THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, JUNE 21, 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 June 7, 2017 Minutes
Additions to the Agenda
Limited Public Comment

1. Sheriff’s Office
   a. Resolution to Extend the Canteen Inmate Commissary Contract
   b. Resolution to Extend the Contract with Canteen Services for Kitchen Management and Laundry Services

2. Health Department
   a. Resolution to Accept Funding from City of Lansing and to Act as the Fiduciary/Payee for the Human Relations & Community Services Department
   b. Resolution to Enter an Agreement with Lansing Community College for Medical Assistant Medication Administration Training
   c. Resolution to Authorize an Agreement with Redhead Design Studio for a Lyme Disease Public Education Campaign
   d. Resolution to Authorize a Letter of Intent to Transfer Sparrow Medical Group – Volunteers of America Clinic to Ingham County Health Department

3. Facilities – Resolution to Award a Contract for Carpet Cleaning Services

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

5. Road Department
   a. Resolution to Approve Local Road Agreement with Leslie Township
   b. Resolution to Approve Local Road Agreement with Meridian Township for 2017 Local Road Program
   c. Resolution to Approve Local Road Agreement with Lansing Township for 2017 Local Road Program
   d. Resolution to Approve a Contract for 2017 Local Road Program-Meridian Township
   e. Resolution to Approve a Contract for 2017 Local Road Program-Lansing Township
6. Parks Department – Resolution to Authorize Mower Purchase for Burchfield Park

7. Board of Commissioners – Resolution to Appoint Dale Copedge to the County Advisory Tax Limitation Committee

Announcements
Public Comment
Adjournment

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

The County of Ingham will provide necessary reasonable auxiliary aids and services, such as interpreters for the hearing impaired and audio tapes of printed materials being considered at the meeting for the visually impaired, for individuals with disabilities at the meeting upon five (5) working days notice to the County of Ingham. Individuals with disabilities requiring auxiliary aids or services should contact the County of Ingham in writing or by calling the following: Ingham County Board of Commissioners, P.O. Box 319, Mason, MI 48854 Phone: (517) 676-7200. A quorum of the Board of Commissioners may be in attendance at this meeting. Meeting information is also available on line at www.ingham.org.
FINANCE COMMITTEE
June 7, 2017
Draft Minutes

Members Present: Anthony, Grebner, Hope, McGrain, Naeyaert, and Schafer

Members Absent: Tennis

Others Present: Andy Bouck, Bill Conklin, Rick Terrill, Travis Parsons, Deb Fett, Tim Morgan, Jill Rhode, Bradley Prehn, Kathy Kacynski, Michael Townsend, Liz Kane, and others

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

Approval of the May 17, 2017 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE MINUTES OF THE MAY 17, 2017 FINANCE COMMITTEE MEETING WERE APPROVED AS PRESENTED. Absent: Commissioner Tennis

Additions to the Agenda

11. Human Resources – Approving a Separation Agreement and Waiver of Claims with United Automobile Aerospace and Agricultural Implement Workers of America (UAW-Tops)

Substitutes –

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

Limited Public Comment

Kathy Kacynski, Ingham County Professional Nurses and Nurse Practitioner Council President, read the following statement into the minutes:

“As you know, MNA nurses have been involved in discussions with the County regarding the best path forward for registered nurse’s roles in the Health Department.

MNA’s nurse leaders would like to express appreciation for the Commission’s willingness to slow this process down and work with us as partners. We are pleased to have reached an agreement to address a limited number of vacancies, preserve bargaining unit work and to provide a new path for RNs to express their concerns about their workloads. It is important to note that by reaching this agreement, we are not consenting to any wider staffing models or
reorganizations. It is crucial that the parties continue to meet and confer as each staff opening arises as agreed to in our medication administration settlement.

As we move forward together, please know that MNA RNs continue to be concerned about much more than the effect on workers’ jobs; we want to be sure the care and services provided to the public are safe and delivered by the appropriate health care professional. We do not support and will not agree to measures that put patients at risk. We continue to address efforts that undermine our professional practice or aim to eliminate the key role of RNs in our community’s public health. Our bargaining unit will remain strong and committed to these goals.

Thank you.”

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

2. Health Department
   a. Resolution to Amend Resolution #15-325 to Adjust the Amount Authorized for Contractual Services with Michigan Public Health Institute
   b. Resolution to Authorize the Reorganization of the Ingham County Health Department Community Health Centers

3. Medical Care Facility
   a. Resolution to Amend Resolution #15–79 Authorizing Expansion and Renovation of the Ingham County Medical Care Facility
   b. Resolution of Intent to Issue Bonds for the Renovation and Expansion of the Medical Care Facility

6. 9-1-1 Center – Resolution Authorizing Software Support Agreement with Tritech for the Computer Aided Dispatch (CAD) System at the Ingham County 9-1-1 Central Dispatch Center

7. Facilities
   a. Resolution to Award Contracts for Concrete Repair and Replacement at the Human Services Building and Veteran’s Memorial Courthouse
   b. Resolution to Authorize a Contract to Repair the Programmable Control Module on the Air Handler Unit at the Ingham County Jail

8. Innovation and Technology
   a. Resolution to Approve the Renewal of the MUNIS Software Annual Support Agreement from Tyler Technologies
   b. Resolution to Approve the Renewal of the Rightfax Support Agreement

9. Road Department
   a. Resolution to Award Construction Contracts for Waterborne Pavement Markings and Cold Plastic Common Text and Symbols
   b. Resolution to Approve Local Road Agreement with Williamstown Township
   c. Resolution Authorizing the Purchase of Dust Control Solutions and Services

(2)
d. Resolution to Approve an Agreement with the Michigan Department of Transportation in Relation to a Road Resurfacing Project for Fitchburg Road

e. Resolution to Approve an Agreement with the Michigan Department of Transportation and Drain Commissioner in Relation to a Road Reconstruction Project for the Okemos Road and Jolly Road Intersection

f. Resolution to Approve a Contract with Reith-Riley Construction Co., Inc. and the Michigan Department of Transportation in Relation to a Road Resurfacing Project for Holt Road

10. Parks Department

   a. Resolution to Authorize a Contract for Roofing Projects

   b. Resolution to Authorize a Contract to Provide Prime Professional Services for Burchfield Park Overlook Shelter Accessibility Upgrades

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis

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

1. Treasurer

   a. Resolution to Provide the Ingham County Land Bank Fast Track Authority with Capacity Building Funding

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

Commissioner Schafer stated he understood that the Land Bank had expanded in recent years.

Chairperson Grebner stated it had contracted again.

Commissioner Schafer stated the Land Bank had a tremendous amount of properties, and he did not know how many more properties the County could handle. He further stated that since this resolution allowed for annual funding until 2020 and he did not think the Land Bank should expand the amount of properties it had, he would be voting no on the resolution.

Commissioner McGrain stated that the members of the Land Bank had seen on their dashboard that the number of properties had reduced by 25 or 30 recently, and he did not think they should continue expanding the number of properties in its inventory. He further stated that he thought the Land Bank was doing a good job of planning and moving properties, but there would always be property out there that would continue to be foreclosed.

Commissioner Schafer stated he wanted to save the Committee time, so he would vote no on the resolution and then he would sit down with the Treasurer later to discuss his questions.

Chairperson Grebner asked if it was true that the number of controlled parcels was decreasing.
Eric Schertzing, Ingham County Treasurer, stated that the number was decreasing. He further stated that the Land Bank worked with the State for approval and investors to demolish about 600 of the Land Bank’s owned properties, and they were doing well in the past few years with the demolitions and hoped the numbers would stabilize or decrease.

Treasurer Schertzing stated that the problem was the number of tax foreclosures had increased greatly from what it was ten years ago, and tax foreclosures did not abate the way the mortgage foreclosures had.

Chairperson Grebner asked if the Land Bank also owned a number of orphaned properties that just fell to the Land Bank by default.

Treasurer Schertzing stated that even though the Land Bank had a lot of parcels in its inventory, many of them were not feasible to build houses on.

Discussion.

Treasurer Schertzing stated that Commissioner Koenig had asked at the County Services Committee what the funding was used for. He further stated that someone had to own the properties, and he thought it was in the County’s interest to have them in the Land Bank’s possession, rather than someone else who did not have the same capacity to deal with them.

Treasurer Schertzing stated that those funds were what it took to mow the lawns and shovel the sidewalks of those properties. He further stated that the dollars were made through a somewhat predatory process that the Treasurer administered through the delinquent tax collection process, and it brought about $2.5 million into the fund balance. He further stated the $400,000 in treatment to the 1000 properties in the Land Bank’s possession came from charging high interest fees to similarly situated properties.

Commissioner Naeyaert asked what other counties without land banks did to help their communities with vacated properties.

Treasurer Schertzing stated that most counties did have a Land Bank at this point, and older urban counties, like Ingham County, had similar problems. He further stated the capacity of Ingham County’s major city partner was not great, and it was not an easy task, but they were working to get number of properties down.

Treasurer Schertzing stated the Land Bank had sold 250 vacant parcels, built or renovated 250 homes, and performed about 600 demolitions. He further stated that a lot of those properties were sold at an auction that was held every year, but there was not the market for a lot of parcels, even though the Land Bank was trying to create or find the market.

Treasurer Schertzing stated he brought maps of the Land Bank properties with County Commissioner districts around Lansing to give a visual of foreclosures and what the Land Bank owned and had sold off in the last year per district.
Commissioner Naeyaert asked if the Land Bank had worked with the City of Lansing to identify pockets of the Lansing where properties were likely to end up in the Land Bank, and if there was a partnership to help develop those properties. She further stated she knew there was a market because people were always looking for lower priced homes that had been refurbished in areas that were safe.

Treasurer Schertzing stated they did have demand for lower priced homes, and there were definitely pockets in Lansing they had identified, but they had very little inventory that fell into that category. He further stated that without the support of community partners and other governments, the situation would be worse, which was why they were meeting with non-profit organizations that could help build a few more houses per year.

Commissioner McGrain stated that the original premise of the Land Bank was to have a bank of land parcels, so it was likely to have ownership of contiguous parcels, which would allow developers to buy and visualize private housing ideas. He further stated that once they had these pockets where people could think about possibilities of owner-occupied or rental properties, but it did take the extra staff effort to combine parcels, clean them up and market them accordingly.

Commissioner Schafer stated he was not being negative, he just needed to gather more information, since this resolution was going to be in effect until 2020.

Chairperson Grebner stated there were two different focuses of the Land Bank- some parcels were worth something and able to be developed, while most of the other parcels that were not desirable, so they would collect in the Land Bank’s inventory.

Discussion.

Chairperson Grebner stated that once and a while they would get lucky and be able to combine parcels, but more often than not, they would get the parcels that were half of a lot, or not buildable under current zoning.

Treasurer Schertzing stated that Commissioner McGrain was correct, in that the banking of the land was the most powerful thing about the Land Bank. He further stated that by banking and accumulating parcels, they were then able to see the potential in different areas.

Discussion.

THE MOTION PASSED. **Yeas:** Anthony, Hope, Naeyaert, McGrain, Grebner  **Nays:** Schafer  **Absent:** Tennis

1. **Treasurer**
   b. Resolution to Utilize the County’s Option to Acquire Tax Foreclosed Property

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. ANTHONY, TO APPROVE THE RESOLUTION.
THE MOTION PASSED. **Yea**s: Anthony, Hope, Naeyaert, McGrain, Grebner    **Nay**s: Schafer    **Absent**: Tennis

Treasurer Schertzing stated he had closed on ten other parcels since May 31, 2017 that did not make it into the list. He asked if he would be able to provide a substitute to the Board of Commissioners meeting to include them in the resolution.

Chairperson Grebner stated if there were no objections, he thought the Commissioners would be very pleased if there were more properties.

Discussion.

9. **Road Department**

   g. Resolution Approve the Final Plat of Sierra Ridge Estates No. 3 and Acceptance of Sleepy Hollow Lane, North of Lot 15 to Fresno Drive and Fresno Drive, Newton Road to Lot 43 as Public Roads

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

Commissioner McGrain stated he was curious in the process of how a developer gets approved and then the County acquired the roads, as he assumed it was under State statute. He asked if there was ever any stopgap, or if there would ever be a situation where the County would deny a plat.

Bill Conklin, Road Department Director, stated this issue was one of the biggest problems with road funding in the State. He further stated that according to the Subdivision Control Act of 1967, once the township zones itself and allows activity to happen in an area, the owner had the ability to develop and market the land and the roads became public.

Mr. Conklin stated that Meridian Township was a good example of this, where thirty years ago, a lot of development took place and new roads came online, and now they and other townships were struggling with how to pay for the rehabilitation of those thirty-year-old roads. He further stated that some townships were finding the funding by millages, special assessments, or road matching funds, but regardless, it was not enough and it was a huge problem.

Mr. Conklin stated that the $1.2 billion road-funding package that the Michigan Legislature recently passed, only addressed a fraction of the primary roads in the State, and did not begin to touch other roads, especially those in subdivisions.

Discussion.

Mr. Conklin stated the short answer to Commissioner McGrain’s question was, that he had not read the act controlling subdivisions lately, but he believed the County could not say no to these plat requests.
Commissioner McGrain asked if there was a way the County could increase the fees for plats when they were applied for, as he could imagine the developers were charged far below what it took to maintain the roads.

Mr. Conklin stated that the County was limited by the County Highway Law of 1909 by their costs to review, manage, inspect and accept roads and then they were able to charge $30,000 as the estimated cost to put an additional inch or so of asphalt after the houses were there. He further stated they were not able to charge beyond what their reasonable costs would be.

Commissioner McGrain asked what the expected lifetime of roads was.

Mr. Conklin stated that the previous standards were not as high as they were currently. He further stated that it used to be the desire in many parts of the State to be development-friendly, so they should not bother developers with more hoops to jump through.

Mr. Conklin stated during the development-friendly period, they only used about three inches of asphalt when creating roads, whereas now the standard was five inches of asphalt on the road. He further stated that the general timeline for a road was that it needed some type of preservation by the time it was ten years old, more attention by fifteen years old, and it would start cracking by twenty years old.

Commissioner McGrain stated that ultimately, the taxpayers and residents of a township got the burden of fixing something that had been decided thirty years previous. He further stated that this may warrant a larger discussion as part of their Complete Streets initiative, to make sure these roads were being taken care of and they got the funding they needed to properly care for the roads.

Mr. Conklin stated that one thing they tried to communicate to communities was that when these subdivisions were built, the original lot owners paid for the infrastructure, including roads, power, and sewer, to come into and around the homes. He further stated that now, twenty-five years later, when the community needed to reinvest in that infrastructure, it was new lot owners who did not understand the importance of the investment, or that the original owners had paid into the system for these things as well.

Chairperson Grebner stated that the County did not have any legal obligation to maintain subdivision roads unless they wanted to.

Mr. Conklin stated that he was not an attorney, so he would not comment on that.

Chairperson Grebner stated he thought the County had an obligation to accept the new roads being built, but when they come back asking for funding to fix those deteriorating roads, that was when the County could wait to provide a match. He further stated that the County’s match was their choice, but he clarified that he was not saying the County was left holding the bag, because they were working with residents and municipalities and they were generally being responsible about it.
Mr. Conklin stated that the Road Department did have an obligation to keep the roads in reasonable safe condition. He further stated that there were limits to that obligation, however, and could entail turning a road back to a gravel road if the municipality decided they did not want to do a self-assessment or fund it some other way.

Discussion.

Mr. Conklin stated it had been established by court case that the County needed to keep roads in a reasonable safe condition.

Discussion.

THE MOTION PASSED UNANIMOUSLY. Absent: Commissioner Tennis

11. Human Resources – Approving a Separation Agreement and Waiver of Claims with United Automobile Aerospace and Agricultural Implement Workers of America (UAW-Tops)

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

Undersheriff Andy Bouck, Ingham County Sheriff’s Office, introduced the resolution and the situation at hand.

Commissioner Anthony stated she wanted to make sure both the employees working for the County and the people within the County’s care, which in this case was the inmates, were taken care of. She further stated that there had been horrible things that had happened when governments had privatized services such as corrections facilities’ kitchens in the past.

Commissioner Anthony asked Undersheriff Bouck if he felt confident about the company that the kitchen would be transitioning to, understanding that they already had a relationship with this company.

Undersheriff Bouck stated he had no concerns with Canteen Services, as they had a long-standing relationship with them and they serviced many other counties in the State, as well as the fact that he had personally eaten their food when he and the Sheriff stayed at the jail and it was good. He further stated that he recognized the food service contract would have to go out for an RFP because of the expansion of services, and there were other less than desirable companies out there that he would address if they applied for the RFP, but Canteen Services was not one of them.

Commissioner Anthony stated she would support the resolution, because it had the support of the union, the Sheriff’s Office and all parties involved, but she wanted to make sure that people were taken care of.
Commissioner McGrain asked if they had sought alternate employment for the employee within the County.

Undersheriff Bouck stated that given the circumstances and the employee’s skillset, they had tried to find something, but this was found to be the best solution.

Commissioner McGrain stated he wanted to make sure it was clear that this was a unique situation, and that it would not set the precedent for other negotiations.

Chairperson Grebner pointed out that paragraph 15 in the agreement spelled that out.

Undersheriff Bouck stated it would not set a precedent, as this situation was unique and happened to just be perfect timing to allow this to happen.

Commissioner McGrain stated he did not want this practice to even be perceived as an option in the future. He further stated that in this case, this seemed like they had tried, but this was the only option, so he would support the resolution.

Chairperson Grebner asked what Canteen Services paid their employees at entry-level.

Undersheriff Bouck stated he had asked Canteen Services that question, but he had yet to hear back from them. He further stated that their contract did have to apply the living wage agreement that the County had for its vendors.

Chairperson Grebner asked if Undersheriff Bouck could find out the exact wages by the Board of Commissioners meeting, but he expected them to earn about $15 per hour if it was a living wage. He asked what the actual hours Canteen Services would be staffing the kitchen, as the three County employees had worked about 5500 hours per year total.

Undersheriff Bouck stated that Canteen Services would also be staffing the kitchen around the 5500 hour range, because the kitchen was a 24-hour a day operation and they could not get by with less staff than was already there.

Chairperson Grebner stated he understood that there was not a valid contract with Canteen Services currently. He asked where the current contract negotiations were, because this contract was not even in an extension, it had completely expired and it sounded like someone had dropped the ball.

Undersheriff Bouck stated that was correct, and he had been told that after the County Services Committee meeting.

Chairperson Grebner stated he was not upset, but this was not even a contract extension, this was under a mode of dealing.

Undersheriff Bouck stated he referred to the situation as a professional business relationship, and it was being addressed currently.
Chairperson Grebner stated he thought it was best to have municipalities always have agreements with their vendors, especially when it was a six-figure contract.

Undersheriff Bouck stated that he agreed. He further stated this contract had expired because it was a time of transition at the Sheriff’s Office.

Discussion.

Commissioner Hope stated this issue was on the next Law & Courts Committee agenda. She further stated that she was concerned because a few years ago, she recalled the County Services Committee had spent a lot of time cleaning up the process and oversight of contracts after an issue with a contract arose, so she was wondering how this contract even got paid.

Chairperson Grebner stated he thought if someone provided a service to the County and the County paid, he assumed they got away without having a contract and they probably did not have a place to sue.

Commissioner Hope clarified that there was supposed to be a MUNIS module that managed all of the contracts and the payments, and they were not supposed to pay outside of the system.

Chairperson Grebner stated there was a difference between what you were supposed to do and what the law required. He further stated he assumed if the County just paid for the service, it would be fine.

Commissioner Hope stated she was curious how it was practically done, not legally, considering the confines of the system and payment methods.

Commissioner McGrain stated that he agreed with Commissioner Hope, and he was also concerned about the process. He further stated that if the County was paying money for a module, then everyone in the County should use it and things should not slip through the cracks.

Discussion.

Commissioner Anthony stated she also agreed with Commissioner Hope, and recalled all of the time, money and energy they had invested in the MUNIS system that did not allow the County to pay anything that did not have a contract attached. She asked if they were not feeding the MUNIS what it needed to work properly, or if the system was broken.

Commissioner Anthony stated the jail food service contract was a six-figure contract, so she wondered what else was falling through the cracks if this did. She further stated she thought the Committee should receive a report or informal audit about what was being paid out and from where.

Commissioner Anthony asked if MUNIS was up and running.
Michael Townsend, Budget Director, stated it was.

Chairperson Grebner stated that whenever the County set up new systems, there were exceptions, and one by one they would be caught and fixed as they came up.

Discussion.

Commissioner Anthony stated that the notion that it had always been done this way was not acceptable, and as a taxpayer it was also unacceptable because the County had invested a lot of money in systems and it was expected that they work. She further stated that she would like a follow-up to make sure the system was working, and if it was not, then the Committee would review and watch the system until it was.

Chairperson Grebner stated there would always be another arbitrary exception that they might not think about until the situation arose.

Commissioner Naeyaert stated she would like to see list of contracts County-wide and have the Finance Committee review it.

Commissioner McGrain stated he thought a memo or report would be fine to start with, and if there were items on there that needed more clarification, then it could come before the Finance Committee.

Commissioner Naeyaert stated she thought it was the Finance Committee’s right to review these processes.

Mr. Townsend stated that part of the budget process was to review contracts to make sure they were in the system, and they were still in the process of putting all of these contracts into the system. He further stated that he would follow up with all of the questions the Committee had brought up.

Commissioner McGrain stated that if there was a pile of contracts sitting on someone’s desk, then they needed to be entered into the system, to get an explanation first, and then they could do an informal audit if they saw fit.

Undersheriff Bouck stated that was one of the most difficult parts of the budget process was the accountability of the contracts. He further stated the first thing he did when starting the budget process was to track down the contracts, but found that contracts were housed all over the County.

Undersheriff Bouck stated he was very focused on attention to detail, and he was working hard to get the Sheriff’s Office’s contracts dialed in to be able to accurately do their budget. He further stated that he appreciated having MUNIS, because it was nice to have the reminders to renew contracts.
Commissioner Hope stated that she was not being critical of the Sheriff’s Office; she was just frustrated because they had gone over this issue in excruciating detail when there were misdeeds by a department head. She further stated that the problem was with the administration, not with the Sheriff’s Office.

Discussion.

THE MOTION PASSED UNANIMOUSLY. Absent: Commissioner Tennis

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

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

Chairperson Grebner stated he pulled the resolution for discussion because he wanted the Committee to know if they wanted things from CATA, all they had to do was ask. He further stated that they should not ask for things that were inefficient or a waste of the public’s money, but they had tremendous bargaining power through their contract with CATA.

Commissioner Naeyaert stated that at the Human Services Committee meeting, Commissioner Nolan had suggested the Board of Commissioners look into appointing the CATA representative as a voting member of the CATA Board. She further stated by having a voting member on the CATA Board, they could make their impression go farther.

Chairperson Grebner stated they should get an opinion from the County Attorney first, because he was concerned about the legality of it. He further stated that if they did appoint a voting member to the CATA Board, it might not be able to be a Commissioner.

Commissioner Naeyaert stated the question had been put forth to the County Attorney.

Commissioner McGrain stated he recalled when they were going through Ingham Health Plan negotiations, they learned that they were not able to put a County employee on the board, but a Commissioner could serve. He further stated that he also suggested looking into the legal opinion.

Chairperson Grebner stated if there was a bus stop they wanted someplace, they should just let their CATA representative know.

THE MOTION PASSED UNANIMOUSLY. Absent: Commissioner Tennis

5. Community Agencies – Resolution Approving Criteria for Evaluating 2018 Applications for Community Agency Funding
MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NAEYAERT, TO APPROVE THE RESOLUTION.

Commissioner Schafer asked with the budget issues the County was having, if the Committee felt the funding should still be allocated, or if it needed to be pared back.

Commissioner McGrain stated the Human Services Committee had a conversation about whether they needed to be more stringent in their application criteria. He further stated he doubted it would be zeroed out completely, because if there were needs in the community, the County needed to hear from them.

Commissioner McGrain stated that they were not committing to a specific dollar amount, but they should help agencies that needed it.

Commissioner Naeyaert stated she wanted to clarify that the applicants should fall under the categories of providing the most basic needs like food or shelter.

THE MOTION PASSED UNANIMOUSLY. Absent: Commissioner Tennis

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 7:00 p.m.
RESOLUTION ACTION ITEMS:

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

1a. **Sheriff’s Office** – Resolution to Extend the Canteen Inmate Commissary Contract

This resolution will authorize a contract extension with Canteen Services, Inc., through September 30, 2017 under the same terms and conditions of the existing contract, which expired on February 28. There will be an option for month to month extensions as needed until a new contract is awarded through the Request for Proposal process. The Sheriff’s Office has been pleased with the current contractual relationship with Canteen Services.

Please see attached for additional detail.

1b. **Sheriff’s Office** – Resolution to Extend the Contract with Canteen Services for Kitchen Management and Laundry Services

This resolution will authorize a contract extension with Canteen Services, Inc., through September 30, 2017 under the same terms and conditions of the existing contract, which expired on February 28. There will be an option for month to month extensions as needed, until a new contract is awarded through the Request for Proposal process.

Under the current contract, Canteen Services was responsible for the day to day operations supervision of three county employees. All three of these employees will be pursuing other opportunities on or before June 24, 2017. Canteen Services has agreed to provide three kitchen staff during this extension period at no additional cost.

Please see attached for additional detail.

2a. **Health Department** – Resolution to Accept Funding from City of Lansing and to Act as the Fiduciary/Payee for the Human Relations & Community Services Department

This resolution authorizes an agreement with the City of Lansing to facilitate a Medicaid match for the City’s Human Relations and Community Services Department (HRCS). As the fiduciary/payee, ICHD will:

1. Receive funds from City of Lansing up to $100,000
2. Set up a system to provide an initial payment to HRCS and subsequent reimbursement of costs
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds
4. Perform on site, quarterly sub-recipient monitoring of HRCS
5. Forward any required reports as provided by HRCS

HRCS will:

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

The County will retain an administrative fee in the amount not to exceed 11.38% of the total funds received. The contract period of each agreement will be from May 1, 2017 through April 30, 2018.
2b. **Health Department - Resolution to Enter an Agreement with Lansing Community College for Medical Assistant Medication Administration Training**

This resolution provides onsite medication administration courses for approximately 50 ICHD Medical Assistants at a cost not to exceed $20,000, including training materials. ICHD has previously received Health Resources & Services Administration (HRSA) designated quality improvement funding for developing and improving care delivery systems which will cover the cost of this training. Existing Medical Assistants at the Ingham County Health Department (ICHD) now require training to ensure their competency to perform their new medication administration duties.

2c. **Health Department - Resolution to Authorize an Agreement with Redhead Design Studio for a Lyme Disease Public Education Campaign**

This resolution authorizes an agreement for a Lyme disease education campaign with Redhead Design Studio, in an amount not to exceed $24,800 for the period of June 1, 2017 to June 30, 2017. Funding for this agreement will come from a Public Health Emergency Preparedness (PHEP) grant.

2d. **Health Department - Resolution to Authorize a Letter of Intent to Transfer Sparrow Medical Group – Volunteers of America Clinic to Ingham County Health Department**

This resolution authorizes a letter of intent with Sparrow and Volunteers of America to transfer the operation of the SMG-VOA homeless health care clinic to Ingham County Health Department. The clinic currently operates at a significant net loss without a mechanism for enhanced Medicaid/Medicare reimbursement, requiring substantial investment by Sparrow Health System (SHS) to continue to provide services. The Ingham County Health Department’s (ICHD) Community Health Centers are the designated Federally Qualified Health Centers (FQHC) serving residents of Ingham County and greater Lansing. As a certified FQHC, the department receives direct federal funding to support operations and also qualifies for enhanced reimbursement from Medicare and Medicaid. ICHD is proposing to integrate SMG-VOA operations into the scope of services of the ICHD FQHC network to maximize the resources in providing medical care for the homeless population, reduce SHS’s financial loss, and increase collaboration between SHS and ICHD. ICHD anticipates the expense of the integration will be covered through projected revenue.

3. **Facilities Department - Resolution to Award a Contract for Carpet Cleaning Services**

With expiration of the current carpet cleaning contract on August 31, the Purchasing Department sought proposals for this service from qualified, experienced vendors. The Facilities Department recommends approval of a resolution to award a contract to Modernistic Lansing, LLC for carpet cleaning services at a cost not to exceed $173,100. The contract term is for three years with an option to renew for an additional two years.

4. **Economic Development Department - Resolution to Approve Termination of Economic Development Services Agreements**

The County holds service agreements with six local communities to provide services to their downtown development authorities (DDAs), Local Development Finance Authorities (LDFAs) and Tax Increment Finance Authority (TIFA) districts which originated in 1993. The local communities are able to fund these Agreements through a provision in Proposal A that allows for capture of State Education Tax (SET). It is virtually impossible for a one-person staff to fulfill all of the requirements in these agreements. As these organizations have matured most are able to manage their own activity. With the County advocating for TIF reform, it is somewhat hypocritical for the County to be advocating for reducing the amount the TIF districts can capture
while we are benefitting from a quirky provision in the law to continue to capture SET. The Economic Development Department recommends termination of these service agreements, effective December 31, 2017. It is understood that contract termination will result in a revenue loss of approximately $58,500 beginning in 2018. Proposed operational adjustments within the Economic Development Department included in the fiscal year 2018 budget will take this revenue loss into consideration.

5a. **Road Department** - Resolution to Approve Local Road Agreement with Leslie Township

Leslie Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2017 local road program. The single project involves improvements to Baseline Road between State and Dutch Roads at a total estimated cost of $49,592. A County Road Department allocation of $24,796 was reserved for local road improvement in Leslie Township pending Township approval of matching funds. If final project costs total less than $49,592, then cost savings will be split evenly between the Road Department and Leslie Township.

5b. **Road Department** - Resolution to Approve Local Road Agreement with Meridian Township for 2017 Local Road Program

Meridian Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2017 local road program. Cited projects involve improvements to approximately four miles of roadway to include Hot In Place Recycling (HIPR) and complete paving of one course asphalt at one-inch thickness, sidewalk ramp upgrades, curb and gutter repair, manhole adjustment, and other miscellaneous repairs where necessary. A County Road Department allocation of $115,000 was reserved for local road improvement in Meridian Township pending Township approval of matching funds. If final project costs total less than $230,000, then cost savings will be split evenly between the Road Department and Meridian Township.

5c. **Road Department** - Resolution to Approve Local Road Agreement with Lansing Township for 2017 Local Road Program

Lansing Township recently petitioned the Road Department to include improvement projects on local roads throughout the Township as part of the 2017 local road program. Cited projects involve improvements to six road segments to include Hot In Place Recycling (HIPR) and complete paving of one course asphalt at one-inch thickness, sidewalk ramp upgrades, curb and gutter repair, manhole adjustment, and other miscellaneous repairs where necessary. A County Road Department allocation of $76,518.73 was reserved for local road improvement in Lansing Township pending Township approval of matching funds. If final project costs total less than $153,037.46, then cost savings will be split evenly between the Road Department and Lansing Township.

5d. **Road Department** - Resolution to Approve Contract for 2017 Local Road Program - Meridian Township

Act 51 funds expended by the Road Department on local roads must be matched with funds from other sources - typically the Townships. Sixteen projects selected by Road Department staff and Meridian Township based on needs and road conditions. The Road Department recommends approval of a resolution to authorize a contract with Rieth-Riley Construction Company for recycling, resurfacing and related work as specified at a total cost not to exceed $1,216,941, or as changed per direction to be received from Meridian Township. Approval is contingent upon Meridian Township approval of the bid from Rieth-Riley Construction Company.
5e. **Road Department** - Resolution to Approve Contract for 2017 Local Road Program - Lansing Township

Act 51 funds expended by the Road Department on local roads must be matched with funds from other sources - typically the Townships. Sixteen projects selected by Road Department staff and Lansing Township based on needs and road conditions. The Road Department recommends approval of a resolution to authorize a contract with Rieth-Riley Construction Company for recycling, resurfacing and related work as specified at a total cost not to exceed $231,797, or as changed per direction to be received from Lansing Township. Approval is contingent upon Lansing Township approval of the bid from Rieth-Riley Construction Company.

6. **Parks Department** - Resolution to Authorize Mower Purchase for Burchfield Park

An “x-mark” mower utilized at Burchfield Park no longer functions and estimated repair costs exceed the value of the mower. Park employees mow approximately 55 acres at Burchfield Park. The Parks Department recommends approval of a resolution to award a contract to Deer Creek Sales Inc. for purchase of a mower at a cost not to exceed $13,085.

**ADDITIONAL ACTION ITEM:**

7. **Ingham County Board of Commissioners** - Resolution to Appoint Dale Copedge to the County Advisory Tax Limitation Committee

Resolution 17-206 created a County Advisory Tax Limitation Committee, thereby initiating the statutory procedure to consider altering or extending the existing Ingham County fixed mill separate tax limitations of the county and the townships and intermediate school districts in the county. The Board of Commissioners has notified persons and bodies having appointive powers of the resolution so that a county advisory tax limitation committee can be created to review and provide a recommendation as to the County fixed millage limitation. The final member is to be a person not officially connected with or employed by any local or county unit, who shall be selected by the Board of County Commissioners.

The Board of Commissioners has selected Dale Copedge as this member and moves to appoint him to the County Advisory Tax Limitation Committee with this resolution.
TO: Law & Courts and Finance Committees

FROM: Major Sam L. Davis

DATE: June 9, 2017

RE: Canteen Services, Inc. Commissary

The Ingham County Sheriff’s Office presently has two expired contracts with Canteen Services. Canteen Services provides the Commissary Services to the Ingham County Jail and also provides the Kitchen and Laundry Services to the Ingham County Jail.

I am recommending that the Board extend the Ingham County Sheriff’s Office Commissary Services current contract under the same terms and conditions with Canteen Services, Inc. as provided in the contracts that expired February 28, 2017.

Canteen will not increase the cost that inmates pay for Commissary items without mutual consent during the extension and will also assume the risk of inflation for Kitchen and Laundry Services without a price increase for the duration of the extension.

Canteen Services, Inc. has been a great vendor to work with. They are flexible and very much client oriented. They are a visible and easily accessible partner that strives to bring the best products in the business to us at the fairest prices.

I believe that they are the company that best suits the needs of the inmates, the Sheriff’s Office and the County while we prepare a Request for Proposal for these same services.

Respectfully submitted,
INTRODUCED BY THE LAW & COURTS AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO EXTEND THE CANTEEN INMATE COMMISSARY CONTRACT

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

WHEREAS, the Sheriff’s Office has been pleased with the current contractual relationship with Canteen Services; and

WHEREAS, this base contract expired February 28, 2017 and the Ingham County Sheriff’s Office recommends that the Board of Commissioners opt to extend the agreement through September 30, 2017, with an option for a month to month until a new contract is awarded through the RFP process under the same terms and conditions of the base contract; and

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

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

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

WHEREAS, Canteen Services, Inc. will assume the risk of inflation without a price increase for the duration of the extension.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes to extend the Ingham County Sheriff’s Office Commissary Services contract under the same terms and conditions with Canteen Services, Inc. from June 24, 2017 through September 30, 2017, with an option for a month to month extension, until a new contract is awarded through the RFP process.

BE IT FURTHER RESOLVED, 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.
WHEREAS, in 2014, the Ingham County Correctional Facility had an average daily population of 608 inmates, the current rated capacity is 444 inmates; and

WHEREAS, the Sheriff’s Office has been pleased with Canteen Services’ management of kitchen and laundry services under their current contract; and

WHEREAS, this base contract expired February 28, 2017 and the Ingham County Sheriff’s Office recommends that the Board of Commissioners opts to extend the agreement from June 24, 2017 through September 30, 2017, under the same terms and conditions of the base contract with an option for a month to month extension until a new contract is awarded through the RFP process under the same terms and conditions of the base contract; and

WHEREAS, Canteen Services has been responsible for feeding all inmates housed within the facility, providing medical meals for inmates who have dietary needs as stated by a doctor; and

WHEREAS, in 2014, the Ingham County Correctional Facility kitchen staff served 719,648 meals; and

WHEREAS, in 2014, the Canteen Service, Inc Kitchen Supervisor was responsible for washing the clothing in over 140,000 inmate bags; and

WHEREAS, in 2014, the Canteen Service, Inc Kitchen Supervisor was responsible for training and supervising approximately 20 workers for kitchen and laundry duties every month or sooner; and

WHEREAS, the Canteen Services, Inc. Kitchen Supervisor was responsible for the day to day operations supervision of three County Employees; and

WHEREAS, all three County employees will be pursuing other opportunities by June 24, 2017; and

WHEREAS, Canteen Services Inc. agrees to provide three kitchen staff to handle the feeding of inmates at the Ingham County Jail during this extension period with no cost to the County.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes to extend the Ingham County Sheriff’s Office contract for the management of kitchen and laundry operations at the Ingham County Correctional Facility under the same terms and conditions with Canteen Services, Inc. from June 24, 2017 through September 30, 2017 under the same terms and conditions of the base contract with an option for a month to month extension until a new contract is awarded through the RFP process under the same terms and conditions of the base contract with the per meal cost based on the census of the Jail’s population as follows:
<table>
<thead>
<tr>
<th>Census</th>
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</thead>
<tbody>
<tr>
<td>0 – 649</td>
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</tr>
<tr>
<td>650 – 674</td>
<td>$ .96</td>
</tr>
<tr>
<td>675 and above</td>
<td>$ .95</td>
</tr>
</tbody>
</table>

BE IT FURTHER RESOLVED, 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.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: May 23, 2017
SUBJECT: Fiduciary Agreement for City of Lansing
For the meeting agendas of June 19, 2017 and June 21, 2017

BACKGROUND
The City of Lansing’s Human Relations & Community Services Department (HRCS) is currently engaged in multiple local initiatives to provide outreach, facilitate services and address services gaps for underserved individuals and families. Each year they hold a community forum with more than 60 local service agencies to identify needs and gaps in our community. HRCS forges partnerships to coordinate multiple healthcare related services for high-need target areas and populations, especially youth, children, families, and the growing refugee population.

Ingham County Health Department (ICHD) will enter into an agreement with the City of Lansing to facilitate a Medicaid match for HRCS. As the fiduciary/payee, ICHD will:

1. Receive funds from City of Lansing up to $100,000.
2. Set up a system to provide an initial payment to HRCS and subsequent reimbursement of costs
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds
4. Perform on site, quarterly sub-recipient monitoring of HRCS
5. Forward any required reports as provided by HRCS

HRCS will:

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

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
Under these agreements, ICHD will receive funds of up to $100,000 from City of Lansing and retain an administrative fee in the amount not to exceed 11.38% of the total funds received. The contract period of each agreement will be from May 1, 2017 through April 30, 2018.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support entering into an agreement to accept funds from City of Lansing in an amount up to $100,000 and an agreement with City of Lansing on behalf of HRCS for ICHD to act as their fiduciary/payee for the period of May 1, 2017 through April 30, 2018.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT FUNDING FROM CITY OF LANSING AND TO ACT AS THE FIDUCIARY/PAYEE FOR THE HUMAN RELATIONS & COMMUNITY SERVICES DEPARTMENT

WHEREAS, the City of Lansing’s Human Relations & Community Services Department (HRCS) is currently engaged in multiple local initiatives to provide outreach, facilitate services and address services gaps for underserved individuals and families; and

WHEREAS, HRCS forges partnerships to coordinate multiple healthcare related services for high-need target areas and populations, especially youth, children, families, and the growing refugee population; and

WHEREAS, Ingham County Health Department (ICHD) will enter into an agreement with the City of Lansing to facilitate a Medicaid match for HRCS; and

WHEREAS, as the fiduciary/payee, ICHD will:

1. Receive funds from City of Lansing up to $100,000
2. Set up a system to provide an initial payment to HRCS and subsequent reimbursement of costs
3. Process Medicaid Outreach documentation required to draw Medicaid Outreach Matching Funds
4. Perform on site, quarterly sub-recipient monitoring of HRCS
5. Forward any required reports as provided by HRCS

WHEREAS, HRCS will:

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

WHEREAS, the Health Officer recommends that the Board of Commissioners authorize entering into an agreement to accept funds from City of Lansing in an amount up to $100,000 and an agreement with City of Lansing on behalf of HRCS for ICHD to act as their fiduciary/payee for the period of May 1, 2017 through April 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement to accept funds from City of Lansing in an amount up to $100,000 and an agreement with City of Lansing on behalf of HRCS for ICHD to act as their fiduciary/payee for the period of May 1, 2017 through April 30, 2018.

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

BE IT FURTHER RESOLVED, that the Controller is authorized to make any necessary budget adjustments consistent with this resolution.
BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents on behalf of the County after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: June 5, 2017
SUBJECT: Agreement with Lansing Community College for Medical Assistant Training
For the meeting agenda of June 19, 2017 & June 21, 2017

BACKGROUND
Resolution #17-172 authorized a letter of agreement between Ingham County and the United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) to assign medication administration duties to the Medical Assistant job classification. Existing Medical Assistants at the Ingham County Health Department (ICHD) now require training to ensure their competency to perform these new medication administration duties. Lansing Community College’s (LCC) Business and Community Institute can provide the necessary training for ICHD’s Medical Assistants.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
LCC will provide onsite medication administration courses for approximately 50 ICHD Medical Assistants at a cost not to exceed $20,000, including training materials. ICHD has previously received Health Resources & Services Administration (HRSA) designated quality improvement funding for developing and improving care delivery systems which will cover the cost of this training.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a medication administration training agreement with LCC in an amount not to exceed $20,000, for the period of July 1, 2017 through June 30, 2018.
RESOLUTION TO ENTER AN AGREEMENT WITH LANSING COMMUNITY COLLEGE FOR MEDICAL ASSISTANT MEDICATION ADMINISTRATION TRAINING

WHEREAS, Resolution #17-172 authorized a letter of agreement between Ingham County and the United Automobile Aerospace and Agricultural Implement Workers of America (UAW) to assign medication administration duties to the Medical Assistant job classification; and

WHEREAS, existing Medical Assistants at the Ingham County Health Department (ICHD) now require training to ensure their competency to perform these new medication administration duties; and

WHEREAS, Lansing Community College’s (LCC) Business and Community Institute can provide onsite medication administration courses for approximately 50 ICHD Medical Assistants at a cost not to exceed $20,000, including training materials; and

WHEREAS, ICHD has previously received Health Resources & Services Administration (HRSA) designated quality improvement funding for developing and improving care delivery systems which will cover the cost of this training; and

WHEREAS, the Health Officer recommends authorizes for a medication administration training agreement with LCC in an amount not to exceed $20,000, for the period of July 1, 2017 through June 30, 2018.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a medication administration training agreement with LCC in an amount not to exceed $20,000, for the period of July 1, 2017 through June 30, 2018.

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 Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: June 2, 2017
SUBJECT: Lyme Disease Campaign with Redhead Design Studio
For the meeting agendas of June 19, 2017 & June 21, 2017

BACKGROUND
The Michigan Department of Health and Human Services (MDHHS) recently elevated the level of risk for Lyme disease in Ingham County from “potential risk” to “known risk.” Through appropriate education and awareness, most residents can learn to avoid Lyme disease and the significant health effects of late-stage infection. MDHHS recently awarded Ingham County Health Department a Public Health Emergency Preparedness (PHEP) grant in the amount of $149,319 to be used for Lyme disease prevention efforts. ICHD’s Emergency Preparedness office will be working with Redhead Design Studio (RDS) to develop a Lyme disease education campaign for the public.

ALTERNATIVES
There are no alternatives.

FINANCIAL IMPACT
The agreement with RDS will not exceed $24,800, all of which will be covered by the MDHHS PHEP grant detailed above. If this grant money is not spent by June 30, 2017, it will be returned to MDHHS.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize an agreement for a Lyme disease education campaign with RDS, in an amount not to exceed $24,800 for the period of June 1, 2017 to June 30, 2017.
INTRODUCED BY THE HUMAN SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH REDHEAD DESIGN STUDIO FOR A LYME DISEASE PUBLIC EDUCATION CAMPAIGN

WHEREAS, the Michigan Department of Health and Human Services (MDHHS) recently elevated the level of risk for Lyme disease in Ingham County from “potential risk” to “known risk”; and

WHEREAS, through appropriate education and awareness, most residents can learn to avoid Lyme disease and the significant health effects of late-stage infection; and

WHEREAS, MDHHS recently awarded Ingham County Health Department a Public Health Emergency Preparedness (PHEP) grant in the amount of $149,319 to be used for Lyme disease prevention efforts; and

WHEREAS, ICHD’s Emergency Preparedness office will be working with Redhead Design Studio (RDS) to develop a Lyme disease education campaign for the public; and

WHEREAS, the agreement with RDS will not exceed $24,800, all of which will be covered by the MDHHS PHEP grant detailed above; and

WHEREAS, if this grant money is not spent by June 30, 2017, it will be returned to MDHHS; and

WHEREAS, the Health Officer recommends authorization of an agreement for a Lyme disease education campaign with RDS, in an amount not to exceed $24,800 for the period of June 1, 2017 to June 30, 2017.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes an agreement for a Lyme disease education campaign with RDS, in an amount not to exceed $24,800 for the period of June 1, 2017 to June 30, 2017.

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 Chairperson of the Board of Commissioners is hereby authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: June 9, 2017
SUBJECT: Letter of Intent to Transfer Sparrow Medical Group – Volunteers of America Clinic to
Ingham County Health Department
For the meeting agendas of June 19 and June 21, 2017

BACKGROUND
The Sparrow Medical Group – Volunteers of America (SMG-VOA) clinic provides a vital service to the
vulnerable homeless population in the community. However, SMG-VOA clinic currently operates at a
significant net loss without a mechanism for enhanced Medicaid/Medicare reimbursement, requiring substantial
investment by Sparrow Health System (SHS) to continue to provide services. The Ingham County Health
Department’s (ICHD) Community Health Centers are the designated Federally Qualified Health Centers
(FQHC) serving residents of Ingham County and greater Lansing. As a certified FQHC, the department
receives direct federal funding to support operations and also qualifies for enhanced reimbursement from
Medicare and Medicaid. ICHD is proposing to integrate SMG-VOA operations into the scope of services of the
ICHD FQHC network to maximize the resources in providing medical care for the homeless population, reduce
SHS’s financial loss, and increase collaboration between SHS and ICHD.

ALTERNATIVES
There are no alternatives.

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

OTHER CONSIDERATIONS
The above arrangement to integrate the SMG-VOA into the FQHC network is contingent upon approval by the
Ingham Community Health Center Board of Directors.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to authorize a
letter of intent with SHS and VOA to transfer the operation of the SMG-VOA homeless health care clinic to
Ingham County Health Department (ICHD).
RESOLUTION TO AUTHORIZE A LETTER OF INTENT TO TRANSFER SPARROW MEDICAL GROUP – VOLUNTEERS OF AMERICA CLINIC TO INGHAM COUNTY HEALTH DEPARTMENT

WHEREAS, the Sparrow Medical Group – Volunteers of America (SMG-VOA) clinic provides a vital service to the vulnerable homeless population in the community; and

WHEREAS, the SMG-VOA clinic currently operates at a significant net loss without a mechanism for enhanced Medicaid/Medicare reimbursement, requiring substantial investment by Sparrow Health System (SHS) and community philanthropy to continue to provide services; and

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

WHEREAS, ICHD is proposing to integrate SMG-VOA operations into the scope of services of the ICHD FQHC network to maximize the resources in providing medical care for the homeless population, reduce SHS’s financial loss, and increase collaboration between SHS and ICHD; and

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

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

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

WHEREAS, the above arrangement to integrate the SMG-VOA into the FQHC network is contingent upon approval by the Ingham Community Health Center Board of Directors; and

WHEREAS, the Health Officer recommends authorization for a letter of intent with SHS and VOA to transfer the operation of the SMG-VOA homeless health care clinic to Ingham County Health Department (ICHD).

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a letter of intent with SHS and VOA to transfer the operation of the SMG-VOA homeless health care clinic to Ingham County Health Department (ICHD).
BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners is authorized to sign any necessary contract documents consistent with this resolution upon approval as to form by the County Attorney.
TO: Board of Commissioners, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: June 5, 2017
SUBJECT: Resolution to Authorize a Contract for Cleaning Services

For the meeting agendas of: June 20 & June 21

BACKGROUND
The current carpet cleaning contract expires August 31, 2017. The Purchasing Department solicited proposals from qualified, experienced vendors. Both the Purchasing and Facilities Departments agree that a contract is awarded to Modernistic Lansing, LLC who submitted the lowest responsive and responsible bid in the amount of $173,100.00 for a (3) three year period.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
Funds for this contract are available within the appropriate contractual line items.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, both the Purchasing and Facilities Departments recommend approval of the attached resolution to support a contract with Modernistic Lansing, LLC, who provided the lowest bid, based on square footage, as outlined in the RFP, to provide carpet cleaning services at various county locations for a not to exceed cost of $173,100.00. The contract term is for (3) years with an option to renew for an additional (2) years.
Agenda Item 3

TO: Rick Terrill, Facilities Director
FROM: James Hudgins, Director of Purchasing
DATE: March 20, 2017
RE: Memorandum of Performance for RFP No. 23-17 Carpet Cleaning Services

Per your request, the Purchasing Department sought proposals from qualified and experienced firms for the purpose of providing carpet cleaning, and optional protectant application services at various County facilities for a period of three (3) years with an option to renew for two (2) additional years.

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:

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<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
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</thead>
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<td>Vendors invited to propose</td>
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<td>9</td>
</tr>
<tr>
<td>Vendors attending pre-bid/proposal meeting</td>
<td>4</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

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

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

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<tr>
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INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT FOR CARPET CLEANING SERVICES

WHEREAS, the current carpet cleaning contract expires August 31, 2017; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors; and

WHEREAS, both the Purchasing and Facilities Departments agree that a contract is awarded to Modernistic Lansing, LLC who submitted the lowest bid based on square footage, as outlined in the RFP, to provide carpet cleaning services for a not to exceed cost of $173,100.00; and

WHEREAS, the contract term will be for (3) three years beginning September 1, 2017 ending August 31, 2020, with an option to renew for an additional (2) two years; and

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

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with Modernistic Lansing, LLC, 4310 Creyts Road, Lansing, Michigan, 48917, to provide carpet cleaning services at various county locations, for a not to exceed total cost of $173,100.00, over a period of three years, with an option to renew for an additional (2) years.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
Agenda Item 4

TO:                 Board of Commissioners County Services and Finance Committee

FROM:   Sandra Gower, Economic Development Coordinator

DATE:    May 22, 2017

SUBJECT:  Elimination of Economic Development Service Agreements

BACKGROUND
The County has service agreements with six local communities to provide services to their DDAs, LDFAs and TIFA districts. The agreements originated in 1993. Initially most of the TIF districts in the County were included in the agreements. The records I inherited are incomplete as to when the other communities dropped out. The remaining agreements are with the Cities of Leslie, Mason and Williamston, the Villages of Leslie and Dansville and Vevay Township.

When the agreements were first implemented, the EDC was a department with several staff members. The EDC staff assisted most of the communities in creating their districts, writing their plans, and preparing amendments to their plans. EDC staff developed a yearly work plan and assisted with the implementation. They also assisted those communities with state financial reporting. The EDC staff was eliminated around the year 2000. In July 2001 the County then entered into a contract with a consultant to provide services. This was a part-time position first authorized by Resolution #01-220. It was for a not to exceed amount of $20,000. The County continued to provide technical assistance, attended board meetings, and assisted with grant opportunities. Annual work plans were no longer developed and the communities took over their state reporting requirements.

In 2004/2005 the County hired an Economic Development Coordinator in an agreement with MSUE. She was an MSUE employee. When she left in 2010, the County created a County position funded by the general fund. The local communities are able to fund these Agreements through a provision in Proposal A. A TIF District that had an existing contract with a County EDC prior to the passage of Proposal A could consider it to be an eligible obligation. That allows the community to continue to collect State Education Tax (SET) to help pay for the cost of the contract.

FINANCIAL IMPACTS
These agreements cover 43% of the Economic Development budget ($137,519 in 2017). If we terminate these agreements it would be a loss of $58,537 (based on 2017 Budget) to the General Fund starting in 2018.

OTHER CONSIDERATIONS
With a one person staff, it is impossible to fulfill all of the requirements in these agreements. As these organizations have matured most are able to manage their activity on their own. With the County advocating for TIF reform, it is somewhat hypocritical for the County to be advocating for reducing the amount the TIF districts can capture while we are benefitting from a quirky provision in the law to continue to capture the School Education Tax (SET).

ALTERNATIVES
The alternative would be to renegotiate the agreement to more accurately reflect the current activity. This is a master agreement so all members of the agreement would have to agree to any changes. Over the last few years, several have questioned whether or not to continue the agreements.
RECOMMENDATION
I recommend that the Board of Commissioners terminate the agreements, effective December 31, 2017 through the provisions Section XV of the agreement.
ECONOMIC DEVELOPMENT SERVICES AGREEMENT

THIS AGREEMENT, made and entered into this 31st day of January, 1994, by and between INGHAM COUNTY, VEVAY TOWNSHIP DDA, CITY OF LESLIE DDA, CITY OF LESLIE LDFA, CITY OF MASON LDFA, CITY OF WILLIAMSTON EDC, CITY OF WILLIAMSTON DDA, VILLAGE OF DANSVILLE DDA, VILLAGE OF STOCKBRIDGE DDA AND VILLAGE OF WEBBERVILLE DDA.

WHEREAS, each of the parties to this Agreement are authorized by various statutes of this State to engage in activities which will encourage economic development within their jurisdictional boundaries; and

WHEREAS, each of the parties desires to enter into an agreement pursuant to 1951 PA 35, MCLA 124.1 et seq, which authorizes municipal corporations to join with other municipal corporations, or with any number or combination thereof by contract, or otherwise as may be permitted by law, for the performance, jointly, or by any one or more on behalf of all, of any service which each would have the power to perform separately; and

WHEREAS, the Townships, Cities, and Villages which are parties to this Agreement desire to acquire the services of the Ingham County Department of Development (hereinafter referred to as the "Department") to assist them in economic development projects and activities for their jurisdiction; and

WHEREAS, Ingham County has adopted an Economic Development Policy which places an emphasis on Regional Economic Development; and

WHEREAS, Ingham County authorizes the Department to provide each of the other parties to this Agreement with the economic development assistance they require subject to the terms and conditions of this Agreement.

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

I. Services to be Performed by the Department. The Department shall provide each of the Township's, City's, and Village's, who are a party to this Agreement with the services set forth in the attached Exhibit A, Scope of Services, which is incorporated by reference into this Agreement and made a part hereof.

II. Services to be Performed by the Townships, Cities, and Villages. The Townships, Cities, and Villages who are parties to this Agreement shall cooperate with the Department in its performance of the services to be provided to them as set forth in Exhibit A. Each Township, City, and Village shall provide the Department with all information, records and documentation necessary for the Department to perform the required services.
III. Compensation. It is expressly understood and agreed that the Townships, Cities and Villages who are parties to this Agreement shall jointly pay the County for the services provided by the Department under this Agreement as follows:

A. The sum of EIGHTY FOUR THOUSAND SEVEN HUNDRED FORTY FIVE AND NO/100 DOLLARS ($84,745.00) for the 1994 calendar year.

B. For calendar years after 1994, the amount paid shall be based upon and determined by the County Board of Commissioners within its annual budget process.

B. The sum to be paid individually by each of the Townships, Cities and Villages subject to this Agreement shall be determined by the formula set forth in the attached Exhibit B, which is incorporated by reference into this Agreement and made a part hereof.

C. Direct fees will be charged for activities not directly related to Economic Development and for monitoring of Grant Programs. Whether an activity is directly related to Economic Development shall be in the sole discretion of the Department.

IV. Method of Billing and Payments. The County shall quarterly submit a bill to each of the Townships, Cities, and Villages who are parties to this Agreement which sets forth the sum they owe for the quarter that has just ended, which is determined from the applicable formula set forth in Exhibit B. Each of the parties shall pay the County the sum due and owing within fourteen (14) days of the date of their receipt of the bill therefor. All payments shall be made payable to the Ingham County Treasurer and submitted to the Department.

V. Compliance with the Law. The parties hereto mutually agree to comply with all applicable Federal, State and local laws, ordinances, rules and regulations in the performance of their obligations pursuant to this Agreement.

VI. Nondiscrimination. The parties to this Agreement, as required by law, shall not discriminate against a person to be served or an employee or applicant for employment with respect to hire, tenure, terms, conditions or privileges of employment, or a matter directly or indirectly related to employment because of race, color, religion, national origin, age, sex, sexual preference, handicap which is unrelated to the individual's ability to perform the duties of a particular job or position, height, weight, marital status, political affiliation or beliefs.
All of the parties to this Agreement shall adhere to all Federal, State and local laws, ordinances, rules and regulations prohibiting discrimination, including, but not limited to, the Elliott Larsen Civil Rights Act, 1976 PA 453, as amended; the Michigan Handicappers Civil Rights Act, 1976 PA 220, as amended; Section 504 of the Federal Rights Act, 1976 PA 93-112, 87 Stat 394, as amended; The Rehabilitation Act of 1973, P.L. 101-336, 104 Stat 328 (42 Americans with Disabilities Act of 1990, P.L. 101-336, 104 Stat 328 (42 USCA §12101 et seq), as amended, and regulations promulgated thereunder. Breach of this section shall be regarded as a material breach of this Agreement.

VII. **Indemnification and Hold Harmless.** The County shall, at its own expense, protect, defend, indemnify, save and hold harmless each of the Townships, Cities and Villages, who are parties to this Agreement, their elected and appointed officers, employees or agents, from all liability which they may incur due to personal and/or bodily injuries or property damage which arises out of the acts, omissions, or negligence of the County's personnel, in the performance of their responsibilities under this Agreement.

Each of the Townships, Cities and Villages who are parties to this Agreement, shall individually, at their own expense, protect, defend, indemnify, save and hold harmless the County and its elected and appointed officers, employees, and agents from all liability which they may incur due to personal and/or bodily injuries and property damage which arises out of the acts, omissions or negligence on the part of the party responsible for such indemnification, or its officers, employees, or agents.

VIII. **Status of Employees.** It is expressly understood and agreed that the employees, servants and agents of each of the parties to this Agreement shall not be deemed to be and shall not hold themselves out as the employees, servants or agents of any of the other parties. Each of the parties to this Agreement shall be responsible for paying their employees and agents for the services they have performed under this Agreement and for withholding and payment of all applicable taxes, including, but not limited to, income and social security taxes to the proper Federal, State and local governments. The employees of each of the parties shall not be entitled to any fringe benefits otherwise provided by the other party to its employees, such as, but not limited to, health and accident insurance, life insurance, paid vacation leave, paid sick leave and longevity. Each of the parties shall carry workers' compensation coverage for its employees, as required by law.

IX. **Waivers.** No failure or delay on the part of either of the parties to this Agreement in exercising any right, power or privilege hereunder shall operate as a waiver thereof, nor shall a single or partial exercise of any right, power or privilege preclude any other or further exercise of any other right, power or privilege.
X. Modification of Agreement. Modifications, amendments or waivers of any provisions of this Agreement may be made only by the written mutual consent of the parties hereto.

XI. Assignment. The parties to this Agreement may not assign or otherwise transfer their duties and/or obligations under this Agreement.

XII. Disregarding Titles. The titles of the sections set forth in this Agreement are inserted for the convenience of reference only and shall be disregarded when construing or interpreting any of the provisions of this Agreement.

XIII. Completeness of the Agreement. This Agreement, and the attached Exhibits A and B, contains all of the terms and conditions agreed upon by the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this Agreement or any part thereof shall have any validity or bind any of the parties hereto.

XIV. Agreement Period. This Agreement shall be effective on the 1st day of January, 1994, and shall continue until the 31st day of December, 1994. This Agreement shall automatically renew on an annual basis unless terminated in accordance with Section XV. Termination. Each year a new updated Work Program will be agreed upon by the Department with each individual community.

XV. Termination. Any of the parties to this Agreement, except the County, may terminate this Agreement upon delivery of thirty (30) days prior written notice to all the other parties. The effect of such termination shall be the removal of the terminating party as a party to this Agreement effective as of the effective date of termination. The terminating party shall, however, compensate the County as set forth in Sections III. Compensation and IV. Method of Billing and Payments for services performed by the Department hereunder, up to the effective date of termination.

Notwithstanding any contrary provision of this Agreement, the County may terminate this Agreement upon the delivery of written notice to each of the other parties to this Agreement. Upon such termination, the County shall be compensated as set forth in Section III for services performed by the Department hereunder to the effective date of termination.

XVI. Invalid Provisions. If any provision of this Agreement is held to be invalid it shall be considered to be deleted and the remainder of this Agreement shall not be affected thereby. Where the deletion of the invalid provision would result in the illegality and/or unenforceability of this Agreement, this Agreement shall be considered to have terminated as of the date in which the provision was declared invalid.
XVII. Certification of Authority to Sign Agreement. The persons signing this Agreement on behalf of the parties hereto certify by their signatures that they are duly authorized to sign on behalf of said parties and that this Agreement has been authorized by said parties.

**INGHAM COUNTY**

**BY**

Jean M. McDonald, Chairperson
County Board of Commissioners

**Name**

R. George Hayhoe

**Title**

Chairperson

**Date**

2/28/94

**CITY OF MASON LDFA**

**BY**

R. George Hayhoe

**Name**

R. George Hayhoe

**Title**

Chairperson

**Date**

2/28/94

**CITY OF WILLIAMSTON DDA**

**BY**

Thomas Mitchell

**Name**

Thomas Mitchell

**Title**

Chairperson

**Date**

2-28-94

**VEVAY TOWNSHIP DDA**

**BY**

R. George Hayhoe

**Name**

R. George Hayhoe

**Title**

Chairperson

**Date**

2/28/94

**CITY OF LESLIE DDA**

**BY**

James N. Mitchell

**Name**

James N. Mitchell

**Title**

Chairman

**Date**

2/28/94

**VILLAGE OF DANSVILLE DDA**

**BY**

James T. Care

**Name**

James T. Care

**Title**

Chairman

**Date**

Feb 28, 1994

(Signatures continued on next page.)
(Continuation of signatures to Economic Development Services Agreement.)

CITY OF LESLIE LDFA
BY [Signature]
Name [Print or Type]
Title [Print or Type]
Date [Date]

VILLAGE OF STOCKBRIDGE DDA
BY [Signature]
Name [Print or Type]
Title [Print or Type]
Date [Date]

APPROVED AS TO FORM FOR INGHAM COUNTY:
COHL, STOKER & TOSKEY, P.C.
BY [Signature]
[Name]
[Title]
[Date]

[Signature]
Robert D. Townsend
Agenda Item 4

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE TERMINATION OF THE ECONOMIC DEVELOPMENT SERVICES AGREEMENTS

WHEREAS, the Ingham County Board of Commissioners entered into an Economic Development Services Agreement with the City of Mason LDFA, The City of Leslie LDFA, the City of Williamston EDC, the Village of Dansville DDA, the Village of Webberville DDA and Vevay Township DDA on January 31, 1994; and

WHEREAS, these agreements are authorized by 1951 PA 35, MCLA 124.1 et seq, which authorizes municipal corporations to join with other municipal corporations, or with any number or combination thereof by contract, or otherwise as may be permitted by law, for the performance, jointly or by any one or more on behalf of all, of any service which each would have the power to perform separately; and

WHEREAS, these agreements assisted in the development of many successful Tax Increment Financing Districts that have increased the vitality and economy of their communities and the County; and

WHEREAS, conditions have changed and these taxing authorities are able to operate independently.

THEREFORE BE IT RESOLVED that pursuant to Section XV Termination of the Economic Development Services Agreement with the City of Mason LDFA, The City of Leslie LDFA, City of Williamston EDC, Village of Dansville DDA, Village of Webberville DDA and Vevay Township DDA dated January 31, 1994 that the Ingham County Board of Commissioners does hereby terminate this agreement effective December 31, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Economic Development Coordinator to provide written notification to all parties as set forth in Section XV of the Economic Services Agreement.
MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: June 1, 2017

RE: Resolution for 2017 Local Road Program Agreement with Leslie Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Leslie Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2017 road fund budget.

Approval of the attached resolution is therefore recommended.
Agenda Item 5a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT
WITH LESLIE TOWNSHIP

WHEREAS, Leslie Township desires that improvements be performed on Baseline Road between State and Dutch Roads, and on other local roads in Leslie Township where necessary to the extent of the estimate/project budget to include asphalt leveling and maintenance paving where necessary at an estimated cost for materials only of $49,592, which will be the project budget; and

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

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

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

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be made by Road Department crews during the construction season of the 2017 calendar year.

BE IT FURTHER RESOLVED, that for 2017 the County on behalf of the Road Department has allocated to Leslie Township’s local roads, a maximum sum of $24,000 plus carryover from 2016 of $796.22 for a total available in 2017 of $24,796.22 from the County Road Fund, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, the County on behalf of the Road Department agrees to contribute labor and one half up to a maximum of $24,796.22 toward the cost of said improvement from the County Road Fund.

BE IT FURTHER RESOLVED, in the event the final cost of the improvements is less than the estimate, the cost savings shall be split evenly between the parties.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Leslie Township to effect the above described local road improvements as provided above.

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

To: County Services & Finance Committees

From: William Conklin, Managing Director
       Road Department

Date: June 12, 2017

RE: Resolution for 2017 Local Road Program Agreement with Meridian Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Meridian Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2017 road fund budget.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT WITH MERIDIAN TOWNSHIP
FOR 2017 LOCAL ROAD PROGRAM

WHEREAS, Meridian Township desires that improvements be performed on the streets listed below this resolution, a total distance of approximately 4 miles, to include Hot In Place Recycling (HIPR) and complete paving of one course asphalt at 1 inch thickness, with sidewalk ramp upgrades, curb and gutter repair, manhole adjustment, and other miscellaneous repairs where necessary, at an estimated cost of $1,100,000, which is necessary due to normal deterioration of the pavement; and

WHEREAS, Meridian Township may elect to reduce the scope of this project to fit available budget; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken and to pay for a portion of the cost of said improvements from the County Road Fund under the 2017 Local Road Program, and to have road department crews perform some work operations on the projects such as shoulder graveling, greenbelt restoration and clean-up without charge to the project; and

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

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

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under contracts per bid to be let and to be approved in separate resolutions by the Board of Commissioners during the construction season of the 2017 calendar year subject to final approval by, or as modified by Meridian Township.

BE IT FURTHER RESOLVED, that for 2017, the County on behalf of the Road Department has allocated to Meridian Township’s local roads, a maximum sum of $115,000.00 from the County Road Fund, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to $115,000.00 from the County Road Fund toward the cost of said improvement and to have road department crews perform certain work operations on the projects without charge to the project.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the cost savings shall first accrue to the Township for any final cost amounts down to $230,000.00 (2 times the maximum match available of $115,000), and then be split evenly between the parties for any final cost amounts below $230,000.00.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Meridian Township to effect the above described local road improvements as provided above.

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

MERIDIAN TOWNSHIP PROPOSED 2017 LOCAL ROAD PROGRAM:

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MEMORANDUM

To: County Services & Finance Committees

From: William Conklin, Managing Director
       Road Department

Date: June 12, 2017

RE: Resolution for 2017 Local Road Program Agreement with Lansing Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Lansing Township. The resolution is self-explanatory as to the proposed road improvements and funding. The total of the road department match indicated in the resolution is included in the adopted/amended 2017 road fund budget.

Approval of the attached resolution is therefore recommended.
WHEREAS, Lansing Township and the Ingham County Road Department agree that pavement recycling, asphalt resurfacing and related repairs are needed on the following streets in Lansing Township, due to normal deterioration over time: Charles Street, Harton Street to Michigan Avenue, Harton Street, Charles to Detroit Streets, and Detroit Street, Harton Street to north of Marcus Streets, to include Hot In Place Recycling (HIPR) and asphalt resurfacing with curb and gutter repair, sidewalk ramp upgrades, and manhole adjustment where necessary at a total estimated cost of $200,000.00; and

WHEREAS, Lansing Township may need to reduce the scope of this project to fit available budget; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken per bids recently let and to be approved in a separate resolution by the Board of Commissioners, and to pay for a portion of the cost of said improvements from the County Road Fund, and to have road department crews perform some work operations on the projects such as shoulder graveling, greenbelt restoration and clean-up without charge to the project; and

WHEREAS, the Township is willing to pay the remaining portion of the cost of said improvements up to the extent of their budget available for this purpose; and

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

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be performed under a contract per bids recently let and to be approved in a separate resolution by the Board of Commissioners during the construction season of the 2017 calendar year subject to final approval by, or as modified by Lansing Township.

BE IT FURTHER RESOLVED, that for 2017, the Road Department has allocated to Lansing Township’s local roads, a maximum sum of $76,518.73 from the County Road Fund, including $36,518.73 left from prior years and $40,000 for the 2017 allocation, which shall be matched equally by the Township to the extent used.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to $76,518.73 from the County Road Fund toward the cost of said improvement and to have road department crews perform certain work operations on the projects without charge to the project.

BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate provided above, the savings shall first accrue to the Township for any final cost down to twice the above indicated Road department contribution, $153,037.46, and then for any lower final costs, be split evenly between the Township and the Road Department.
BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes entering into an agreement with Lansing Township to effect the above described local road improvements as provided above.

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

TO: County Services and Finance Committees
FROM: William Conklin, Managing Director, Road Department
DATE: June 12, 2017
SUBJECT: Bid Package 121-17, 2017 Local Road Program Bid Recommendations & Resolutions

The annual Local Road Program involves both contracted, outsourced road construction and Road Department crew-performed work to complete construction and heavy maintenance on the county local (as opposed to primary) road system. As discussed in a prior cover memo for Township match funding agreements, PA 51 of 1951 requires Act 51 funds expended by the Road Department on local roads is to be matched by funds from other sources - typically the Townships. Agreements with Townships have been submitted for approval for this purpose. Projects and their proposed treatments are selected by Road Department staff and the respective Townships, based on the needs and conditions of the roads.

Attached is a bid tabulation and recommended resolutions to award contracts to bidders on various projects to be constructed by contractors. These are projects that require more asphalt paving and/or other types of work than the Road Department is equipped to perform economically. The bid tabulation and resolutions reflect bids received for Ingham County Bid Packet #121-17, which included 2 separate projects or “items” to bid on. The project bids recommended for approval will require separate contracts and thus involve separate resolutions, as they involve differing work and/or are in differing townships. The projects involve pavement recycling and asphalt resurfacing on various streets, listed in the resolutions, within Lansing and Meridian Townships.

The attached bid tabulation shows all bids received for both projects and the low bid for each project. All of the bidders are MDOT pre-qualified, well experienced and equipped for their type of work.

Note that due to some bids coming in higher than estimates, the resolutions for accepting the bids include language for accepting these bids contingent upon the various Townships also accepting, modifying, or rejecting these bids. We request and recommend that the Board of Commissioners approve these resolutions contingent upon the respective Townships’ approvals of these bids in order to save time in executing contracts for these projects and thus get the projects completed within the current construction season. The respective contracts will then be prepared or modified commensurate with the final scope of the respective projects as approved by the respective Townships.
Nonetheless, as the county road fund match amount is fixed, and to have full County authorization for most any possible outcome moving forward, the full amount of the low bid plus another 10% contingency are requested for approval in the accompanying resolution to approve a contract with the low bidder on both projects, Rieth-Riley for Items I and II (local road work in Meridian and Lansing Townships respectively) of Bid Packet 121-17, again subject to approval of each Township on their respective projects for any final costs greater than 10% above the currently estimated project costs as provided in the concurrent resolutions for approving local road agreement with both townships for these two projects. The contract with Rieth-Riley can and will be modified at any point prior to the work being done per a contract change order in order to comply with any township requested limitations on this project.

Approval of the attached resolutions is therefore recommended.
TO: William Conklin, Managing Director ICRD  
   Tom Gamez, Director of Operations ICRD

FROM: James Hudgins, Director of Purchasing

DATE: June 7, 2017

RE: Memorandum of Performance for RFP No. 121-17: 2017 Local Road Program

Per your request, the Purchasing Department sought proposals from Michigan Department of Transportation, MDOT, pre-qualified contractors for the purpose of entering into a contract for the 2017 Local Road Program.

In accordance with Resolution #13–119, the Local Purchasing Preference Policy was not applied in this solicitation as I have determined that the application of the Local Purchasing Preference Policy would preclude the County from obtaining a sufficient number of competitive proposals.

The RFP was advertised in the Lansing State Journal and posted on the following sites: Michigan Infrastructure and Transportation Association (MITA); Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises (MITADBE); County Road Association of Michigan (CRAM); and Ingham County Purchasing Department.

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>3</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>1</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>TOTAL ITEM 1</th>
<th>TOTAL ITEM 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rieth-Riley Construction, Co., Inc.</td>
<td>N/A</td>
<td>$1,106,310.00</td>
<td>$210,724.60</td>
</tr>
<tr>
<td>2325 Kipp Rd, Mason MI 48854</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MI Paving &amp; Materials Co.</td>
<td>N/A</td>
<td>$1,354,803.60</td>
<td>$266,145.00</td>
</tr>
<tr>
<td>16777 Wood St., Lansing MI 48906</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

A preconstruction meeting will be required since the construction cost exceeds $10,000. Please make sure the Purchasing Department is invited and is able to attend the preconstruction meeting to ensure that all contractors are in compliance with the Prevailing Wage Policy and proper bonding.
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 and submit 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.
INGHAM COUNTY PURCHASING DEPARTMENT
RECORD OF BID/PROPOSAL OPENING

PACKET # 121-17 2017 Local Road Program

Attendees - Sign by the X, and include the Company name

Rieth Riley

Michael Frahm

Dan Larson

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>ADD’S</th>
<th>BONDS</th>
<th>TOTAL ITEM 1</th>
<th>TOTAL ITEM 2</th>
<th>TOTAL</th>
<th>TIME STAMP</th>
</tr>
</thead>
<tbody>
<tr>
<td>MI Paving &amp; Materials Co.</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
<td>$1,354,803.60</td>
<td>$266,145.60</td>
<td>$1,620,948.60</td>
<td>06/07/17 AM 10:33 PUR</td>
</tr>
<tr>
<td>Rieth-Riley Construction, Co., Inc.</td>
<td>N/A</td>
<td>Yes</td>
<td>Yes</td>
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<td>$210,724.60</td>
<td>$1,317,034.60</td>
<td>06/07/17 AM 10:36 PUR</td>
</tr>
</tbody>
</table>

Recorder: Julie Buckmaster

Witness: James Hudgins
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A CONTRACT FOR THE
2017 LOCAL ROAD PROGRAM – MERIDIAN TOWNSHIP

WHEREAS, Meridian Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the various streets listed below in Meridian Township, due to normal deterioration over time; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with Meridian Township to fund these repairs under the 2017 Local Road Program; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 121-17, Item I; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder’s proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., Inc., Lansing, MI, submitted the lowest responsive and responsible bid at $1,106,310.00, for Bid Packet 121-17, Item I; and

WHEREAS, a contingency is being requested in the amount of 10%, $110,631.00, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved; and

WHEREAS, the scope of the project may need to be reduced to fit available Township budget, which may be determined by the Meridian Township.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc., Lansing, MI., for recycling, resurfacing and related work as specified in the Ingham County Road Department’s Bid Packet # 121-17, Item I for the low bid cost with 10% contingency of $1,216,941.00, or as changed per direction to be received from Meridian Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.
## 2017 Proposed Meridian Township Local Road Program

<table>
<thead>
<tr>
<th>Section</th>
<th>Street</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Woodwind Trail</td>
<td>Lake Drive</td>
<td>Oak Park Trail</td>
</tr>
<tr>
<td>11</td>
<td>Woodside Drive</td>
<td>Ventura</td>
<td>Haslett Road</td>
</tr>
<tr>
<td>16</td>
<td>E Hidden Lake Drive</td>
<td>Saphire</td>
<td>Burcham</td>
</tr>
<tr>
<td>17</td>
<td>Whistler Drive</td>
<td>Park Lake Road</td>
<td>Blue Haven Drive</td>
</tr>
<tr>
<td>21</td>
<td>Chippewa</td>
<td>Arrowhead</td>
<td>Ottowa</td>
</tr>
<tr>
<td>21</td>
<td>Ardmore</td>
<td>Kent</td>
<td>M-43</td>
</tr>
<tr>
<td>27</td>
<td>Tacoma/Birchwood</td>
<td>4291 Tacoma</td>
<td>Kenosha/east end</td>
</tr>
<tr>
<td>26</td>
<td>Alderwood</td>
<td>Silkwood</td>
<td>Ivywood</td>
</tr>
<tr>
<td>26</td>
<td>Satinwood</td>
<td>Silkwood</td>
<td>Ivywood</td>
</tr>
<tr>
<td>28</td>
<td>Woodfield</td>
<td>Riverwood</td>
<td>Sugar Maple</td>
</tr>
<tr>
<td>28</td>
<td>White Owl</td>
<td>Woodfield</td>
<td>Riverwood</td>
</tr>
<tr>
<td>29</td>
<td>Heartwood</td>
<td>S end</td>
<td>Comanche</td>
</tr>
<tr>
<td>29</td>
<td>Dustin</td>
<td>S end</td>
<td>Heartwood</td>
</tr>
<tr>
<td>34</td>
<td>E &amp; W Arbutus</td>
<td>Algoma</td>
<td>Otsego</td>
</tr>
<tr>
<td>34</td>
<td>E Arbutus</td>
<td>Wenonah</td>
<td>Jolly</td>
</tr>
<tr>
<td>34</td>
<td>Wenonah</td>
<td>W. Hiawatha</td>
<td>E. Hiawatha</td>
</tr>
</tbody>
</table>
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE A CONTRACT FOR THE 2017 LOCAL ROAD PROGRAM – LANSING TOWNSHIP

WHEREAS, Lansing Township and the Ingham County Road Department have agreed that pavement recycling, asphalt resurfacing and repairs are needed on the following streets in Lansing Township, due to normal deterioration over time: Charles Street, Harton Street to Michigan Avenue, Harton Street, Charles to Detroit Streets, and Detroit Street, Harton Street to north of Marcus Streets; and

WHEREAS, a separate resolution has been submitted to be acted upon by the Ingham County Board of Commissioners for entering into an agreement with Lansing Township to fund these repairs under the 2017 Local Road Program; and

WHEREAS, the Ingham County Purchasing Department solicited and received sealed bids in accordance with Ingham County Purchasing policies for this project per Bid Packet 121-17, Item II; and

WHEREAS, the bids were reviewed by the Ingham County Purchasing and Road Departments, and both Departments were in agreement that the low bidder’s proposal met all necessary qualifications, specifications and requirements; and

WHEREAS, Rieth-Riley Construction Co., Inc., Lansing, MI, submitted the lowest responsive and responsible bid at $210,724.60, for Bid Packet 121-17, Item II; and

WHEREAS, a contingency is being requested in the amount of 10%, $21,072, for any additional work the township may request, and/or unidentified and unforeseen problems that may occur during the process with said additional cost, if incurred, to be funded per the township agreement to be separately approved; and

WHEREAS, the scope of the project may need to be reduced to fit available Township budget, which may be determined by Lansing Township.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves entering into a contract with Rieth-Riley Construction Co., Inc., Lansing, MI, for recycling, resurfacing and related work as specified in the Ingham County Road Department’s Bid Packet # 121-17, Item II for the low bid cost with 10% contingency of $231,797.00, or as changed per direction to be received from Lansing Township.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves having 10% contingency for Road Department staff to approve provided the Township also approves.

BE IT FURTHER RESOLVED, that the Board Chairperson is hereby authorized to sign any necessary documents consistent with this resolution upon approval as to form by the County Attorney.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: June 5, 2017
SUBJECT: Mower at Burchfield Park
For the meeting agenda of 6/20/17 County Services and 6/21/17 Finance

BACKGROUND
At Burchfield Park staff mows 54.52 acres, not including the trails. The x-mark mower at Burchfield Park is in need of replacement and it is no longer functioning and repairs exceed the value. Park staff obtained three bids (Deer Creek Sales Inc.: $13,085, Capital Equipment and Supply: $13,645, and Kubota Tractor Corporation: $14,260) and it is their recommendation to purchase the mower from Deer Creek Sales Inc. in the amount of $13,085.

ALTERNATIVES
Different elements such as weather affect the mowing schedule at Burchfield Park. Several items that may dictate mowing frequency at the park include weather, terrain and visitation. Prime visitation areas such as the beach, golf courses, and shelter areas are typically mowed twice a week depending upon the growing conditions. Inclement weather will delay our ability to mow often causing us to mow the grass initially at a longer height and having to go back over it at the appropriate length. Open areas such as fields typically grow faster than wooded areas such as the picnic areas or parts of the trails. These areas can be mowed once a week but will take longer because of all of the trees to mow around.

Staff also mows four different areas and have to load and transport a mower on a trailer in order to mow Bunker Landing. While the actual amount to be mowed at Bunker Landing is not that significant, when including loading and travel time, it becomes significant. Riverbend and McNamara Landing are accessed through our trails and travel time is a consideration when mowing these areas. Round trip distance from Deer Run access road to Riverbend is .93 miles. If we receive a significant amount of precipitation on a regular basis grass will continue to grow at a rapid pace.

During a drought the grass will go into a dormancy stage and we can reduce our frequency of mowing. We typically do not mow on weekends and holidays during the summer months. One day a week all mowers are checked and repaired as needed by our mechanic who will also tag out equipment as safety precautions dictate. From time to time we will have a mower break down and will need to take it out of operation until it is repaired. By having two mowers we can assure the turf areas will always continue to be maintained without interruption to services.

FINANCIAL IMPACT
This mower is one that was requested to be replaced last year out of CIP but did not receive funding. The mechanic expressed concern that it would not make it through the summer, and in mid-May it broke down. This resolution requests authorization to use funds from the parks 208 fund balance to purchase the mower.

OTHER CONSIDERATIONS
The Parks & Recreation Commission supported this resolution and use of parks 208 fund balance with the passage of a motion at their May 22, 2017 meeting.
RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the resolution authorizing a purchase order with Deer Creek Sales Inc.
Agenda Item 6

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE MOWER PURCHASE
FOR BURCHFIELD PARK

WHEREAS, the x-mark mower at Burchfield Park is in need of replacement and it is no longer functioning and repairs exceed the value; and

WHEREAS, park staff and the Park Commission recommend a mower be purchased for Burchfield Park from Deer Creek Sales Inc. in the amount of $13,085.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes a Purchase Order to be issued to Deer Creek Sales Inc. to purchase a mower for Burchfield Park for a total cost not to exceed $13,085.00.

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

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners hereby authorizes purchasing the mower using funds from the parks 208 fund balance.
Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPOINT DALE COPEDGE TO THE COUNTY ADVISORY TAX LIMITATION COMMITTEE

WHEREAS, Resolution 17-206 created a County Advisory Tax Limitation Committee, thereby initiating the statutory procedure to consider altering or extending the existing Ingham County fixed mill separate tax limitations of the county and the townships and intermediate school districts in the county; and

WHEREAS, the Board of Commissioners has notified persons and bodies having appointive powers of the resolution so that a county advisory tax limitation committee can be created to review and provide a recommendation as to the County fixed millage limitation; and

WHEREAS, the members of the Ingham County Advisory Tax Limitation Committee appointed to date are listed below:

(a) Eric Schertzing, County Treasurer.
(b) Mark Grebner, Chairperson of the Finance Committee of the County Board of Commissioners.
(c) Scott Koenigsknecht, Intermediate School District Superintendent.
(d) Byron P. Gallagher, Jr., resident of a municipality having a population of 10,000 or more within the county, selected by the judge or judges of probate of the county.
(f) Earl Griffes, Leroy Township Supervisor, selected by a majority of the township supervisors in the county, and

WHEREAS, the final member is to be a person not officially connected with or employed by any local or county unit, who shall be selected by the Board of County Commissioners; and

WHEREAS, the Board of Commissioners has selected Dale Copedge as this member.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners appoints Dale Copedge to the County Advisory Tax Limitation Committee as the member not officially connected with or employed by any local or county unit.

BE IT FURTHER RESOLVED, that, as required by statute, the County Advisory Tax Limitation Committee shall meet within 10 days of its selection and shall prepare separate tax limitations for the county and the townships and intermediate school districts in the county, aggregating not more than 8 mills that the majority of the committee considers will provide for the financial needs of the county, townships, and intermediate school districts.

BE IT FURTHER RESOLVED, that the separate tax limitations shall be promptly transmitted to the County Board of Commissioners and the functions of the County Advisory Tax Limitation Committee shall then cease.
BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners will then propose a
resolution submitting the question of adopting separate tax limitations to a vote of the registered and qualified
electors of Ingham County.