project upon approval of a progress narrative, and the remaining $17,500 will be paid at the end of the project period upon approval of a final report; and

WHEREAS, the Health Officer has recommended that the Board of Commissioners authorize an agreement with the BCBSM Foundation to accept the award of $70,000 through a formal letter of acceptance and a signed authorization agreement for direct deposits.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement with the Blue Cross Blue Shield of Michigan Foundation in the amount of $70,000 for an evidence-based criminal justice response to substance abuse and drug offending.

BE IT FURTHER RESOLVED, that the term of the agreement shall be from November 28, 2017 through May 28th, 2019.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to accept the award through a formal letter of acceptance after approval as to form by the County Attorney, and Health Department Chief Financial officer Eric Thelen is authorized to complete and sign authorizations for direct deposit associated with this grant.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents to extend the current contract, subject to approval as to form by the County Attorney.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PROCEEDING TO CLOSE PERMANENT CONSERVATION EASEMENT DEEDS

WHEREAS, Ingham County desires to provide for the effective long-term protection and preservation of farmland and open space in Ingham County from the pressure of increasing residential and commercial development; and

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

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all applications received for the 2016 application cycle, and of which, said ranking was approved by Resolution #16-526; and

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

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves proceeding to close on the Spragg/Topliff/Smith, Smith, Spragg, Lyon, and Rowe properties at a price not to exceed the amount listed in the chart below:

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<tr>
<th>Name</th>
<th>Appraisal /CE Price</th>
<th>Federal ACEP</th>
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<td>Spragg/Topliff/Smith</td>
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<td>Rowe</td>
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BE IT FURTHER RESOLVED, that the County Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
MEMORANDUM

TO: COUNTY SERVICES AND FINANCE COMMITTEES

DATE: NOVEMBER 6, 2017

FROM: STACY BYERS, INGHAM COUNTY FARMLAND AND OPEN SPACE PRESERVATION BOARD

SUBJECT: APPROVAL OF 2017 APPLICATION CYCLE RANKING

This resolution approves the 2017 application cycle ranking and establishes a priority for the top applications. In 2012 the BOC established the Purchasing Department as the designated party responsible for negotiating prices with landowners for the purchase of conservation easements. The 2017 ranked applications will go through the Purchasing Departments’ Bid process to negotiate easement values. It is important to note that the FOSP Board received and ranked 78 applications in 2017, the most applications yet. All applications both new and old were scored and ranked.

There will be future costs associated with proceeding with negotiations on the top scoring farms, including, but not limited to, appraisal, survey, title commitment and insurance costs. Those costs are included in the 2018 budget.
Agenda Item 9b

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE 2017 APPLICATION RANKING AND PURCHASE OF CONSERVATION EASEMENTS

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

WHEREAS, on August 5, 2008, the voters of Ingham County approved the levy of 0.14 mills for the purpose of funding the Farmland and Open Space Preservation Board; and

WHEREAS, Resolution #10-100 directs the Farmland and Open Space Board to identify agricultural and open space property for inclusion in the program, to rank the applications received according to established criteria approved by the Board of Commissioners, and to select properties for purchase of Conservation Easement Deeds which requires approval by the Board of Commissioners; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has funding in place to purchase Conservation Easement Deeds on Agricultural and Open Space properties in Ingham County; and

WHEREAS, the Ingham County Farmland and Open Space Preservation Board has scored and ranked all farmland open space applications received for the 2017 cycle and wishes to proceed with negotiations on the top ranked properties.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the 2017 Farmland and Open Space Application Ranking as attached, and approves the FOSP Board to proceed with negotiations on the top ranked properties.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chair to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
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<th>Applicant</th>
<th>Prime and Unique Soils</th>
<th>Parcel Size</th>
<th>Additional Ag Income</th>
<th>Proximity to Existing Livestock Farms</th>
<th>Proximity to Water or Sewer</th>
<th>Proximity to Population Centers</th>
<th>Road Frontage</th>
<th>Location to Protected Property</th>
<th>Block Applications</th>
<th>Additional Ag Characteristics</th>
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Open Space Score and Rank 10-16-17
TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: November 20, 2017

SUBJECT: Resolution authorizing entering into agreements with Guardian Alarm to provide alarm monitoring services at various county locations

For the meeting agendas of: December 5th and December 6th

BACKGROUND
The current agreements for alarm monitoring services include the following locations, Mason Courthouse, Hilliard Building, Drain Commission and seven (7) sites at the Potter Park Zoo. The current agreements have been negotiated at a 25% reduced monthly cost, for a three (3) year period, with a two year renewal option. The Facilities Department’s intent in renewing this contract is to take advantage of the 25% cost reduction as well as allow time to hire a consultant to evaluate the current services provided, by Guardian, to determine if this is the path on which we choose to remain in regards to alarm monitoring services.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
The current monthly cost, for all sites listed, is $1,840.68. The newly negotiated reduced monthly cost of $1,380.68 will be effective for the full three (3) year period with no change in the current services provided. Funds are available in the following contractual line items, for the Hilliard Building, Mason Courthouse and Drain Commission #101-23303-931100 and Potter Park Zoo #258-69200-931100-30000.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached Resolution for Guardian Alarm to continue to provide alarm monitoring services at the Hilliard Building, Mason Courthouse, Drain Commission and seven (7) sites at Potter Park Zoo for a not to exceed total annual cost of $16,568.16 for a three (3) year period with an optional two (2) year renewal.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AGREEMENTS TO PROVIDE ALARM MONITORING SERVICES

WHEREAS, the current agreements for alarm monitoring services include the following locations, Mason Courthouse, Hilliard Building, Drain Commission and seven (7) sites at the Potter Park Zoo; and

WHEREAS, the current agreements have been negotiated at a 25% reduced monthly cost for a three (3) year period with a two (2) year renewal option; and

WHEREAS, the current monthly cost, for all sites listed, is $1,840.68; and

WHEREAS, the negotiated reduced monthly cost of $1,380.68 will be effective for the full three (3) year period with no change in the current services provided; and

WHEREAS, the Facilities Department’s intent in renewing this contract is to take advantage of the 25% cost reduction; and

WHEREAS, the Facilities Department also feels this will allow time to hire a consultant to evaluate the current services provided, by Guardian, to determine if this is the path on which we choose to remain in regards to alarm monitoring services; and

WHEREAS, the new agreements will be for a three year period for a total annual cost of $16,568.16 for all locations; and

WHEREAS, after review, both the Purchasing and Facilities Departments recommend that the agreements with Guardian Alarm be renewed, beginning in January 2018, for a three (3) period, with a two year renewal option, to provide alarm monitoring services to the above mentioned locations; and

WHEREAS, funds for services are available within the following contractual line items, #101-23303-931100 for the Mason Courthouse, Hilliard Building and Drain Commission and #258-69300-931100-30000 for the Potter Park Zoo.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into agreements with Guardian Alarm, 20800 Southfield Road, Southfield, MI, 48075 for alarm monitoring services at the Mason Courthouse, Hilliard Building, Drain Commission and Potter Park Zoo, beginning January 2018, for a three (3) year period with a two (2) year renewal option, for a not to exceed total yearly cost of $16,568.16.

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

FROM: Rick Terrill, Facilities Director

DATE: November 20, 2017

SUBJECT: A contract with Shaw-Winkler, Inc.to replace the domestic hot water copper pipe line in the ceiling of the Jail kitchen

For the meeting agendas of: December 5th and December 6th

BACKGROUND
The existing copper pipe is old and pitting causing spontaneous leaks. It needs to be replaced to avoid a catastrophic incident.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
The Facilities Department is requesting that a contract be awarded to Shaw Winkler, Inc., a local vendor willing to match the lowest submitted quote of $8,800.00, to replace the copper pipe line.

The Facilities Department is requesting a line item transfer of $8,800.00 from the 2017 approved CIP line item #245-30199-976000-7FC05, which has a remaining balance of $18,372.40 for the Sheriff’s Office roof replacement, into line item #245-31199-931000-7FC33.

The Facilities Department is also requesting a contingency of $1,000.00 for any unforeseen circumstances that may occur.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with Shaw Winkler, Inc. to replace the domestic hot water copper pipe line in the ceiling of the Jail kitchen for a not to exceed total cost of $9,800.00 which includes the requested $1,000.00 contingency.
MEMORANDUM

TO:       Rick Terrill, Facilities Director
FROM:    James Hudgins, Director of Purchasing
DATE:    November 20, 2017
RE:     Memorandum of Performance for Replacement of Copper Tubing

Bids were obtained from mechanical contractors for proving labor and materials for the replacement of approximately 230 feet of ¾” hot water copper tubing with class-A PEX (polyethylene) piping and fittings at the Ingham County Jail.

The Purchasing Department can confirm the following:

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<th>Vendor</th>
<th>Local</th>
<th>Total Cost</th>
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<td>Myers Plumbing &amp; Heating, Inc.</td>
<td>No, Lansing (Clinton Co.)</td>
<td>$8,800</td>
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<td>Shaw-Winkler, Inc.*</td>
<td>Yes, East Lansing</td>
<td>*$9,300</td>
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<tr>
<td>T.H. Eifert, LLC</td>
<td>Yes, Lansing</td>
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*In accordance with the Local Purchasing Preference Policy, Shaw-Winkler, a registered local vendor, is willing to match Myers’ bid of $8,800.

A preconstruction meeting is not required prior to commencement of work since the construction cost does not exceed $10,000.

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.
RESOLUTION TO AUTHORIZE PURCHASE OF COPPER TUBING FOR JAIL REPAIRS

WHEREAS, the existing copper pipe is old and pitting causing spontaneous leaks; and

WHEREAS, it needs to be replaced to avoid a catastrophic incident; and

WHEREAS, the Facilities Department is requesting that a contract be awarded to Shaw Winkler, Inc., a local vendor willing to match the lowest submitted quote of $8,800.00 to replace the copper pipe line; and

WHEREAS, the Facilities Department is requesting a contingency of $1,000.00 for any unforeseen circumstances that may occur; and

WHEREAS, the Facilities Department is also requesting for a line item transfer of $8,800.00 from the 2017 approved CIP line item #245-30199-976000-7FC05, which has a balance of $18,372.40 for the Sheriff’s Office roof replacement, into line item #245-31199-931000-7FC33.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes awarding a contract to Shaw Winkler, Inc. 4910 Dawn Avenue, East Lansing, Michigan 48823, to replace the domestic hot water copper pipe line in the ceiling of the Jail kitchen, for a not to exceed cost of $9,800.00 which includes the requested $1,000.00 contingency.

BE IT FURTHER RESOLVED, the controller is authorized to transfer $8,800.00 from the 2017 approved CIP line item #245-30199-976000-7FC05, which has a balance of $18,372.40 for the Sheriff’s Office roof replacement, into line item # 245-31199-931000-7FC33.

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 Committee, and Finance Committee

FROM: Deb Fett, CIO

DATE: 11/14/2017

SUBJECT: Resolution – Hardware Support Servers

BACKGROUND
Our warranty hardware support on the chassis and servers that run our virtualized environment is set to expire in March of 2018. This support started at installation of these devices three years ago, purchased under Resolution #15-094. These hosts run 95+% of the servers in our environment so it is critical that we keep them covered under a support agreement.

ALTERNATIVES
Following due process requirements, quotes for 2 years of hardware support service were obtained from the following vendors:

- Dell $ 16,795.99
- CDWG $ 13,105.65
- Avalon Technologies $ 12,995.00

FINANCIAL IMPACT
The funding for the $12,995.00 two year contract will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached contract for hardware services from Avalon Technologies.
### Ingham County - Blade Support Renewals - 2 Year

**Prepared For:**
Ingham County  
Deb Fett  
341 S Jefferson St  
Mason, MI 48854-1651  
P: (517) 676-7373  
E: dfett@ingham.org

**Prepared By:**
Avalon Technologies LLC  
Rob Rulison  
39533 Woodward Avenue  
Suite 125Bloomfield Hills, MI 48304  
P: (800)720-3811 x 2043  
E: rob.rulison@avalontech.net

**Date Issued:**  
10.03.2017

**Expires:**  
02.28.2018

### Support Renewals

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| F9YPB42 - PowerEdge M630 Upgrades and Extensions  
ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch  
ProSupport Plus: Mission Critical 7x24 Technical Support | $2,475.00 | 1 | $2,475.00 |
| F9YQB42 - PowerEdge M630 Upgrades and Extensions  
ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch  
ProSupport Plus: Mission Critical 7x24 Technical Support | $2,475.00 | 1 | $2,475.00 |
| JHY9C42 - PowerEdge M630 Upgrades and Extensions  
4/10/2018 - 4/10/2019  
ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch  
ProSupport Plus: Mission Critical 7x24 Technical Support | $2,475.00 | 1 | $2,475.00 |
| JHZ7C42 - PowerEdge M630 Upgrades and Extensions  
4/10/2018 - 4/10/2020  
ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch  
ProSupport Plus: Mission Critical 7x24 Technical Support | $2,475.00 | 1 | $2,475.00 |
| JJ7C42 - PowerEdge M1000E Upgrades and Extensions  
4/10/2018 - 4/10/2020  
ProSupport Plus: Mission Critical 4-Hour 7x24 On-Site Service with Emergency Dispatch  
ProSupport Plus: Mission Critical 7x24 Technical Support | $3,095.00 | 1 | $3,095.00 |
| MHEC  
Midwestern Higher Education Commission (MHEC) Contract No. MHEC-09C7L01.02 for Dell Computers | $0.00 | 1 | $0.00 |

**Subtotal:** $12,995.00

### Quote Summary

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**Quote #RR000996 v4**  
Page 1 of 2
Taxes, shipping, handling and other fees may apply. We reserve the right to cancel orders arising from pricing or other errors. Terms: Net 30 after equipment ships. Avalon's full terms can be found at:

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Quote #R000596 v4
 INTRODUCTION

WHEREAS, ITD maintains a virtualized server environment which runs on computer hardware which is critical to the operation of Ingham County; and

WHEREAS, ITD researched multiple vendors solutions and recommend using Avalon Technologies for our continued hardware maintenance needs; and

WHEREAS, our current existing warranty will expire in March of 2018; and

WHEREAS, ITD is recommending a 24-month contract for a total cost not to exceed $13,000.00.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the hardware maintenance from Avalon Technologies for 24 months in the amount not to exceed $13,000.00.

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

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 11/14/2017
SUBJECT: Renewal of the Imagesoft and OnBase Annual Support

BACKGROUND
OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments. It is key to our document management and several new projects will increase its streamlining of our processes. Our support contract expires on December 31st, 2017. Last year we did a split of our support model to using Hyland under the GSA contract for our licensing support and Imagesoft for our direct support of the application. This resulted in a net savings of $41,342.92. This year our licensing support cost has increased as we had expected due to the Circuit Court project being implemented – soon to go live.

ALTERNATIVES
By working through Imagesoft and Hyland for our support, we have the following results;
2015 support costs paid $160,380.66
2016 support costs paid $168,117.16
2017 support costs proposed 1st $194,841.60
2017 support costs as negotiated $153,498.68
Expected costs for 2018 $184,243.41 (increase of $30,000.00 + the 1% allowed)
Actual support costs for 2018 $179,904.24 (savings of $4,339.17 over expected)

FINANCIAL IMPACT
The funding for the $74,778.66 invoice for Imagesoft and the $105,125.28 invoice from Hyland (total of $179,904.24) will come from the County’s Innovation and Technology Department Network Maintenance – Imaging Fund #636-25870 932050.

OTHER CONSIDERATIONS
None

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for Hyland and Imagesoft support renewals in the amount not to exceed $180,000.00.
# MAINTENANCE INVOICE

**INVOICE DATE** 10/05/2017  
**PO NUMBER**  
**CONTRACT NUMBER**  
**DUE DATE** 12/31/2017  
**FEDERAL TAX ID** 34-1099247  
**BILL TO CUSTOMER NO.** 10289

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This proforma invoice is for maintenance fees which cover technical support and the latest upgrades and enhancements for the billing period. If you have any questions regarding this invoice or you elect to discontinue maintenance coverage please contact your account manager or email maintenance@onbase.com. To continue maintenance coverage, please process this invoice for payment. A 10% reinstatement fee will be charged for maintenance fees received more than 30 days after the due date.

EAR 739.8: To the extent applicable, these commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. laws is prohibited.
# MAINTENANCE INVOICE

## Product Code | Description | Quantity | Unit Price | Extended Price
--- | --- | --- | --- | ---
22 | TIMPN2, Production Document Imaging (TWAIN) (Named Use) Maintenance - For Second and Beyond | 1 | 483.63 | 483.63
23 | TIMPW2, Production Document Imaging (TWAIN) Maintenance | 19 | 483.63 | 9,188.97
24 | UFMPI1, Unity Forms Maintenance | 1 | 0.00 | 0.00
25 | UNMPI1, Unity Client Server Maintenance | 1 | 1,612.09 | 1,612.09
26 | WLMPC1, Workflow Concurrent Client SL (1-20) Maintenance | 20 | 354.66 | 7,093.20
27 | WLMPC2, Workflow Concurrent Client SL (21-50) Maintenance | 1 | 290.18 | 290.18
28 | WLMNP1, Workflow Named User Client SL (1-20) Maintenance | 20 | 225.69 | 4,513.80
29 | WLMNP2, Workflow Named User Client SL (21-50) Maintenance | 30 | 177.33 | 5,319.90
30 | WLMNP3, Workflow Named User Client SL (51-100) Maintenance | 50 | 145.09 | 7,254.50
31 | WLMNP4, Workflow Named User Client SL (101-300) Maintenance | 11 | 128.97 | 1,418.67
32 | WLMNP4, Workflow Named User Client SL (101-300) Maintenance | 70 | 128.97 | 9,027.90
33 | WLMNP4, Workflow Named User Client SL (101-300) Maintenance | 5 | 128.97 | 644.85
34 | WLMNP4, Workflow Named User Client SL (101-300) Maintenance | 3 | 128.97 | 386.91
35 | WLMPW1, Workflow Workstation Client SL (1-20) Maintenance | 1 | 225.69 | 225.69
36 | WTMPW1, Web Server Maintenance | 1 | 1,612.09 | 1,612.09

**Maintenance Period:** 01/01/2018 - 12/31/2018

## Remittance Information

- **Keybank N.A.**
  - 127 Public Square
  - Cleveland, OH 44114

- **Wire Transfer:**
  - Swift Code: KEYBUS33
  - Routing No: 041001039
  - Account No: 369681328518
  - Account Name: Hyland Software, Inc.

**Subtotal:** 105,125.58 USD

**Tax:** 0.00 USD

**Total Invoice Amount:** 105,125.58 USD

**Balance Due:** 105,125.58 USD

For billing inquiries, please call 440-788-5045 and select Option 1 for Accounts Receivable or email accountsreceivable@hyland.com.

This proforma invoice is for maintenance fees which cover technical support and the latest upgrades and enhancements for the billing period. If you have any questions regarding this invoice or you elect to discontinue maintenance coverage please contact your account manager or email maintenance@onbase.com. To continue maintenance coverage, please process this invoice for payment. A 10% reinstatement fee will be charged for maintenance fees received more than 30 days after the due date.

EAR 750.8: To the extent applicable, these commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. laws is prohibited.
**ImageSoft**

ImageSoft, Inc.
25900 W. 11 Mile Rd
Suite 100
Southfield, MI 48034

248 948-8100
accounting@imagesoftinc.com

**Ingham County**
121 E. Maple St
3Rd Floor
Mason, MI 48854
United States

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**Maintenance Invoice**

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**Maintenance Period:**
01/01/2018 - 12/31/2018

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<td>IS-AEBC-M-R</td>
<td>ImageSoft Barcode Label Printer Software Maintenance</td>
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**Ingham Cty - FOC**

**ImageSoft Software**

---

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Serial #</th>
<th>Maint. End Date</th>
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<tr>
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<td>ImageSoft Customers Care Package</td>
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**Canon Hardware**

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<th>Qty</th>
<th>Serial #</th>
<th>Maint. End Date</th>
<th>Cost</th>
<th>Total</th>
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<tbody>
<tr>
<td>KD-8005488-108NE5-R</td>
<td>Canon DR9050C 1 Yr. On-Site (5x9x24) Post Warranty</td>
<td>1</td>
<td>EX301160</td>
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**Services**

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<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Qty</th>
<th>Serial #</th>
<th>Maint. End Date</th>
<th>Cost</th>
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**Fujitsu Hardware**

**Prorated 02/16/2018 - 02/15/2021**

---

Sales Tax has been calculated based on rates current as of invoice date.
Customer is responsible for any tax increases based on payment date and for self-assessing any applicable taxes if none are collected.
<table>
<thead>
<tr>
<th>Item Code</th>
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<th>Start Date</th>
<th>Price 1</th>
<th>Price 2</th>
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<tr>
<td>FJ-S6130-AEPWNBD-3-R</td>
<td>Fujitsu 6130 Advance Exchange 3 Yr. Post Warranty Service</td>
<td>1</td>
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<td>FJ-S6130-AEPWNBD-3-R</td>
<td>Fujitsu 6130 Advance Exchange 3 Yr. Post Warranty Service</td>
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<td>199.00</td>
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<td>199.00</td>
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<td>FJ-S6130-AEPWNBD-3-R</td>
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<td>FJ-S6130-AEPWNBD-3-R</td>
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**Services**

**IS-CUSTOMER CARE-R**
- ImageSoft Customer Care Package
  - Qty: 1
  - Start Date: 12/31/2018
  - Price: 1,386.00

**Not Renewed**

**IS-ICAP10P-M-R**
- ImageSoft iCap 10+ Maintenance
  - Qty: 10
  - Start Date: 12/31/2017
  - Status: DECLINED
  - Price: 0.00

**Ingham Cty - MIS**

**Fujitsu Hardware**

Prorated 10/08/2018 - 10/07/2021

**FJ-S7160-AEMYNBD-3-R**
- Fujitsu fi-7160 3 Yr. Adv. Exchange Service
  - Qty: 1
  - Start Date: 10/07/2021
  - Price: 199.00

**Ingham Cty - PA**

**ImageSoft Software**

**IS-ICST-M-R**
- ImageSoft iContent Stamper Maintenance
  - Qty: 1
  - Start Date: 12/31/2018
  - Price: 0.00

**IS-IJPA-IDA1-M-R**
- ImageSoft JusticeTech PA - IDocArchive for PACC Maintenance
  - Qty: 1
  - Start Date: 12/31/2018
  - Price: 1,500.00

**IS-IJPA-IDP1-M-R**
- ImageSoft JusticeTech PA IDocArchive Print Driver 10pk Maint
  - Qty: 1
  - Start Date: 12/31/2018
  - Price: 70.00

**IS-IJPA-PP1-M-R**
- ImageSoft JusticeTech PA - PACC Integration Maintenance
  - Qty: 1
  - Start Date: 12/31/2018
  - Price: 1,500.00

**IS-IJPA-PWM1-M-R**
  - Qty: 1
  - Start Date: 12/31/2018
  - Price: 1,500.00

**IS-IJSM-LEAP**
- TrueFiling for Law Enforcement One Year Sub - Small Agency
  - Qty: 12
  - Start Date: 12/31/2018
  - Price: 18,000.00

**IS-TSIGN-M-R**
- ImageSoft TrueSign Custom Signature Module Maintenance
  - Qty: 1
  - Start Date: 12/31/2018
  - Price: 2,000.00

Sales Tax has been calculated based on rates current as of invoice date.
Customer is responsible for any tax increases based on payment date and for self-assessing any applicable taxes if none are collected.
<table>
<thead>
<tr>
<th>IS-TSIGN-CAL2-M-R</th>
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**Canon Hardware**

<table>
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<tr>
<th>KD-8054488-108NES-R</th>
<th>Canon DR9050C 1 Yr. On-Site (5x9x24) Post Warranty</th>
<th>1</th>
<th>EX300513</th>
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<tr>
<td>KD-8054488-108NES-R</td>
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**Fujitsu Hardware**

<table>
<thead>
<tr>
<th>FJ-S7480-BAPW4HR-1-R</th>
<th>Fujitsu fi-7480 1 Yr. Basic SBD, 4Hr On-Site Service</th>
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<tr>
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**Services**

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**Not Renewed**

<table>
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<th>KD-1147289-108NES-R</th>
<th>Canon DR6030C 1Yr. On-Site 5x9x24 Service</th>
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**Ingham Cty - Probate**

**Fujitsu Hardware**

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<tr>
<th>FJ-S6140Z-AEPWNB1-R</th>
<th>Fujitsu 6140Z Advance Exchange Service 1 Yr.</th>
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<tbody>
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**Services**

<table>
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<tr>
<th>IS-CUSTOMER CARE-</th>
<th>ImageSoft Customer Care Package</th>
<th>1</th>
<th>12/31/2018</th>
<th>5,324.00</th>
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</table>

**Ingham Cty - Sheriff Dept.**

Sales Tax has been calculated based on rates current as of invoice date.
Customer is responsible for any tax increases based on payment date and for self-assessing any applicable taxes if none are collected.
| Plan/Service Description | Quantity | Start Date | Amount  
|--------------------------|----------|------------|---------
| ImageSoft TrueSign (Integrated Electronic Signature) - addit | 1        | 12/31/2018 | 8.33    |
| **Services Prorated 09/01/2018 - 12/31/2018** |          |            |         |
| ImageSoft Customer Care Package | 1        | 12/31/2018 | 478.33  |
| **Ingham Cty - System** |          |            |         |
| ImageSoft Software |          |            |         |
| ImageSoft iDocCreator Maintenance | 1        | 12/31/2018 | 2,000.00|
| ImageSoft iTiffRender Maintenance | 1        | 12/31/2018 | 1,000.00|
| **Total** |          |            | $74,778.66 |

Sales Tax has been calculated based on rates current as of invoice date. Customer is responsible for any tax increases based on payment date and for self-assessing any applicable taxes if none are collected.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RENEWAL OF THE IMAGESOFT AND ONBASE ANNUAL SUPPORT

WHEREAS, OnBase is a comprehensive document imaging and workflow platform heavily utilized by our courts and a few other departments; and

WHEREAS, utilization of the OnBase application by the County is key to our document management and several new projects will increase its streamlining of our processes; and

WHEREAS, the current licensing subscription agreement will expire on December 31st, 2017; and

WHEREAS, the annual contract amount is in the 2018 budget.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the renewal of the OnBase and Imagesoft annual support in the amount not to exceed $180,000.00.

BE IT FURTHER RESOLVED, the total cost will be paid from the Innovation and Technology’s Imaging Fund (636-25870-932050).

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

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

FROM: Deb Fett, CIO

DATE: 11/14/2017

SUBJECT: Resolution – Ocularis Licensing Renewal

BACKGROUND
Ingham County has been using Ocularis for our camera management and video recording for many years. Vidcom has been providing our licensing in the past and ITD is very pleased with their service thus far. This support licensing renewal will let us keep the most up to date software for our cameras. It will also let us add cameras throughout the year and then “true up” annually rather than pay every time we add a camera to our system saving both time and money.
Although TCTC has a slightly lower price than Vidcom, our experience with Vidcom has been extremely positive, they do have a local Lansing office so ITD would like to continue using them for our support and licensing.

ALTERNATIVES
Following due process requirements, bids for 1 year of software license renewal were obtained from the following vendors:

- Ocularis $ 15,706.81
- Vidcom Solutions $ 12,053.30
- TCTC $ 11,254.00

FINANCIAL IMPACT
The funding for the renewed $12,053.30 one year contract will come from the County’s Innovation and Technology Department’s Network Maintenance Fund #636-25810-932030.

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached contract for software license renewal from Vidcom.
Renewal of Ocularis Stay Current licenses.

<table>
<thead>
<tr>
<th>Salesperson</th>
<th>P.O. Number</th>
<th>Ship Via</th>
<th>Terms</th>
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<tbody>
<tr>
<td>BThroop</td>
<td></td>
<td></td>
<td>Net 30</td>
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<table>
<thead>
<tr>
<th>Line</th>
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<tr>
<td>1</td>
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<tr>
<td>2</td>
<td>371</td>
<td>Ocularis Enterprise Camera 1 Year StayCURRENT</td>
<td>$32.03</td>
<td>$11,883.13</td>
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</tbody>
</table>

SubTotal           $12,053.30
Tax                 $0.00
Shipping            $0.00
Total               $12,053.30
WHEREAS, Ingham County has been using Ocularis for our camera management and video recording for many years; and

WHEREAS, Vidcom has been providing our licensing in the past and the ITD department is very satisfied with the service thus far; and

WHEREAS, ITD researched multiple vendors pricing and recommend continuing with Vidcom for software licensing renewal; and

WHEREAS, our current existing agreement expires on January 4, 2018 and ITD recommends renewing this agreement.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the software licensing renewal from Vidcom in the amount not to exceed $12,053.30.

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

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee, and Finance Committee  
FROM: Deb Fett, CIO  
DATE: 11/16/2017  
SUBJECT: Security Training for County employees

BACKGROUND
Ingham County had been using Security Mentor for user cyber security training since 2014. The lessons are becoming repetitive and we need to step up the quality of the training to foster a culture of security. ITD has been in discussions with SANS – probably the most trusted and by far the largest source for information security training and security certification in the world – to find a way to make their product affordable for our use. This is also the training that was recommended by our own County Clerk from her discussions with others. For 2017, we had paid $7,067.00 for the Security Mentor annual subscription of 12 lessons. For us to transition over to the SANS Securing the Human product which allows many more topics as well as surveys, role-based training curriculum, anti-phishing training, and a Phishing Simulation Tool for testing the skills learned by our staff it will be $8,730.00 per year. This pricing is possible under the cooperative bidding process of the Partnership Aggregate Purchase Program with the Center for Internet Security (CIS) for State/Provincial and Local Government and related non-profit organizations.

ALTERNATIVES
All pricing is at our current 1400 user level:
Security Mentor End User Training only $ 8,245.00
SANS End User and Anti-Phishing Training and Tool $ 8,730.00
KnowBe4 End User Training only $12,600.00

FINANCIAL IMPACT
The funding for the $8,730.00 total will come from the County’s Innovation and Technology Department’s Development and Training Fund #636-95800-960080.

OTHER CONSIDERATIONS
As we have seen with our cyber wakeup call earlier this year, properly training our users about cybersecurity is important to ensure our entrusted data is safe and our systems secure.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for SANS Security Awareness Training in the amount not to exceed $9,000.00.
SANS Institute - Securing The Human Price Quote

Prepared By: Debi Andersen  
Email: dandersen@sans.org

Price Quote Created: November 20th, 2017  
Price Quote Expiration: January 31st, 2018  
Term: Initial

Customer Contact Information

Contact Name: Deb Fett  
Company: Ingham County, MI  
Phone: (517) 676-7371  
Email: dfett@ingham.org

Quote Line Items

<table>
<thead>
<tr>
<th>Product</th>
<th>Quantity</th>
<th>Number of users</th>
<th>Total Price</th>
</tr>
</thead>
<tbody>
<tr>
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<td>1,400</td>
<td>$3,430.00</td>
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<tr>
<td>STH.Phishing Bundle - 1st Year License Fee</td>
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<td>1,400</td>
<td>$2,800.00</td>
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<td>SANS ACLP Core Platform Package</td>
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<tr>
<td>Standard Plus Service Level</td>
<td>1.00</td>
<td>0</td>
<td>$2,500.00</td>
</tr>
</tbody>
</table>

Grand Total: $8,730.00

Product Information

Product Description

* STH EndUser 12-month term - Computer-based security awareness training for End Users. Provided in all available languages for modules listed here:  
https://securingthehuman.sans.org/enduser/

* STH Phishing Bundle 12-month term - License to use the SANS Phishing service to phish-test Client’s Users. Individual Users can be tested an unlimited number of times during the License Term. Hosting only available on the SANS Advanced CyberSecurity Learning Platform (ACLP). This price is only available for customers who are also purchasing End User, Utility or Healthcare.

SANS hosted Advanced CyberSecurity Learning Platform (ACLP)

Ordering and Payment Schedule

This is a Price Quote and not an Invoice. To place an order, please note the following:

1. Client may wish to supply a Purchase Order to "Escal Institute of Advanced Technology" (dba "SANS Institute") for the Securing The Human training materials it wishes to procure.
2. Client will be invoiced by SANS for one hundred percent (100%) of the agreed cost for the training materials according to the pricing set forth in this Price Quote.
3. Payment must be completed in full before the deployment process can begin. Acceptable payment forms include ACH, wire transfer, credit card, and check. License Term will start once deployment has been completed.
4. All pricing is in US Dollars.
By purchasing and using Securing The Human products and services, you represent that you have read, understand and accept all of the provisions of our license agreement found here on our website: https://securingthehuman.sans.org/media/agreement/SANS-STH-License-Agreement-ACL-P-01032017.pdf

This price quote is only valid through the State/Provincial and Local Government Aggregate Purchase Program.

Bundle Price: EndUser ($2.45) and Phishing ($2.00) Bundled price $4.45 per user for 1 year

Standard Plus Service Level - (Add-on $2500) includes:
• Tier 1 HelpDesk Support (self serve support center - self implemented system)
• 24 hour response time - Email only (for 2 client designated contacts) - No Telephone Support
• One hour ACLP Orientation Webinar and One hour Telephone Configuration Call.
• Monthly webcasts/ OUCH Newsletter
• Digital Support Materials (Brandable) for STH EndUser Training Modules (Newsletters/Posters/Screensavers) Training Reinforcement Materials.
• Access to STH Community Forum
• 10% SANS Security Awareness Summit Discount
• 10% Discount on Lance Spitzner’s MGT 433 Class “How to Build, Maintain and Measure a High-Impact Awareness Program” (https://www.sans.org/course/securing-human-build-maintain-measure-security-awareness-program)

• “Security Awareness Program in a Box” – Quick Start Guides
  o Program Rollout Schedule Guide – Provides you with a sample program rollout “roadmap” schedule template.
  o Cybersecurity Knowledge Assessment – Pre-built assessment that scores user awareness on main core security awareness risks to help provide guidance on training assignments.
  o Cybersecurity Culture Survey – Pre-built survey that can be assigned to users to measure security awareness perceptions and attitudes.
  o Pre-Defined Role-Based Training Curricula – Pre-built role-based curricula to make assigning training to users easier to manage
  o Sample Notification Announcement Templates – To utilize for announcing the training program rollout.

The Core ACLP Platform includes:
• 1 Domain
• User Import & Management
• Organization Import & Management (organizations are groups of people or departments)
• Assign Learning Activities
• Number of Quiz Questions: 3
• Standard Reporting Library and Automated Reporting
• Standard Notification Library and Automated Notifications - Customizable
• Standard Completion Certificates & Add Custom Logo to Certificates
• Customizable Dashboard Announcement
• Customizable Logo
• Customizable Page Links - Upload Links
• Quick Start Tutorial Pack
• Available EndUser product Languages (Interactive modules in English only)

**The ESCAL Institute of Advanced Technologies, Inc. D/B/A SANS Institute

**Please contact Debi Andersen (dandersen@sans.org) for an Invoice.
<table>
<thead>
<tr>
<th>Customer Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client Designated Contact # 1</td>
</tr>
<tr>
<td>Name:</td>
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<tr>
<td>Title:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Phone:</td>
</tr>
</tbody>
</table>

**Approval**

The signature below indicates agreement to the terms herein

Company:

Name:

Title:

Signature:

Date:
INTRODUCED BY COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE PURCHASE OF TRAINING FROM SANS

WHEREAS, Ingham County needs to step up the quality of the cybersecurity training provided to staff in order to foster a culture of security; and

WHEREAS, ongoing security training is important to ensure our entrusted data is safe and our systems secure; and

WHEREAS, a subscription for a year of training available to Ingham County staff and anti-phishing tools has been quoted at $8,730.00 under the Partnership Aggregate Purchase Program with the Center for Internet Security (CIS) for State/Provincial and Local Government and related non-profit organizations.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of training from Security Mentor in the amount not to exceed $9,000.00.

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

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

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any contract documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Law and Courts, County Services, and Finance Committees
FROM: Deb Fett, CIO
DATE: 11/20/2017
SUBJECT: Assessment of Control System

BACKGROUND
Ingham County relies on an electronic system for controlling access to the various areas of the jail building. This system was put in by a vendor that can no longer support it as the system itself has become obsolete. This creates a safety and security concern that needs to be addressed in a manner that keeps the possibility of a new jail complex in mind and is cost effective.

To determine our next steps, we have worked with CDWG under the State of Michigan MiDeal contract to obtain a proposal from them utilizing their partner for services in this area, Dewpoint. Dewpoint has some working knowledge of the system and has provided us with a bundle price for assessment services that can be used or not as the County needs. This means that although there is a larger price tag on the proposal, it in no way obligates us to use all of the services proposed if we determine they are not necessary.

ALTERNATIVES
Given the state of the current system and the need to ensure security, this needs to be a priority.

FINANCIAL IMPACT
The funding for the not to exceed $38,750.00 CDWG proposal will come from the County’s Jail Reserve from Phone Revenue fund (595 fund balance).

OTHER CONSIDERATIONS
None.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution for CDWG in the amount not to exceed $38,750.00.
INTRODUCED BY THE LAW AND COURTS, COUNTY SERVICES, AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ENTER INTO A SERVICE AGREEMENT WITH CDWG

WHEREAS, Ingham County Sheriff’s Office utilizes an electronic system for controlling access; and

WHEREAS, this system has reached a point where it is difficult to service and is required for meeting security requirements; and

WHEREAS, CDWG has been able to provide Ingham County with a proposal under the MiDeal contract from their service partner, Dewpoint, to provide assessment services necessary.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes entering into a contract with CDWG for an amount not to exceed $38,750.00.

BE IT FURTHER RESOLVED, funds are to be found in the Jail Reserve from Phone Revenue fund.

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

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

From: Jim Hudgins, Director of Purchasing

Date: November 16, 2017

Subject: Authorization to Contract with Michigan Fair Contracting Center

BACKGROUND
The County’s Prevailing Wage Policy requires the payment of prevailing wages and fringe benefits on any construction contract exceeding $10,000 as determined using the guidelines promulgated by the U.S. Secretary of Labor pursuant to the Federal Davis-Bacon Act. Central to this Policy is the enforcement efforts that must be undertaken to ensure that contractors and their subcontracts are in compliance with this Policy. Monitoring efforts include, but are not limited to, reviewing certified payrolls, verifying apprentice ratio/registration, and conducting onsite interviews with the contractor’s employees to verify that the correct wage and fringe benefits are being paid. Given the complexity surrounding labor laws and the limited size of staff, an agent is needed to assist the Purchasing Department in its efforts to monitor and enforce prevailing wage compliance. Michigan Fair Contracting Center, a firm that educates and specializes in monitoring prevailing wage, has been the County’s agent and has performed admirably.

ALTERNATIVES
There are no other firms that I’m aware of that monitor prevailing wage compliance.

FINANCIAL IMPACT
The cost for this service will be paid out of the Purchasing Department’s contractual line item # 101-23302-818000. In 2016, we paid Michigan Fair Contracting Center $1,600. For 2017, we estimate that $5,000 to $6,000 will be paid to MFCC – which is attributed to the increase in the number of construction projects.

OTHER CONSIDERATIONS
Michigan Fair Contracting Center is relied upon heavily by the Purchasing Department to assist in monitoring prevailing wage compliance on construction projects.

RECOMMENDATION
Based on the information presented, I respectfully request authorizing an agreement with Michigan Fair Contracting Center.
PROPOSED RESOLUTION:

RESOLUTION TO AUTHORIZE AN AGREEMENT FOR PREVAILING WAGE MONITORING

WHEREAS, the County’s Prevailing Wage Policy was adopted in 1992 requiring contractors (and their subcontractors) entering into a construction contract with the County valued at $10,000 or more, to pay their employees a wage not less than the prevailing wages and fringe benefits pursuant to the Federal Davis-Bacon Act; and

WHEREAS, an agent specializing in monitoring prevailing wage compliance is needed to assist the Purchasing Department to ensure that construction contractors and their subcontractors comply with the County’s Prevailing Wage Policy; and

WHEREAS, Michigan Fair Contracting Center, a firm specializing in prevailing wage compliance, has provided outstanding services, education, and advice to the County; and

WHEREAS, the Director of Purchasing is recommending that the Board of Commissioners authorize entering into an agreement with Michigan Fair Contracting Center.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a five-year agreement with Michigan Fair Contracting Center, P.O. Box 1081, Birmingham, MI 48012-1081, based on its proposal dated November 1, 2017, for prevailing wage monitoring services.

BE IT FURTHER RESOLVED, expenditures associated with this contract shall be paid from the Purchasing Department’s contractual line item # 101-23302-818000.

BE IT FURTHER RESOLVED, that the hourly rate for monitoring services shall be $100.00 per hour for the term of the agreement.

BE IT FURTHER RESOLVED, that increases in the hourly rate, if any, are authorized provided however, that the increase is in compliance with the County’s Policy on Cost Increases for Service Related Contracts.

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.
Ingham County Road Department (ICRD) staffing is such that there may be times during the construction season where we don’t have enough staff to perform all required inspection and supervision for our construction projects. Therefore, we must rely on engineering consultants to perform the work when needed. The Road Department has retained as-needed inspection and supervision services since 2012.

Generally, the inspection and supervision services include full-time or part-time staffing to perform field or office construction technician services normally associated with the inspection and supervision of ICRD federal-aid road and/or bridge construction projects within the public road rights-of-way in Ingham County, Michigan.

The Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced inspection firms to provide the services on an as-needed basis and received six (6) proposals. ICRD staff reviewed the proposals for adherence to county purchasing requirements, expertise, experience, proposed unit prices, and overall value to the county.

Based on the review and our typical inspection and supervision needs, ICRD recommends that two of the six respondents be retained to provide the requested services. When retaining the inspection and supervision services, ICRD staff will strive to retain the lowest cost consultant whenever possible. When not possible because of schedule conflicts, lack of available expertise, or staffing shortages, the other consultant will be retained to provide the required inspection and/or supervision.

I respectfully recommend that the Board of Commissioners adopt the attached resolution and accept the unit price inspection and supervision service proposals from both ROWE Professional Services Company and RS Engineering, LLC.
Per your request, the Purchasing Department sought proposals from MDOT prequalified and experienced engineering firms for the purpose of entering into a contract to provide 2018 and 2019 as-needed construction inspection and supervision services.

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

The Purchasing Department can confirm the following:

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<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
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<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>21</td>
<td>5</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>6</td>
<td>5</td>
</tr>
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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.
<table>
<thead>
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<td>$211.51</td>
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<td>Field Technician I</td>
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<td>Engineering Intern</td>
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## SUMMARY OF VENDORS’ COST

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<tr>
<th>Vendor: Mannick Smith Group</th>
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<td><strong>Employee Classification</strong></td>
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<td><strong>2018-2019 Weekly Rate</strong></td>
<td><strong>2018-2019 Hourly Rate</strong></td>
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<td>Senior Construction Manager</td>
<td>$96.00</td>
<td>$3,840.00</td>
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<td>Construction Inspector</td>
<td>$73.00 - $85.00</td>
<td>$2,980.00</td>
<td>Construction Observer II</td>
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<tr>
<td>Junior Construction Inspector</td>
<td>$54.00 - $71.00</td>
<td>$2,980.00</td>
<td>Construction Observer III</td>
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<tr>
<td>Bridge Inspector</td>
<td>$82.00 - $93.00</td>
<td>$3,280.00 - $3,720.00</td>
<td>Construction Project Manager</td>
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<tr>
<td>Project Engineer/Project Manager</td>
<td>$126.00</td>
<td>N/A</td>
<td>Construction Office Technician</td>
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<tr>
<td>Constrct Administrator (office Technician)</td>
<td>$89.00</td>
<td>$3,560.00</td>
<td>Junior Engineer</td>
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<td></td>
<td></td>
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<td>Project Engineer</td>
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<td></td>
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<td>Engineering Manager</td>
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</tbody>
</table>

*Changes made to Section 6.2 of RFP*
## SUMMARY OF VENDORS’ COST

<table>
<thead>
<tr>
<th>Vendor: RS Engineering, LLC</th>
<th>Local: No</th>
<th>Vendor: NTH Consultants</th>
<th>Local: Yes</th>
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<tbody>
<tr>
<td><strong>Employee Classification</strong></td>
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<td>Inspector/Tester</td>
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<td>Technician IV/Lab Technician</td>
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<td>Inspector/Tester</td>
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<td>CADD Operator</td>
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<td>Inspector/Tester</td>
<td>$26.00</td>
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<td>Staff Professional</td>
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<td>Overhead</td>
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<td>Senior Technician/Certified</td>
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<tr>
<td></td>
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<td>Mileage Rate</td>
</tr>
</tbody>
</table>
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO RETAIN AS-NEEDED CONSTRUCTION INSPECTION AND SUPERVISION SERVICES

WHEREAS, Ingham County Purchasing Department solicited proposals from Michigan Department of Transportation prequalified and experienced construction inspection and supervision firms to provide services on an as-needed basis; and

WHEREAS, the Purchasing Department advertised for the as-needed construction inspection and supervision services for the 2018 and 2019 road construction seasons and received six (6) proposals; and

WHEREAS, Road Department staff reviewed the proposals for adherence to county purchasing requirements, expertise, experience, proposed unit prices, and overall value to the county; and

WHEREAS, the Road Department recommends that the Board of Commissioners retain both Rowe Professional Services Company and RS Engineering, LLC to provide the as-needed construction inspection and supervision services during the 2018 and 2019 road construction seasons at fees not to exceed those stated in their proposals; and

WHEREAS, when retaining as-needed construction inspection and supervision, ICRD staff shall strive to retain the lowest cost consultant whenever possible.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes retaining Rowe Professional Services Company, 1000 South Washington Square, Suite 104, Lansing, Michigan and RS Engineering LLC, 915 Centennial Way, Suite 380, Lansing, Michigan to provide the as-needed construction inspection and supervision services for the 2018 and 2019 road construction seasons.

BE IT FURTHER RESOLVED, Rowe Professional Services Company and RS Engineering LLC shall be compensated for services performed at fee rates not to exceed those set forth in their proposals.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary agreements that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services Committee
FROM: Robert Peterson, Director of Engineering, Road Department
DATE: November 17, 2017
SUBJECT: Woodland Estates Final Acceptance

For the County Services Committee meeting agenda on December 5, 2017
For the Board of Commissioners meeting agenda on December 12, 2017

On January 20, 2009 the former Road Commission, now Ingham County Road Department, approved the Preliminary Plan for the residential subdivision called Duck Gunn Land Division, subsequently changed to Woodland Park Estates, located in Section 21, Delhi Township. The subdivision includes eight parcels on 29 acres of land southwest of the Holt Road and Gunn Road intersection.

It is now time to accept the roadway constructed as part of the Woodland Park Estates Land Division as a public road. The Woodland Park Estates road construction meets Ingham County Road Department standards. All road construction is in accordance with the approved road and drainage plans. The proprietor, Russell Builders, Inc., has submitted evidence of Drain Commissioner’s approval, all the required fees, testing results, the Certificate of Survey, and Engineer’s Certification.

Russell Builders is presently working toward submitting the required title insurance and warranty deed for the public road right-of-way. Mr. Russell is requesting public road approval of the Woodland Park Estates Land Division and acceptance of the land division’s roadway Auben Lane as a public road, upon submittal of the proper title insurance and recorded warranty deed.

RECOMMENDATION: I recommend approval of the Woodland Park Estates Land Division and acceptance of Auben Lane as a public road, upon submittal of the proper title insurance and recorded warranty deed.

Approval of the attached resolution is recommended.
Certificate of Survey

I hereby certify that I have surveyed and mapped the parcel of land shown in accordance with Act 132, P.A. 1970, as amended. And that the error in the relative position of points established does not exceed one part in 10,000.

I further certify that there are no encroachments upon the subject parcel unless noted on the map.

BASIS OF BEARING:
ACCOLADE, INC. CERTIFICATE OF SURVEY #84-5975 RON HESEL #18994
NW CORNER
SECTION 21
T3N, R2W

NORTH LINE SECTION 21
PARCEL ID# 33-25-05-21-101-005
HOLT RD (65' RIGHT OF WAY)
-006 5431 W HOLT RD
-004 5365 W HOLT RD
PARCEL B
PARCEL A

PARCEL ID# 33-25-05-21-101-001
ONONDAGA RD
-007 1930 ONONDAGA RD
-008 1930 ONONDAGA RD
PARCEL D

PROPOSED ROAD RIGHT OF WAY AREA 54,018 SQ FT
-014 1899 GUNN RD
-015 1909 GUNN RD
PARCEL E

PARCEL ID# 33-25-05-21-101-014
ONONDAGA RD (65' RIGHT OF WAY)
-009 1811 GUNN RD
-010 1801 GUNN RD
PARCEL F

PARCEL ID# 33-25-05-21-151-016
ONONDAGA RD (65' RIGHT OF WAY)
-010 1801 GUNN RD
-009 1811 GUNN RD
PARCEL G

88.96
679.07
679.07
361.71

LEGEND:
SECTION CORNER: ○
SET 1/2" BAR AND CAP #47977
FOUND CORNER EVIDENCE AS NOTED: ○
FOUND CAPPED IRON ROD: ○
POINT OF BEGINNING: ○
ROAD RIGHT-OF-WAY LINE: ○
PROPOSED RIGHT-OF-WAY LINE: ○
EXISTING PARCEL LINE: ○
PROPOSED PARCEL LINE: ○
SECTION LINE: ○

GRAPHIC SCALE
1 inch = 200 ft

STATE OF MICHIGAN
LICENSED PROFESSIONAL SURVEYOR
CURT R. MERROW
Professional Surveyor No. 47997
10/16/2017

PLANS PREPARED FOR:
RUSSELL BUILDERS, INC.
2109 HAMILTON RD.
OKESO, MI 48864
(917) 930-4352

FIELD: CRM
COMP: CRM
DPWG: AJJ
CHKD: KRK
FILE NUMBER: RUSSELL BUILDERS
GUNN RD
SHEET 1 OF 2 SHEET(S)
Certificate of Survey

I hereby certify that I have surveyed and mapped the parcel of land shown in accordance with Act 132, P.A. 1970, as amended. And that the error in the relative position of points established does not exceed one part in 10,000. I further certify that there are no encroachments upon the subject parcel unless noted on the map.

PROPOSED ROAD RIGHT-OF-WAY (WIDTH VARIES)

COMMENCING AT THE NORTHWEST CORNER OF SECTION 21, TOWNSHIP 3 NORTH, RANGE 2 WEST, INGHAM COUNTY, MICHIGAN, ALONG THE NORTH LINE OF SAID SECTION, NORTH 89 DEGREES 59 MINUTES 49 SECONDS EAST, 1,321.48 FEET, THENCE SOUTH 00 DEGREES 27 MINUTES 37 SECONDS EAST, 610.64 FEET; FOR A PLACE OF BEGINNING; THENCE NORTH 89 DEGREES 45 MINUTES 17 SECONDS WEST, 480.48 FEET; THENCE ALONG A CURVE TO THE RIGHT 48.10 FEET, WITH A RADIUS OF 57.50 FEET AND A DELTA OF 47 DEGREES 55 MINUTES 38 SECONDS AND A CHORD BEARING OF NORTH 65 DEGREES 47 MINUTES 28 SECONDS WEST, AND A CHORD DISTANCE OF 46.71; THENCE ALONG A CURVE TO THE LEFT 375.99 FEET, WITH A RADIUS OF 78.00 FEET AND A DELTA OF 276 DEGREES 11 MINUTES 23 SECONDS AND A CHORD BEARING OF SOUTH 00 DEGREES 04 MINUTES 23 SECONDS WEST, AND CHORD DISTANCE OF 104.19 FEET; THENCE ALONG A CURVE TO THE RIGHT 48.43 FEET, WITH A RADIUS OF 57.50 FEET AND A DELTA OF 48 DEGREES 15 MINUTES 45 SECONDS AND A CHORD BEARING OF NORTH 66 DEGREES 06 MINUTES 50 SECONDS EAST AND A CHORD DISTANCE OF 47.02 FEET; THENCE SOUTH 89 DEGREES 45 MINUTES 17 SECONDS EAST, 180.75 FEET; THENCE SOUTH 00 DEGREES 26 MINUTES 37 SECONDS EAST, 6.95 FEET; SOUTH 89 DEGREES 45 MINUTES 28 SECONDS EAST, 300.02 FEET; THENCE NORTH 00 DEGREES 27 MINUTES 37 SECONDS WEST, 72.03 FEET; TO THE PLACE OF BEGINNING, CONTAINING 1.22 ACRE'S MORE OR LESS.

Curve Table

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<th>Radius</th>
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<td>78.00</td>
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<td>N77° 49' 09&quot;E</td>
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<td>071° 47' 53&quot;</td>
<td>S30° 26' 43&quot;E</td>
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<td>C6</td>
<td>48.10</td>
<td>57.50</td>
<td>047° 55' 38&quot;</td>
<td>N65° 47' 28&quot;W</td>
<td>46.71</td>
</tr>
<tr>
<td>C7</td>
<td>375.99</td>
<td>78.00</td>
<td>276° 11' 23&quot;</td>
<td>S00° 04' 39&quot;W</td>
<td>104.19</td>
</tr>
</tbody>
</table>
Agenda Item 13b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE APPROVAL OF LAND DIVISION AND ACCEPTANCE OF A PUBLIC ROAD

WHEREAS, on January 20, 2009 the former Road Commission, now Ingham County Road Department, approved the Preliminary Plan for the residential subdivision called Duck Gunn Land Division, subsequently changed to Woodland Park Estates, located in Section 21, Delhi Township; and

WHEREAS, the subdivision includes eight parcels on 29 acres of land southwest of the Holt Road and Gunn Road intersection; and

WHEREAS, the Woodland Park Estates road development meets all Ingham County Road Department procedures and guidelines and all construction is in accordance with the approved road and drainage plans; and

WHEREAS, the proprietor, Russell Builders, Inc., has submitted evidence of Drain Commissioner’s approval, all the required fees, testing results, Certificate of Survey, and Engineer’s Certification; and

WHEREAS, the proprietor, Russell Builders, Inc., is working toward submitting the required title insurance and warranty deed for the public road right-of-way; and

WHEREAS, Mr. Russell is requesting public road approval of the Woodland Park Estates Land Division and acceptance of the land division’s roadway Auben Lane as a public road, upon submittal of the proper title insurance and recorded warranty deed.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes the Ingham County Highway Engineer to accept the Woodland Park Estates Land Division and to accept the land division’s roadway Auben Lane as a public road, upon submittal of the proper title insurance and recorded warranty deed.
TO: Board of Commissioners County Services & Finance Committees  
FROM: Tim Morgan, Parks Director  
DATE: November 15, 2017  
SUBJECT: Amendment to City of Lansing Agreements  
For the meeting agenda of 12/5 County Services and 12/6 Finance

BACKGROUND
Board of Commissioners Resolution 16-257 and 16-328 authorized entering into contracts with the City of Lansing to fund the following projects:

<table>
<thead>
<tr>
<th>Contract (Original)</th>
<th>Original Amount</th>
<th>Agreement #</th>
<th>Begins</th>
<th>Ends</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overband and Crack Sealing of Lansing River Trail</td>
<td>$83,200</td>
<td>TR004</td>
<td>09/22/16</td>
<td>09/22/18</td>
<td>16-257</td>
</tr>
<tr>
<td>CL-29-LT-GR (Oakland Avenue)</td>
<td>$86,000</td>
<td>TR013</td>
<td>09/21/16</td>
<td>09/21/18</td>
<td>16-328</td>
</tr>
<tr>
<td>CL-26-LT-GR (Lansing Center)</td>
<td>$281,000</td>
<td>TR014</td>
<td>09/21/16</td>
<td>09/21/18</td>
<td>16-328</td>
</tr>
<tr>
<td>CL-09-LTW-GR (East of Moores Park)</td>
<td>$50,000</td>
<td>TR017</td>
<td>09/21/16</td>
<td>09/21/18</td>
<td>16-328</td>
</tr>
</tbody>
</table>

The City of Lansing is requesting an amendment to the Agreements because additional funds are needed for Agreement #TR014 bridge CL-26-LT-GR since the bridge and steps has been found to be in worse condition than originally assessed and the estimates for the repairs far exceeded the original amount estimated. A detailed explanation of the amendment request is attached.

ALTERNATIVES
The Park Commission approved this approach at their November 13, 2017 meeting.

FINANCIAL IMPACT
The City of Lansing has spent $21,539.00 out of $83,200 for Agreement #TR004 Overband and Crack Sealing of the Lansing River Trail, $77,799.01 out of $86,000 for Agreement #TR013 bridge CL-29-LT-GR and spent $15,094.81 out of $50,000 for Agreement #TR017 bridge CL-09-LTW-GR. This resolution requests authorizing the funds awarded per Board of Commissioners Resolution 16-238 in the amount of $34,905.19 from Agreement #TR017 bridge CL-09-LTW-GR, the balance of $8,200.99 from Agreement #TR013 bridge CL-29-LT-GR, and the funds awarded per Board of Commissioners Resolution 16-257 in the amount of $61,661.00 from Agreement #TR004 Overband and Crack Sealing of Lansing River Trail for a total of $104,767.18 from the three projects be allocated toward the repairs required on Agreement #TR014 bridge CL-26-LT-GR.

OTHER CONSIDERATIONS
The Ingham County Park Commission supported this resolution with the passage of a resolution at their November 13, 2017 meeting.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution authorizing an amendment to the Agreements with the City of Lansing.
October 5, 2017

Ms. Sarah Anthony, Chairperson
Ingham County Board of Commissioners
P.O. Box 319
Mason, MI 48854

Ms. Sarah Nicholls, Chairperson
Ingham County Parks Commission
P.O. Box 319
Mason, MI 48854

Dear Chairperson Anthony and Chairperson Nicholls:

The City of Lansing has to date spent $15,094.81 out of the $50,000.00 grant for bridge #CL-09-LTW-GR and $77,799.01 out of the $86,000.00 grant for #CL-29-LT-GR. Project, #CL-09-LTW-GR, once evaluated and the deck removed, was established not to be in as serious condition as originally determined and permitted us to replace only the decking which was in serious condition and in need of immediate replacement. Project, #CL-29-LT-GR, fortunately, came in below the original estimated cost.

The City is asking for the remaining balance of $34,905.19 from #CL-09-LTW-GR and the balance of $8,200.99 from #CL-29-LT-GR to be allocated toward the repairs required on bridge #CL-26-LT-GR. Bridge 26 has three (3) phases which include the steps on both the north and south sides of Michigan Avenue and repair of the floor beam, timber deck and steel girders that have excessive erosion. Upon further inspection, the bridge has been found to be in worse condition than originally assessed and the estimates for these repairs far exceed the original amount estimated.

The referenced projects, #CL-09-LTW-GR, #CL-29-LT-GR and #CL-26-LT-GR, are part of the same grant year and Ingham County Resolution #16-328.

Utilizing the remaining funds from bridge #CL-09-LTW-GR and #CL-29-LT-GR to apply toward the critical repairs for bridge #CL-26-LT-GR will ensure the City is being a wise steward of millage dollars and performing our due diligence for long-term repair to prevent further deterioration of the regional River Trail.

I look forward to hearing from you at your earliest convenience. Please contact me at 517.483.4042 if I may answer any questions or if you require any additional information.

Sincerely,

Brett Kaschinsky, Director
November 2, 2017

Ms. Sarah Anthony, Chairperson
Ingham County Board of Commissioners
P.O. Box 319
Mason, MI 48854

Ms. Sarah Nicholls, Chairperson
Ingham County Parks Commission
P.O. Box 319
Mason, MI 48854

Dear Chairperson Anthony and Chairperson Nicholls:

The City of Lansing has to date spent $21,539.00 out of the $83,200 grant, BOC Resolution 16-257, for over band and crack sealing.

The City is asking for the remaining balance of $61,661.00 from designated project in BOC Resolution #16-257, along with the remaining funds from #CL-09-LTW-GR and #CL-29-LT-GR, to be allocated toward the repairs required on bridge #CL-26-LT-GR. Bridge 26 has three (3) phases which include the steps on both the north and south sides of Michigan Avenue and repair of the floor beam, timber deck and steel girders that have excessive erosion. Upon further inspection, the bridge has been found to be in worse condition than originally assessed and the estimates for these repairs far exceed the original amount estimated.

The referenced projects are part of the same grant year and Ingham County Resolution #16-328 and Resolution #16-257.

Utilizing the remaining funds from these projects to apply toward the critical repairs for bridge #CL-26-LT-GR will ensure the City is being a wise steward of millage dollars and performing our due diligence for long-term repair to prevent further deterioration of the regional River Trail.

I look forward to hearing from you at your earliest convenience. Please contact me at 517.483.4042 if I may answer any questions or if you require any additional information.

Sincerely,

Brett Kaschinske, Director
Agenda Item 14

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO AGREEMENTS WITH THE CITY OF LANSING FOR TRAILS AND PARKS MILLAGE FUNDING

WHEREAS, Board of Commissioners Resolution 16-257 and 16-328 authorized entering into contracts with the City of Lansing to fund the below projects; and

<table>
<thead>
<tr>
<th>Contract (Original)</th>
<th>Amount</th>
<th>Agreement #</th>
<th>Begins</th>
<th>Ends</th>
<th>Resolution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overband and Crack Sealing of Lansing River Trail</td>
<td>$83,200</td>
<td>TR004</td>
<td>09/22/16</td>
<td>09/22/18</td>
<td>16-257</td>
</tr>
<tr>
<td>CL-29-LT-GR (Oakland Avenue)</td>
<td>$86,000</td>
<td>TR013</td>
<td>09/21/16</td>
<td>09/21/18</td>
<td>16-328</td>
</tr>
<tr>
<td>CL-26-LT-GR (Lansing Center)</td>
<td>$281,000</td>
<td>TR014</td>
<td>09/21/16</td>
<td>09/21/18</td>
<td>16-328</td>
</tr>
<tr>
<td>CL-09-LTW-GR (East of Moores Park)</td>
<td>$50,000</td>
<td>TR017</td>
<td>09/21/16</td>
<td>09/21/18</td>
<td>16-328</td>
</tr>
</tbody>
</table>

WHEREAS, the City of Lansing has spent $21,539.00 out of $83,200 for Agreement #TR004 Overband and Crack Sealing of Lansing River Trail; and

WHEREAS, the City of Lansing has spent $77,799.01 out of $86,000 for Agreement #TR013 bridge CL-29-LT-GR (Oakland Avenue); and

WHEREAS, the City of Lansing has spent $15,094.81 out of $50,000 for Agreement #TR017 bridge CL-09-LTW-GR (East of Moores Park); and

WHEREAS, Agreement #TR017 bridge CL-09-LTW-GR once evaluated the deck was removed, was established not to be in as serious condition as originally determined and permitted the City to replace only the decking which was in serious condition and in need of immediate replacement; and

WHEREAS, additional funds are needed for Agreement #TR014 bridge CL-26-LT-GR since the bridge and steps have been found to be in worse condition than originally assessed and the estimates for the repairs far exceeded the original amount estimated; and

WHEREAS, the City of Lansing is requesting an amendment to Agreements #TR004, TR013, TR014 and TR017 because the actual bids for Agreement #TR014 came in higher than the amount originally requested and awarded and money was left over from Agreement #TR004, TR013, and TR017; and

WHEREAS, the City of Lansing is requesting the funds awarded per Board of Commissioners Resolution 16-238 in the amount of $34,905.19 from Agreement #TR017 bridge CL-09-LTW-GR, the balance of $8,200.99 from Agreement #TR013 bridge CL-29-LT-GR, and the remaining balance of $61,661.00 from Agreement #TR004 Overband and Crack Sealing of Lansing River Trail be allocated toward the repairs required on Agreement #TR014 bridge CL-26-LT-GR (Lansing Center).
THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with the City of Lansing.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the balance of the funds awarded per Board of Commissioners Resolution 16-238 in the amount of $34,905.19 from Agreement #TR017 bridge CL-09-LTW-GR, the balance of $8,200.99 from Agreement #TR013 bridge CL-29-LT-GR and the balance of the funds awarded per Board of Commissioners Resolution 16-257 in the amount of $61,661.00 from Agreement #TR004 Overband and Crack Sealing of Lansing River Trail for a total of $104,767.18 from the three projects be allocated toward the repairs required on Agreement #TR014 bridge CL-26-LT-GR from millage funds.

<table>
<thead>
<tr>
<th>Contract (Revised)</th>
<th>Revised Amount</th>
<th>Agreement #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overband and Crack Sealing of Lansing River Trail</td>
<td>$21,539.00</td>
<td>TR004</td>
</tr>
<tr>
<td>CL-29-LT-GR (Oakland Avenue)</td>
<td>$77,799.01</td>
<td>TR013</td>
</tr>
<tr>
<td>CL-26-LT-GR (Lansing Center)</td>
<td>$385,767.18</td>
<td>TR014</td>
</tr>
<tr>
<td>CL-09-LTW-GR (East of Moores Park)</td>
<td>$15,094.81</td>
<td>TR017</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, the term of Agreement #TR014 bridge CL-26-LT-GR will be extended to July 1, 2019.

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 and Finance Committee  
FROM:     Travis Parsons, Human Resources Director  
DATE:     November 20, 2017  
SUBJECT: Resolution Approving Modifications to the 2018 Managerial and Confidential Employee Personnel Manual  

BACKGROUND  
Each year the Controller convenes a representative group of managers, professionals, and confidential employees as a Steering Committee to discuss potential changes to the Managerial and Confidential Employee Personnel Manual. In preparation for 2018, the Managerial and Confidential Employee Steering Committee met and discussed proposed changes and updates to the manual. The proposed changes and clarifications are reflected in the attached Resolution.

ALTERNATIVES  
None

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

OTHER CONSIDERATIONS  
None

RECOMMENDATION  
On behalf of the Managerial and Confidential Employee Steering Committee, I respectfully recommend approval of the attached resolution approving modifications to the 2018 Managerial and Confidential Employee Personnel Manual.
Introduction by the County Services and the Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE MODIFICATIONS TO THE
2018 MANAGERIAL AND CONFIDENTIAL EMPLOYEE PERSONNEL MANUAL

WHEREAS, the Managerial and Confidential Employee Steering Committee met and discussed the 2018 Managerial and Confidential Employee Personnel Manual; and

WHEREAS, the Steering Committee recommended changes for the 2018 Managerial and Confidential Employee Personnel Manual.

THEREFORE BE IT RESOLVED, the Ingham Board of Commissioners approves the following recommendations, as proposed by the Managerial and Confidential Employee Steering Committee, to the 2018 Managerial and Confidential Employee Personnel Manual:

1. Change in language under section B. Compensation Plan: For clarification, eliminate #6 regarding employees receiving merit increases within established guidelines.

2. Update language under section C. Compensation Levels: Effective January 1, 2018, employees under this manual shall be compensated as outlined in Appendix D – Salary Schedule, reflecting a 1% increase to the 2017 salary schedule.

3. Update language in section E. Health Insurance Program: Subject to annual modification for health plan year 2018.

4. Change in language under section J. Leaves of Absence: Under subsection a. Accumulation, iv. For clarification add: Court Officer/Research Clerks, hired on or after January 1, 2015 shall earn 3.69 hours per pay period.

5. Change in language under section J. Leave of Absence: Under subsection e. change annual cash-out from January to June each year.

6. Change in language under section J. subsection 2. Increase the total donated hours to forty (40) hours to no more than three (3) persons in one (1) calendar year.

7. Change in language under section Q. Travel Allowance: Add – repayment of expenses for attending a non- County required convention, conference, training, or workshop if the employee voluntarily terminates employment.

8. Change in Appendix D - Compensation Levels: As a result of reclassification requests, the recommended position changes are as follows:
Position # 130054 Chief Deputy Court Clerk: Move from an MCF 09 to MCF 11
Position # 201003 Benefit Leave Analyst: Move from MCF 07 to MCF 08
Position # 215004 Elections/Clerk Coordinator: Move from an MCF 07 to MCF 10
Position # 215008 Chief Deputy County Clerk: Move from an MCF 10 to MCF 11
Position # 215012 Recording Secretary: Move from and MCF 01 to MCF 04
Position # 226004 Employment Specialist: Move from MCF 08 to MCF 09 Human Resources Specialist
Position # 226005 Employee Services Coordinator: Move from MCF 05 to MCF 06
Position # 226010 Human Resources Analyst: Remains an MCF 07
Position # 229002 Chief Assistant Prosecuting Attorney: Move from MCF 17 to MCF 18
Position # 231001 Purchasing Director: Move from an MCF 11 to MCF 12
Position # 275002 Deputy Drain Commissioner: Move from an MCF 10 to MCF 12
Position # 275004 Deputy Drain Commissioner: Move from an MCF 10 to MCF 12
Position # 421021 Veterinarian Animal Control: Move from an MCF 08 to MCF 11
Position # 601042 Health Promotions and Prevention Manager: Remains an MCF 11
Position # 759002 Parks Manager II: Move from an MCF 10 to MCF 11 and re-title the job description to Park Manager III

BE IT FURTHER RESOLVED, that the Managerial and Confidential Employee Personnel Manual will be effective January 1, 2018 and shall expire on December 31, 2018.
TO: County Services and Finance Committee of the Board of Commissioners
FROM: Travis Parsons, Human Resources Director
DATE: November 20, 2017
SUBJECT: Command Officers Association of Michigan (COAM) – 911 Supervisors – Collective Bargaining Agreement

On Wednesday, November 14, 2017, the parties reached tentative agreement. Highlights of the agreement include the following:

- Contract Duration: January 1, 2018 through December 31, 2020 (3 years)

- Wages (Article 27):
  - 2018 – 4% wage increase to the current 2017 step wage scales.
  - 2019 – 0% wage increase to the 2018 wage scale. In addition, on or after August 1, 2018, either party may choose two issues for a re-opener, to take effect on or after January 1, 2019, by giving notice to the other party no later than December 1, 2018. If the issues for a re-opener are not presented in time the opportunity for a re-opener shall be waived and the contract will continue in full force and effect.
  - 2020 - 0% wage increase to the 2019 wage scale. In addition, on or after August 1, 2019, either party may choose two issues for a re-opener, to take effect on or after January 1, 2020, by giving notice to the other party no later than December 1, 2019. If the issues for a re-opener are not presented in time the opportunity for a re-opener shall be waived and the contract will continue in full force and effect.

- Sick Leave (Article 16): 16.9 Annual Cash-Out Option. An employee may request to be paid for one-half (1/2) of the sick leave credit earned but unused during the prior 12 month period. Effective in 2018, the payment period is changed to June 15th.

- Hospitalization – Medical Coverage (Article 17)
  Incorporate the changes from the Health Care Cost Containment Committee for 2018 into this article, as approved by County Board.
Agenda Item 15b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH THE COMMAND OFFICERS ASSOCIATION OF MICHIGAN – 911 SUPERVISORS

WHEREAS, an agreement has been reached between representatives of Ingham County and the Command Officers Association of Michigan (COAM) – 911 Supervisors for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement has been ratified by the employees within the bargaining unit.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and the Command Officers Association of Michigan (COAM) – 911 Supervisors unit for the period January 1, 2018 through December 31, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.
TO: County Services and Finance Committees
FROM: Travis Parsons
DATE: November 29, 2017
SUBJECT: United Automobile Aerospace and Agricultural Implement Workers of America (UAW), Zoo Unit

On Wednesday, November 29, 2017, the UAW – Zoo Unit Employees ratified the tentative agreement reached on November 20, 2017. Highlights of the tentative agreement include the following:

- Contract Duration: January 1, 2018 through December 31, 2020
- Election of Remedies (Article 14):
  This provision shall not be interpreted to prohibit an employee from availing themselves of remedies provided under the Michigan Worker’s Compensation Act or bringing a charge with the Equal Employment Opportunity Commission while pursuing a grievance.
- Hospitalization – Medical Coverage (Article 18):
  Incorporate changes as recommended by the Health Cost Containment Committee and as approved by the County Board.
- Holidays (Article 20): Remove probationary language from holiday pay.
- Leaves of Absence (Article 22):
  - Section 12. Annual Cash-Out Option. Each year the employee may request to be paid for one-half (1/2) of the sick leave credit earned during the prior 12 month period. Effective in 2018, the payment period is changed from January 15th to June 15th.
  - Section 16. Increase the maximum sick time an employee may donate to forty (40) hours to no more than three (3) persons in one (1) calendar year.
- Salaries (Article 29):
  - Effective January 1, 2018 – 1% wage increase applied to the current 2017 wage scale
  - 2019 0% wage increase, Reopener - Either party may choose two (2) issues for a re-opener to take effect on or after January 1, 2019
  - 2020 0% wage increase, Reopener - Either party may choose two (2) issues for a re-opener to take effect on or after January 1, 2020
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A COLLECTIVE BARGAINING AGREEMENT WITH THE
UAW LOCAL 2256 – ZOO UNIT

WHEREAS, an agreement has been reached between representatives of Ingham County and the UAW Local 2256, Zoo Unit for the period January 1, 2018 through December 31, 2020; and

WHEREAS, the agreement has been ratified by the employees within the bargaining agreement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby approves the contract between Ingham County and UAW Local 2256, Zoo Unit for the period January 1, 2018 through December 31, 2020.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners and the County Clerk are authorized to sign the contract on behalf of the County, subject to the approval as to form by the County Attorney.
TO: Board of Commissioners - County Services and Finance Committee
FROM: Travis Parsons, Human Resources Director
DATE: November 20, 2017
SUBJECT: LOU – Capitol City Labor Program, Inc. – 911 Non-Supervisory Unit
County Services November 7th

BACKGROUND
The 911 Center continues to experience significant staffing shortages that require current employees to work a tremendous amount of overtime. In response, 911 Administration, Human Resources, Controller’s Office and Capitol City Labor Program, Inc. met in Special Conference to discuss staffing and training challenges that result in additional overtime.

Most recently we discussed the impact of scheduled time off has on the demands for additional overtime. This is magnified during the holiday season with the number of employees requesting vacation time.

The joint solution from the Special Conference is to suspend to scheduling of personal leave days for the remainder of 2017 and to pay-out those personal leave balances in a special pay in February 2018. The Letter of Understanding captures this unique scenario and provides the solution for suspension of scheduling and subsequent pay-out or personal leave.

ALTERNATIVES
To make no change to the current language.

FINANCIAL IMPACT
Although there is a cost to paying-out the unused time, this cost is offset by slight reduction of additional overtime incurred to cover the personal leave usage.

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

RECOMMENDATION
Based on the information presented, the Director – 911 and I respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and the CCLP – 911 Non-Supervisory Unit regarding the suspension of scheduling personal leave and the pay-out of unused balances for 2017.
Introducing the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A LETTER OF UNDERSTANDING WITH CCLP – 911 NON-SUPERVISORY UNIT REGARDING USE OF PERSONAL LEAVE

WHEREAS, an agreement was reached between representatives of Ingham County and the Capitol City labor Program, Inc. – 911 Non-Supervisory unit (CCLP) for the period January 1, 2016 through December 31, 2017; and

WHEREAS, the Human Resources Department, 911 Center and Capitol City Labor Program, Inc. met and discussed the extenuating circumstances regarding the staffing level in the 911 Center and the need to suspend the scheduling and use of Personal Leave in 2017; and

WHEREAS, the Human Resources Department, 911 Center, and Capitol City Labor Program, Inc. identified the impact of the suspension of personal leave and determined the need for a pay-out of personal leave balances for 2017; and

WHEREAS, the parties desire to amended the personal leave language through the attached Letter of Understanding to address the need for the suspension and provide the opportunity for pay-out in 2017; and

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

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

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

SUSPENSION AND PAY-OUT OF PERSONAL LEAVE

WHEREAS, the current collective bargaining agreement between the parties provides in Article 32, PERSONAL LEAVE, forty-eight (48) hours of personal leave annually; and

WHEREAS, Personal Leave time must be used during each calendar year in which the time is credited and unused time will not carry over to the next calendar year; and

WHEREAS, due to the minimum staffing currently existing in the 911 Center, the parties determined a need to suspend scheduling and use of Personal Leave Time for the remainder of 2017; and

WHEREAS, the parties have come to agreement on the suspension of Personal Leave Time use and the pay-out of unused Personal Leave Time hours.

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

1. The scheduling of Personal Leave shall be suspended, effective October 3, 2017 through December 31, 2017.

2. Employees with unused Personal Leave remaining due to the suspension of scheduling days shall be paid for earned but unused hours remaining as of December 31, 2017.

3. The employees with a Personal Leave balance in 2017 shall receive a pay-out of the balance as a special pay on February 9, 2018 check date.

4. This Letter of Understanding will be effective through December 31, 2017, at which time the pay-out of Personal Leave shall expire.

5. It is expressly understood that this agreement shall be without precedent or prejudice for any future circumstances.
COUNTY OF INGHAM

Sarah Anthony, Chairperson  Date

CAPITOL CITY LABOR
PROGRAM, INC

Tom Krug, Executive Director  Date

Sherry Larner  Date

APPROVED AS TO FORM FOR INGHAM COUNTY
COHL, STOKER & TOSKEY, PC.

By  Date

Mattis Nordfjord  Date
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING ANNUAL 2018 COMPENSATION FOR NON-JUDICIAL COUNTY-WIDE ELECTED OFFICIALS

WHEREAS, a 1 percent wage increase was recommended as part of the 2018 Managerial/Confidential Personnel Manual; and

WHEREAS, the Board wishes to increase the salary level for non-Judicial County-Wide Elected Officials by 1 percent for 2018 as well.

THEREFORE BE IT RESOLVED, that the following Ingham County Non-Judicial Elected Officials: County Clerk, Drain Commissioner, Prosecuting Attorney, Register of Deeds, Sheriff, and Treasurer shall be provided a 2018 salary as listed below (reflects a 1 percent increase):

<table>
<thead>
<tr>
<th>Elected Official</th>
<th>2017</th>
<th>2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Clerk</td>
<td>$92,630</td>
<td>$93,556</td>
</tr>
<tr>
<td>Drain Commissioner</td>
<td>$86,588</td>
<td>$87,454</td>
</tr>
<tr>
<td>Prosecuting Attorney</td>
<td>$133,396</td>
<td>$134,730</td>
</tr>
<tr>
<td>Register of Deeds</td>
<td>$86,588</td>
<td>$87,454</td>
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<tr>
<td>Sheriff</td>
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<td>$126,184</td>
</tr>
<tr>
<td>Treasurer</td>
<td>$99,800</td>
<td>$100,798</td>
</tr>
</tbody>
</table>

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

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

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

BE IT FURTHER RESOLVED, that the County of Ingham shall pay the annual Michigan Bar Dues for the Prosecuting Attorney.
TO: Board of Commissioners Finance and Liaison Committees
FROM: Jill Bauer, Administrative Analyst
DATE: 11/16/2017
SUBJECT: Resolution Approving Various Contracts for the 2018 Budget Year

For the meeting agendas of November 30th, December 4th, 5th and 6th

BACKGROUND

This resolution will approve the attached list of contracts for the 2018 budget year. The list consists only of contracts that are included in the 2018 Adopted Budget. If a contract later exceeds the budgeted amount, a resolution will need to be brought before the Board of Commissioners approving the increased amount. In addition, a separate Board resolution will be required if there is a change in employee status or increase in the total number of employees.

The county contract approval process, as amended by Resolution #09-095 provides that any contract over $5,000 must be approved by the Board of Commissioners. This resolution includes various routine contract renewals in order to reduce the number of separate resolutions needed to approve contracts. The liaison committees may decide that there are some contracts included on this list that would better be considered as separate resolutions. Those contracts will be removed from this resolution before the passage by the Board of Commissioners, and will be brought back before the Board as separate resolutions at a later date.

Based on Resolution #16-443, the Budget Office will be using the Consumer Price Index’s Annual Inflation rate (2.1% for 2018) or 1%, whichever is greater to determine if the contract falls within the Board of Commissioners’ Guidelines. Expenditure contracts with a 2018 increase of 2.1% or less are the only ones included in this resolution.

ALTERNATIVES

This process is in place to reduce the number of contracts that have to go the Board of Commissioners each year.

FINANCIAL IMPACT

Budgets were approved in the 2018 Budget for the contracts included in the list attached.

OTHER CONSIDERATIONS

None.

RECOMMENDATION

The budget office recommends approving the attached contracts for the 2018 Budget year.
Agenda Item 17a

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION APPROVING VARIOUS CONTRACTS FOR THE 2018 BUDGET YEAR

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

WHEREAS, numerous contracts are approved by the Board of Commissioners each year, many of which are routine continuations of existing contracts; and

WHEREAS, funding for these contracts has been included within the 2018 Adopted Budget; and

WHEREAS, the budget also contains anticipated revenues and expenditures from certain grant programs, which will also require approval of agreements with granting agencies at various times during the fiscal year.

THEREFORE BE IT RESOLVED, that the Board Chairperson is authorized to sign agreements, contracts, and/or other documents related to grant programs and other county appropriations which are contained in the adopted budget, as listed in the attached document, subject to review by the County Attorney as to form and to certification by the Controller that 1) the total amount of revenues and expenditures and the net obligation to the County is not greater than what is budgeted; and 2) there is no change in employee status and no additional employees other than as authorized in the adopted budget.

BE IT FURTHER RESOLVED, that all grants and funding arrangements with entities whose fiscal years do not coincide with the County's fiscal year be considered authorized providing that they have been authorized in part in the adopted budget, and the remaining portion of the time period and funds are included in the Controller’s Recommended Budget for the succeeding fiscal year.

BE IT FURTHER RESOLVED, that all contracts over $5,000 that are not included in this resolution shall be approved by the Board of Commissioners by separate resolution.
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2017 COST</th>
<th>2018 PROJECTED</th>
<th>Proj. Increase over 2017</th>
<th>% Increase over 2017</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Board of Commissioners</td>
<td>GovQA</td>
<td>FOIA Software</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$17,700</td>
<td>$17,874</td>
<td>$174</td>
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<td>General Fund</td>
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<tr>
<td>Financial Services</td>
<td>Eagle Claims Management</td>
<td>Workers' Comp Third Party Administrator</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$27,500</td>
<td>$27,500</td>
<td>$0</td>
<td>0.00%</td>
<td>Comp Fund/MCF</td>
</tr>
<tr>
<td>Financial Services</td>
<td>Infinisource</td>
<td>Employees' Flexible Spending Account Administrator</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$17,500</td>
<td>$17,500</td>
<td>$0</td>
<td>0.00%</td>
<td>Employee Benefit</td>
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<tr>
<td>Road Department</td>
<td>Precision Systems</td>
<td>Accounting Software Licenses</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$14,655</td>
<td>$14,655</td>
<td>$0</td>
<td>0.00%</td>
<td>Road Fund</td>
</tr>
<tr>
<td>Road Department</td>
<td>Midwestern Consulting</td>
<td>Traffic Signal Database Support</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$1,200</td>
<td>$1,200</td>
<td>$0</td>
<td>0.00%</td>
<td>Road Fund</td>
</tr>
<tr>
<td>IT</td>
<td>BOSS</td>
<td>Annual Maintenance for Help Desk Software</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$14,425</td>
<td>$14,728</td>
<td>$303</td>
<td>2.10%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Calero Software</td>
<td>Verismart Software Maintenance for Phone System</td>
<td>08/30/18</td>
<td>08/30/19</td>
<td>$2,128</td>
<td>$2,172</td>
<td>$44</td>
<td>2.07%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Oracle</td>
<td>Sun Server Maintenance Contract</td>
<td>03/30/18</td>
<td>03/30/19</td>
<td>$5,439</td>
<td>$5,535</td>
<td>$114</td>
<td>2.10%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>DLT</td>
<td>Solarwinds Network Monitoring</td>
<td>03/21/18</td>
<td>03/21/19</td>
<td>$1,672</td>
<td>$1,707</td>
<td>$35</td>
<td>2.09%</td>
<td>Network Fund</td>
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<tr>
<td>IT</td>
<td>Solarwinds</td>
<td>Dameware Remote Support Software</td>
<td>06/18/18</td>
<td>06/18/19</td>
<td>$465</td>
<td>$474</td>
<td>$9</td>
<td>1.94%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>HP Enterprise</td>
<td>Oracle Database Standard Edition - Processor Perpetual</td>
<td>02/20/18</td>
<td>02/20/19</td>
<td>$7,827</td>
<td>$7,991</td>
<td>$164</td>
<td>2.10%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Service Express</td>
<td>Hardware Support Renewal for HP Servers</td>
<td>04/30/18</td>
<td>04/30/19</td>
<td>$3,936</td>
<td>$4,018</td>
<td>$82</td>
<td>2.08%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Konica</td>
<td>RightFax</td>
<td>08/31/18</td>
<td>08/31/19</td>
<td>$5,531</td>
<td>$5,647</td>
<td>$116</td>
<td>2.10%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>CDWG</td>
<td>VMWare Renewal</td>
<td>03/31/18</td>
<td>03/31/19</td>
<td>$29,539</td>
<td>$30,159</td>
<td>$620</td>
<td>2.10%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>Seamless Docs</td>
<td>Seamless Docs Renewal</td>
<td>02/18/18</td>
<td>02/18/19</td>
<td>$24,000</td>
<td>$24,504</td>
<td>$504</td>
<td>2.10%</td>
<td>Network Fund</td>
</tr>
<tr>
<td>IT</td>
<td>CDWG</td>
<td>Annual Cost for Faronics Deepfreeze for the Ingham</td>
<td>03/01/18</td>
<td>03/01/19</td>
<td>$758</td>
<td>$773</td>
<td>$15</td>
<td>1.98%</td>
<td>Network Fund</td>
</tr>
</tbody>
</table>

**REVENUE CONTRACTS**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2017 REV</th>
<th>2018 PROJECTED</th>
<th>Proj. Increase over 2017</th>
<th>% Increase over 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equalization</td>
<td>State of Michigan</td>
<td>Annual Grant for Remonumentation Program</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$85,000</td>
<td>$94,371</td>
<td>$9,371</td>
<td>11%</td>
</tr>
</tbody>
</table>
## Human Services Committee

### Ingham County
- **Contractor Name:** Capital Area United Way
- **Reason for Contract:** Annual Renewal of Contract for Central Michigan 2-1-1 Services
- **Begin Date:** 01/01/18
- **End Date:** 12/31/18
- **2017 Cost:** $45,750
- **2018 Projected Cost:** $45,750
- **Projected Increase over 2017:** $0
- **% Increase over 2017:** 0%
- **Funding Source:** General Fund

### Health Department
- **Contractor Name:** Volunteers of America
- **Reason for Contract:** Homeless Day Center
- **Begin Date:** 10/01/17
- **End Date:** 09/30/18
- **2017 Cost:** $45,000
- **2018 Projected Cost:** $30,000
- **Projected Increase over 2017:** -$15,000
- **% Increase over 2017:** -33%
- **Funding Source:** General Fund

### Health Department
- **Contractor Name:** Our Savior Lutheran Church
- **Reason for Contract:** Food Pantry Operation - 1515 W. Holmes Road
- **Begin Date:** 10/01/17
- **End Date:** 09/30/18
- **2017 Cost:** $7,200
- **2018 Projected Cost:** $7,200
- **Projected Increase over 2017:** $0
- **% Increase over 2017:** 0%
- **Funding Source:** General Fund

### Revenue Contracts

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTRACTOR NAME</th>
<th>REASON FOR CONTRACT</th>
<th>BEGIN DATE</th>
<th>END DATE</th>
<th>2017 REV</th>
<th>2018 PROJECTED</th>
<th>Proj. Increase over 2017</th>
<th>% Increase over 2017</th>
<th>Funding Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>VA</td>
<td>Michigan Veterans Trust Fund</td>
<td>Services Provided for Ingham County Trust Fund</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$7,800</td>
<td>$7,800</td>
<td>$0</td>
<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>VA</td>
<td>Michigan Veterans Trust Fund</td>
<td>Services Provided for Ingham Clinton County Trust Fund</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$1,700</td>
<td>$1,700</td>
<td>$0</td>
<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>VA</td>
<td>Clinton County</td>
<td>Services Provided to Clinton County</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$25,697</td>
<td>$26,229</td>
<td>$532</td>
<td>2%</td>
<td>General Fund</td>
</tr>
<tr>
<td>DEPARTMENT</td>
<td>CONTRACTOR NAME</td>
<td>REASON FOR CONTRACT</td>
<td>BEGIN DATE</td>
<td>END DATE</td>
<td>2017 COST</td>
<td>2018 PROJECTED</td>
<td>Proj. Increase over 2017</td>
<td>% Increase over 2017</td>
<td>Funding Source</td>
</tr>
<tr>
<td>--------------------</td>
<td>--------------------------</td>
<td>--------------------------------------------------------------------------------------</td>
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<td>----------------------</td>
</tr>
<tr>
<td>Circuit Court</td>
<td>TEL/Thalner</td>
<td>Technology support for the Courtrooms (excluding Courtrooms 1 and 2)</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$23,000</td>
<td>$23,000</td>
<td>$0</td>
<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>Circuit Court</td>
<td>Graphic Sciences, Inc.</td>
<td>Long term record storage and retrieval</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$20,380</td>
<td>$20,380</td>
<td>$0</td>
<td>0%</td>
<td>General Fund</td>
</tr>
<tr>
<td>Community Corrections</td>
<td>Westaff</td>
<td>CCAB Staff Consultant</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$46,686</td>
<td>$46,686</td>
<td>$0</td>
<td>0%</td>
<td>General Fund</td>
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<tr>
<td>Family Court</td>
<td>MSU Psychology Department</td>
<td>Diversion Program - Reduces days/cost for out of home care</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$164,763</td>
<td>$168,264</td>
<td>$3,501</td>
<td>2%</td>
<td>General Fund</td>
</tr>
<tr>
<td>Family Court</td>
<td>Highfields</td>
<td>Day Treatment Program - transportation and behavioral specialists</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$656,732</td>
<td>$656,732</td>
<td>$0</td>
<td>0%</td>
<td>50% JJM/50% State of MI</td>
</tr>
<tr>
<td>Family Court</td>
<td>Peckham, Inc. Crossroads</td>
<td>Educational and vocational program for delinquent youth</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$319,542</td>
<td>$319,542</td>
<td>$0</td>
<td>0%</td>
<td>50% JJM/50% State of MI</td>
</tr>
<tr>
<td>Family Court</td>
<td>Highfields</td>
<td>Evening Reporting Program - Transportation and Behavioral Specialists</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$304,588</td>
<td>$304,588</td>
<td>$0</td>
<td>0%</td>
<td>50% JJM/50% State of MI</td>
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<tr>
<td>Family Court</td>
<td>Peckham, Inc. Footprints</td>
<td>Short Term Female Residential</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$460,738</td>
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<td>$0</td>
<td>0%</td>
<td>JJM Fund</td>
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<tr>
<td>Ingham County</td>
<td>Legal Services of South Central Michigan</td>
<td>Provide legal services to low-income residents of Ingham County</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$20,000</td>
<td>$20,000</td>
<td>$0</td>
<td>0%</td>
<td>General Fund</td>
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<tr>
<td>Probate Court</td>
<td>Michael Staake</td>
<td>Legal representation for mental illness respondents.</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$10,609</td>
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<td>0%</td>
<td>General Fund</td>
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<tr>
<td>Probate Court</td>
<td>Robert Refior &amp; Elias Kafantaris</td>
<td>Legal representation for general probate respondents.</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$18,035</td>
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<td>0%</td>
<td>General Fund</td>
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<tr>
<td>Probate Court</td>
<td>Robert Refior &amp; Elias Kafantaris</td>
<td>Guardian ad Litem services for general probate matters</td>
<td>01/01/18</td>
<td>12/31/18</td>
<td>$76,385</td>
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<td>$0</td>
<td>0%</td>
<td>General Fund</td>
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<tr>
<td>DEPARTMENT</td>
<td>CONTRACTOR NAME</td>
<td>REASON FOR CONTRACT</td>
<td>BEGIN DATE</td>
<td>END DATE</td>
<td>2017 REV</td>
<td>2018 PROJECTED</td>
<td>Proj. Increase over 2017</td>
<td>% Increase over 2017</td>
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<td>----------------</td>
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<tr>
<td>Prosecuting Attorney</td>
<td>State of Michigan</td>
<td>VOCA Crime Victim Assistant Grant</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$106,919</td>
<td>$110,125</td>
<td>$3,206</td>
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<tr>
<td>Prosecuting Attorney</td>
<td>State of Michigan</td>
<td>Cooperative Reimbursement Grant</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$758,790</td>
<td>$796,429</td>
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<td>Victims Rights Grant</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$229,600</td>
<td>$244,525</td>
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<tr>
<td>Sheriff</td>
<td>State of Michigan</td>
<td>Anti-Drug Abuse Program</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$16,653</td>
<td>$33,200</td>
<td>$16,547</td>
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<tr>
<td>Sheriff</td>
<td>State of Michigan</td>
<td>Annual Grant for Secondary Road Patrol</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$248,002</td>
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<tr>
<td>Sheriff</td>
<td>State of Michigan</td>
<td>Annual Grant for Marine Safety Programs</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$3,402</td>
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<tr>
<td>Sheriff</td>
<td>State of Michigan</td>
<td>Annual Grant for Emergency Management</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$52,135</td>
<td>$52,135</td>
<td>$0</td>
<td>0%</td>
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<tr>
<td>Family Court</td>
<td>State of Michigan</td>
<td>Annual Child Care Agreement</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$6,578,552</td>
<td>$6,265,260</td>
<td>-$313,292</td>
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<tr>
<td>FOC</td>
<td>State of Michigan</td>
<td>Annual Access and Visitation Grant</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$5,200</td>
<td>$4,900</td>
<td>-$300</td>
<td>-6%</td>
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<tr>
<td>FOC</td>
<td>State of Michigan</td>
<td>Cooperative Reimbursement Grant</td>
<td>10/01/17</td>
<td>09/30/18</td>
<td>$3,268,470</td>
<td>$3,268,470</td>
<td>$0</td>
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</tbody>
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TO: Board of Commissioners, County Services and Finance Committees  
FROM: Timothy J. Dolehanty, Controller/Administrator  
DATE: November 21, 2017  
SUBJECT: Proposed Greater Lansing Convention and Visitors Bureau Agreement

For the meeting agendas of December 5, 2017 and December 6, 2017

BACKGROUND
On May 13, 1975 the Ingham County Board of Commissioners adopted an Ordinance to provide for and collection of an excise tax on persons engaged in the business of providing rooms for transient guests (Resolution 75-131). Ordinance provisions are derived from Act 263 of 1974, the Excise Tax on Business of Providing Accommodations Act (Act 263). This statute caps taxes imposed pursuant to Act 263 at a rate of not more than 5 percent of the total charge for accommodations subject to the statute (MCL 141.862(6)). Through a 1991 amendment to the 1975 Ordinance, Ingham County imposes a tax of 5 percent of the total charge for accommodations.

Based on the funding formula within the amended 1975 Ordinance, the Greater Lansing Convention and Visitors Bureau (GLCVB) annually receives 80% of tax revenues collected pursuant to Act 263. This rate is incorporated into a formal Agreement between the County and GLCVB originally executed in 1984. The Agreement calls on GLCVB to secure and service conventions, group meetings, trade shows, and to pursue and promote activities which will attract out-of-town visitors and encourage local residents to utilize Ingham County facilities and attractions.

Certain reporting requirements of the current Agreement have proven unnecessary and redundant. A new section was developed to incorporate desired reporting and records access standards as follows. These standards are consistent with those included in similar County Agreements.

EIGHTH: Accounting Procedures and Reports. The Bureau’s accounting procedures and internal financial controls shall conform to generally accepted accounting practices, in order that revenues and expenditures of Bureau funds can be readily ascertained and verified. The Bureau shall be responsible for all of the following:

A. An Independent Audit of the Bureau shall be conducted by an independent certified public accountant and provided annually to the County Controller or his/her designee. The Independent Audit shall be completed and provided to the County within six (6) months following the end of the Bureau’s fiscal year.

B. Invoices, contracts, records, and all other documentation of revenues and expenditures pursuant to this Agreement shall be available for inspection during regular working hours by authorized representatives of the County.

C. If the County requests information from the Bureau, pertaining to any funds collected, spent or provided under this Agreement, then Bureau shall provide said information, to the County Controller or his/her designee, within 10 working days.

D. The Bureau shall maintain all financial records and supporting materials regarding funds collected or provided under this Agreement and expenditures made therefrom for a period of six (6) years after the termination of this Agreement. If an audit of such records or litigation between the parties commences before the end of the retention period records shall be maintained until the audit has been completed and audit findings have been resolved and/or the completion of all litigation.
**ALTERNATIVES**
Without the proposed changes, the current agreement would continue until terminated by one of the parties. The existing agreement includes a requirement that GLCVB provide a monthly financial operating statement, an annual financial operating statement, and a four-month activity report three times each year.

**FINANCIAL IMPACT**
The proposed changes will not result in any financial impact.

**OTHER CONSIDERATIONS**
GLCVB President Jack Schripsema has reviewed and indicated support for the proposed changes.

**RECOMMENDATION**
The Controller/Administrator endorses a resolution to **approve a contract for services with** Greater Lansing Convention and Visitors Bureau.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A CONTRACT FOR SERVICES WITH THE GREATER LANSING CONVENTION AND VISITORS BUREAU

WHEREAS, the Greater Lansing Convention and Visitors Bureau (GLCVB) was established to secure and service conventions, group meetings, trade shows; and

WHEREAS, GLCVB pursues and promotes activities which will attract out-of-town visitors and encourage local residents to utilize Ingham County facilities and attractions; and

WHEREAS, GLCVB annually receives 80% of tax revenues collected pursuant to the Excise Tax on Business of Providing Accommodations Act (Act 263 of 1974) and the Ingham County Ordinance to Provide for Imposition and Collection of an Excise Tax on Persons Engaged in the Business of Providing Rooms for Transient Guests; and

WHEREAS, Ingham County and GLCVB have partnered in such endeavors since February 6, 1984 and both parties wish to continue this partnership.

THEREFORE BE IT RESOLVED, that the Board of Commissioners hereby authorizes an agreement with GLCVB to pursue and promote activities which will attract out-of-town visitors and encourage local residents to utilize Ingham County facilities and attractions.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is hereby authorized to sign any necessary contract documents consistent with this resolution, on behalf of the County, after approved as to form by the County Attorney.
TO:    Finance and Liaison Committees
FROM:  Michael A. Townsend, Budget Director
DATE:  November 27, 2017
RE:    Year End Adjustments, and Contingency Fund Update

Enclosed please find the recommended adjustments to the Ingham County budget for the end of fiscal year 2017. There will be no change to the General Fund total.

The quarterly budget amendment process as authorized by the Board of Commissioners is necessary to make adjustments to the adopted budget. Usually, adjustments are made as a result of updated revenue and expenditure projections, grant revenues, reappropriations, accounting and contractual changes, and general housekeeping issues.

This resolution authorizes the County Controller, as part of the year end budgeting process, to make any necessary transfers among all budgeted funds, activities, and line items in order to comply with Public Act 621 (Uniform Budgeting & Accounting Act), and to balance the 2017 Budget. The General Fund budget will remain at $81,934,377 for the fourth quarter of 2017.

The Road Department request a move of $40,000 within its capital equipment-road account after funds remaining from original 2017 CIP purchases were completed. For the purpose of purchasing a half ton 4 wheel truck and asphalt patch trailer from funds not needed in the purchase of three plow trucks and two patch trucks.

The Parks Department request $2,700 to be removed from the Disc Golf Store Inventory project line item account in the Public Improvement Fund to the Machine and Equipment Revolving Fund to purchase a TR3 Drag rake.

The contingency fund was depleted with the 3rd quarter adjustment. The attached document details how the Board allocated the contingency funds throughout the year, beginning with a balance of $350,000.

Should you require any additional information or have questions regarding this process, please don’t hesitate to contact me.
### 2017 CONTINGENCY

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>R17-042</td>
<td>Temporary Special Assistant Prosecutor</td>
<td>(12,656)</td>
</tr>
<tr>
<td>R17-080</td>
<td>Mass Communication Project</td>
<td>(7,125)</td>
</tr>
<tr>
<td>R17-147</td>
<td>Additional Electronic Monitoring for Indigent Users</td>
<td>(12,000)</td>
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<tr>
<td>R17-188</td>
<td>Board payment to CAPCOG</td>
<td>(5,000)</td>
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<tr>
<td>R17-194</td>
<td>Inmate Housing Revenue Shortfall</td>
<td>(145,298)</td>
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<tr>
<td>R17-320</td>
<td>Supplemental Invoice 2017 Audit</td>
<td>(51,300)</td>
</tr>
<tr>
<td>R17-351</td>
<td>Reorganization of Accounting Functions</td>
<td>(20,000)</td>
</tr>
<tr>
<td></td>
<td>Proposed 3rd Quarter Adj: Partially Offset Cost of Special Elections</td>
<td>(96,621)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Current Contingency Amount</th>
<th>$0</th>
</tr>
</thead>
</table>
Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION AUTHORIZING ADJUSTMENTS TO THE 2017 INGHAM COUNTY BUDGET

WHEREAS, the Board of Commissioners adopted the 2017 Budget on October 25, 2016 and has authorized certain amendments since that time, and it is now necessary to make some adjustments as a result of updated revenue and expenditure projections, fund transfers, reappropriations, accounting and contractual changes, errors and omissions, and additional appropriation needs; and

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

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

WHEREAS, the Board of Commissioners annually authorizes the Controller to make necessary year end transfers to comply with state statute.

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

<table>
<thead>
<tr>
<th>FUND</th>
<th>DESCRIPTION</th>
<th>2017 BUDGET</th>
<th>PROPOSED CHANGES</th>
<th>PROPOSED BUDGET</th>
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</thead>
<tbody>
<tr>
<td>101</td>
<td>General Fund</td>
<td>$81,934,377</td>
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<tr>
<td>201</td>
<td>Road Fund</td>
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<tr>
<td>245</td>
<td>Public Improvement</td>
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<td>($2,700)</td>
<td>$1,215,058</td>
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<tr>
<td>664</td>
<td>Mach. &amp; Equip. Revolving</td>
<td>$1,886,880</td>
<td>$2,700</td>
<td>$1,889,580</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, that the Controller is authorized to make necessary transfers among all budgeted funds, activities, and line items in order to comply with the state statute and to balance the 2017 Ingham County General Fund budget at $81,934,377.
**GENERAL FUND REVENUES**

<table>
<thead>
<tr>
<th>Tax Revenues</th>
<th>2017 Budget – 11/20/17</th>
<th>Proposed Changes</th>
<th>2017 Proposed Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Property Tax</td>
<td>46,050,675</td>
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<td>Property Tax Adjustments</td>
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<td>(75,000)</td>
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<td>Delinquent Real Property Tax</td>
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<td>Unpaid Personally Property Tax</td>
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<td>15,000</td>
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<td>IFT/CFT</td>
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<td>275,000</td>
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<td>Trailer Fee Tax</td>
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</table>

**Intergovernmental Transfers**

<table>
<thead>
<tr>
<th>Intergovernmental Transfers</th>
<th>2017 Budget – 11/20/17</th>
<th>Proposed Changes</th>
<th>2017 Proposed Budget</th>
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</thead>
<tbody>
<tr>
<td>State Revenue Sharing</td>
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<tr>
<td>Convention/Tourism Tax - Liquor</td>
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<td>1,429,396</td>
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<td>Court Equity Funding</td>
<td>1,510,000</td>
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<tr>
<td>Use of Fund Balance - Uncommitted</td>
<td>3,134,936</td>
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</table>

**Department Generated Revenue**

<table>
<thead>
<tr>
<th>Department Generated Revenue</th>
<th>2017 Budget – 11/20/17</th>
<th>Proposed Changes</th>
<th>2017 Proposed Budget</th>
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</thead>
<tbody>
<tr>
<td>Animal Control</td>
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<td>Circuit Court - Family Division</td>
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<td>728,656</td>
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<td>Circuit Court - Friend of the Court</td>
<td>587,000</td>
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</tr>
<tr>
<td>Circuit Crt - General Trial</td>
<td>2,388,631</td>
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<td>2,388,631</td>
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<tr>
<td>Controller</td>
<td>3,170</td>
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<td>Cooperative Extension</td>
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<td>2,500</td>
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<tr>
<td>County Clerk</td>
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<td>569,210</td>
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<td>District Court</td>
<td>2,673,298</td>
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<td>Drain Commissioner/Drain Tax</td>
<td>415,500</td>
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<td>Economic Development</td>
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<td>Elections</td>
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<td>Homeland Security/Emergency Ops</td>
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<td>Equalization /Tax Mapping</td>
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<td>Human Resources</td>
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<td>Prosecuting Attorney</td>
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<tr>
<td>Purchasing</td>
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<td>Register of Deeds</td>
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<tr>
<td>Remonumentation Grant</td>
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<td>85,000</td>
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<tr>
<td>Sheriff</td>
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<tr>
<td>Treasurer</td>
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<tr>
<td>Tri-County Regional Planning</td>
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<tr>
<td>Description</td>
<td>2017 Budget – 11/20/17</td>
<td>Proposed Changes</td>
<td>2017 Proposed Budget</td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>------------------------</td>
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<tr>
<td>Veteran Affairs</td>
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<td>Total General Fund Revenues</td>
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<td>81,934,377</td>
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<td><strong>GENERAL FUND EXPENDITURES</strong></td>
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<td>Board of Commissioners</td>
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<td>Circuit Court - General Trial</td>
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<td>8,482,036</td>
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<td>District Court</td>
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<td>Circuit Court - Friend of the Court</td>
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<td>Jury Board</td>
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<td>Probate Court</td>
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<td>Circuit Court - Family Division</td>
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<td>Financial Services</td>
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<td>957,514</td>
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<tr>
<td>Controller</td>
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<td>Equalization/Tax Services</td>
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<td>Human Resources</td>
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<tr>
<td>Purchasing</td>
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<td>Remonumentation Grant</td>
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<td>Drain Commissioner</td>
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<tr>
<td>Economic Development</td>
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<td>Ingham Conservation District Court</td>
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<tr>
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<td>300</td>
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Drain Tax at Large 460,000 0  460,000
Health Department 5,820,200 0  5,820,200
CHC 2,769,850 0  2,769,850
Jail Medical 1,588,527 0  1,588,527
Medical Examiner 396,575 0  396,575
Substance Abuse 717,954 0  717,954
Community Mental Health 1,968,872 0  1,968,872
Department of Human Services 2,213,279 0  2,213,279
Tri-County Aging 80,867 0  80,867
Veterans Affairs 550,936 0  550,936
Cooperative Extension 454,589 0  454,589
Library Legacy Costs 0 0  0
Parks and Recreation 1,597,379 0  1,597,379
Contingency Reserves 0 0  0
Legal Aid 20,000 0  20,000
2-1-1 Project 45,750 0  45,750
Community Coalition for Youth 28,000 0  28,000
Capital Improvements 1,636,334 0  1,636,334
Total General Fund Expenditures 81,934,377 0  81,934,377

General Fund Revenues and Expenses

There are no adjustments to Department totals for general fund at this time.

Non-General Fund Adjustments

**Road Department**

Move $40,000 within its capital equipment road account funds remaining from original 2017 CIP purchases were completed. For the purpose of purchasing a half ton 4 wheel truck and asphalt patch trailer from funds not needed in purchase of three plow trucks and two patch trucks.

**Public Improvement**

Move $2,700 from Parks’ Disc Golf Store Inventory project line item to the Machine/Equipment Fund for purchase of TR3 Drag rake for Parks.

**Mach./Equip. Revolving**

Increase equipment line item by $2,700 for purchase by Parks of TR3 Drag rake, funds from Public Improvement Fund.