THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, MAY 3, 2017 AT 6:00 P.M.,
IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING,
5303 S. CEDAR, LANSING.

Agenda

1. Sheriff’s Office
   a. Resolution to Purchase Fifteen New Glock Firearms, Weapon Mounted
      Flashlights, and Holsters for the Sheriff’s Office Field Services Division Using
      2017 Capital Improvement Funds
   b. Resolution to Authorize Ingham County and the Ingham County Sheriff’s Office
      to Enter into a Contract with the Michigan State Police and Saginaw County for
      Participation in the Statewide Records Management System
   c. Resolution Authorizing an Amendment to a Current Contract with the Michigan
      Department of Human Services for Transport Services of Specific Juveniles by
      Sheriff’s Deputies
   d. Resolution to Reduce the Projected Revenue Shortfall

2. Circuit Court/Family Division – Resolution to Authorize a Reorganization
   in the Circuit Court Juvenile Division

3. Health Department – Resolution to Authorize Amendment #3 to the 2016-2017
   Comprehensive Agreement with the Michigan Department of Community Health

4. Human Resources – Resolution Approving a Letter of Understanding with United
   Automobile Aerospace and Agricultural Implement Workers of America (UAW-TOPS)
   Regarding the Medical Assistant Classification

5. Innovation and Technology – Resolution to Approve Records Management Systems Support

6. Purchasing
   a. Resolution to Amend the Ingham County Local Purchasing Preference Policy
   b. Resolution to Authorize a Contract to Supply Fuel and Fuel-Related Additives for
      County Owned Vehicles and Equipment
7. Facilities
   a. Resolution to Authorize a Contract to Remove the Old Caulk and Re-Caulk the Human Services Building Skylights
   b. Resolution to Authorize a Contract for Human Services Building Parking Lot Improvements

8. Road Department
   a. Resolution to Approve Local Road Agreement with Stockbridge Township
   b. Resolution to Approve Local Road Agreement with Locke Township
   c. Resolution to Authorize Purchase of Tandem Axle Truck Chassis Equipment
   d. Resolution to Authorize Purchase of Tandem Axle Truck Chassis
   e. Resolution to Authorize a Contract for Rental and Cleaning Services for Uniform Work Apparel, Floor Mats, and Shop Towels
   f. Resolution to Authorize Purchase of Processed Road Gravels, Various Crushed Aggregates, and 2NS Sand Mixtures

9. Potter Park Zoo
   a. Resolution to Authorize a Contract for Beverage Services
   b. Resolution to Authorize a Contract for Amusement Services
   c. Resolution to Accept Charitable Donations from the Potter Park Zoological Society

10. Parks Department – Emergency Purchase Order for the Red Tail Shelter Roof at Hawk Island

11. Board of Commissioners – Resolution to Authorize an Annual Contribution for the Capitol Council of Governments CAPCOG Initiative For 2017

12. County Clerk – Memorandum from Clerk Byrum Regarding Election Information for Potential November 2017 Countywide Ballot Question

13. Controller/Administrator’s Office
   a. Resolution Updating Various Fees for County Services
   b. Tax Allocation Board/Separate Tax Limitations (Discussion)

Announcements
Public Comment
Adjournment

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

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

Members Present: Case Naeyaert, Anthony, Grebner, Tennis, Hope, and Schafer

Members Absent: McGrain

Others Present: Clerk Barb Byrum, Jen Shuster, John Dinon, Deb Fett, Doug Stover, Tim Morgan, Teri Morton, Sam Davis, Michael Townsend, Maggie Fenger, 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 April 5, 2017 Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER RECOGNIZED THAT THE MINUTES OF THE APRIL 5, 2017 FINANCE COMMITTEE MEETING WERE APPROVED AS PRESENTED.

Absent: Commissioner McGrain

Additions to the Agenda

None.

Substitutes –

1. County Clerk
   a. Resolution to Authorize Ingham County to Enter Into a Grant Agreement with the Michigan Secretary of State and Purchase New Election Equipment
   b. Resolution to Terminate the Service Agreement Contract with Granicus, Inc.

Substitute Attachment –

2017 County Equalization Report

Limited Public Comment

None.

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

1. County Clerk
   a. Resolution to Authorize Ingham County to Enter Into a Grant Agreement with the Michigan Secretary of State and Purchase New Election Equipment
2. **Sheriff’s Office**  
   a. Resolution Authorizing Entry into a Training Services Agreement with Bouck Corporation d/b/a MACNLOW Associates on Behalf of the Sheriff’s Office and 911 Central Dispatch  
   b. Resolution to Purchase Eight New Tasers for the Sheriff’s Office Field Services Division Using 2017 Capital Improvement Funds

3. **Equalization/Tax Mapping**  
   b. Resolution Designating County Representatives at State Tax Commission Hearings

4. **Health Department** – Resolution to Authorize Agreements with Azara Healthcare and Michigan Primary Care Association, and to Accept Additional Funding from Health Resources & Services Administration

5. **Innovation and Technology**  
   a. Resolution to Approve the Renewal of OnBase Annual Support  
   b. Resolution to Renew the Contract for Opteman Service from AT&T

6. **Road Department** – Resolution Authorizing a Contract for Boiler and Backflow Inspections at the Road Department for the Road Department

7. **Parks Department** – Emergency Purchase Order for the Sanitary Lift Station at Hawk Island

8. **Board of Commissioners** – Resolution to Authorize an Annual Contribution for the Capitol Council of Governments CAPCOG Initiative for 2017

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner McGrain

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

1. **County Clerk**  
   b. Resolution to Terminate the Service Agreement Contract with Granicus, Inc.

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

Commissioner Anthony asked how the County was publicizing that the current recording service was in place. She stated that before they terminated the contract, she wanted to know how they were letting the public know they could have watched the Board of Commissioners meetings online.

Clerk Barb Byrum, Ingham County Clerk’s Office, stated that the annual allocation for the monthly maintenance of Granicus was set at $6500, however in 2016 the County paid over $12,000 and in 2015 paid over $10,000 for maintenance on the system. She further stated that
when she first took office, she had posted on Twitter and Facebook to let the public know about
the meeting recordings being online.

Clerk Byrum stated that she and Becky Bennett, Board of Commissioners Office Director, had
asked for website traffic reports from the IT Department, and they determined they were not
getting very many website visits. She further stated that they looked at a replacement to the
system, which she believed would have cost around $40,000, which was not worth it when no
one was watching the recordings.

Clerk Byrum stated she and Ms. Bennett decided to let the current system continue on for a while
longer, and it was now dying. She further stated that the cameras were not recording public
comment, and the microphone for public comment in the Board of Commissioners room also did
not work.

Clerk Byrum stated that since the resolution was first brought to the County Services Committee
a month ago, the Recording Secretary was also recording meetings on a new handheld digital
recorder. She further stated that the Clerk’s Office kept the recording until the draft minutes were
approved, and then the intent was to send recordings to the Board of Commissioners Office to
keep the audio files as determined by the Board of Commissioners.

Clerk Byrum stated the IT Department was working on a shared drive between the Clerk’s
Office and the Board of Commissioner’s Office to store audio files in, so larger audio files would
not have to be emailed.

Clerk Byrum stated that the audio of committee meetings were not currently posted online,
because possible closed sessions could be included.

Commissioner Anthony asked if all meetings were closed session.

Clerk Byrum stated that not all of the meetings were in closed session, but it was practice when
she came into office to not post committee meetings online until after the fact. She further stated
that Board of Commissioners meetings were posted live.

Jen Shuster, Chief Deputy County Clerk, clarified that committee recordings were not posted
online at all, and just the minutes were posted.

Chairperson Grebner stated that was because of the possibility of closed session in committee
meetings and there was a single recorded log taken at committee meetings. He further stated that
a very small percentage of their meetings were in closed session, but there was no procedure in
place to dictate when they would go into closed session.

Clerk Byrum stated they did have a procedure in place in that they did not release closed session
minutes or recordings. She further stated they sometimes received requests for minutes or audio
recordings, but the closed sessions would be cut out before they were sent.
Chairperson Grebner stated that he would like to see committee meeting audio recordings posted online. He further stated that because there was a single recording taken at each meeting, someone would have to take the time to cut out any closed session audio before posting.

Chairperson Grebner stated that the audio recordings were not legal records, in the sense that it was not the actions of the Board of Commissioners. He further stated it was only of interest because sometimes, people wanted to know something, or if and why someone said something, and if it was not recorded in the minutes, then it would be gone forever once the audio recording was destroyed.

Chairperson Grebner stated he was strongly in favor of having the Board of Commissioners Office put up audio files that could stay online indefinitely, because storage was so cheap.

Commissioner Anthony stated it was her understanding that by terminating the Granicus contract, there would no longer be a video recording, but an audio recording would somehow be posted after the meeting along with the copy of the minutes.

Clerk Byrum stated her office would not be posting the audio online, but the Board of Commissioners Office would do so.

Commissioner Anthony asked if the audio would be posted openly for folks to have.

Clerk Byrum answered it would be posted openly.

Chairperson Grebner asked if the video cameras and mountings in the Board of Commissioners room would be taken down.

Clerk Byrum stated that would likely cost money and deal with the historical significance of the courthouse, and she would welcome the opportunity to work with Mike Hughes, Facilities Manager, in this regard.

Chairperson Grebner asked if the microphones at each desk would still work.

Clerk Byrum stated they would not.

Chairperson Grebner asked if the microphones could also be taken out.

Clerk Byrum stated they could.

Discussion.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner McGrain
3. **Equalization/Tax Mapping**
   a. **Resolution to Adopt the 2017 County Equalization Report as Submitted with the Accompanying Statements (Report to be Distributed at Meeting)**

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

Chairperson Grebner explained the reasoning behind the Statutory Equalization meeting and the need for the report that Doug Stover, Equalization Department Director, had provided to the Committee.

Discussion.

Commissioner Case Naeyaert asked how the County was doing was doing with equalization overall.

Mr. Stover stated that overall, the equalized value had increased 4.84%. He further stated that the taxable value had also increased 2.63%, which was good because it was an increase of $194 million from 2016, equaling about a $1.2 million General Fund revenue increase.

Mr. Stover stated that there was a large decrease in taxable and assessed values in Onondaga Township, because Tri-County Electric Co-Op had over-reported millions of dollars of equipment, and the former assessor had put it on the 2016 assessment roll. He further stated that the Co-Op had tried to contact the township assessor to right their mistake, but had never heard back from them and the new assessor had fixed the mistake in the 2017 report.

Mr. Stover stated there was a large increase in Stockbridge, due to the pipeline’s main facility and storage tanks being in Stockbridge and they had an increase in machinery. He further stated that the personal property in Stockbridge was now more than the real property.

Mr. Stover stated that the pipeline also affected other units, including Bunker Hill, White Oak, and part of Ingham Township, but Stockbridge was the base. He further stated that it was a quiet year for board reviews and the County did not have any equalization factors because all municipalities came in between 49 and 50%.

Mr. Stover stated the City of Lansing now had an assessor who was very good. He further stated that he provided some comparative numbers to show that the County was just returning to the equalized and taxable values from 2010, after a large market drop during the recession and limitations by the CPI.

Chairperson Grebner asked if market volatility was a bad thing for County even if they ended up in the same place.

Mr. Stover stated it was.
Discussion.

Commissioner Tennis stated he acknowledged that the pipeline in Stockbridge was not able to benefit from the personal property tax manufacturing exemption, but he was curious how the manufacturing exemption was affecting the personal property tax rates.

Mr. Stover stated the pipeline property was considered utility property, which was not dealt with in the same way as normal. He further stated that any anyone with true cash value of personal property of $80,000 or less was not assessed, which was a large percentage of the personal property accounts.

Mr. Stover stated the initial phase-out of the rest of personal property other than utility was in process, and values were still increasing. He explained that taxable value was attributable to the pipeline, CPI and uncappings, but as soon as personal property was in place and on the assessment roll, it immediately started depreciating and by nature values decreased, but the last five years had shown an increase in personal property investment.

Mr. Stover stated that businesses or people with over $80,000 of personal property were investing in the County, causing the values to increase, even if you did not include the pipeline.

Commissioner Tennis stated his concern was that had a large impact on the County’s bottom line, and the manufacturing exemption was about the be phased out.

Mr. Stover stated the phase-out began two years ago, and the County had worked with people at the State Treasurer’s Office to come up with a replacement formula that provided the County with some funds.

Teri Morton, Deputy Controller, stated the checks in 2016 were a couple hundred thousand dollars, but they were overpaid in 2016 because there were excess funds. She further stated she expected about $200,000 to be contributed to the General Fund and other funds allocated to special funds.

Chairperson Grebner stated that Ingham County is far down on the list of percentage of taxable value to personal property compared to other counties in the state. He further stated Eaton County had a lot more personal property tax revenue than Ingham County did.

Chairperson Grebner stated other counties had power plants and pipelines that Ingham County did not have personal property tax exposure to.

Discussion.

Mr. Stover stated that pages 18 and 19 in the report had useful information about the percent of total values by class of property.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner McGrain
9. Controller/Administrator’s Office – Resolution Updating Various Fees for County Services (Discussion)

John Dinon, Animal Control Director, introduced the increase and decrease of fees between sterilized and non-sterilized dog licenses, and delinquent and non-delinquent fees. He stated the fees were reduced significantly from initial proposed fees and previous years, but he could show historical data that when non-sterilized dog fees increased, gross revenue decreased.

Commissioner Schafer stated that was an argument he had tried to bring up for the past eight years, because some people wanted unneutered dogs to take hunting with them.

Ms. Morton stated that the unit projections may be a little optimistic, but getting more dogs licensed would be a good thing.

Mr. Dinon stated he could not guarantee the proposed changes would be revenue neutral, but it would be beneficial to have more Rabies-vaccinated dogs and redemptions of delinquent dogs. He further stated he was hoping that the judges would not excuse so many tickets if the fees were not so high.

Mr. Dinon stated the most complaints he received from law-abiding citizens were the high fees for unneutered dogs.

Commissioner Hope asked Mr. Dinon to speak about the outreach and publicizing of the new fees.

Mr. Dinon stated that after January 1, 2018, Animal Control would do a public relations campaign to market new fee amounts, and they would also work with the Prosecutor’s Office to not have so many delinquent tickets dismissed.

Chairperson Grebner asked how many dogs the Department thought were in the County that were not licensed.

Mr. Dinon stated they did not know, but he could get back to the Committee about that.

Chairperson Grebner stated it would be good to know how many dogs were in the County without a license.

Mr. Dinon estimated that about two-thirds of dogs in the County were licensed.

Discussion.

Mr. Dinon stated they had a dedicated Animal Control officer for licensing, and would be tasked with more licensing to address the revenue issue.

Discussion.
Commissioner Schafer asked if Mr. Dinon had experienced any concern about the Dead Animal Retrieval Team being eliminated at the Sheriff’s Office.

Mr. Dinon stated the DART elimination created more work for Animal Control, but they would take care of the dogs and cats. He further stated that they would have to call the Road Department to pick up wildlife.

**Announcements**

Commissioner Anthony reminded the Committee that the optional budget meeting for the Board of Commissioners would be held on Thursday, April 20 at 6:00 p.m.

**Public Comment**

None.

**Adjournment**

The meeting was adjourned at 6:31 p.m.
RESOLUTION ACTION ITEMS:

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

1a. **Sheriff’s Office** – Resolution to Purchase Fifteen New Glock Firearms, Weapon Mounted Flashlights, and Holsters for the Sheriff’s Office Field Services Division Using 2017 Capital Improvement Funds

This resolution will authorize the Sheriff’s Office to purchase fifteen Glock firearms, weapon mounted flashlights, and holsters for a total not to exceed $9,030.00. The average lifespan of a firearm used for service is 7-10 years. The weapons being replaced are over 10 years old. Funds for this purchase are included in the 2017 capital budget.

1b. **Sheriff’s Office** – Resolution to Authorize Ingham County and the Ingham County Sheriff’s Office to Enter into a Contract with the Michigan State Police and Saginaw County for Participation in the Statewide Records Management System

This resolution will authorize entering into a contract with Michigan State Police and Saginaw County for the new Statewide Records Management System (SRMS) for the time period of October 1, 2017 through September 30, 2020 for an annual yearly contract cost not to exceed $40,000.00 per year. This will replace the current records management system. The new State Records Management System will allow the Sheriff’s Office to share and exchange information with all Police Agencies within Ingham as well as allow the Sheriff’s Office to share Crime Statistics/Mapping, Suspect Information, and Stolen Property with other Police Agencies statewide (see attached memo for details).

1c. **Sheriff’s Office** – Resolution Authorizing an Amendment to a Current Contract with the Michigan Department of Human Services for Transport Services of Specific Juveniles by Sheriff’s Deputies

This resolution will authorize the Ingham County Sheriff’s Office to continue their participation with the Michigan Department of Human Services for the transportation of specific in-custody juvenile inmates for an amount up to $17,500 for the duration of the current contract expiring September 30th, 2017.

The Sheriff’s Office uses off-duty officers to provide transportation of specific in-custody juvenile inmates under the care of MDHS when requested throughout Ingham County and its contiguous counties. These services are used on an infrequent basis and the Sheriff’s Office is reimbursed the associated overtime expenses and vehicle mileage. MDHS is seeking to amend the current contract from $10,000 to $17,500 due to an increase in utilization of the service and anticipation of future need (see attached memo for details).

1d. **Sheriff’s Office** – Resolution to Reduce the Projected Revenue Shortfall Created by Contract Issues from the Housing of Michigan Department of Corrections and Wayne County Sheriff’s Office Inmates at the Ingham County Jail

Due to a failure of the Wayne County Sheriff’s Office to ratify a proposed contract with the Ingham County Sheriff’s Office for housing inmates at the Ingham County Jail, in addition to contractual issues with the Michigan Department of Corrections for the same purpose, a revenue shortfall of $690,125.00 is projected for the Sheriff’s Office in 2017.
The attached proposal from the Sheriff’s Office addresses the revenue shortfall by closing Post 4 in the Ingham County Jail on or about May 10, 2017. Further budget savings are realized by eliminating four Corrections Deputy positions and one Field Services Deputy position (specifically one of three positions from the ICSO participation on the Tri-County Metro Narcotics Team). Positions will be eliminated through naturally occurring attrition. This resolution will also eliminate the Staff Services Major position from the Sheriff’s Office Administration, which has been vacant since January 1, 2017.

It is recommended that the remaining shortfall of up to $83,054 be transferred from the 2017 contingency account (see attached memo for details).

2. **Circuit Court/Family Division** – **Resolution to Authorize a Reorganization in the Circuit Court Juvenile Division**

This resolution will authorize the reorganization of a Staff Psychologist position to Chief Psychologist. The Chief Psychologist will provide administrative supervision of the clinical staff. All other previous essential duties will remain unchanged. This resolution will also add a Clinical Mental Health Professional and eliminate the second Staff Psychologist, which is currently vacant. Adding this position would benefit the Juvenile Division by providing a necessary function in individual and group treatment as well as mental health support at the Ingham County Youth Center. This position would also further the Court’s commitment to best practice and aid in reducing juvenile recidivism. This reorganization will have a long term annual savings of around $23,000 (see attached memo for details).

3. **Health Department** - **Resolution to Authorize Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health**

The Health Department seeks approval of a resolution to authorize Amendment #3 to the 2016-2017 Comprehensive Agreement with the Michigan Department of Community Health. The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from $5,336,177 to $5,360,352, an increase of $24,175. The amendment makes the following specific changes in the budget:

- Nutrition & Physical Activity Self-Assessment for Child Care: increase of $2,500 from $5,000 to $7,500
- Family Planning Services: increase of $20,000 from $256,392 to $276,392
- Tuberculosis (TB) Control: increase of $20,135 from $12,513 to $32,648
- WIC Breastfeeding: increase of $35,200 from $58,195 to $93,395
- WISEWOMAN: increase of $24,000 from $30,000 to $54,000
- Breast & Cervical Cancer Control Coordination: decrease of $53,375 from $280,000 to $226,625
- Michigan Colorectal Cancer Early Detection Program: decrease of $1,785 from $6,375 to $4,590
- Wise Choices: decrease of $22,500 from $22,500 to $0

The proposed resolution authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant. The resolution also authorizes a .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant. Compensation for all authorized positions will not exceed the $35,200 in WIC funding provided by the agreement.
4. **Human Resources Department** - Resolution to Approve a Letter of Understanding with United Automobile Aerospace and Agricultural Implement Workers of America (UAW-TOPS) Regarding the Medical Assistant Classification

The Health Department, specifically the Community Health Centers, have evaluated the current practice of only allowing Register Nurses (RN’s) to perform medication administration. This practice has limited RN’s from performing at the top of their scope of work, impacts program sustainability, and extends patient wait times. Medication administration is not currently part of the job description for Medical Assistants, but it is part of the standard scope for Medical Assistants currently being trained to enter this field.

Medical Assistants routinely perform this level of work at other Federal Qualified Health Centers and at private practices state-wide. Medical Assistants currently employed by the Health Department will be assessed for their current knowledge and skill level related to medical administration and will be provided refresher training based upon their level of need, previous training, and comfort with current requirements. After successfully demonstrating competency, Medical Assistants will be able to perform medication administration duties. Some Medical Assistants may require additional employer paid training and this will be provided as required to allow all Medical Assistants to begin to perform these duties and demonstrate proficiency.

The Employer engaged the UAW to discuss the need for the change in the Medical Assistants job description. The UAW agreed to the conditions outlined in the attached Letter of Understanding (LOU). There is also a modification to the new Medical Assistant job description (LOU Exhibit 1), which would require graduation from a recognized program and certification as a Medical Assistant and not list it as only a preference statement. Upon demonstration of proficiency in medication administration, the current Medical Assistants will be paid a one-time lump sum of $1,000, less applicable withholdings in accordance with the LOU.

5. **Innovation and Technology Department** - Resolution to Approve Records Management Systems Support

TriTech Software Systems is the vendor that provides the Sheriff’s Office records management system (RMS) for both the Field Services Division and the Records Unit and Corrections Division. The current support expired on December 31, 2016. The cost of this support renewal proposal is less than the 2016 agreement because several agencies no longer use the product. The Innovation and Technology Department recommends approval of the RMS renewal proposal at a cost not to exceed $24,890.46.

6a. **Purchasing Department** - Resolution to Amend the Ingham County Local Purchasing Preference Policy

The Purchasing Department proposed an amendment to the Local Purchasing Preference section of the Purchasing Procedures Policy to address situations where two or more Registered Local Vendors submit responsive proposals, but one proposal utilizes a non-local subcontractor to perform most of the contract work. This unique circumstance directly applies to a Facilities Department proposal included as item 5b on the May 2 County Services Committee agenda and item 7b on the May 3 Finance Committee agenda. The Purchasing Department recommends approval of the proposed change in order to clarify procedures to determine bid awards.
6b. **Purchasing Department** - Resolution to Authorize a Contract to Supply Fuel and Fuel Related Additives for County-Owned Vehicles and Equipment

The Purchasing Department recommends approval of a resolution to authorize a contract for purchase of fuel and fuel-related additives for County-owned vehicles and equipment. Michigan Fleet Fueling Solutions, a registered and local vendor, will provide County employees with easy access to numerous fueling stations around the County and the state. Under the proposed agreement, the vendor will provide all types of fuel at a cost differential of $0.07 per gallon for a period of three years.

7a. **Facilities Department** - Resolution to Authorize a Contract to Remove the Old Caulk and Re-caulk the Human Services Building Skylights

Caulk around skylights in the Human Services Building has deteriorated to a point that leaks occur whenever it rains. These leaks have caused damage and delays in a planned drop-ceiling project. The Purchasing and Facilities Departments recommend awarding a contract to Sieloff Glass & Screen, a local vendor, for skylight repairs at a cost not to exceed $6,000. Funds for this project are available in the approved CIP line item #631-23304-976000-5FC07.

7b. **Facilities Department** - Resolution to Authorize a Contract for Human Services Building Parking Lot Improvements

The Facilities Department seeks authorization to replace pavement at the North end and Southeast corner of the Human Services Building parking lot. These areas have deteriorated to a point where they have become a safety hazard. The Department recommends approval of a resolution to award a contract to Perfitt Excavating, Inc. at a cost not to exceed $229,960. See agenda item 4a for discussion about the use of non-local subcontractors.

8a. **Road Department** - Resolution to Approve Local Road Agreement with Stockbridge Township

The Road Department recommends approval of a resolution to approve seven local road projects in Stockbridge Township. Total Road Department match amounts totaling $22,200 are included in the adopted 2017 road fund budget. Projects included are as follows:

- Budd Road from Milner Road to Oakley Road
- Oakley Road from Budd to Burden Road
- Burden Road from Oakley Road to M-36
- Stilson Road from Catholic Church Road to Dexter Trail
- Moechel Road from Baseline Road to Heeney Road
- Chapman Road from O’Brien Road to Catholic Church Road
- Adams Road from Morton Road to Dexter Trail

8b. **Road Department** - Resolution to Approve Local Road Agreement with Locke Township

The Road Department recommends approval of a resolution to approve seven local road projects in Locke Township. Road Department match amounts totaling $22,200 are included in the adopted 2017 road fund budget. Projects included asphalt leveling and maintenance pads where necessary on portions of Bell Oak Road, Harris Road, and Royce Roads. Other local roads in Locke Township may be added as necessary and as the budget allows.
8c. **Road Department - Resolution to Authorize Purchase of Tandem Axle Truck Chassis Equipment**

The Road Department seeks authorization to purchase equipment needed to build three new tandem axle dump trucks. Required equipment and components, to be installed by the Maintenance Shop, are purchased separate from the truck chassis (see agenda item 8d). These three tandems axle trucks are designed to meet the needs for snow plowing and maintaining county roads. The Road Department recommends purchase of hydraulic components from Certified Power Inc. of Perrysburg Ohio and truck equipment from Knapheide Truck of Flint at a total cost not to exceed $140,184.

8d. **Road Department - Resolution to Authorize Purchase of Tandem Axle Truck Chassis**

The Road Department proposes to replace three of its existing tandem axle dump trucks which have aged past the point of economical serviceability. These three truck chassis, when completed, will replace three tandem axle dump trucks that have reached an average age of 21 years. Required equipment and components, to be installed by the Maintenance Shop, are purchased separate from the truck chassis (see agenda item 8c). The Road Department recommends purchase of three Western Star truck chassis from D&K Truck Company of Lansing at a cost not to exceed $295,745. Replaced units will be sold at auction with proceeds deposited into the equipment replacement fund.

8e. **Road Department - Resolution to Authorize a Contract for Rental and Cleaning Services for Uniform Work Apparel, Floor Mats, and Shop Towels**

The Road Department provides flame resistant uniforms for its mechanics and fleet manager and also provides services to supply mechanics’ shop towels, floor mat, and related services for all Road Department facilities. Following the required process to secure competitive bids for this service, the Road Department recommends approval of a contract with Cintas Corporation for these services at an annual cost not to exceed $7,249.32 for the three years.

8f. **Road Department - Resolution to Authorize Purchase of Processed Road Gravels, Various Crushed Aggregates, and 2NS Sand Mixtures**

The Road Department annually purchases approximately 10,000 to 15,000 tons of various types of processed road gravel and sand for use in various road maintenance operations. Based on their evaluation of bids received for various types of processed road gravel and sand, the Road Department recommends the Board award contracts to Carrick Trucking & Gravel, Stoneco of MI, and Sunrise Aggregate. Road Department staff will determine which supplier is most advantageous to the County for any given operation based on lowest cost combination of bid unit price, supplier proximity to the work being performed at the given time, availability of required material, and delivery method (see supplemental documents for pricing).

9a. **Potter Park Zoo - Resolution to Authorize a Contract for Beverage Services**

Potter Park Zoo offers beverages for purchase through its concessions operation. PepsiCo was the only vendor to submit a proposal in response to an RFO issued by the Purchasing Department to provide beverage services. PepsiCo has proposed an annual sponsorship of $3,000 and a marketing fund of $1,000. They also proposed $1.50 rebate per case/gallon on all purchased products, 35% commission on vending machines, and 40 cases of donated water or soda. PepsiCo will supply all equipment needed to provide beverage service at Potter Park Zoo including replacement of current vending machines to include credit card readers. Approval of this resolution will allow continuation of a 20-year relationship between Potter Park Zoo and PepsiCo. Potter Park Zoo recommends awarding a contract for three years with a two-year extension option.
9b. **Potter Park Zoo - Resolution to Authorize a Contract for Amusement Services**

Train rides and bungee experiences enhance guest experience at Potter Park Zoo by offering diversity in activities for visitors. The Zoo Director recommends approval of a resolution to authorize a contract with Pilot EG, LLC for the train ride and bungee experience at Potter Park Zoo for three years with an additional two year extension option. Annual revenue generated from these services is anticipated to be approximately $16,000.

9c. **Potter Park Zoo - Resolution to Accept Charitable Donations from the Potter Park Zoological Society**

Potter Park Zoological Society is a private, 501c (3) nonprofit organization that raises funds to support the Potter Park Zoo. Many local individuals, businesses, and organizations support the Zoo through donations to the Zoological Society. Charitable gifts received from the Society are used solely and exclusively to benefit Potter Park Zoo by assisting in providing quality visitor experience and helping to achieve the Zoo’s mission to “Inspire people to conserve animals in their natural world.”

The Grant Approval Process Policy requires that the Board of Commissioners consider grant awards through its normal committee processes and may adopt resolutions to accept grant awards and to authorize grant agreements. Potter Park Zoo supports a resolution to allow acceptance of monetary and physical donations from the Potter Park Zoological Society to Potter Park Zoo at any time.

10. **Parks Department - Emergency Purchase Order for the Red Tail Shelter Roof at Hawk Island**

An emergency purchase order was issued to Jimmerson Roofing LLC in the amount of $15,340 to repair roof damage at the Red Tail Shelter in Hawk Island Park. These repairs were necessary to repair major shingle damage. Notwithstanding the provisions of the Purchasing Procedures Policy, emergency purchase of goods, works and/or services may be made by the Purchasing Director, under the direction and authorization of the Controller, when an immediate purchase is essential to prevent detrimental delays in the work of any department or which might involve danger to life and/or damage to County property. Section 412.J requires the Purchasing Director and responsible department head to file a report with the County Services Committee which explains the nature of the emergency and necessity of the action taken pursuant to Policy

13a. **Controller’s Office – Resolution to Update Various Fees for County Services**

This resolution authorizes various fee increases effective the start of 2018 County fiscal year. The Controller's Office annually prepares for the Board’s review details about adjustment of the fees for the upcoming budget process. This review has been completed and some adjustments are being presented to the Board of Commissioners for their consideration. This information was presented at a previous round of committee meetings as a discussion item for input from the Board. A resolution recommending certain fee increases is now being presented at this round of meetings for adoption. If approved as presented, this will generate additional annual revenue of approximately $84,250 (see attached memo for details).
ADDITIONAL ACTION ITEM:

11. Ingham County Board of Commissioners – Resolution to Authorize an Annual Contribution for the Capitol Council of Governments CAPCOG Initiative For 2017

This resolution would authorize a $5,000 allocation from the contingency fund for Ingham County’s annual commitment to the Capitol Council of Governments CAPCOG Initiative for the calendar year 2017. CAPCOG is a partnership with Clinton, Eaton and Ingham Counties, the Lansing Regional Chamber of Commerce and Michigan State University to support regional economic development and growth opportunities for the Greater Lansing region at the State Legislature. Funding for this item is at the discretion of the Board.

DISCUSSION ITEM:

12. County Clerk – Memorandum from Clerk Byrum Regarding Election Information for Potential November 2017 Countywide Ballot Question

13b. Controller’s Office – Tax Allocation Board/Separate Tax Limitations (Discussion)

Board of Commissioners at the Board Leadership meeting held April 20, 2017 requested information on tax allocation board and separate tax limitations. See enclosed information.
TO: Law & Courts Committee
    Finance Committee

FROM: Captain Elliott, Field & Staff Services

DATE: April 11, 2017

RE: RESOLUTION TO PURCHASE FIFTEEN NEW GLOCK FIREARMS,
    WEAPON MOUNTED FLASHLIGHTS, AND HOLSTERS FOR THE
    SHERIFF’S OFFICE FIELD SERVICES DIVISION USING 2017 CAPITAL
    IMPROVEMENT FUNDS

This resolution is for the approval to purchase fifteen new Glock firearms, weapon mounted
flashlights, and holsters using 2017 capital improvement funds.

The Sheriff’s Office requested $9,030.00 in Capital Improvement Funds for 2017. These funds
were to purchase firearms and associated equipment. The funds will be spent at Michigan Police
Equipment. Michigan Police Equipment holds the state contract for Glock Firearms. The current
firearms the Sheriff’s Office is utilizing were put into service in 2007. The average lifespan of a
firearm used for service is 7-10 years. The weapons being replaced have gone past the 10 year
mark. The weapon mounted light and new firearm will increase the safety of each Deputy and
help to protect the citizens of Ingham County.
Introducing by the Law & Courts and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO PURCHASE FIFTEEN NEW GLOCK FIREARMS, WEAPON MOUNTED FLASHLIGHTS, AND HOLSTERS FOR THE SHERIFF’S OFFICE FIELD SERVICES DIVISION USING 2017 CAPITAL IMPROVEMENT FUNDS

WHEREAS, the Ingham County Sheriff’s Office is responsible for police patrols for Ingham County; and

WHEREAS, the Sig Sauer P229 weapon system utilized by the Sheriff’s Office has been in service since 2007; and

WHEREAS, Sig Sauer suggest replacing weapons assigned to duty after 7-10 years of service; and

WHEREAS, the Sheriff’s Office has determined the need to purchase fifteen (15) new Glock firearms and associated equipment, to supply our Field Services Division; and

WHEREAS, the Glock firearm will utilize 9mm ammunition which will decrease the cost of training ammunition; and

WHEREAS, the purchase order also includes needed weapon mounted flashlights and updated holsters to replace the older holsters that will not fit the new firearm; and

WHEREAS, Michigan Police Equipment holds the State of Michigan contract for Glock firearms; and

WHEREAS, the total expenditure for this proposal is not to exceed $9,030.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the Sheriff’s Office to purchase fifteen (15) Glock firearms, weapon mounted flashlights and holsters for a total not to exceed $9,030.00 from the 2017 CIP budget.

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

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

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

DATE: 4-12-17

RE: RESOLUTION TO AUTHORIZE INGHAM COUNTY AND THE INGHAM COUNTY SHERIFF’S OFFICE TO ENTER INTO A CONTRACT WITH THE MICHIGAN STATE POLICE AND SAGINAW COUNTY FOR PARTICIPATION IN THE STATEWIDE RECORDS MANAGEMENT SYSTEM

This resolution is for the approval to contract with the Michigan State Police and Saginaw County for a new State Records Management System. The new State Records Management System will allow the Sheriff’s Office to share and exchange information with all Police Agencies in the County of Ingham. The new State Records Management System will also allow for the Sheriff’s Office to share Crime Statistics/Mapping, Suspect Information and Stolen Property to other Police Agencies utilizing the State Records Management System state wide.

The SRMS jail and record system, will afford Ingham County to be the first of 83 counties in Michigan to have all law enforcement agencies and jails on the same records system. Inter-operability with all agencies will significantly increase, as well as inmate/court information sharing between jails. All law enforcement agencies in the county being on the same records system, should afford us increased efficiencies working with the Prosecutor’s Office on warrant requests and prosecutions in the future.

I request this resolution be placed on the 4-27-2017 law and courts agenda.
Agenda Item 1b

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE INGHAM COUNTY AND THE INGHAM COUNTY SHERIFF’S OFFICE TO ENTER INTO A CONTRACT WITH THE MICHIGAN STATE POLICE AND SAGINAW COUNTY FOR PARTICIPATION IN THE STATEWIDE RECORDS MANAGEMENT SYSTEM

WHEREAS, the Ingham County Sheriff’s Office wishes to contract with the Michigan State Police (MSP) and Saginaw County for Statewide Records Management System; and

WHEREAS, the focus of the Statewide Records Management System is to encourage interoperable communications between all public safety units on a regional basis; and

WHEREAS, the new Statewide Records Management System (SRMS) is being deployed by MSP and will allow for data exchange between all public safety agencies with the State of Michigan who decide to participate; and

WHEREAS, the new Statewide Records Management System (SRMS) incorporates a Jail Records Management system for all jail records as well; and

WHEREAS, Saginaw County is providing the remote access to their Saginaw County’s Information Systems and Services (SCISS) Department for the Records Management System for the Ingham County Sheriff’s Office to utilize SRMS which encompasses a Jail Records Management System; and

WHEREAS, the user cost for each sworn officer is $200.00 per year for use of the SRMS, currently the total number of sworn officers who will be utilizing the system is 72 officers; and

WHEREAS, the cost for Jail Records Management is based on structural jail beds within the jail facility at a cost of $50.00 per jail bed being utilized by the Ingham County Sheriff’s Office, currently the operational use of jail beds within the facility is 512 beds.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Michigan State Police and Saginaw County for the new Statewide Records Management System (SRMS) for the time period of October 1, 2017 through September 30, 2020 for an annual yearly contract cost not to exceed $40,000.00 per year (72 users x $200.00 = $14,400.00 plus 512 beds x $50.00 = $25,600.00 give grand total of $40,000.00).

BE IT FURTHER RESOLVED, the funds for this purpose will come from the 2017 Sheriff’s Office Budget.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary contract documents or purchase documents that are consistent with this resolution and approved as to form by the County Attorney.
Resolution #14-234 authorized a contract with the Michigan Department of Human Services (MDHS) to participate in a pilot project where the Sheriff’s Office would provide transportation of specific in-custody juvenile inmates under the care of MDHS when requested throughout Ingham County and its contiguous counties for the time period of August 1, 2014 through July 31, 2015.

The MDHS requested this service in an effort to find a safer method for their staff and in-custody juveniles to be transported to secure locations. The Sheriff’s Office uses off duty officers to provide these services on an infrequent basis and is reimbursed the associated overtime expenses and vehicle mileage.

This contract has previously been extended and is currently set to expire on September 30th 2017. MDHS is seeking to amend the current contract to show an increase in payable funds from the current amount of $10,000 to $17,500. This is due to an increase in utilization of the service and anticipation of future need.

Therefore, the Michigan Department of Human Resources will reimburse Ingham County for the Sheriff Deputies overtime wages and transportation costs at an amount not to exceed $17,500.
RESOLUTION AUTHORIZING AN AMENDMENT TO A CURRENT CONTRACT WITH THE MICHIGAN DEPARTMENT OF HUMAN SERVICES FOR TRANSPORT SERVICES OF SPECIFIC JUVENILES BY SHERIFF’S DEPUTIES

WHEREAS, the Michigan Department of Human Services seeks to amend a current contract for transportation of specific juveniles; and

WHEREAS, the purpose of the amendment is to increase the payable amount from $10,000 to $17,500 until the current contract expires on September 30th, 2017; and

WHEREAS, the Ingham County Sheriff’s Office wishes to continue the service provided to the Michigan Department of Human Services for transportation of specific, in-custody juveniles; and

WHEREAS, the Michigan Department of Human Services shall reimburse Ingham County for the Sheriff Deputies’ overtime wages and transportation costs in an amount not to exceed $17,500.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes the Ingham County Sheriff’s Office to continue their participation with the Michigan Department of Human Services for the transportation of specific in-custody juvenile inmates for an amount up to $17,500 for the duration of the current contract expiring September 30th, 2017.

BE IT FURTHER RESOLVED, that the Chairperson of the Ingham County Board of Commissioners and the Sheriff are authorized to sign any necessary contract amendment documents consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners Law & Courts Committee
FROM: Andrew Bouck, Undersheriff - Ingham County Sheriff’s Office
DATE: April 18, 2017
SUBJECT: RESOLUTION TO REDUCE THE PROJECTED REVENUE SHORTFALL CREATED BY CONTRACT ISSUES FROM THE HOUSING OF MICHIGAN DEPARTMENT OF CORRECTIONS AND WAYNE COUNTY SHERIFF’S OFFICE INMATES AT THE INGHAM COUNTY JAIL

BACKGROUND

The Ingham County Sheriff’s Office had contracted with the Michigan Department of Corrections prior to October of 2016 to house one hundred (100) inmates at the cost of $35.00 per day, per inmate, and had been working with the Wayne County Sheriff’s Office since October 2016 to ratify a written contract to house fifty (50) inmates at $45.00 per day, per inmate.

The Michigan Department of Corrections initially backed out of their contract with the Ingham County Sheriff’s Office on October 21, 2016 and then re-entered the agreement on January 7, 2017 and YTD has been housing on average of forty-nine (49) inmates per day at the Ingham County Jail. More recently, the April 2017 average for MDOC inmates housed daily at the Ingham County Jail is fifty-four (54).

The Wayne County Sheriff’s Office failed to honor or ratify the proposed contract (verbal and written) with the Ingham County Sheriff’s Office on April 11, 2017 and therefore, the Ingham County Sheriff’s Office will not be housing any Wayne County Sheriff’s Office inmates.

A projected revenue shortfall of $690,125.00 was created by above mentioned contractual issues.

The proposal (attached) from the Sheriff’s Office significantly reduces the revenue shortfall by closing Post 4 in the Ingham County Jail on or about May 10, 2017. Further revenue shortfall reductions are created by eliminating four (4) Corrections Deputy positions and one (1) Field Services Deputy position (specifically one of three positions from the ICSO participation on the Tri-County Metro Narcotics Team) through attrition.

This resolution will also eliminate the Staff Services Major position from the Sheriff’s Office Administration, which has been vacant since January 1, 2017.

FINANCIAL IMPACT

A projected revenue shortfall of $690,125.00 was created by contractual issues with the MDOC and the WCSO.

By implementing the proposed reductions, the revenue shortfall is projected to decrease to $83,054.00 or be reduced even further with the fluctuation in MDOC inmates housed above and beyond the fifty (50) beds allotted on a daily basis.
OTHER CONSIDERATIONS

This revenue shortfall is at no fault of the Ingham County Sheriff’s Office as we were ready to house the Michigan Department of Corrections inmates and were prepared to house the Wayne County Sheriff’s Office inmates.

The closing of Post 4 will lower the capacity of the Ingham County Jail by 68 beds. Fifty (50) of these would be rental beds, and the remaining eighteen (18) would be local beds.

This revenue shortfall had an immediate and significant impact on a reorganization plan at the Ingham County Sheriff’s Office that the Sheriff has been working on since taking office. Specifically, civilianizing the Sheriff’s Office Quartermaster position. The Sheriff’s Office will continue to work with the Board of Commissioners to create and fund this position in 2017 and beyond.

RECOMMENDATION

It is recommended that the Ingham County Board of Commissioners adopt the attached resolution as presented and finance the remaining revenue shortfall from the 2017 Contingency Fund.
Jan 2017 Jail Capacity: 512  412 County Beds  100 Contract Beds
Post 4: 68 Inmates  Close May 10, 2017
May 2017 Jail Capacity: 444  394 County Beds  50 Contract Beds
Reduction of Eighteen (18) ICJ County Beds

**ELIMINATE 5 Deputy Positions from ICSO without LAYOFFS**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Budgeted Revenue Contract Beds for 2017</td>
<td>$1,314,000</td>
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<tr>
<td>Actual Jan-Mar 2017 Revenue from MDOC beds</td>
<td>$195,125</td>
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<tr>
<td>Balance</td>
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<tr>
<td>Estimated MDOC Revenue Apr-Dec 2017</td>
<td>$428,750</td>
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<tr>
<td>50 MDOC X 245 days X $35.00/day</td>
<td>$690,125</td>
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<tr>
<td>Savings eliminated 2017 budgeted Major Position</td>
<td>$151,283</td>
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<td>Balance</td>
<td>$538,842</td>
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<tr>
<td>Savings eliminating 4 corrections positions</td>
<td>$263,601</td>
</tr>
<tr>
<td>($99,849X4X.66 {2/3rds of year left})</td>
<td></td>
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<tr>
<td>Savings eliminating 1 LE position (Metro)</td>
<td>$62,244</td>
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<td>($94,613X.66)</td>
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<tr>
<td>Balance</td>
<td>$212,917</td>
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<tr>
<td>Savings in meals (.98 X 3 X 68 X 245)</td>
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<td>Balance</td>
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<td>Savings U/S salary budgeted v actual</td>
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<td>Savings Chief Deputy salary budgeted v actual</td>
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<td>Open LE position since 2-28-17</td>
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<td>Open LE position since 3-4-17</td>
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<td>Open Corrections position 3-27-17</td>
<td>$9,818</td>
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<td>Savings oper with open positions prior to May 1</td>
<td>$35,219</td>
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<tr>
<td>Balance</td>
<td>$88,514</td>
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Operating loss with no layoffs
1 corrections Deputy 31 days $8,680
1 Corrections Sgt. 12 days $5,072
1 Corrections Lt. 153 days (Oct 1 ret date) $68,225

Balance $170,491

Inmate medical reduction 68 less inmates $72,437

Balance $98,054

Est OT savings for sick calls and off site medical $15,000

Balance $83,054

** If we Avg 55 MDOC inmates May-Dec 2017** $42,875

Balance $40,179

Additional cost of meals (.98X23X45X5X) $3,601

Balance $43,780
Introducing by the Law & Courts and Finance Committees of the:


ingham County Board of Commissioners

Resolution to Reduce the Projected Revenue Shortfall Created by the Contract Issues from the Housing of Michigan Department of Corrections and Wayne County Sheriff’s Office Inmates at the Ingham County Jail

Whereas, the Ingham County Sheriff’s Office has been in contract negotiations since October 2016 with Wayne County Sheriff’s Office to house fifty (50) inmates per day at $45.00 per inmate; and

Whereas, Wayne County Sheriff’s Office failed to ratify the contract with Ingham County Sheriff’s Office on April 11, 2017; and

Whereas, the Ingham County Sheriff’s Office had a contract with the Michigan Department of Corrections for 100 beds for detainers and parole violators at $35.00 a day per inmate; and

Whereas, the Michigan Department of Corrections backed out of their contract with Ingham County Sheriff’s Office on October 21, 2016 and re-entered the contract on January 7, 2017; and

Whereas, the Michigan Department of Corrections has averaged only housing forty-nine (49) inmates at Ingham County Sheriff’s Office since January 7, 2017; and

Whereas, the unused beds by the Michigan Department of Corrections and the failed contract with Wayne County Sheriff’s Office has created a projected budget shortfall of $690,125.00; and

Whereas, as a result of the above mentioned, Ingham County must take significant measures to reduce expenses in an attempt to minimize Ingham County Government’s projected budget deficit, and to reduce the number of positions facing layoff in future years; and

Whereas, the Ingham County Sheriff’s Office is recommending on or about May 10, 2017 the closing of Post 4 in the Ingham County Jail, which holds 68 inmates; and

Whereas, the Ingham County Sheriff’s Office is recommending the reduction of four (4) Corrections Deputies and the reduction of one (1) Deputy from the Tri-County Metro Narcotics Squad, and one (1) Staff Services Major.

Therefore be it resolved, that the Ingham County Board of Commissioners hereby authorizes the closing of Post 4 in the Ingham County Jail on or about effective May 10, 2017 and the reduction of four (4) Corrections Deputies and one (1) Deputy from the Tri-County Metro Narcotics Squad and one (1) Staff Services Major through natural attrition.

Be it further resolved, that the contract with the Michigan Department of Corrections for one hundred (100) beds for detainers, parole violators and virtual boarders be amended to reduce the amount of inmates to be housed by fifty (50) inmates from one hundred (100) to fifty (50) inmates while allowing for some fluctuation above the fifty (50) beds allotted on a daily basis.
BE IT FURTHER RESOLVED, that the Ingham County Jail bed count will be reduced by fifty (50) contracted beds and eighteen (18) local beds, which will reduce the total capacity of the Ingham County Jail from five hundred and twelve (512) to four hundred and forty four (444).

BE IT FURTHER RESOLVED, that up to $83,054 will be transferred from the 2017 contingency account to fund the remaining budget shortfall.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Ingham County Sheriff’s Office 2017 budget in accordance with this resolution.

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

TO: Law and Courts Committee
FROM: Scott LeRoy, Deputy Court Administrator
DATE: March 31, 2017
SUBJECT: Reorganize Staff Psychologist Position

The Juvenile Division is committed to best practices and values expert opinion regarding delinquent activity and behavior. The Juvenile Division’s mission is reducing juvenile recidivism and processing legal matters, taking into account psychological process, trauma, maladaptive behavior and treatment effectiveness. To that end, the Juvenile Division has previously employed three Staff Psychologists. In recent years, the psychological staff has been reduced to two positions, with one working psychologist.

Two years ago, a Staff Psychologist position was posted with no successful outcome. Since that time, the position has remained vacant. Many of the essential functions of the Staff Psychologist position have been compromised due to this vacancy.

The Juvenile Division is requesting to reorganize the Staff Psychologist position to Chief Psychologist. With reorganizing this position the Chief Psychologist will provide administrative supervision of the clinical staff. All other previous essential duties will remain unchanged.

The Juvenile Division is also requesting to add a Clinical Mental Health Professional in lieu of the vacant Staff Psychologist, thus eliminating the second Staff Psychologist position. Adding this position would benefit the Juvenile Division by providing a necessary function in individual and group treatment as well as mental health support at the Ingham County Youth Center. This position would also further the Court’s commitment to best practice and aid in reducing juvenile recidivism by providing Continuous Quality Improvement* of the Court’s evidence-based curriculums.

In addition to maximizing the Court’s function and treatment capacity, this reorganization and request of new position will universally aid the Court in reducing cost.

*Program fidelity is the principle of effective intervention most overlooked. While we have an extensive body of literature that supports the use of cognitive-behavioral interventions as an effective approach, we often pay little attention to fidelity. Recognizing that the delivery of treatment is just as important as the type of treatment provided, Continuous Quality Improvement aims to assess, monitor and coach to assure program fidelity is correctly employed.
TO: Scott LeRoy, Deputy Court Administrator Juvenile Division
FROM: Beth Bliesener, Employment Specialist
DATE: 4-13-17
RE: Memo of analysis for reorganization of the Juvenile Division

The Juvenile Division of the Circuit Court is reorganizing to enhance their ability to serve the residents of Ingham County. As such, HR can confirm the following:

Position #140002, Staff Psychologist OPEIU/Family Court, is currently vacant. The Juvenile Division would like to eliminate this position and create a Clinical Mental Health Professional. The essential functions reflect the work that needs to be performed to meet the needs of the Juvenile Division. After analysis, the job will be compensated at an OPEIU Court Pro 06.

Position #140004, Staff Psychologist OPEIU/Family Court, is currently occupied. The Juvenile Division would like to convert this position to a Chief Staff Psychologist. The job description has been updated to reflect the work that needs to be performed to meet the needs of the Juvenile Division. After analysis, the job will now be compensated at a MCF 14 $82,347.47 to $98,840.80.

The OPEIU/Family Court union has been notified. They support the changes and salary placements.

The current staff member has been notified and supports the changes and salary placement.

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

If I can be of further assistance, please email or call me (887-4375).
Ingham County Circuit Court
Juvenile Division

CURRENT
STAFF PSYCHOLOGIST
Dr. Dara Psarouthakis

PROPOSED
CHIEF PSYCHOLOGIST
Dr. Dara Psarouthakis

CURRENT
OPEIU – Staff Psychologist
$147,214

PROPOSED
MCF 14
$156,443

+$9,228

CURRENT
OPEIU – P6
$115,379

PROPOSED
Remain the same

CURRENT
OPEIU – Staff Psychologist
$147,214

PROPOSED
OPEIU – P6
$115,379

-$31,835

Date: 3-31-17
*Employee cost reflects total 2017 Personnel Cost
### 2017 Personnel Cost Projection
#### Current Staff Psychologist

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<th>STEP 7 PSYC</th>
<th>STEP 5 MCF 14</th>
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<td>C.A.R.E.S.</td>
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<td>Liability</td>
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<td>Separation Buyout</td>
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<tr>
<td><strong>Total Cost</strong></td>
<td><strong>$147,214</strong></td>
<td><strong>$156,443</strong></td>
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**Increase of $9,228**

### 2017 Personnel Cost Projection
#### New Clinical Mental Health Professional

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<th>STEP 7 PSYC</th>
<th>QPEIU STEP 6 GRADE 06 FAMCT</th>
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<td>Salary</td>
<td>$88,892</td>
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**Decrease of ($31,835)**

**Net Decrease ($22,607) *

*Note - no funds are budgeted for second psychologist position in 2017.*
Ingham County
Job Description

Clinical Social-Worker Mental Health Professional

General Summary:

Under the direction and supervision of the Juvenile Programs Director, Chief Staff Psychologist and as part of a team of other Family Court personnel, provides treatment and therapy to individual youth and their families. Focus of this position is to provide treatment to adolescents who have committed sexual offenses- adolescents who have been brought to the attention of the court. Provides individual and group therapy services to the adolescents and their families, which may include the victim of the offense. Will be a mandatory reporter as provided by the Child Protection Act. Testifies in court as appropriate to report on a client’s treatment, progress, assessment and maintains detailed documentation. Makes recommendations for placement and treatment needs. Facilitates or Co-facilitates group counseling programs for youth and other offenders as well as Parent Support groups. Provides standardized assessments using approved tools to determine appropriate courses of action. The Clinical Mental Health Professional will also assess and measures treatment fidelity for group interventions, individual sessions, and staff adherence to best practices. Will be on call to serve clients in crisis. Participates in case staffing reviews. Performs other duties as assigned.

Essential Functions:

1. Provides treatment to individual adolescents under the supervision of the Family Court, for offenses of sexual-misconduct, assault and other sexually related behaviors.

2. Provides group/individual therapy to offenders adolescents and/or their families.

3. Serves as a member of the sex-offender-treatment clinical team working with other disciplines in diagnosing problems, formulating treatment plans and evaluating progress.

4. Prepares written treatment plans, goals and reports for the Court as directed.

5. Facilitates and/or co-facilitates support groups for parents, juveniles, other family members.

6. Provides assessments of youth and parents brought to the attention of the Court, as directed by a Judge/Referee.

7. May provide field supervision and instruction of graduate level students.

8. Testifies in court as directed by a Judge and the court process.

9. Provides emergency interventions with clients.

10. Conducts staff training in best practice social work clinical techniques.

11. Participates in general staff meetings, case supervision and treatment team meetings.

12. Assesses and measures treatment fidelity for group interventions, individual sessions, and staff adherence to best practices.

13. Develops and implements staff trainings related to evidence based programming.
Other Functions: None

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

Employment Qualifications:

Education: Must have completed a Masters of Social Work. Licensed Masters Social Worker (LMSW) required. Must have completed Masters degree in Social Work, Psychology, Counseling or other related Social Science discipline. Must be fully licensed or on track to obtain a license in related mental health field.

Experience: Must have 2 years or more years related work experience in providing treatment with adolescent sex offenders at-risk youth. Knowledge of best practice treatment for adolescent sex offenders, and experience in implementing such programming preferred. Must have a good driving record and a valid Michigan’s Driver’s License.

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

Physical Requirements: [This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:

Ability to travel throughout the County.
Ability to climb stairs to access clients in their homes.
Ability to access office files.
Lifts and transports materials and equipment.

Working Conditions:

Works in office conditions and travels throughout the County to attend meetings.
GENERAL SUMMARY:
1. Evaluate children and/or parents referred by Court staff and Judges and provide written psychological reports to the Court. Testify in Court relative to findings when requested to do so. Evaluate prospective employees, foster and group home parents when requested and provide recommendations as to the personality and stability of these persons. Assist in conducting training programs and provide consultation to the staff. Supervises the Clinical Social Worker and Clinical Mental Health Professional, which includes but is not limited to approval of time off request and ensuring coverage of duties, approval of time sheets, approval of purchase requests for equipment and supplies, together with responding to various individual request and/or complaints and taking disciplinary action as needed.

ESSENTIAL FUNCTIONS:
2. Supervises Clinical Social Worker and Clinical Mental Health Professional, which includes but is not limited to approval of time off request and ensuring coverage of duties, approval of time sheets, approval of purchase requests for equipment and supplies, together with responding to various individual request and/or complaints and taking disciplinary action as needed.
3. Conducts clinical supervision for licensed clinical staff as well as periodic staff meetings.
4. Attends managers and judicial meetings as directed.
5. Responsible for interviewing new applicants for various Family Division positions and making recommendations to the Family Division Administrator for hiring such staff.
6. Evaluation of children and parents who are being dealt with by the Court due to neglect, abuse or delinquency.
7. Prepare written evaluation reports as a result of testing and consultation.
8. Testify when necessary at hearings.
9. Attend staff meetings, case conferences and planning meetings.
10. Provide consultation to staff and Judges on cases processed by the Court.
11. Assist with in-service presentations to Court staff, volunteers, group home parents and foster home parents.
12. Provide individual and/or group therapy to children and/or parents being supervised by the Court.
13. Evaluate prospective foster home and group home parents and provide recommendations relative to such evaluation.
14. Evaluate prospective employees in the professional ranks of the Court and provide recommendations relative to such evaluation.
15. Provide emergency assistance and/or consultation for the staff concerning problems at the Youth Center or in other placements (possibly after normal hours and on weekends).
16. Assist with overall planning in the areas of treatment, detention and placement services.
17. Provides the management team with assessment of treatment fidelity for group
interventions, individual sessions, and staff adherence to best practices.

Other Functions:
Performs other work duties as assigned.

(The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified)

Employment Qualifications:

Education: A Ph. D. in the Counseling, Clinical Psychology or other related Psychological disciplines is required.
Experience: A minimum of 5-7 years of progressively increased responsibilities as it relates to counseling and criminal justice is required. Experience with counseling adolescents and their respective families is preferred.

Other Requirements: Must be fully licensed or on track to obtain licensure as a Psychologist with the State of Michigan. Must be able to pass a court screening process.

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

Physical Requirements:

- Ability to sit, stand, walk, bend and stretch in order to retrieve supplies and operate standard office equipment.
- Ability to lift, hold and carry objects weighing up to 25 pounds.
- Ability to communicate and respond to inquiries both in person and over the phone.
- Ability to operate a PC/laptop and other office equipment.
- Ability to handle varying and often high levels of stress.

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

Working Conditions:
The work environment is a typical office setting. Safe work practices in regard to office equipment, avoiding trips/falls and fire regulations are required. Will be scheduled for some on-call hours (evenings, nights, weekends).

July 2009
OPEIU PSYC-7
Beth -

With what you added re: the current Staff Psychologist classification, OPEIU Local 459 supports the reorganisation outlined below.

Thanks.

Jeff

On 13 Apr 2017, at 12:54 pm, Bliesener, Elisabeth <EBliesener@ingham.org> wrote:

We do keep on file the job descriptions, if there was a need for the Juvenile Division to resurrect the staff psychologist position, we would still have the job description and that it would be in the OPEIU / Family Court union and the salary scale. For the time being the classification would be inactive rather than active since they do not plan on filling a staff psychologist after the reorganization.

Does that sound agreeable to the union?

Let me know if have any other questions.

Thanks,
Beth

From: Jeff Fleming <jfleming@local459.org>
Sent: Thursday, April 13, 2017 12:16 PM
To: Bliesener, Elisabeth
Cc: Leroy, Scott; Parsons, Travis
Subject: Re: Re-organization for the Juvenile Division

Beth -

Could we leave the Staff Psychologist classification still in the bargaining unit? We understand it would not be occupied after the reorganisation?

Thanks.

Jeff

On 13 Apr 2017, at 11:22 am, Bliesener, Elisabeth <EBliesener@ingham.org> wrote:

Good Morning Jeff,
The Juvenile Division would like to reorganize the following two positions.

Position #140002, Staff Psychologist OPEIU/Family Court, is currently vacant. The Juvenile Division would like to eliminate this position and create a Clinical Mental Health Professional. After analysis, the job will be compensated at an OPEIU Court Pro 06.

Position #140004, Staff Psychologist OPEIU/Family Court is currently occupied. The Juvenile Division would like to convert this position to a Chief Staff Psychologist. After analysis, the job will now be compensated at a MCF 14.

Does the union give their support for this reorganization?

Please let us know if you have any questions.

Thank-you,
Beth

Beth Bliesener
Ingham County
Human Resources
Employment Specialist
517-887-4375

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Agenda Item 2

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

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A REORGANIZATION IN THE CIRCUIT COURT
JUVENILE DIVISION

WHEREAS, the Circuit Court Juvenile Division currently has two Staff Psychologists (#140002, OPEIU and #140004, OPEIU); and

WHEREAS, one Staff Psychologist position (#140002, OPEIU) has been vacant since December 6, 2013 as a result of a resignation; and

WHEREAS, the Circuit Court Juvenile Division having had sufficient time to evaluate the impact of this vacancy wishes to eliminate the vacant Staff Psychologist position (#140002, OPEIU) and add a new position of Clinical Mental Health Professional; and

WHEREAS, the Circuit Court Juvenile Division has reviewed the proposed Clinical Mental Health Professional job description with Human Resources and after analysis, the position will be compensated at an OPEIU Court Pro 6; and

WHEREAS, the Circuit Court Juvenile Division wishes to convert the second Staff Psychologist position (#140004, OPEIU) to Chief Psychologist (MCF 14); and

WHEREAS, the Circuit Court Juvenile Division has reviewed the proposed Chief Psychologist job description with Human Resources and after analysis, the position will be compensated at an MCF 14; and

WHEREAS, it is the belief of the Circuit Court Juvenile Division that this re-organization will be cost-effective and will universally aid the court; and

WHEREAS, the Budget Office has calculated that this re-organization will result in annual savings of $22,607.00; and

WHEREAS, the OPEIU Union has reviewed the proposed re-organization and has no objections.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves the elimination of Staff Psychologist position (#140002, OPEIU).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the creation of a Clinical Mental Health Professional (OPEIU Court Pro 6).

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners approves the conversion of Staff Psychologist (#140004, OPEIU) to Chief Psychologist.

BE IT FURTHER RESOLVED, the reorganization will become effective June 1, 2017.
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to make the necessary adjustments to the Circuit Court Juvenile Division 2017 Budget and Position Allocation List in accordance with this Resolution.
TO: Board of Commissioners Human Services, County Services and Finance Committees
FROM: Linda S. Vail, Health Officer
DATE: April 13, 2017
SUBJECT: FY 17 State of Michigan Comprehensive Agreement Amendment # 3
For the meeting agenda of May 1, 2017, May 2, 2017 and May 3, 2017

BACKGROUND
The Ingham County Health Department (ICHD) currently receives funding from the Michigan Department of Health and Human Services (MDHHS) via the Comprehensive Agreement. The Comprehensive Agreement is the annual process whereby the MDHHS transmits State and Federal Funds to Ingham County to support public health programs. The Board of Commissioners authorized the 2016-2017 Agreement in Resolution #16-339, Amendment #1 in Resolution 16-494 and Amendment # 2 in Resolution 17-034.

ALTERNATIVES
There are no other alternatives.

FINANCIAL IMPACT
The financial impact of this amendment will increase the agreement for Comprehensive Local Health Services from $5,336,177 to $5,360,352, an increase of $24,175. The amendment makes the following specific changes in the budget:

- Nutrition & Physical Activity Self-Assessment for Child Care: increase of $2,500 from $5,000 to $7,500
- Family Planning Services: increase of $20,000 from $256,392 to $276,392
- Tuberculosis (TB) Control: increase of $20,135 from $12,513 to $32,648
- WIC Breastfeeding: increase of $35,200 from $58,195 to $93,395
- WISEWOMAN: increase of $24,000 from $30,000 to $54,000
- Breast & Cervical Cancer Control Coordination: decrease of $53,375 from $280,000 to $226,625
- Michigan Colorectal Cancer Early Detection Program: decrease of $1,785 from $6,375 to $4,590
- Wise Choices: decrease of $22,500 from $22,500 to $0

This resolution authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant. The resolution also authorizes a .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant. The compensation for all authorized positions will not exceed the $35,200 in WIC funding provided by the agreement.

OTHER CONSIDERATIONS
There are no other considerations.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support Amendment # 3 with MDHSS.
Introduced by the Human Services, County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AMENDMENT #3 TO THE 2016-2017 COMPREHENSIVE AGREEMENT WITH THE MICHIGAN DEPARTMENT OF COMMUNITY HEALTH

WHEREAS, the responsibility for protecting the health of the public is a shared responsibility between the State and County governments in Michigan; and

WHEREAS, the Michigan Department of Health & Human Services (MDHHS) and local health departments enter into contracts to clarify the role and responsibility of each party in protecting public health; and

WHEREAS, the MDHHS and Ingham County have entered into a 2016-2017 Agreement authorized in Resolution #16-339; and Amendment #1 in Resolution # 16-494; and Amendment # 2 in Resolution $17-034; and

WHEREAS, the MDHHS has proposed amendment #3 to the current Agreement to adjust grant funding levels and clarify Agreement procedures; and

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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes Amendment #3 to the 2016-2017 Comprehensive Agreement with MDHHS.

BE IT FURTHER RESOLVED, that the total amount of Comprehensive Agreement funding shall increase from $5,336,177 to $5,360,352, an increase of $24,175.

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

- Nutrition & Physical Activity Self-Assessment for Child Care: increase of $2,500 from $5,000 to $7,500
- Family Planning Services: increase of $20,000 from $256,392 to $276,392
- Tuberculosis (TB) Control: increase of $20,135 from $12,513 to $32,648
- WIC Breastfeeding: increase of $35,200 from $58,195 to $93,395
- WISEWOMAN: increase of $24,000 from $30,000 to $54,000
- Breast & Cervical Cancer Control Coordination; decrease of $53,375 from $280,000 to $226,625
- Michigan Colorectal Cancer Early Detection Program: decrease of $1,785 from $6,375 to $4,590
- Wise Choices: decrease of $22,500 from $22,500 to $0

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners also authorizes a .25 FTE increase for the WIC Breastfeeding Coordinator (ICEA Pro Grade 7) Position #601102 (from .50 FTE to .75 FTE) and a .25 FTE increase for the WIC Breastfeeding Counselor (UAW Grade C) Position #601425 (from .50 FTE to .75 FTE) for the remainder of the grant, as well as a temporary .75 FTE WIC Breastfeeding Counselor (UAW Grade C) position for the remainder of the grant, with compensation for all authorized positions not to exceed the $35,200 in WIC funding provided by the agreement.
BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department’s 2017 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to submit Amendment #3 of the 2016-2017 Comprehensive Agreement electronically through the Mi-E Grants system after approval as to form by the County Attorney.
TO: Board of Commissioners Human Services Committee, County Services Committee and Finance Committee

FROM: Travis Parsons, Human Resources Director

DATE: April 21, 2017

SUBJECT: LOU–UAW-TOPS for Human Services Agenda – May 1st, County Services Agenda – May 2nd and Finance Agenda – May 3rd

UPDATED BACKGROUND

The attached Letter of Understanding (LOU) with the UAW – TOPS unit originally went through Human Services on September 19th, County Services on September 20th, and Finance Committee on September 21st. Members of The Michigan Nurses Association appeared at the Board of Commissioners meeting, on September 27, 2016, in opposition to the proposed LOU. The Resolution and LOU were pulled from the Board of Commissioners Agenda on September 27, 2016 and referred back to County Services and Finance Committees.

In addition to the original background information below regarding the need for the LOU, the parties addressed the Michigan Nurses Association’s concerns in the grievance process and ultimate achieved a settlement agreement. The grievance settlement agreement is being presented to the Board of Commissioners under separate cover.

There is also a modification to the new Medical Assistant job description (LOU Exhibit 1), which would require graduation from a recognized program and certification as a Medical Assistant and not list it as only as a preference statement.

Original Background Information Provided in the Memo, Dated September 1, 2016

The Ingham County Health Department, specifically the Ingham Community Health Centers, have evaluated the current practice of only allowing RN’s to perform medication administration. This practice has limited RN’s from performing at the top of their scope of work, impacts program sustainability and extends patient wait times.

Medication administration is not currently part of the job description for Ingham County Medical Assistants but is part of the standard scope for Medical Assistants currently being trained to enter this field. Medical Assistants routinely perform this level of work at other Federal Qualified Health Centers and at private practices statewide.

Medical Assistants currently employed by the Ingham County Health Department will be assessed for their current knowledge and skill level related to medical administration and will be provided refresher training based upon their level need, based upon previous training and comfort with current requirements. After successfully demonstrating competency, Medical Assistants will be able to perform medication administration duties. Some Medical Assistants may require additional employer paid training and this will be provided as required to allow all Medical Assistants to begin to perform these duties and demonstrate proficiency.

The Employer engaged the UAW to discuss the need for the change in the Medical Assistants job description. The UAW agreed to the conditions outlined in the attached Letter of Understanding (LOU).
Alternatives
Maintaining the current model increases allocated costs and is not sustainable.

Financial Impact
Limiting medication administration to RN’s will eventually effect the ability to offer programs within the established budget. Future program expansion will require the utilization of the most cost effective options possible to deliver care.

Upon demonstrating proficiency in medication administration, the current Medical Assistants will be paid a one-time lump sum of $1000, less applicable withholdings in accordance with the LOU.

Other Considerations
Future program expansion will require utilization of the most cost effective options possible to deliver care. By changing the model of care, RN’s will start doing care that only they can perform, including Care Management and oversight of clinical operations at each location.

Through the meet and confer process, the Employer and the UAW reached agreement and captured the agreement in the attached LOU.

Recommendation
Based on the information presented, we respectfully recommend approval of the attached resolution authorizing the Letter of Understanding between the Employer and UAW regarding the change in duties to the Medical Assistant Classification.
WHEREAS, the County of Ingham (Employer) and the United Automobile, Aerospace and Agricultural Implement Workers of America (UAW) have entered into a collective bargaining agreement with a term running from January 1, 2015 through December 31, 2017; and

WHEREAS, the Employer recognized a need to assign medication administration duties to the Medical Assistant classification, represented by UAW; and

WHEREAS, the Employer and the UAW-TOPS, Local 2256 are agreeable to the change to the duties of the classification, as reflected in the attached Letter of Understanding between the parties; and

WHEREAS, the provisions of the Letter of Understanding have been approved by the Human Services Committee, County Services Committee and Finance Committee regarding the addition of medication administration to the classification.

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

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

WHEREAS, the Employer and the Union have entered a collective bargaining agreement that covers the Medical Assistant classification ("MA"), extending through December 31, 2017; and

WHEREAS, the Employer seeks to assign medication administration duties to the MAs; and

WHEREAS, those MAs who complete the necessary training or are currently certified to perform medication administration and demonstrate proficiency will assume those job duties and responsibilities set out in the new position description; and

WHEREAS, the Employer recognizes that the addition of medication administration duties for current MAs justifies additional compensation in the form of a one-time lump sum payment; and

WHEREAS, the Employer and the Union agree to add medication administration duties for those MAs that demonstrate proficiency.

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

1. Those MAs that are employed by the Employer on the date this LOU is executed by both parties will be required to attend training, paid for by the Employer, for medication administration. For those MAs that are currently certified for medication administration, they may begin performing these duties as soon as they have demonstrated proficiency to the Employer’s satisfaction, with or without completing the training.

2. Upon completion of the training, 80% of the total number of MAs that are employed by the Employer on the date this LOU is executed must demonstrate proficiency to the Employer’s satisfaction and be willing and able to perform medication administration. In the event a current MA does not demonstrate proficiency or is unwilling and unable to perform medication administration, they may continue to be employed under the previous position description (that does not include medication administration) or reassigned.

3. The revised MA position description that includes medication administration is attached as Exhibit 1.

4. Upon demonstrating proficiency in medication administration to the Employer’s satisfaction, those MAs that are employed by the Employer on the date this LOU is executed by
both parties will be paid on a one-time basis the gross sum of $1,000.00 by separate payroll check, less applicable withholdings.

5. In the event the ability of the MAs to perform medication administration is challenged before MERC, the Employer may suspend or discontinue this LOU upon 30 days written notice to the Union.

6. It is expressly understood and agreed by the parties that because of the particular set of factual circumstances, this LOU is without precedence or prejudice as to any other cases.

7. All the other terms and condition specified in the parties’ collective bargaining agreement shall remain in full force and effect.

COUNTY OF INGHAM

Sarah Anthony, Chairperson
Ingham County Board of Commissioners

UAW LOCAL 2256

Sally Auer, Chairperson

APPROVED AS TO FORM
FOR THE COUNTY OF INGHAM:
COHL, STOKER & TOSKEY, P.C.

Mattis Nordfjord
Exhibit 1 – LOU UAW

INGHAM COUNTY
JOB DESCRIPTION
MEDICAL ASSISTANT I

General Summary: Under the supervision of a Health Center Supervisor, assists health care providers with examinations and procedures to ensure an expeditious flow of patients through the clinic. Upon direction of the provider conducts various tests to identify health problems in patients. May determine eligibility for center services. Tasks include conducting initial interviews, preparing patients for examinations, administering medications, injections and standardized tests, and recording results.

Essential Functions:
1. Receives patients and their families at a health center or screening site. Coordinates initial interview, gathers background information, and assists in the completion of various forms and applications. Answers routine questions regarding operations and related services.
2. Prepares patients for examination by escorting them to examination rooms, documenting complaints and symptoms. Taking vital signs including temperature, blood pressure, pulse and pulse oximetry. Measures height, weight and pediatric head circumference. Records vital statistics and relevant visit information in patient electronic health record (EHR).
3. Arranges for specialized testing, medical procedures and specialist referrals. Completes necessary paperwork and EHR documentation, contacts specialist’s offices, hospitals, labs or other facilities to make appointments as needed. Contacts patients or caregivers to inform them of appointments. Completes paperwork, notifies patients or caregivers and assists in tracking of referrals to ensure necessary care is completed. Forwards to proper personnel to complete referral authorizations as needed.
4. Administers standardized tests or performs procedures ordered by providers such as developmental screening, EKGs, peak flow meter testing, ear irrigations and vision/hearing tests.
5. Assist health care professionals conducting medical examinations as required.
6. Collects specimens such as blood, urine and throat swabs per provider and/or standing order upon proof of competency. Collects or receives samples and conducts CLIA Waived tests per Ingham Community Health Center (ICH) quality assurance training and documents within EHR. May prepare specimens to be sent to outside laboratories.
7. Administers medications and injections safely following established standards, policies and procedures.
8. Documents all care and communication within the EHR per training and established procedure.
9. Provides care following established procedure under the Patient-Centered Medical Home model of care.
10. Prepares assigned clinic area for daily activities to meet provider and patient needs according to established protocols and established checklists. Order materials, supplies, medications, vaccines, test kits and other items needed.
11. Assists other support staff as necessary and performs a variety of clerical, record keeping and account keeping assignments.
12. Provides all care and communication according to the Health Department Core Values.
13. Attends staff meetings and trainings as assigned.

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

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

**Employment Qualifications:**

**Education:** Possession of a high school diploma or equivalent. **Graduation from a recognized Medical Assistant program and certification as a Medical Assistant such that they meet the federal guidance for Meaningful Use compliance.** Current CPR training must be maintained during employment.

**Experience:** Prefer six months experience in a clinic setting.

**Other Requirements:**
- This position requires the ability to communicate and respond to inquiries both in person and over the phone.
- This position requires the ability to operate a PC/laptop and to enter & retrieve information from a computer.
- This position requires the ability to handle varying and often high levels of stress.

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

**Working Conditions:**
1. This position works in an indoor environment. There is no planned exposure to prominent lights, noises, odors, temperatures or weather conditions.
2. This position operates non-powered hand tools such as medical equipment, etc.
3. This position is exposed to communicable diseases, blood, other body fluids, etc.
4. This position is exposed to individuals in crisis. These individuals may suffer from mental or emotional illness, have violent tendencies or be unconcerned with their personal safety and hygiene.
Physical Requirements:

- This position requires the ability to sit, stand, walk, traverse, climb, balance, twist, bend, stoop/crouch, squat, kneel, crawl, lift, carry, push, pull, reach, grasp, handle, pinch, type, endure repetitive movements of the wrists, hands or fingers.
- This position’s physical requirements require little to no stamina in traversing, climbing, balancing, squatting, kneeling and crawling.
- This position’s physical requirements require periodic stamina in sitting, twisting, bending, stooping/crouching, lifting, pushing and pulling.
- This position’s physical requirements require continuous stamina in standing, walking, carrying, reaching, grasping, handling, pinching, typing, enduring repetitive movements of the wrists, hands or fingers.
- This position performs light work requiring the ability to exert 20 pounds or less of force in the physical requirements above.
- This position primarily requires close visual acuity to perform tasks within arm’s reach such as: viewing a computer screen, using measurement devices, inspecting and assembling parts, etc.

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

Union UAW
Pay Grade D
Updated 4/17/17
TO: Board of Commissioners, County Services Committee, Finance Committee
FROM: Deb Fett, CIO
DATE: 4/07/2017
SUBJECT: Tritech Support Renewal

BACKGROUND
TriTech Software Systems is the vendor that provides the Sheriff’s Office RMS (records management system) for both Field Services Division, Records Unit and Corrections Division. The current support expired on 12/31/2016. Last year’s support amount was $38,919.01.

ALTERNATIVES
None.

FINANCIAL IMPACT
The funding for the $24890.46 will come out of the County’s LOFT fund 63625820-932051.

OTHER CONSIDERATIONS
This support renewal does not include the previously supported usage by other members of the TIC group which consists of various local law enforcement agencies. Those agencies no longer use the product so support is not needed.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached support renewal invoice for TriTech.
Bill To:
Ingham, County of
Ingham County Courthouse, 341
Mason, MI 48854

Remit To
Tritech Software Systems
P.O. Box 203223
Dallas, TX. 75320-3223
(858) 799-7000 Ext 0000

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
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<tbody>
<tr>
<td>2017-2018 Inform Support Renewal</td>
<td>$ 24,890.46</td>
</tr>
<tr>
<td>1/1/17-12/31/17</td>
<td></td>
</tr>
</tbody>
</table>

TOTAL $ 24,890.46

THANK YOU FOR YOUR BUSINESS!
### Ingham County (MI146)

<table>
<thead>
<tr>
<th>Product Name</th>
<th>Notes</th>
<th># of Licenses</th>
<th>Cost per License</th>
<th>Total LicenseCost</th>
<th>Support Term 1/1/17 - 12/31/17</th>
</tr>
</thead>
<tbody>
<tr>
<td>FBR Workstations (32) &amp; Prorated Share of FBR Server</td>
<td></td>
<td>32</td>
<td></td>
<td>3,395.41</td>
<td></td>
</tr>
<tr>
<td>RMS Workstations (18) RMS Modules &amp; Prorated Share of RMS Server</td>
<td></td>
<td>18</td>
<td></td>
<td>5,981.24</td>
<td></td>
</tr>
<tr>
<td>Prorated Share of RiverChase Citiation to RMS</td>
<td>[b]</td>
<td>1</td>
<td></td>
<td>0.00</td>
<td></td>
</tr>
<tr>
<td>Jail Server</td>
<td></td>
<td>1</td>
<td></td>
<td>9,125.37</td>
<td></td>
</tr>
<tr>
<td>Jail Livescan Export Interface</td>
<td></td>
<td>1</td>
<td></td>
<td>1,704.83</td>
<td></td>
</tr>
<tr>
<td>Jail JICS Interface (VisionJail to Northpoints)</td>
<td></td>
<td>1</td>
<td></td>
<td>1,251.98</td>
<td></td>
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<tr>
<td>Jail Swanson/Canteen Commissary Interface</td>
<td></td>
<td>1</td>
<td></td>
<td>1,282.42</td>
<td></td>
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<tr>
<td>Remote Support Connectivity</td>
<td></td>
<td>1</td>
<td></td>
<td>401.33</td>
<td></td>
</tr>
<tr>
<td>Tritech.com IQ (1-40 users) &amp; Analytics (5 concurrent users) combined subscription</td>
<td>[a]</td>
<td>1</td>
<td>1,725.00</td>
<td>1,725.00</td>
<td></td>
</tr>
<tr>
<td>Inform RMS Barcode Handheld Reader Software</td>
<td></td>
<td></td>
<td></td>
<td>1,747.87</td>
<td></td>
</tr>
</tbody>
</table>

**Total Support Base Cost:** 1,725.00

**Total Support Renewal Fee:** 24,890.46

**NOTES:**

[a] not live

[b] removed per client
Introducing by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE RECORDS MANAGEMENT SYSTEMS SUPPORT

WHEREAS, the Ingham County Sheriff’s Office has had for several years an RMS (Records Management System) from TriTech Software Systems that operates both police and corrections records; and

WHEREAS, each year the County pays out of LOFT funds yearly customer support updates from TriTech Software Systems for the Sheriff’s Office; and

WHEREAS, the 2017 TriTech Software Systems annual maintenance contract for the Sheriff’s Office RMS is $24,890.46.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize renewal of the 2017 annual support for TriTech Software Systems for the Sheriff’s Office RMS (Records Management System) for an amount not to exceed $24,890.46.

BE IT FURTHER RESOLVED, the total cost is budgeted for 2017 within account #636-25820-932050.

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

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

TO: County Services and Finance Committees

FROM: Jim Hudgins, Purchasing Director

DATE: April 18, 2017

SUBJECT: Amending Local Purchasing Preference Policy

This is a resolution that authorizes amending the Local Purchasing Preference Policy (LPPP). The amendment is needed to address the following bidding scenario that is before you for consideration of contract award.

The Purchasing Department recently let a contract for replacing a portion of the asphalt parking lot at the Human Services Building. Responsive bids were received from the following registered local vendors (RLVs):

1. Rieth-Riley (local vendor – Mason) - $218,700.50
2. Perfitt Excavating (local vendor – Dansville) - $210,816

After the bid opening, it was ascertained that Perfitt is utilizing non-local vendors for more than 50% of the contract work. Perfitt’s subcontractors and the amount and percent of their work on this project include the following:

1. Michigan Paving & Materials (Lansing, not local) (asphalt) - $147,850/70%
2. L&L Construction (Holt, local) (pulverizing) - $12,200/5%
3. Parallel Contracting (Williamston, local) (striping) - $2,600/1%

All other work (mainly excavation) will be performed by Perfitt.

Since both bidders are local, it was determined in consultation with legal counsel, that the LPPP is not applicable for this project – even though the LPPP contains the following language:

“BE IT FURTHER RESOLVED, that RLVs [registered local vendors] who utilize non-RLVs as subcontractors for more than 50% of the work in a specific bid or proposal shall not be entitled to preference as a RLV for the specific bid or proposal.”

Perfitt completed and submitted as part of his response, the Local Purchasing Preference Form (as did Rieth-Riley) which asks if the vendor is local, wants to be considered a local vendor and have his/her bid evaluated with the LPPP. And while Perfitt filled out the form, he does not need the preference, since both bidders are local. As it is currently written, the LPPP is only applicable when there is a non-local vendor who is the apparent low bidder.
The LPPP needs to be amended to include a provision for addressing future similar bidding scenarios where there are multiple registered local vendors (RLVs) bidding on a County contract and where the low bidder is utilizing non-local subcontractors for more than fifty percent (50%) of the contract work. Therefore, it is recommended that the LPPP be amended to include the following language:

BE IT FURTHER RESOLVED, that when there are two registered local vendors (RLVs) bidding on a County contract and when the low bidder is utilizing non-local subcontractors for more than fifty percent (50%) of the contract work, then the non-low RLV who is within ten percent (10%) of the lowest RLV’s bid and who is also utilizing non-local subcontractors for less than fifty percent (50%) for the contract, shall be given an opportunity to reduce its cost to match the low RLV’s bid, and in doing so, shall be recommended for the award of the contract.

Legal counsel has reviewed and is in agreement with the suggested changes, and we believe that this change will address future similar bidding scenarios as the one described above.

I respectfully recommend approval of the resolution.

Jim Hudgins
Agenda Item 6a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE INGHAM COUNTY LOCAL PURCHASING PREFERENCE POLICY

WHEREAS, the Ingham County Board of Commissioners adopted Resolution #05-044, which amended the purchasing policies to include a provision for local purchasing preference; and

WHEREAS, the Board of Commissioners desires to continue utilizing the Local Purchasing Preference Policy (LPPP) believing that it encourages local vendors to provide good and services to Ingham County government resulting in increased economic activity through more local jobs, tax revenues, and expenditures, and that it entices business relocations to the County; and

WHEREAS, the Board of Commissioners has determined that the LPPP needs to be amended to include a provision for addressing bidding scenarios where there are multiple registered local vendors (RLVs) bidding on a County contract and where the low bidder is utilizing non-local subcontractors for more than fifty percent (50%) of the contract work.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes amending the Local Purchasing Preference Policy to include the following language:

BE IT FURTHER RESOLVED, that when there are two registered local vendors (RLVs) bidding on a County contract and when the low bidder is utilizing non-local subcontractors for more than fifty percent (50%) of the contract work, then the non-low RLV who is within ten percent (10%) of the lowest RLV’s bid and who is also utilizing non-local subcontractors for less than fifty percent (50%) for the contract, shall be given an opportunity to reduce its cost to match the low RLV’s bid, and in doing so, shall be recommended for the award of the contract.

BE IT FURTHER RESOLVED, that in the event that there are multiple RLVs who are within ten percent (10%) of the lowest RLV who is using more than fifty percent (50%) of non-local vendors for the contract, the RLV who is utilizing the largest percentage of local subcontractors shall be given an opportunity to reduce its cost to match the low RLV’s bid, and in doing so, be recommended for award of the contract; provided, however, that the percentage of non-local subcontractors utilized does not exceed fifty percent (50%); in the event that all non-low RLVs are using the same percentage of local subcontractors, the Purchasing Director shall toss a coin to determine the recommended bidder for contract award.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND THE PURCHASING POLICIES TO INCLUDE A PROVISION FOR LOCAL PURCHASING PREFERENCE

RESOLUTION #05-044

WHEREAS, the Board of Commissioners believes that its purchasing policies should encourage local vendors to provide goods and services to Ingham County government, resulting in increased economic activity through more local jobs, tax revenues, and expenditures, and to entice business relocations to the County.

THEREFORE BE IT RESOLVED, that the Board of Commissioners encourages all county offices, departments and courts supported by the County to utilize local vendors, wherever possible, practical, and cost effective.

BE IT FURTHER RESOLVED, that the Board of Commissioners hereby amends the Ingham County Purchasing Policies by providing a preference for registered local vendors who respond to formal bids or proposals for the purchase of goods or supplies, issued by the Ingham County Purchasing Department.

BE IT FURTHER RESOLVED, that for purposes of this policy, a Registered local vendor (RLV) shall mean any vendor who operates a business within the legally defined boundaries of Ingham County. In order to be identified as a RLV, the vendor shall provide the Ingham County Purchasing Department with a verifiable physical business address (not a P.O. Box) at which the business is conducted.

BE IT FURTHER RESOLVED, that the RLV’s status ceases at the time that the business address is no longer valid.

BE IT FURTHER RESOLVED, that a vendor who wishes to be identified as a RLV shall also meet all other requirements of the County’s Purchasing Policies.

BE IT FURTHER RESOLVED, that a RLV who submits a responsive bid which is within 5% of the lowest responsive bid shall be given the opportunity to reduce its bid to meet the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided however, that the initial lowest responsive bid is not from another RLV.

BE IT FURTHER RESOLVED, that in the event that two (2) or more RLVs submit responsive bids which are within 5% of the lowest responsive bid, the RLV with the

RESOLUTION #05-044
lowest responsive bid shall be given the opportunity to reduce their bid to meet or be less than the lowest responsive bid, and upon doing so, shall be considered to be the lowest responsive bid, provided however, that the initial lowest responsive bid is not from another RLV. In the event of a tie between 2 RLVs, where all other factors are equal in the sole discretion of the Purchasing Department, and where the Purchasing Department is unable to break the tie through additional negotiations, the award of bid shall be by coin toss. However, negotiations shall be based solely upon the bid price, and the Purchasing Department shall not negotiate any changes to, or otherwise vary, the specifications, contract requirements or scope of work.

BE IT FURTHER RESOLVED, that a RLV who submits a responsive proposal which includes a cost proposal which is within 5% of the cost of the lowest responsive proposal shall be given the opportunity to reduce its proposed cost to meet the cost of lowest responsive proposal, and upon doing so, the proposal shall be evaluated as having a cost component which is the lowest; provided however, that the initial lowest responsive proposal is not from another RLV. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated. In addition, a lowered cost proposal by an RLV which is premised upon, in whole or in part, changes to or variances to the published the specifications, contract requirements or scope of work shall be considered non-responsive and will not be considered.

BE IT FURTHER RESOLVED, that in the event that two (2) or more RLVs submit responsive proposals which are within 5% of the lowest responsive proposal, and the lowest responsive proposal is not from another RLV, the RLV with the lowest responsive proposal shall be given the opportunity to reduce the cost proportion of their proposal to meet or be less than the cost component of the lowest responsive proposal. That proposal will be evaluated with the revised cost proposals. Having the lowest cost proposal, however, does not necessarily result in the award of the proposal, because of other factors also being evaluated.

BE IT FURTHER RESOLVED, that if RLVs who are given the opportunity to reduce cost bids or proposals are unable or unwilling to reduce their bid or proposal costs to match the lowest responsive bid or proposal of a non-RLV, then the bid/proposal shall be awarded without regard to RLV status.

ADOPTED - FEBRUARY 22, 2005
Agenda Item No. 15

RESOLUTION #05-044

BE IT FURTHER RESOLVED, that RLVs who utilize non-RLVs as subcontractors for more than 50% of the work in a specific bid or proposal shall not be entitled to preference as a RLV for that specific bid or proposal.

BE IT FURTHER RESOLVED, that when a RLV submits a responsive bid or proposal which is equal to a bid or proposal submitted by a non-RLV, then the responsive bid or proposal shall be awarded to the RLV.

BE IT FURTHER RESOLVED, that the following purchases are exempt from the provisions of this policy:
1. Purchases resulting from exigent emergency conditions where any delay in completion or performance would jeopardize public health, safety or welfare of the citizens of the County, or where in the judgment of the County Controller the operational effectiveness or a significant County function would be seriously threatened if a purchase was not made expeditiously.

2. Purchases with any sole source supplier for supplies, materials, or other equipment.

3. Purchases made through the State of Michigan’s Extended Purchasing Program, or other cooperative purchasing contractual arrangements utilized by the Purchasing Department.

BE IT FURTHER RESOLVED, that any person, firm, corporation or entity intentionally submitting false information to the County in an attempt to qualify for the local purchasing preference shall be barred from bidding on county contracts for a period of not less than three (3) years.

BE IT FURTHER RESOLVED, that nothing in this resolution shall be deemed to waive or constrain, in any manner, the sole discretion of the County, or the offices, agencies, and departments of the County in any way, including, but not limited to:

a. The right, in the exercise of sole discretion, to reject any and all bids/proposals, waive any and all informalities and/or to negotiate contract terms with the successful bidder/vendor;

b. The right, in the exercise of sole discretion, to disregard all nonconforming, nonresponsive, unbalanced or conditional bids/proposals;

c. The right, in the exercise of sole discretion, to evaluate the qualifications of the bidders/vendors, whether or not the bids comply with the prescribed requirements, and alternatives and unit prices if requested in the bid/proposal forms;

d. The right, in the exercise of sole discretion, to consider the qualifications and experience of subcontractors and other organizations (including those who are to furnish items of material or equipment), or to evaluate operation costs, maintenance considerations, performance data and guarantees of materials and/or equipment.

e. To conduct such investigation as is deemed, in the exercise of sole discretion, necessary to assist in the evaluation of any bid/proposal and/or to establish the responsibility, qualifications and financial ability of the bidders/vendors, proposed subcontractors and other persons or organizations to do the work in accord with the contract documents to the owners satisfaction and/or within the prescribed time.

f. The right, in the exercise of sole discretion, to reject the bid/proposal of any bidder/vendor who does not pass any such evaluation to the owners satisfaction;

g. The right, in the exercise of sole discretion, to reject all bids and suspend, discontinue or abandon the project/purchase, rebid the project/purchase, or change or amend the requirements of the project/purchase.

BE IT FURTHER RESOLVED, that the Purchasing Department shall include in formal Request for Bids and Proposals language pertaining to the provisions of this policy.
BE IT FURTHER RESOLVED, that the policy contained in this resolution shall be reviewed by the County Controller no later than December 2006, and that the Controller make a recommendation on any policy changes needed.

BE IT FURTHER RESOLVED, that the County Clerk shall send a copy of this resolution to all offices, agencies, and departments of Ingham County.

COUNTY SERVICES:  Yeas: Celentino, Copedge, De Leon, Schor, Vickers, Severino  
Nays: None  Absent: None  Approved 2/15/05

FINANCE:  Yeas: Dedden, Swope, Hertel, Schor, Thomas, Dougan  
Nays: None  Absent: None  Approved 2/16/05
MEMORANDUM

TO: County Services and Finance Committees

FROM: James Hudgins, Director of Purchasing

DATE: April 18, 2017

RE: Fuel Purchase Program for County Owned Vehicles and Equipment

This is a resolution authorizing a contract with Michigan Fleet Fueling Solutions for a period of three (3) years with a two-year period renewal option. Michigan Fleet Fueling Solutions will provide regular unleaded gasoline, additives, and other types of fuel on an as-needed basis for County-owned vehicles and equipment.

Michigan Fleet Fueling Solutions, a registered and local vendor with the County, will provide County employees with easy access to and the convenience of numerous fueling stations in and around the County and the state. It also excludes all exempt sales tax and provides fuel usage reports by department utilizing a card accounting system. All fuel purchased meets or exceeds the minimum fuel standards established by the State of Michigan. The price charged to the County for all fuel charges is based on Michigan Fleet Fueling Solutions’ cost on the date of purchase plus a differential (for freight and margin), excluding any exempt taxes. For this contract the cost differential for all types of fuel will be $0.07 per gallon.

Later in the year, Michigan Fleet Fueling Solutions will begin offering diesel exhaust fluid (DEF) additive which is required by the Road Department so that it can be in compliance with 2010 Environmental Protection Agency emissions standards for highway diesel trucks and buses.

Another proposal was received from Blarney Castle as a result of the RFP process; however, Blarney Castle is not local, does not provide diesel exhaust fluid, and did not provide a responsive proposal.

I respectfully recommend approval of the following resolution.
TO: County Services and Finance Committees  
FROM: James Hudgins, Director of Purchasing, jhudgins@ingham.org  
DATE: April 18, 2017  
RE: Memo of performance for RFP No. 52-17: Fueling Program

The Purchasing Department sought proposals for the purchase of regular unleaded gasoline and other types of fuel on an as-needed basis for County-owned and operated vehicles and equipment.

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>8</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>Differential All Fuel Types 3-Yr Contract</th>
<th>Diesel Exhaust Fuel Additive $/Gallon at the pump</th>
</tr>
</thead>
<tbody>
<tr>
<td>MI Fleet Fueling Solutions LLC</td>
<td>Yes, Lansing</td>
<td>$0.07</td>
<td>Pending</td>
</tr>
<tr>
<td>Blamey Castle Oil Co.</td>
<td>No, Bear Lake MI</td>
<td>Non-responsive</td>
<td>Not available</td>
</tr>
</tbody>
</table>

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
RESOLUTION TO AUTHORIZE A CONTRACT TO SUPPLY FUEL AND FUEL-RELATED ADDITIVES FOR COUNTY-OWNED VEHICLES AND EQUIPMENT

WHEREAS, the County requires a primary supplier of fuel for County-owned and operated vehicles and equipment at fair and reasonable prices on an as-needed basis; and

WHEREAS, the Purchasing Department solicited proposals for the purchase of fuel, and after review and evaluation, recommends entering into contract with the most responsible proposer, Michigan Fleet Fueling Solutions, a local vendor, to supply fuel and fuel-related additives for County-owned vehicles and equipment.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes entering into a contract with Michigan Fleet Fueling Solutions to supply fuel and fuel-related additives for County-owned vehicles and equipment for a period of three (3) years with an option to renew the contract for an additional two-year period.

BE IT FURTHER RESOLVED, that the price charged to the County for fuel purchases shall be based on Michigan Fleet Fueling Solutions’ cost on the date of purchase plus a $0.07 per gallon differential for all types of fuel purchased; diesel exhaust fluid shall be $2.69 per gallon.

BE IT FURTHER RESOLVED, that this differential shall be added to Michigan Fleet Fueling Solutions’ actual invoice cost to determine the County’s fuel price, excluding any exempt taxes.

BE IT FURTHER RESOLVED, that the fuel will be purchased by County departments utilizing a card accounting system to be provided by Michigan Fleet Fueling Solutions.

BE IT FURTHER RESOLVED, that departments utilizing these fueling services will have their individual line item 747000 charged back by Financial Services.

BE IT FURTHER RESOLVED, that the Ingham County Board Chairperson is authorized to sign the contract documents consistent with this Resolution after approval as to form by the County Attorney.
TO: Board of Commissioners, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: April 18, 2017
SUBJECT: A contract with to remove the old caulk and re-caulk the skylights at the Human Services Building

For the meeting agendas of: May 2 & May 3

BACKGROUND
The Facilities Department would like to have the skylights at the Human Services Building repaired. The caulking has deteriorated to the point of the skylights leaking, every time it rains, causing continuous damage. The Facilities Department had funds available for a drop ceiling project which has since been put on hold due to the fact that the skylights are an urgent repair, to avoid further damage. The project, 5FC07, has been re-named to accommodate this urgent repair.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
It is the recommendation of both the Purchasing and Facilities Departments to award a contract to Sieloff Glass & Screen, a local vendor, who provided the lowest bid of $6,000.00 for skylight repairs.

Funds for this project are available in the approved CIP line item #631-23304-976000-5FC07 which has a current balance of $10,000.00 for Human Services Building skylight restoration.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with Sieloff Glass & Screen to remove the old caulk and re-caulk the Human Services Building skylights.
TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: April 13, 2017

RE: Memorandum of performance for Packet #107-17: Skylight Caulking at the Human Services Building (HSB).

The Purchasing Department can confirm bids were sought from qualified and experienced vendors for the purpose of removing and re-caulking the skylights at the Human Services Building.

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

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Address</th>
<th>Local</th>
<th>Amount Quoted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sieloff Glass &amp; Screen</td>
<td>1110 East Oakland Ave., Lansing, MI 48906</td>
<td>Yes</td>
<td>$6,000.00</td>
</tr>
<tr>
<td>Lansing Glass Company</td>
<td>330 Baker Street, Lansing MI 48910</td>
<td>Yes</td>
<td>$11,792.25</td>
</tr>
<tr>
<td>Bornor Restoration Inc.</td>
<td>525 Filley St., Lansing MI 4906-2975</td>
<td>Yes</td>
<td>$23,520.00</td>
</tr>
</tbody>
</table>

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

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

RESOLUTION TO AUTHORIZE A CONTRACT TO REMOVE THE OLD CAULK AND RE-CAULK THE HUMAN SERVICES BUILDING SKYLIGHTS

WHEREAS, the Facilities Department would like to have the skylights at the Human Services Building repaired; and

WHEREAS, the caulking has deteriorated to the point of the skylights leaking, every time it rains, causing continuous damage; and

WHEREAS, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Sieloff Glass & Screen, a local vendor, who provided the lowest responsive and responsible bid of $6,000.00; and

WHEREAS, the Facilities Department had funds available for a drop ceiling project which has since been put on hold due to the fact that the skylights are an urgent repair, to avoid further damage; and

WHEREAS, the drop ceiling project, 5FC07, has been renamed to accommodate this urgent repair; and

WHEREAS, funds for this project are available in the approved CIP line item #631-23304-976000-5FC07 which has a current balance of $10,000.00 for Human Services Building skylight restoration.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Sieloff Glass & Screen, 1110 East Oakland Avenue, Lansing, Michigan, 48906 to remove the old caulk and re-caulk the Human Services Building skylights.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners authorizes the Board Chairperson to sign any necessary documents that are consistent with this resolution and approved as to form by the County Attorney.
TO: Board of Commissioners, County Services and Finance Committees
FROM: Rick Terrill, Facilities Director
DATE: April 18, 2017
SUBJECT: A contract for Human Services Building parking lot improvements

For the meeting agendas of: May 2 & May 3

BACKGROUND
The Facilities Department would like to replace the North end and Southeast corner of the Human Services Building parking lot. These areas have deteriorated to the point where they have become a safety hazard and need to be repaired. It has been recommended to Ingham County, by Wolverine Engineers & Surveyors, Inc., that a contract be awarded to Perfitt Excavating, Inc., a local vendor who provided the lower of two bids for parking lot improvements. Both Wolverine Engineers & Surveyors, Inc., and Ingham County have worked with Perfitt Excavating, Inc. in the past, and have been more than satisfied with the professional results.

ALTERNATIVES
There are no alternatives for this project.

FINANCIAL IMPACT
It is the recommendation of both the Purchasing and Facilities Departments to award a contract to Perfitt Excavating, Inc., a local vendor, who provided the lowest bid of $210,816.00 for parking lot improvements.

Funds for this project are available in the 2016 approved CIP line item #631-23304-931000-6FC06 which has a current balance of $229,960.00 for Human Services Building parking lot replacement.

OTHER CONSIDERATIONS
There are no other considerations for this project.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to support a contract with Perfitt Excavating, Inc. for Human Services Building parking lot improvements.
TO: Rick Terrill, Director of Facilities
FROM: James Hudgins, Director of Purchasing
DATE: March 20, 2017
RE: Memorandum of Performance for RFP No. 2-17 Parking Lot Paving Improvements

Per your request, the Purchasing Department sought proposals from qualified and experienced asphalt contractors for the replacement of a portion of the Human Services Building’s parking lot in accordance with the specifications and drawings prepared by the County’s consultant, Wolverine Engineers & Surveyors Inc.

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>33</td>
<td>8</td>
</tr>
<tr>
<td>Vendors attending pre-bid/proposal meeting</td>
<td>7</td>
<td>2</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>2</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Phase I</th>
<th>Phase II</th>
<th>GRAND TOTAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Perfitt Excavating Inc.</td>
<td>Yes, Dansville</td>
<td>$43,812.00</td>
<td>$167,004.00</td>
<td>$210,816.00</td>
</tr>
<tr>
<td>Rieth Riley Construction Co.</td>
<td>Yes, Mason</td>
<td>$50,935.50</td>
<td>$167,765.00</td>
<td>$218,700.50</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.
Agenda Item 7b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR HUMAN SERVICES BUILDING PARKING LOT IMPROVEMENTS

WHEREAS, the Facilities Department would like to replace the North end and Southeast corner of the Human Services Building parking lot; and

WHEREAS, these areas have deteriorated to the point where they have become a safety hazard and need to be repaired; and

WHEREAS, it has been recommended to Ingham County, by Wolverine Engineers & Surveyors, Inc., that a contract be awarded to Perfitt Excavating, Inc., a local vendor, who provided the lower of two bids, for parking lot improvements; and

WHEREAS, both Wolverine Engineers & Surveyors, Inc., and Ingham County have worked with Perfitt Excavating, Inc. in the past, and have been more than satisfied with the professional results; and

WHEREAS, Perfitt Excavating, Inc. a local vendor, provided the lowest bid of $210,816.00 for parking lot improvements; and

WHEREAS, it is the recommendation of both the Purchasing and Facilities Departments to award a contract to Perfitt Excavating, Inc., who provided the lowest, most responsive and responsible bid of $210,816.00; and

WHEREAS, funds for this project are available in the 2016 approved CIP line item #631-23304-931000-6FC06 which has a current balance of $229,960.00 for Human Services Building parking lot replacement.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a contract with Perfitt Excavating, Inc., 1957 Seven Gables Road, Dansville, Michigan, 48819, for Human Services Building parking lot improvements.

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

To: County Services & Finance Committees

From: William Conklin, Managing Director
Ingham County Road Department

Date: April 18, 2017

RE: Resolution to Approve Local Road Agreement with Stockbridge Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Stockbridge 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 resolutions is therefore recommended.
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT
WITH STOCKBRIDGE TOWNSHIP

WHEREAS, Stockbridge Township and the Ingham County Road Department have agreed that asphalt wedging where needed, single course chip sealing and related repairs are needed on the following local roads in Stockbridge Township due to normal deterioration over time:

Budd Rd, Milner to Oakley Roads
Oakley Rd, Budd to Burden Roads
Burden Rd, Oakley Rd to M-36
Stilson Rd, Catholic Church Rd to Dexter Trail
Moechel Rd, Baseline to Heeney Roads
Chapman, O’Brien to Catholic Church Roads
Adams Rd, Morton Rd to Dexter Trail

A total of length of 9 miles at an estimated cost of $200,000 for materials only with labor to be provided by the road department without charge to the project; and

WHEREAS, Stockbridge Township and the Ingham County Road Department have also agreed to gravel and place culverts where needed on Oakley Road, Budd Rd to north Township limit at an estimated cost of $75,000 for materials only with labor to be provided by the road department without charge to the project, (work proposed for but not completed in 2016) for a total estimated 2017 local road program cost of $275,000; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken by road department crews 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 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 by road department crews during the construction season of the 2017 calendar year subject to final approval by, or as modified by Stockbridge Township.

BE IT FURTHER RESOLVED, that for 2017, the Road Department has allocated to Stockbridge Township’s local roads, a maximum sum of $22,200 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 $22,200 from the County Road Fund toward the cost of said improvement.
BE IT FURTHER RESOLVED, that in the event the final cost of the improvements is less than the estimate, the savings shall first accrue to the Township for any final costs down to $44,400, 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 Stockbridge 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
Ingham County Road Department
Date: April 17, 2017
RE: Resolution to Approve Local Road Agreement with Locke Township

Attached is a proposed resolution for a 2017 Local Road Program Agreement with Locke 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.

General Background on Local Road Program

Michigan Public Act 51 of 1951, Section 12, paragraph 15, MCL 247.662 (15), requires that any and all construction on local (as opposed to primary) roads be funded such that any Michigan Transportation Funds (MTF, aka Act 51 funds) used be matched by funds from other sources. Typically the match funds are provided by the townships having the respective local roads. This is what requires and funds our Local Road Program (LRP), in which we do construction and heavy maintenance on our local county roads.

Typically local road projects are suggested by Road Department staff based on pavement condition ratings, traffic volumes and other criteria. The suggested project list or map in each township is sent annually in the early spring to each township along with an update of the respective townships’ annual match allocation and any residual or carryover balance of prior years’ unused allocation(s). Staff representatives meet with each township as the township desires to advise and help select that township’s local road project(s) for the year. The township ultimately chooses which project the township wishes to pursue. Some townships have local road committees consisting of a varying mix of interested citizens and township board members who participate in this decision.

The total local road program match amount from the Road Department is determined as part of our annual budgeting process. For 2017 and most recent years this amount is (has been) $534,800.00. The sub-allocation amount for each township is determined by the Act 51 statewide local road funding allocation formula of 65% by local road mileage and 35% by population of each township. The sub-allocation to each township has been consistently the same amount for most of the recent years.

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

INGLEHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE LOCAL ROAD AGREEMENT
WITH LOCKE TOWNSHIP

WHEREAS, Locke Township desires that improvements be performed on various Locke Township local roads in Locke Township as part of the 2017 local road program to include asphalt leveling and maintenance pads where necessary on portions of Bell Oak, Harris and Royce Roads, and any other local roads in Locke Township as necessary and as budget may allow, up to matching program budget limit of approximately 1430 tons of asphalt paving total for all roads, at a total estimated cost on all of the roads of $57,336.00 for material only; and

WHEREAS, the Road Department is willing to cause said improvements to be undertaken by road department crews, to pay for a portion of the cost of said improvements from the County Road Fund, and to contribute labor without additional charge to the Township; 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 will be paid solely by the Township, provided, however, that the Township excess payment will not exceed five percent (5%) of the Township contribution amount established in the Agreement, unless the Township agrees otherwise.

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 Locke Township’s local roads, a maximum sum of $22,200 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 one half the final project cost, up to a maximum of $22,200.00, toward the cost of said improvement from the County Road Fund, and to contribute labor where indicated above without additional charge to the Township.

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 $44,400 (2 times the maximum match available of $22,200), and then be split evenly between the parties for any final costs below $44,400.

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 Locke 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: Tom Gamez, Director of Operations ICRD  
DATE: April 17, 2017  
SUBJECT: RFP 61-17: The purchase of equipment needed for new tandem axle truck chassis

The purpose of this correspondence is to support the attached RFP 61-17 to purchase the equipment needed for building 3 new tandem axle dump trucks.

The Road Department purchases the required equipment and components separate from the truck chassis. The Road Department Maintenance Shop will install all of these components on the 3 new Tandem axle trucks. The 3 tandems axle trucks are designed to meet the needs for snow plowing and maintaining county roads.

It is the Purchasing and Road Departments judgment as to which products are most advantageous for the County. This decision was based on a combination of engineering, design of equipment, availability of equipment, inventory requirements, proven reliability, cost of labor and materials to assemble the tandem axle trucks.

The Road Department’s adopted 2017 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Bids for equipment required to complete the new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #61-17, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase equipment from the following vendors;

1. Knapheide Truck Equipment; Dump Body, Underbody scraper, Dump body tarp cover system, and fenders at a cost of $83,502.00
2. Certified Power, Inc.; Hydraulic tanks, Hydraulic pump& valves, Hydraulic controls, and Spreader controls at a cost of $56682.00

Therefore approval of the attached resolution is recommended, to authorize purchase of the Road Department’s 2017 equipment required for building 3 new tandem axle trucks.
TO: Tom Gamez, Road Department
FROM: James Hudgins, Director of Purchasing
DATE: April 12, 2017
RE: Memo of performance for ITB No. 61-17: Equipment for New Conventional Truck Cab w/Tandem Axle Chassis

Per your request, the Purchasing Department sought bids for the purchase of equipment to outfit three (3), new conventional truck cabs on tandem axle chassis for the Ingham County Road Department. This will be a one-time order with delivery (F.O.B. destination) required to the Ingham County Road Department.

The ITB was advertised in the Lansing State Journal and posted on the following sites: Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises (MITADBE); 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>Vendor invited to propose</td>
<td>15</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>7</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 ITB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
<table>
<thead>
<tr>
<th>Vendor Name</th>
<th>Local Pref</th>
<th>Dump Body</th>
<th>Hydraulic Tanks</th>
<th>Hydraulic Pump and Valves</th>
<th>Hydraulic Controls</th>
<th>Spreader Controls</th>
<th>Underbody Scraper</th>
<th>Dump Body Tarp Cover</th>
<th>Fenders</th>
</tr>
</thead>
<tbody>
<tr>
<td>Automotive Service Co.</td>
<td>No, Jackson</td>
<td>$14,143.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$2,054.00</td>
<td>$818.00</td>
</tr>
<tr>
<td>Certified Power</td>
<td>No, Ohio</td>
<td></td>
<td>$765.44</td>
<td>$12,016.77</td>
<td>$6,111.79</td>
<td>Included</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Truck &amp; Trailer Spec.</td>
<td>No, Dutton</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$7,580.00</td>
<td>$1,737.00</td>
</tr>
<tr>
<td>Shults Equip.</td>
<td>No, Ithica</td>
<td>$14,182.00</td>
<td>$19,392.00</td>
<td>Included</td>
<td>Included</td>
<td>Included</td>
<td>$7,698.00</td>
<td>$2,070.00</td>
<td>$685.00</td>
</tr>
<tr>
<td>Cannon Truck</td>
<td>No, Shelby Twp</td>
<td>$13,620.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$7,962.00</td>
<td>$1,312.00</td>
</tr>
<tr>
<td>Valley Truck</td>
<td>No, Grand Rapids</td>
<td>$20,938.00</td>
<td>$1,167.00</td>
<td>$8,209.00</td>
<td>$10,102.00</td>
<td>Included</td>
<td>$9,966.00</td>
<td>$2,277.00</td>
<td>$817.00</td>
</tr>
<tr>
<td>Knapheide</td>
<td>Yes, Mason</td>
<td>$16,654.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$8,534.00</td>
<td>$1,799.00</td>
</tr>
</tbody>
</table>

SUMMARY OF COSTS
INTRODUCED BY THE COUNTY SERVICES AND FINANCE COMMITTEES OF THE:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE PURCHASE OF TANDEM AXLE TRUCK CHASSIS EQUIPMENT

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

WHEREAS, the Road Department adopted 2017 budget includes in capital road equipment expenditures, funds for this purchase as it is also included in the 2017 road equipment replacement plan; and

WHEREAS, equipment and components are needed to complete the new tandem axle truck chassis in RFP 96-17; and

WHEREAS, bids for equipment to complete the new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to award contracts to Certified Power Inc. of Perrysburg OH for hydraulic components at a cost not to exceed $56,682.00 and to Knapheide Truck of Flint MI for truck equipment at a cost not to exceed $83,502.00, resulting in an overall cost of $140,184.00.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of components and equipment needed to complete the new tandem axle truck chassis at a cost not to exceed $140,184.00.

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

TO:        County Services and Finance Committees
FROM:      Tom Gamez, Director of Operations, ICRD
DATE:        April 17, 2017
SUBJECT:   RFP No.96 -17: The purchase of three new tandem axle truck chassis.

The purpose of this correspondence is to support the attached RFP 96 -17 to purchase 3 new tandem axle trucks chassis for the ICRD.

The Road Department needs to replace three of its existing tandem axle dump trucks which have aged past the point of economical serviceability. These 3 truck chassis when completed will replace 3 ICRD tandem axle dump trucks, with an average age of 21 years old.

These 3 new truck chassis are not complete dump trucks. The ICRD Maintenance shop will have to install the equipment and components from RFP 61-17. The 3 tandems axle trucks are designed to meet the needs for snow plowing and maintaining county roads.

It is the Purchasing and Road Departments judgment as to which products are most advantageous for the County. This decision was based on a combination of engineering, availability of equipment, design of equipment, inventory requirements, proven reliability, ergonomics, cost of labor and materials to assemble the tandem axle trucks.

The Road Department’s adopted 2017 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Bids for new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of the Road Department staff, to purchase three Western Star truck chassis from D&K Truck Company 3020 Snow road Lansing Michigan 48917, at a cost of $295,745. The replaced units will be sold at auction for a price yet to be determined which will the funds be placed in the equipment replacement fund.

Therefore approval of the attached resolution is recommended, to authorize purchase of the 3 new tandem axle trucks for the Road Department.
TO:     Tom Gamez, Director of Operations ICRD
FROM: James Hudgins, Director of Purchasing
DATE:  April 18, 2017
RE: Memorandum of Performance for ITB No. 96-17 New Conventional Truck Cab on Tandem Axle Chassis (Rebid).

Per your request, the Purchasing Department sought bids for the purchase of three (3), new conventional truck cabs on tandem axle chassis for the Ingham County Road Department. This will be a one-time order with delivery (F.O.B. destination) required to the Ingham County Road Department.

The ITB was advertised in the Lansing State Journal and posted on the following websites: Michigan Infrastructure and Transportation Association Disadvantaged Business Enterprises (MITADBE), 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>17</td>
<td>3</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>0</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
<th>Truck Model</th>
<th>Truck Year</th>
<th>TOTAL COST FOR 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>D &amp; K Truck Co.</td>
<td>No, Eaton County</td>
<td>Western Star 4700</td>
<td>2018</td>
<td>$293,995</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>After 5/5/17 +1,750 = $295,745.00</td>
</tr>
<tr>
<td>D &amp; K Truck Co.</td>
<td>No, Eaton County</td>
<td>Freightliner 114SD</td>
<td>2018</td>
<td>$287,991.00</td>
</tr>
<tr>
<td>Freightliner of Grand Rapids, Inc.</td>
<td>No, Grand Rapids</td>
<td>Freightliner 114SD</td>
<td>2018</td>
<td>$304,161.00</td>
</tr>
</tbody>
</table>

You are now ready to complete the final steps in the process: 1) Evaluate the submissions based on the criteria established in the ITB; 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.
WHEREAS, the Road Department needs to replace three of its existing tandem axle dump trucks which have aged past the point of economical serviceability; and

WHEREAS, the Road Department adopted 2017 budget includes in capital road equipment expenditures, funds for this purchase as it is also included in the 2017 road equipment replacement plan; and

WHEREAS, bids for new tandem axle truck chassis were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to purchase three Western Star truck chassis from D&K Truck Company 3020 Snow road Lansing, Michigan 48917, at a cost of $295,745. The replaced units will be sold at auction for a price yet to be determined which will be placed in the equipment replacement fund.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bid and authorizes the purchase of three Western Star truck chassis from D&K Truck Company of Lansing MI., at a cost not to exceed $295,745.

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

TO: County Services and Finance Committees

FROM: Tom Gamez Jr., Director of Operations ICRD

DATE: April 6, 2017

SUBJECT: ITB No.62-17: Rental and Cleaning Services for Uniform Work Apparel, Floor Mats, and Shop Towels

The purpose of this correspondence is to support the attached resolution to accept RFP 62-17 from and authorize entering into a 3 year contract, with a 2 year renewal option, with Cintas Corporation, 3524 S. Canal Road Lansing, Michigan 48917, to provide the Road Department flame resistant uniforms for its mechanics and fleet manager per their respective labor agreements and safety policy. The proposed contract would also supply mechanics’ shop towels, floor mat cleaning and related services for all Road Department facilities.

The Road Department’s adopted 2017 budget includes controllable expenditures and funds for these services. The Road Department will have sufficient funds budgeted for the second and third years for this contract.

Bids from qualified and experienced vendors for the purpose of Rental and Cleaning Services for Uniform Work Apparel, Floor Mats and Shop Towels, for the Road Department were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) 62-17, and it is their recommendation, with the concurrence of Road Department staff, to award this to the second lowest bidder, Cintas Corporation, 3524 S. Canal road Lansing, Michigan 48917.

The low bidder for RFP 62-17, Unifirst Corporation, which is the current vendor for the subject services, is not recommended as this vendor has not consistently complied with the quality standards of the current contract, and/or there have been discrepancies with charges for service and/or items not delivered that have had to be resolved on multiple occasions.

The Cintas Corporation offers the Uniform Advantage program for uniform replacement, with a price of $0.06 per a garment. With the current work force at the road department, this cost would be $15.12 a week. Cintas will replace uniforms if they are torn, burned and if they are unable to get them clean due to grease and oils. I believe this Uniform advantage program would be a smart choice for the Road department due to history of uniform repairs and replacement cost.

Therefore approval of the attached resolution is recommended to authorize a 3 year contract with a 2 year renewal option, with Cintas Corporation, 3524 S. Canal road Lansing, Michigan 48917, with an annual cost of $7249.32.
Agenda Item 8e

TO: Tom Gamez, Road Department

FROM: James Hudgins, Director of Purchasing

DATE: April 4, 2017

RE: Memorandum of performance for ITB No. 62-17: Rental and Cleaning Services for Uniform Work Apparel, Floor Mats and Shop Towels.

Per your request, the Purchasing Department sought bids from experienced and qualified vendors for the purpose of furnishing rental uniforms, cleaning of such uniforms, rental and cleaning of area protection mats and shop towels for the Ingham County Road Department, for a period of three (3) years with an option for a two-year renewal. Prices will remain constant with no yearly price increases for the initial three-year term of the contract.

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to bid</td>
<td>8</td>
<td>1</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>2</td>
<td>0</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 ITB; 2) confirm funds are available; 3) submit your recommendation of award along with your evaluation to the Purchasing Department; 4) write a memo of explanation; and, 5) prepare a resolution for Board approval.*

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

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

<table>
<thead>
<tr>
<th>Item Type</th>
<th>VENDOR NAME: CINTAS CORPORATION</th>
<th>LOCAL PREF: No, Lansing - Eaton County MI</th>
<th>VENDOR NAME: UNIFIRST CORPORATION</th>
<th>LOCAL PREF: No, Grand Rapids MI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>MECHANICS UNIFORMS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete Uniforms</td>
<td>Seven (7) complete uniforms w/name &amp; emblem; Two (2) winter jackets</td>
<td>Total Weekly Cost $45.24</td>
<td>Seven (7) complete uniforms w/name &amp; emblem; Two (2) winter jackets</td>
<td>Total Weekly Cost $39.96</td>
</tr>
<tr>
<td><strong>FLEET MANAGER UNIFORMS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete Uniforms</td>
<td>Six (6) complete uniforms w/name &amp; emblem; Two (2) winter jackets</td>
<td>Total Weekly Cost $6.44</td>
<td>Six (6) complete uniforms w/name &amp; emblem; Two (2) winter jackets</td>
<td>Total Weekly Cost $5.91</td>
</tr>
<tr>
<td><strong>FLOOR MATS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mat</td>
<td>3’ x 5’ Mat w/safety Logo</td>
<td>Total Weekly Cost $5.90</td>
<td>3’ x 5’ Mat w/safety Logo</td>
<td>Total Weekly Cost $3.50</td>
</tr>
<tr>
<td></td>
<td>3’ x 10’ Mat, Black</td>
<td>$18.60</td>
<td>3’ x 10’ Mat, Black</td>
<td>$21.00</td>
</tr>
<tr>
<td></td>
<td>4’ x 6’ Mat, Black</td>
<td>$2.47</td>
<td>4’ x 6’ Mat, Black</td>
<td>$2.00</td>
</tr>
<tr>
<td></td>
<td>4’ x 6’ Mat, Blue</td>
<td>$4.94</td>
<td>4’ x 6’ Mat, Blue</td>
<td>$4.00</td>
</tr>
<tr>
<td></td>
<td>3’ x 10’ Mat, Blue</td>
<td>$9.30</td>
<td>3’ x 10’ Mat, Blue</td>
<td>$10.50</td>
</tr>
<tr>
<td><strong>SHOP TOWELS</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Towels</td>
<td>Shop Towels, Red</td>
<td>Total Weekly Cost $21.00</td>
<td>Shop Towels, Red</td>
<td>Total Weekly Cost $18.00</td>
</tr>
<tr>
<td>Lost Towel Replacement</td>
<td>Lost Shop Towel Replacement Fee</td>
<td>$8.40</td>
<td>Lost Shop Towel Replacement Fee</td>
<td>$0.45 Each</td>
</tr>
<tr>
<td><strong>Miscellaneous Items</strong></td>
<td>Soiled Locker Fee</td>
<td>Total Weekly Cost $2.00</td>
<td>Soiled Locker Fee</td>
<td>No charge</td>
</tr>
</tbody>
</table>

**Vendor Information:**
- Vendor 1: CINTAS CORPORATION
- Vendor 2: UNIFIRST CORPORATION
- Local Preference: No, Lansing - Eaton County MI
- Local Preference: No, Grand Rapids MI
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR RENTAL AND CLEANING SERVICES FOR UNIFORM WORK APPAREL, FLOOR MATS, AND SHOP TOWELS

WHEREAS, the Road Department provides flame resistant uniforms for its mechanics and fleet manager per their respective labor agreements, and services to supply mechanics’ shop towels, floor mat and related services for all Road Department facilities; and

WHEREAS, the Purchasing Department recently released bid packet #62-17 and received sealed, competitive bid proposals for these services for the next 3 year period with a 2 year renewal option, beginning from date of service contract execution; and

WHEREAS, the current vendor, Unifirst Corporation of Taylor, MI and Cintas Corporation, 3524 S. Canal road Lansing, Michigan 48917 were the only responding bidders; and

WHEREAS, bids for rental and cleaning services for uniform work apparel, floor mats and shop towels were solicited and evaluated by the Ingham County Purchasing Department, and it is their recommendation, with the concurrence of Road Department staff, to award the contract to the second low bidder, Cintas Corporation, 3524 S. Canal road Lansing, Michigan 48917; and

WHEREAS, the Cintas Corporation bid has an Uniform Advantage program available, for uniform replacement, with a price of $0.06 per a garment, per each week, with no additional replacement cost. With the current work force at the road department, this cost would be $15.12 a week.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners accepts the bid, and authorizes entering into a contract with Cintas Corporation, 3524 S. Canal road Lansing, Michigan 48917 for rental and cleaning services for uniform work apparel with the Advantage program, floor mats and shop towels with delivery to the Road Department per bid packet 62-17 for annual costs of $7249.32 for the three year period, with a 2 year renewal option, beginning from date of service contract execution.

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 on behalf of the County after approval as to form by the County Attorney.
MEMORANDUM

TO:        County Services and Finance Committees
FROM:      Tom Gamez, Director of Operations ICRD
DATE:        April 17, 2017
SUBJECT:   RFP 102-17, Processed Road Gravels, Various Crushed Aggregates, and 2NS Sand

The purpose of this correspondence is to support the attached resolution to purchase processed Road Gravels, Various Crushed Aggregates and 2NS sand for the scheduled 2017 maintenance programs and various other Ingham County Road Department (ICRD) maintenance agreements. This agreement will be a 1 year contract with a 1 year renewal option with the approved aggregate suppliers.

The ICRD annually purchases 22A and 23A processed road gravels, 6A crushed limestone and 6A natural aggregates, and 2NS sand mixtures. The different types of aggregates are designed to meet the various needs for winter maintenance, building and repairing of county roads.

These aggregate could be delivered to the required job site by ICRD staff or the supplier delivers at the bid price per RFP 102-17 for various road maintenance operations. These Aggregates shall meet or exceeds the specifications from the 2012 MDOT Standard Specifications for Aggregates, Section 902.

The Road Department’s adopted 2017 budget includes controllable expenditures and funds for this and other maintenance material purchases.

Bids for 22A and 23A processed road gravels, 6A crushed limestone and natural aggregates, and 2NS sand mixtures were solicited and evaluated by the Ingham County Purchasing Department per Invitation to Bid (ITB) #102-17, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase 22A, 23A processed road gravels, 6A crushed limestone and natural aggregates, and 2NS sand mixtures on an as-needed, unit price per ton basis from the following vendors:

3. Sunrise Aggregate, 22A and 23A Gravels, 6A Crushed Limestone, 6A Crushed Natural aggregates and sand for pick up from various pits in S.E. Ingham County. Including delivery to ICRD Garages and designated job sites.
5. Stoneco of Michigan, 6A Crushed Limestone and 6A Crushed Natural Aggregates for pick-up and delivery to ICRD garages.

The decision to where the aggregates will be purchased on any given operation will be based on Road Department staff’s judgment as to which supplier is most advantageous for the County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed $200,000.

Therefore approval of the attached resolution is recommended to authorize purchase 22A and 23A processed road gravels, 6A crushed limestone and 6A natural aggregates, and 2NS sand mixtures for the Road Department’s 2017 seasonal supply.
The Ingham County Purchasing Department sought bids from qualified and experienced companies for the purpose of furnishing Processed Road Gravel, Various Crushed Aggregates, and 2NS Sand for the Ingham County Road Department.

This RFP is a re-rebid because only one bid was received prior. Therefore, 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 had prevented 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 Disadvantaged Business Enterprises (MITADBE); 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>20</td>
<td>4</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>6</td>
<td>1</td>
</tr>
</tbody>
</table>

A summary of the vendors’ costs is on the following pages:

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.
# VENDOR COSTS

<table>
<thead>
<tr>
<th>VENDOR NAME:</th>
<th>EDW. C LEVY CO.</th>
<th>STONECO OF MI</th>
<th>CARL SCHLEGEL</th>
<th>M &amp; K CONSTRUCTION</th>
<th>SUNRISE AGGREGATE</th>
<th>CARRICK TRUCKING &amp; GRAVEL</th>
</tr>
</thead>
<tbody>
<tr>
<td>LOCATION:</td>
<td>Dearborn, MI</td>
<td>Monroe, MI</td>
<td>Lansing, MI (Clinton County)</td>
<td>Byron Center, MI</td>
<td>Dansville, MI</td>
<td>Houghton Lake, MI</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Product</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
<th>Price per Ton</th>
</tr>
</thead>
<tbody>
<tr>
<td>22A Processed Gravel</td>
<td>$8.75</td>
<td>$5.85</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$5.60</td>
<td>$5.30</td>
</tr>
<tr>
<td>23A Processed Gravel</td>
<td>$8.75</td>
<td>$5.85</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$5.60</td>
<td>$5.30</td>
</tr>
<tr>
<td>2NS Sand</td>
<td>$8.65</td>
<td>$5.35</td>
<td>NO BID</td>
<td>$2.00 (SELF LOAD)</td>
<td>$5.15</td>
<td>NO BID</td>
</tr>
<tr>
<td>6A Crushed Limestone</td>
<td>NO BID</td>
<td>$19.15</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$21.50</td>
<td>NO BID</td>
</tr>
<tr>
<td>6A Crushed Natural Aggregate</td>
<td>NO BID</td>
<td>$13.25</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$15.95</td>
<td>NO BID</td>
</tr>
<tr>
<td>22A Processed Gravel</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$9.65</td>
<td>NO BID</td>
</tr>
<tr>
<td>23A Processed Gravel</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$9.65</td>
<td>NO BID</td>
</tr>
<tr>
<td>6A Crushed Limestone</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$25.55</td>
<td>NO BID</td>
</tr>
<tr>
<td>6A Crushed Natural Aggregate</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>NO BID</td>
<td>$20.00</td>
<td>NO BID</td>
</tr>
<tr>
<td>22A Processed Gravel</td>
<td>$17.83</td>
<td>$12.85</td>
<td>$12.60</td>
<td>NO BID</td>
<td>$8.80 Eastern / Western – $9.30 Metro</td>
<td>NO BID</td>
</tr>
<tr>
<td>23A Processed Gravel</td>
<td>$17.83</td>
<td>$12.85</td>
<td>$12.60</td>
<td>NO BID</td>
<td>$8.80 Eastern / Western – $9.30 Metro</td>
<td>NO BID</td>
</tr>
<tr>
<td>2NS Sand</td>
<td>$17.73</td>
<td>$13.35</td>
<td>$10.20</td>
<td>NO BID</td>
<td>$8.35 Eastern / Western – $8.85 Metro</td>
<td>NO BID</td>
</tr>
<tr>
<td>6A Crushed Limestone</td>
<td>NO BID</td>
<td>$24.15</td>
<td>NO BID</td>
<td>NO BID</td>
<td>24.70 Eastern / Western – $24.20 Metro</td>
<td>NO BID</td>
</tr>
<tr>
<td>6A Crushed Natural Aggregate</td>
<td>NO BID</td>
<td>$22.25</td>
<td>NO BID</td>
<td>$24.60</td>
<td>19.15 Eastern / Western – $19.64 Metro</td>
<td>NO BID</td>
</tr>
</tbody>
</table>

Processed Gravel, Various Aggregates and 2NS Sand to be **picked up** by ICRD.

Processed Gravel to be **delivered and spread at designated locations** throughout the County per ICRD.

Processed Gravel, Various Aggregates and 2NS Sand to be **delivered to the District Garages**.
RESOLUTION TO AUTHORIZE PURCHASE OF PROCESSED ROAD GRAVELS, VARIOUS CRUSHED AGGREGATES, AND 2NS SAND MIXTURES

WHEREAS, the Road Department annually purchases 22A and 23A processed road gravels, 6A crushed limestone and 6A natural aggregates, and 2NS sand mixtures. The different types of aggregates are designed to meet the various needs for winter maintenance, building and repairing of county roads; and

WHEREAS, the Road Department’s adopted 2017 budget includes controllable expenditures, funds for this and other maintenance material purchases; and

WHEREAS, a blanket PO shall be processed for 22A and 23A processed road gravels, 6A crushed limestone and 6A natural aggregates, and 2NS sand mixtures from the 3 vendors, based on bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton and a quantity not to exceed $200,000; and

WHEREAS, bids for 22A and 23A processed road gravels, 6A crushed limestone and 6A natural aggregates, and 2NS sand mixtures were solicited and evaluated by the Ingham County Purchasing Department per Request for Proposals (RFP) #102-17, and it is their recommendation, with the concurrence of Road Department staff, to award these bids and purchase on an as-needed, unit price per ton basis from 3 responding bidders; Sunrise Aggregate, Carrick Trucking and Stoneco of Michigan (pricing included on the bid tab portion of the attached summary) and purchase on an as-needed, unit price per ton basis; and

WHEREAS, the decision to where the aggregates will be purchased on any given operation will be based on Road Department staff’s judgment as to which supplier is most advantageous for the County. This decision will be based on a combination of bid unit price, supplier proximity to the work being performed, availability of required material, quality of materials, with preference based on lowest qualifying bid unit price per ton.

THEREFORE BE IT RESOLVED, the Board of Commissioners accepts the bids, and authorizes the purchase of 22A and 23A processed road gravels, 6A crushed limestone and 6A natural aggregates, and 2NS sand mixtures on an as-needed, unit price per ton from Sunrise Aggregate, Carrick Trucking and Stoneco of Michigan. This agreement will be a 1 year contract with a 1 year renewal option with the approved aggregate suppliers.

BE IT FURTHER RESOLVED, that the Road Department and Purchasing Department are hereby authorized to execute purchase orders with all three above listed suppliers and purchase aggregate materials as needed and budgeted.
TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner
DATE: 4-17-17
SUBJECT: Potter Park Zoo Beverage Services

For the meeting agenda of 5-2-17

BACKGROUND
The Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society’s mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programing, volunteerism, public relations services, special events and fundraising.

The Potter Park Zoological Society also managed the Zoo concessions until a new operations structure in 2016 resulted in numerous significant changes to the structure at Potter Park Zoo. A new agreement between the County and Zoological Society was adopted on March 14, 2017, Resolution #17-069, which placed the County responsible for the operation of the Zoo concessions including beverage services.

The County purchasing department sent out RFP #47-17 and PepsiCo was the only vendor to submit a proposal.

ALTERNATIVES
The RFP could be sent out again by the purchasing department to try to get more submissions. With the limited number of beverage providers available, we feel this is not necessary and we can move forward with PepsiCo.

FINANCIAL IMPACT
PepsiCo has proposed an annual sponsorship of $3,000 and a marketing fund of $1,000. They also proposed $1.50 rebate per case/gallon on all purchased products, 35% commission on vending machines and 40 cases of donated water or soda. PepsiCo will supply all equipment needed to provide beverage service at Potter Park Zoo including replacement of current vending machines to include credit card readers. The Potter Park Zoological Society spent $11,274 with PepsiCo in 2016 with a minimum net profit of $25,000.

OTHER CONSIDERATIONS
The Potter Park Zoological Society maintained a successful agreement with PepsiCo for over twenty years prior to the change in organizational structure at the Zoo. PepsiCo sustained a high quality product and service at the Zoo for the duration of the previous agreement with the Zoological Society.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a contract with PepsiCo.
TO: Cynthia Wagner, Director Potter Park Zoo
FROM: James Hudgins, Director of Purchasing
DATE: March 20, 2017
RE: Memorandum of Performance for RFP No. 47-17 Beverage Services for Potter Park Zoo

Per your request, the Purchasing Department sought proposals from qualified and experienced vendors interested in entering into a contract to provide vending and fountain beverage services at Potter Park Zoo (PPZ).

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

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendors invited to propose</td>
<td>7</td>
<td>3</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

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

You are now ready to complete the final steps in the process: 1) Evaluate the submission 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.
# SUMMARY OF VENDOR’S RESPONSE

<table>
<thead>
<tr>
<th>VENDOR NAME</th>
<th>LOCAL PREF</th>
</tr>
</thead>
<tbody>
<tr>
<td>PEPSI</td>
<td>No, Lansing (Clinton County)</td>
</tr>
</tbody>
</table>

## TERM OF CONTRACT

3 Years with an option to renew for an additional 2 years.

## FUNDING SUPPORT

<table>
<thead>
<tr>
<th>Annual Sponsorship</th>
<th>Marketing Fund</th>
<th>Rebates</th>
</tr>
</thead>
<tbody>
<tr>
<td>$3,000.00</td>
<td>$1,000.00</td>
<td>$1.50/case; or gallon. Accrued on all products purchased. Rebates are paid Annually.</td>
</tr>
</tbody>
</table>

## COMMISSION

35% Paid Monthly or Quarterly

New machines will be ordered with credit card readers if bid is accepted.

## ADDITIONAL SUPPORT

Free Donated Product

40 cases/year of Aquafina 16.9 oz. bottles or 12 oz. cans of soda. Used for employees, meetings, charity events.
Agenda Item 9a

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR BEVERAGE SERVICES

WHEREAS, the Potter Park Zoological Society previously managed the operation of the Zoo concessions; and

WHEREAS, the new agreement between the County and the Zoological Society, Resolution #17-069, transfers operations of the concessions to the County; and

WHEREAS, the concessions at Potter Park Zoo offers beverages for purchase; and

WHEREAS, the Zoo Director and the Purchasing Director reviewed the bid for RFP #47-17 submitted by PepsiCo and found it to meet the criteria necessary for beverage services at Potter Park Zoo; and

WHEREAS, the Potter Park Zoological Society spent $11,274 with PepsiCo in 2016 with a minimum net profit of $25,000; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2017 Zoo budget account #258-69200-641000, #258-69200-671150, and #258-69200-726010.

THEREFORE BE IT RESOLVED, the Board of Commissioners hereby authorizes awarding a contract for three years with an additional two year extension option, to PepsiCo for beverage services at Potter Park Zoo, based on its proposal dated April 4, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary documents.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.
TO:       Board of Commissioners County Services Committee

FROM:    Cynthia Wagner

DATE:    4-17-17

SUBJECT: Potter Park Zoo Amusement Services
         For the meeting agenda of 5-2-17

BACKGROUND
The Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society’s mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programming, volunteerism, public relations services, special events and fundraising.

The Potter Park Zoological Society also managed the Zoo encounters until a new operations structure in 2016 resulted in numerous significant changes to the structure at Potter Park Zoo. A new agreement between the County and Zoological Society was adopted on March 14, 2017, #17-069, which placed the County responsible for the operation of the Zoo encounters including the train ride and bungee experience.

The County purchasing department sent out RFP # 63-17 and Pilot EG LLC was the only vendor to submit a proposal.

ALTERNATIVES
Due to the impending summer season there is not an alternative for amusement services at Potter Park Zoo for 2017.

FINANCIAL IMPACT
The contract with Pilot EG LLC would provide an additional revenue source for Potter Park Zoo. Potter Park Zoo receives 50% of the net revenue from both the train ride and bungee experience.

OTHER CONSIDERATIONS
The train ride and bungee experience are encounters that enhance the overall guest experience at Potter Park Zoo. Pilot EG LLC has previously provided four years of quality experience at Potter Park Zoo through the Potter Park Zoological Society.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to enter into a contract with Pilot EG LLC.
TO: Cynthia Wagner, Director Potter Park Zoo
FROM: James Hudgins, Director of Purchasing
DATE: April 18, 2017
RE: Memo of performance for RFP No. 63-17: Amusement Services for Potter Park Zoo

Per your request, the Purchasing Department sought proposals from experienced and qualified amusement vendors for the purpose of entering into a three-year contract to provide and operate camel riding, bungee jumping and train riding services at Potter Park Zoo.

The RFP was advertised in the Lansing State Journal, EL CENTRAL Hispanic News and posted on the Ingham County Purchasing Department’s website.

The Purchasing Department can confirm the following:

<table>
<thead>
<tr>
<th>Function</th>
<th>Overall Number of Vendors</th>
<th>Number of Local Vendors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vendor invited to propose</td>
<td>3</td>
<td>0</td>
</tr>
<tr>
<td>Vendors responding</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>

The following is a summary of the vendor’s proposal:

Vendor: Pilot EG LLC, Haslett MI 48840
Services: Train and Bungee Jump Rides
Commission: 50% of all sales

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

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

If I can be of further assistance, please do not hesitate to contact me by e-mail at jhudgins@ingham.org or by phone at 676-7309.
Agenda Item 9b

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE A CONTRACT FOR AMUSEMENT SERVICES

WHEREAS, the Potter Park Zoological Society previously managed the operation of the Zoo encounters; and

WHEREAS, the new agreement between the County and the Zoological Society, Resolution #17-069, transfers operations of encounters including the train ride and bungee experience to the County; and

WHEREAS, the train ride and bungee experience enhance guest experience by offering diversity in activities at the Zoo for visitors; and

WHEREAS, Pilot EG LLC has offered quality amusement services at Potter Park Zoo from 2013-2016 through the Potter Park Zoological Society; and

WHEREAS, in 2016 the Potter Park Zoological Society’s net revenue for the train ride and bungee encounter was $16,124; and

WHEREAS, the Zoo Director and Purchasing Director reviewed the bid submitted by Pilot EG LLC and found it to meet the criteria necessary for amusement services at Potter Park Zoo; and

WHEREAS, the funds for this contract have been budgeted and approved in the 2017 Zoo budget account #258-69200-627500 and #258-69200-705000.

THEREFORE BE IT RESOLVED, the Board of Commissioners hereby authorizes awarding a contract for three years with an additional two year extension option, to Pilot EG LLC for the train ride and bungee experience at Potter Park Zoo, based on its proposal dated March 6, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners authorizes the County Attorney to prepare the necessary documents.

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

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary documents consistent with this resolution after approval as to form by the County Attorney.
TO: Board of Commissioners County Services Committee
FROM: Cynthia Wagner
DATE: 4-17-17
SUBJECT: Potter Park Zoological Society Donations to the Potter Park Zoo
For the meeting agenda of 5-2-17

BACKGROUND
The Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo. The Zoological Society’s mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programing, volunteerism, public relations services, special events, and fundraising. Local individuals, businesses, and organizations support the Zoo through donations to the Zoological Society. The intent of charitable gifts is that funds are to be used solely and exclusively to benefit Potter Park Zoo by assisting in providing quality visitor experience at the Zoo helping achieve the Zoo’s mission to “Inspire people to conserve animals in the natural world”.

ALTERNATIVES
The alternative is to require Board approval for any amount donated from the Zoological Society to the Zoo or approve an amount for accepted donations.

FINANCIAL IMPACT
Approval of the acceptance of donations from the Potter Park Zoological Society to the Potter Park Zoo will allow continued improvements throughout the zoo such as enrichment, graphics, vegetation, and exhibit modifications. It will also allow for more immediate donor satisfaction which helps secure future donations.

OTHER CONSIDERATIONS
A quarterly report will be provided by the Potter Park Zoo Director to the Ingham County Board of Commissioners and Potter Park Zoo Advisory Board detailing all donations from the Potter Park Zoological Society to the Potter Park Zoo.

RECOMMENDATION
Based on the information presented, I respectfully recommend approval of the attached resolution to allow Potter Park Zoo to accept donations from the Potter Park Zoological Society.
Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO ACCEPT CHARITABLE DONATIONS FROM THE POTTER PARK ZOOLOGICAL SOCIETY

WHEREAS, the Potter Park Zoological Society whose mission, starting in 1969 as Friends of the Zoo, is to support the Potter Park Zoo through educational programming, volunteerism, public relations services, special events, and fundraising; and

WHEREAS, the Potter Park Zoological Society is a private, 501c (3) nonprofit, fundraising organization that raises funds to support the Potter Park Zoo; and

WHEREAS, local individuals, businesses, and organizations support the Zoo through donations to the Zoological Society; and

WHEREAS, the intent of charitable gifts is that the donations are to be used solely and exclusively to benefit Potter Park Zoo by assisting in providing quality visitor experience and helping to achieve the Zoo’s mission to “Inspire people to conserve animals in their natural world”.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes the acceptance of monetary and physical donations from the Potter Park Zoological Society to Potter Park Zoo.

BE IT FURTHER RESOLVED, the Potter Park Zoo Director will provide a quarterly report in January, April, July and October to the Ingham County Board of Commissioners and Potter Park Zoo Advisory Board detailing all donations from the Potter Park Zoological Society.

BE IT FURTHER RESOLVED, accepted monetary and physical donations will become the property of Ingham County and will be used, maintained, and disposed of in accordance with County policy.

BE IT FURTHER RESOLVED, the Ingham County Board of Commissioners hereby authorizes the Controller/Administrator to make necessary adjustments to the Potter Park Zoo budget to accept donations and to account for any funds received and the disbursement thereof in accordance with this resolution.
TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: April 12, 2017
SUBJECT: Emergency Purchase Order for the Red Tail Shelter Roof at Hawk Island
For the meeting agenda of 5/2/17 County Services and 5/3/17 Finance

This memo is to inform you of an emergency repair that was made prior to receiving approval from the County Services and Finance Committees.

Prolonged winds on March 8, 2017 exceeding 60 mph resulted in damage to the roof of the Red Tail Shelter at Hawk Island.

An emergency Purchase Order to have the roof repaired under the Emergency Repair Purchasing Policy was necessary to repair major shingle damage.

An emergency Purchase Order has been issued to Jimmerson Roofing LLC for a total cost of $15,340.00.

Funds for this purchase are available in Line Item #667-85112-890200.

Both the Purchasing Director and Park Director approved this purchase.
Respectfully, requesting a commitment of $5,000.00 annually for the CAPCOG initiative. Payments can be made to the Lansing Regional Chamber of Commerce (501C-6). These funds will be deemed restricted for CAPCOG advocacy efforts. Due to advocacy restrictions by the IRS, we cannot accept payment to the Lansing Regional Developmental Foundation (501C-3). Arnie Keyes, Chief Operating Officer at the Lansing Regional Chamber of Commerce will administer the restricted fund balance.

CAPCOG Investment $25,000

- Ingham County $5,000
- Eaton County $5,000
- Clinton County $5,000
- Chamber Members $10,000

Expenses

- Lobbying Efforts $12,000
Who We Are

The Capitol Council of Governments (CAPCOG) is a partnership with Clinton, Eaton and Ingham Counties, the Lansing Regional Chamber of Commerce and Michigan State University.

Our Mission

The mission of CAPCOG is to work collaboratively between parties to support regional economic development and growth opportunities for the Greater Lansing region at the State Legislature.

Our Priorities

**Infrastructure Investment and Public Transportation**
- Investing in all aspects of our logistical infrastructure including highways, bridges, waterways, transit, railways, runways and drains, which are crucial to economic growth.
- Ensure safe and reliable transportation to connect the Greater Lansing region’s employers and employees.

**Attract and Retain Talent**
- Advocate for initiatives that foster innovation, entrepreneurship, skilled trades and promote economic opportunity to attract and retain talent.

**Regulatory Streamlining**
- Support initiatives that provide local units of government incentive to cooperate between each other to streamline delivery of services to avoid duplication.
- Work to eliminate unnecessary regulations that impede economic growth and job creation.
WHEREAS, the Capitol Council of Governments (CAPCOG) is a partnership with Clinton, Eaton and Ingham Counties, the Lansing Regional Chamber of Commerce and Michigan State University; and

WHEREAS, the mission of CAPCOG is to work collaboratively between parties to support regional economic development and growth opportunities for the Greater Lansing region at the State Legislature; and

WHEREAS, CAPCOG is requesting an annual contribution for the CAPCOG initiative from each of the partners for a total commitment of $25,000, of which $12,000 would be earmarked for lobbying expenses; and

WHEREAS, Ingham County’s commitment would be $5,000 annually.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes a $5,000 allocation from the contingency fund for Ingham County’s annual commitment to the Capitol Council of Governments CAPCOG Initiative for the calendar year 2017.

BE IT FURTHER RESOLVED, that the Board Chairperson is authorized to sign any necessary documents consistent with the resolution after approval as to form by the County Attorney.
TO: Finance Committee

FROM: Barb Byrum, Ingham County Clerk

RE: Election Information for Potential November 2017 Countywide Ballot Question

DATE: April 25, 2017

After reviewing the draft Board Leadership minutes from last night’s meeting, I felt compelled to reach out to you regarding the potential placement of a countywide Question on the November 2017 Ballot.

I plan to administer a November 2017 General Election for four municipalities, including the City of Lansing, City of East Lansing, City of Leslie and City of Williamston.

Although the deadline to submit a ballot proposal to my office for the November Election is August 15, 2017, I ask that you notify me immediately if it is your intent to place a Question on the November 2017 Ballot.

As you should be aware, I will be in the process of implementing new election equipment beginning with the August 2017 Primary Election. The sequential implementation plan will significantly accelerate if a countywide Question is placed on the November 2017 Ballot because I will need to implement all 21 jurisdictions, instead of just the four mentioned above. This is certainly feasible, but will require as much notice as possible.

If the Board of Commissioners places a Question on the November 2017 Ballot, I estimate the cost to be $180,000. My 2017 Elections Budget, which is $164,000, was based on an election cycle that included only the four municipalities mentioned above. Please note that my office would be reimbursed for this expense by the municipalities. However, if a countywide Question is placed on the November 2017 Ballot, Ingham County would be responsible for the entire cost to administer the election with no possibility for reimbursement.

Again, I would strongly encourage you to inform me of the decision before the August 1st deadline, as I will need to work with vendors to ensure that all municipalities have the new equipment, sufficient supplies, ballots and the necessary training prior to the November 2017 Election.

I look forward to a discussion regarding this proposal and serving the voters of Ingham County.
MEMORANDUM

TO: Finance and Liaison Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: April 19, 2017

SUBJECT: Resolution Updating Various Fees for County Services

This resolution will authorize the adjustment of various fees for county services to be effective for the Health Department and the Friend of the Court on October 1, 2017, for the Park and Zoo winter seasonal fees on November 1, 2017, and for all other departments with the exception of the Zoo, on January 1, 2018. These adjustments are based on an update of the “Cost of Services Analysis” completed by Maximus in 2002. In subsequent years, the cost has been determined by multiplying the previous year’s cost by a cost increase factor for each department. Utilizing this method again, the 2018 cost was calculated by multiplying the 2017 cost by the 2018 cost increase factor. Updated costs were then multiplied by the target percent of cost to be recovered by the fee for services as identified by the Board of Commissioners. Input was solicited from county departments and offices as part of the process of making these recommended adjustments. A full analysis of each fee was presented to all committees at previous rounds of meetings.

If the fee adjustments are passed as proposed, additional annual revenue would total approximately $84,250. Any additional revenue will be recognized in the 2018 Controller Recommended Budget.

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

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

Attachments
Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION UPDATING VARIOUS FEES FOR COUNTY SERVICES

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

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

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

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

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

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

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

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

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

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

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

THEREFORE BE IT RESOLVED, that the Board of Commissioners authorizes or encourages the following fee increases in the Attachments at the rates established effective January 1, 2018 with the exception of the Health Department and Friend of the Court, where new rates will be effective October 1, 2017, the Park and Zoo winter seasonal fees and the Park Annual Passes which will be effective starting November 1, 2017.
BE IT FURTHER RESOLVED, that the fees within major Health Department services are not included on the attachments and were not set by the policy above, but rather through policy established in Resolutions #05-166 and #05-242.
## Attachment A: Fees Which Are Adjusted

### Law and Courts Committee

<table>
<thead>
<tr>
<th>Location of Service</th>
<th>Fee Description</th>
<th>Target Percent</th>
<th>2017 Fee</th>
<th>2018 Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Animal Control</td>
<td>Sterilized</td>
<td>25.0%</td>
<td>$14.00</td>
<td>$15.00</td>
</tr>
<tr>
<td>Animal Control</td>
<td>Sterilized - Delinquent</td>
<td>25.0%</td>
<td>$46.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Animal Control</td>
<td>Sterilized - 3 year License</td>
<td>25.0%</td>
<td>$34.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Animal Control</td>
<td>Un-Sterilized</td>
<td>75.0%</td>
<td>$70.00</td>
<td>$45.00</td>
</tr>
<tr>
<td>Animal Control</td>
<td>Un-Sterilized - Delinquent</td>
<td>75.0%</td>
<td>$140.00</td>
<td>$90.00</td>
</tr>
<tr>
<td>Animal Control</td>
<td>Un-Sterilized - 3 year License</td>
<td>75.0%</td>
<td>$155.00</td>
<td>$125.00</td>
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<tr>
<td>Animal Control</td>
<td>Boarding Fee-Dangerous Animals</td>
<td>100.0%</td>
<td>$76.00</td>
<td>$77.00</td>
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<tr>
<td>Animal Control</td>
<td>Boarding Fee per day-others</td>
<td>75.0%</td>
<td>$34.00</td>
<td>$35.00</td>
</tr>
<tr>
<td>Animal Control</td>
<td>Dogs(under six years of age)</td>
<td>75.0%</td>
<td>$74.00</td>
<td>$75.00</td>
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<tr>
<td>Animal Control</td>
<td>Euthanasia Fee</td>
<td>100.0%</td>
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<td>$135.00</td>
</tr>
<tr>
<td>Animal Control</td>
<td>Rabies vaccination on redeemed dogs</td>
<td>100.0%</td>
<td>$20.00</td>
<td>$21.00</td>
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<tr>
<td>Pros Atty</td>
<td>Diversion - Initial Interview</td>
<td>50.0%</td>
<td>$35.00</td>
<td>$36.00</td>
</tr>
<tr>
<td>Pros Atty</td>
<td>Diversion - Misdemeanor Offender</td>
<td>50.0%</td>
<td>$455.00</td>
<td>$460.00</td>
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<tr>
<td>Pros Atty</td>
<td>Diversion - Felony Offender</td>
<td>50.0%</td>
<td>$805.00</td>
<td>$810.00</td>
</tr>
<tr>
<td>Jail</td>
<td>Day Rate</td>
<td>100.0%</td>
<td>$54.00</td>
<td>$55.00</td>
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<tr>
<td>Sheriff</td>
<td>Costs for Command per hour</td>
<td>100.0%</td>
<td>$65.01</td>
<td>$65.60</td>
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<tr>
<td>Sheriff</td>
<td>Costs for Deputy per hour</td>
<td>100.0%</td>
<td>$58.31</td>
<td>$58.84</td>
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</table>
## Attachment A: Fees Which Are Adjusted

### Human Services Committee

<table>
<thead>
<tr>
<th>Location of Service</th>
<th>Fee Description</th>
<th>Target Percent</th>
<th>2017 Fee</th>
<th>2018 Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCCCP</td>
<td>Patient Education - Non Physician Provider</td>
<td>100%</td>
<td>$168.00</td>
<td>$170.00</td>
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<tr>
<td>Comm. Health</td>
<td>MIHP Tran. Bus/Van</td>
<td>100%</td>
<td>$335.60</td>
<td>$366.02</td>
</tr>
<tr>
<td>Comm. Health</td>
<td>MIHP - Trans Taxi</td>
<td>100%</td>
<td>$322.56</td>
<td>$322.95</td>
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<tr>
<td>Comm. Health</td>
<td>MIHP Trans. Volunteer</td>
<td>100%</td>
<td>$0.35</td>
<td>$0.36</td>
</tr>
<tr>
<td>Med Examiner</td>
<td>Cremation Permits</td>
<td>100%</td>
<td>$27.00</td>
<td>$28.00</td>
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<tr>
<td>Med Examiner</td>
<td>Autopsy Report Copies (others)</td>
<td>100%</td>
<td>$25.00</td>
<td>$26.00</td>
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<tr>
<td>OYC</td>
<td>Consultation Request (per hr.)</td>
<td>100%</td>
<td>$73.00</td>
<td>$74.00</td>
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<tr>
<td>OYC</td>
<td>Agency Training Request- Base, 2.5 hr.</td>
<td>100%</td>
<td>$360.00</td>
<td>$365.00</td>
</tr>
<tr>
<td>OYC</td>
<td>OYC-Advertised Train.- 1-2 hr./per person (min. 15 attending)</td>
<td>100%</td>
<td>$29.00</td>
<td>$30.00</td>
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<tr>
<td>OYC</td>
<td>OYC-Advertised Train.- 2.5-4.5 hr./per person (min. 15 attending)</td>
<td>100%</td>
<td>$36.00</td>
<td>$37.00</td>
</tr>
<tr>
<td>OYC</td>
<td>OYC-Advertised Train.- 5-7 hrs./per person (min. 15 attending).</td>
<td>100%</td>
<td>$72.00</td>
<td>$75.00</td>
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<tr>
<td>OYC</td>
<td>OYC-Agency Request Head Start CPR &amp; 1st Aide</td>
<td>100%</td>
<td>$70.00</td>
<td>$71.00</td>
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<tr>
<td>Env. Health</td>
<td>Category 1 (see definition below) - Full Plan Review</td>
<td>80%</td>
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<td>$97.50</td>
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<tr>
<td>Env. Health</td>
<td>Category 1 (see definition below) - New Owner/Eval</td>
<td>80%</td>
<td>$515.00</td>
<td>$520.00</td>
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<tr>
<td>Env. Health</td>
<td>Category 1 (see definition below) - New Owner w/minimal plan review</td>
<td>80%</td>
<td>$620.00</td>
<td>$625.00</td>
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<tr>
<td>Env. Health</td>
<td>Category 2 (see definition below) - License Fee</td>
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<td>$645.00</td>
<td>$650.00</td>
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<tr>
<td>Env. Health</td>
<td>Category 2 (see definition below) - Full Plan Review</td>
<td>80%</td>
<td>$1,350.00</td>
<td>$1,355.00</td>
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<tr>
<td>Env. Health</td>
<td>Category 2 (see definition below) - New Owner/Eval</td>
<td>80%</td>
<td>$725.00</td>
<td>$730.00</td>
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<td>Env. Health</td>
<td>Category 2 (see definition below) - New Owner w/minimal plan review</td>
<td>80%</td>
<td>$760.00</td>
<td>$765.00</td>
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<tr>
<td>Env. Health</td>
<td>Category 3 (see definition below) - License Fee</td>
<td>80%</td>
<td>$915.00</td>
<td>$920.00</td>
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<tr>
<td>Env. Health</td>
<td>Category 3 (see definition below) - Full Plan Review</td>
<td>80%</td>
<td>$1,945.00</td>
<td>$1,950.00</td>
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<td>Env. Health</td>
<td>Category 3 (see definition below) - New Owner/Eval</td>
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<td>$1,055.00</td>
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<tr>
<td>Env. Health</td>
<td>Category 3 (see definition below) - New Owner w/minimal plan review</td>
<td>80%</td>
<td>$1,170.00</td>
<td>$1,175.00</td>
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<tr>
<td>Env. Health</td>
<td>Mobile - License Fee</td>
<td>80%</td>
<td>$360.00</td>
<td>$365.00</td>
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<tr>
<td>Env. Health</td>
<td>Mobile - Full Plan Review</td>
<td>80%</td>
<td>$495.00</td>
<td>$500.00</td>
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<tr>
<td>Env. Health</td>
<td>STFU - Full Plan Review</td>
<td>80%</td>
<td>$495.00</td>
<td>$500.00</td>
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<td>Env. Health</td>
<td>STFU - New Owner/Eval</td>
<td>80%</td>
<td>$445.00</td>
<td>$450.00</td>
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<tr>
<td>Env. Health</td>
<td>Construction/Remodeling that begins without approved plans</td>
<td>80%</td>
<td>$790.00</td>
<td>$795.00</td>
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<td>Env. Health</td>
<td>Informal Hearing Fee</td>
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<td>$1,126.00</td>
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<td>Env. Health</td>
<td>Formal Hearing Fee</td>
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<td>Env. Health</td>
<td>Follow Up inspection to assess compliance for critical violations</td>
<td>100%</td>
<td>$524.00</td>
<td>$530.00</td>
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<td>Env. Health</td>
<td>Fee for new owner operating without new license</td>
<td>80%</td>
<td>$650.00</td>
<td>$655.00</td>
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<tr>
<td>Env. Health</td>
<td>Septic - new or repair permit for residential or commercial</td>
<td>90%</td>
<td>$850.00</td>
<td>$855.00</td>
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<tr>
<td>Env. Health</td>
<td>Combined - well &amp; septic</td>
<td>90%</td>
<td>$1,050.00</td>
<td>$1,055.00</td>
</tr>
<tr>
<td>Location of Service</td>
<td>Fee Description</td>
<td>Target Percent</td>
<td>2017 Fee</td>
<td>2018 Fee</td>
</tr>
<tr>
<td>---------------------</td>
<td>--------------------------------------------------------------------------------</td>
<td>----------------</td>
<td>-----------</td>
<td>-----------</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Septic - new/repair septic tank only</td>
<td>90%</td>
<td>$350.00</td>
<td>$355.00</td>
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<tr>
<td>Env. Health</td>
<td>Well - Sanitary survey, public non community Type II non - transient Well</td>
<td>90%</td>
<td>$495.00</td>
<td>$500.00</td>
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<tr>
<td>Env. Health</td>
<td>License renewal</td>
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<td>Env. Health</td>
<td>Full plan review</td>
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<td>$430.00</td>
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<td>Env. Health</td>
<td>Permanent Campground</td>
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<td>$415.00</td>
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<td>Env. Health</td>
<td>Temporary Campground</td>
<td>100%</td>
<td>$185.00</td>
<td>$190.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Full inspection, water system, sewage disposal, building and grounds</td>
<td>100%</td>
<td>$280.00</td>
<td>$285.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Tobacco &amp; E-cigarette sales license - Not East Lansing</td>
<td>90%</td>
<td>$335.00</td>
<td>$340.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Tobacco &amp; E-cigarette Change of Ownership Fee - East Lansing</td>
<td>100%</td>
<td>$130.00</td>
<td>$135.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Tobacco &amp; E-cigarette Change of Ownership Fee - Not East Lansing</td>
<td>100%</td>
<td>$150.00</td>
<td>$155.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Tobacco &amp; E-cigarette sales license vending machine</td>
<td>100%</td>
<td>$335.00</td>
<td>$340.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Temporary Tobacco License - Sampling Permit</td>
<td>100%</td>
<td>$130.00</td>
<td>$135.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Reporting Fee</td>
<td>50%</td>
<td>$70.00</td>
<td>$71.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 1: 56 - 499 Gallons (450 - 4,499 pounds) - Inspection Fee</td>
<td>50%</td>
<td>$145.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Reporting Fee</td>
<td>50%</td>
<td>$145.00</td>
<td>$150.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 2: 500 - 4,999 Gallons (4,500 - 44,499 pounds) - Inspection Fee</td>
<td>50%</td>
<td>$235.00</td>
<td>$240.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Reporting Fee</td>
<td>50%</td>
<td>$220.00</td>
<td>$225.00</td>
</tr>
<tr>
<td>Env. Health</td>
<td>Category 3: 5,000 or more Gallons (more than 45,000 pounds) - Inspection Fee</td>
<td>50%</td>
<td>$350.00</td>
<td>$355.00</td>
</tr>
</tbody>
</table>
## Attachment A: Fees Which Are Adjusted

### County Services Committee

<table>
<thead>
<tr>
<th>Location of Service</th>
<th>Fee Description</th>
<th>Target Percent</th>
<th>2017 Fee</th>
<th>2018 Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clerk</td>
<td>Expedited Svc - copies of Vital Records</td>
<td>100.0%</td>
<td>$25.00</td>
<td>$30.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Photography</td>
<td>100.0%</td>
<td>$285.00</td>
<td>$285.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Topography</td>
<td>100.0%</td>
<td>$565.00</td>
<td>$570.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Preliminary Comm. Site Plan Review</td>
<td>75.0%</td>
<td>$695.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Preliminary Plat Review</td>
<td>75.0%</td>
<td>$695.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Plat and Commercial Drainage Review - First acre</td>
<td>100.0%</td>
<td>$695.00</td>
<td>$700.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Additional acre</td>
<td>100.0%</td>
<td>$78.00</td>
<td>$79.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Plat Drain Administration Fee</td>
<td>75.0%</td>
<td>$2,500.00</td>
<td>$2,510.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Drain Crossing Permits, Review (Commercial)</td>
<td>100.0%</td>
<td>$485.00</td>
<td>$500.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Tap-in Permit - Commercial</td>
<td>75.0%</td>
<td>$410.00</td>
<td>$415.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion Permit - Commercial-12 mo. Duration - 1/2 acre or less</td>
<td>100.0%</td>
<td>$605.00</td>
<td>$610.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion (12 mo.) - Commercial- each additional acre</td>
<td>100.0%</td>
<td>$60.00</td>
<td>$61.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion Permit - Commercial -9 mo. Duration - 1/2 acre or less</td>
<td>100.0%</td>
<td>$530.00</td>
<td>$535.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion Permit - Commercial - 6 mo. Duration - 1/2 acre or less</td>
<td>100.0%</td>
<td>$450.00</td>
<td>$455.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion (6 mo.) - Commercial- each add'l acre</td>
<td>100.0%</td>
<td>$44.00</td>
<td>$46.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Escrow account-1/2 acre or less</td>
<td>100.0%</td>
<td>$95.00</td>
<td>$97.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Escrow account - 1 to 1 acre</td>
<td>100.0%</td>
<td>$1,705.00</td>
<td>$1,710.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Escrow account - 1 to 5 acres</td>
<td>100.0%</td>
<td>$3,400.00</td>
<td>$3,410.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Escrow account - 5 to 10 acres</td>
<td>100.0%</td>
<td>$5,625.00</td>
<td>$5,635.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Escrow account - each add'l 10 acres</td>
<td>100.0%</td>
<td>$2,825.00</td>
<td>$2,835.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Soil Erosion Permit - 9 month duration</td>
<td>75.0%</td>
<td>$250.00</td>
<td>$255.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Commercial Minor Disturbance Soil Erosion - Permit/Review/Inspection</td>
<td>75.0%</td>
<td>$325.00</td>
<td>$330.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Residential Minor Disturbance Soil Erosion - Permit/Review/Inspection</td>
<td>75.0%</td>
<td>$47.00</td>
<td>$48.00</td>
</tr>
<tr>
<td>Drain Comm.</td>
<td>Violation and Cease &amp; Desist Order</td>
<td>100.0%</td>
<td>$295.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>Econ. Devel.</td>
<td>Application Fee - Brownfield</td>
<td>100.0%</td>
<td>$1,500.00</td>
<td>$1,510.00</td>
</tr>
<tr>
<td>Equalization</td>
<td>Pre-2005 Paper Maps/Aerial photos (blueprints)</td>
<td>100.0%</td>
<td>12.00</td>
<td>$13.00</td>
</tr>
<tr>
<td>Equalization</td>
<td>26” x 40” Digitally Produced Paper Maps- Parcel Layer</td>
<td>100.0%</td>
<td>$31.00</td>
<td>$32.00</td>
</tr>
<tr>
<td>Equalization</td>
<td>34” x 44” Digitally Produced Paper Maps- Parcel layer with 2010 Digital Photo Layer</td>
<td>100.0%</td>
<td>$63.00</td>
<td>$64.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Resident Annual Parking</td>
<td>75.0%</td>
<td>$30.00</td>
<td>$32.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Non-Resident Annual Parking</td>
<td>100.0%</td>
<td>$40.00</td>
<td>$42.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Winter Sports Building (100 Person Capacity)****</td>
<td>100.0%</td>
<td>$95.00</td>
<td>$96.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Lake Lansing South Lakeview Shelter 60 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Lake Lansing North Oak Knoll Shelter 60 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Lake Lansing North Sandhill Shelter 60 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Hawk Island Kestrel Shelter 60 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Hawk Island 1/2 of Peregrine Shelter 60 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Burchfield Deer Run Shelter 60 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Burchfield Pine Knoll Shelter 60 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Burchfield Southridge Shelter 80 person</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Lake Lansing - North - Main Shelter 240 Person</td>
<td>100.0%</td>
<td>$180.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Burchfield - North Bluff Shelter 240 Person</td>
<td>100.0%</td>
<td>$180.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Burchfield - Woodsong Shelter 240 Person</td>
<td>100.0%</td>
<td>$180.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Lake Lansing - South - Main Shelter 300 Person</td>
<td>100.0%</td>
<td>$180.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Burchfield - Overlook Shelter 300 Person</td>
<td>100.0%</td>
<td>$180.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>Location of Service</td>
<td>Fee Description</td>
<td>Target Percent</td>
<td>2017 Fee</td>
<td>2018 Fee</td>
</tr>
<tr>
<td>---------------------</td>
<td>----------------------------------------------------</td>
<td>----------------</td>
<td>----------</td>
<td>----------</td>
</tr>
<tr>
<td>Parks</td>
<td>Hawk Island - Red Tail Shelter 375 Person</td>
<td>100.0%</td>
<td>$255.00</td>
<td>$260.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Hawk Island Cabanas 30 person capacity</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Lake Lansing South 30 person capacity</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Burchfield 30 person capacity</td>
<td>100.0%</td>
<td>$75.00</td>
<td>$80.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Abandonment Recovery Fee</td>
<td>100.0%</td>
<td>$40.00</td>
<td>$41.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Late Fee (arriving 1/2 hour or later after closing)</td>
<td>100.0%</td>
<td>$20.00</td>
<td>$21.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Resident Monday-Friday 9am-4pm Day Camp</td>
<td>100.0%</td>
<td>$95.00</td>
<td>$96.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Resident Mon-Fri 7:30am-5:30pm</td>
<td>100.0%</td>
<td>$125.00</td>
<td>$130.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Non-Resident Mon-Fri 7:30am-5:30pm</td>
<td>100.0%</td>
<td>$135.00</td>
<td>$140.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Moonwalk</td>
<td>100.0%</td>
<td>$280.00</td>
<td>$285.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Dunk Tank</td>
<td>100.0%</td>
<td>$230.00</td>
<td>$235.00</td>
</tr>
<tr>
<td>Parks</td>
<td>Giant Slide</td>
<td>100.0%</td>
<td>$410.00</td>
<td>$415.00</td>
</tr>
<tr>
<td>Zoo</td>
<td>Resident - daily (April - October) Parking Fee</td>
<td>75.0%</td>
<td>$3.00</td>
<td>$4.00</td>
</tr>
<tr>
<td>Zoo</td>
<td>Resident Annual Parking Fee</td>
<td>75.0%</td>
<td>$30.00</td>
<td>$31.00</td>
</tr>
<tr>
<td>Zoo</td>
<td>Non-Resident Annual Parking Fee</td>
<td>100.0%</td>
<td>$40.00</td>
<td>$41.00</td>
</tr>
<tr>
<td>Zoo</td>
<td>Non-Resident Adult (April - October) Admission</td>
<td>100.0%</td>
<td>$11.00</td>
<td>$12.00</td>
</tr>
<tr>
<td>Zoo</td>
<td>Non-Resident Senior (April - October) Admission</td>
<td>100.0%</td>
<td>$10.00</td>
<td>$11.00</td>
</tr>
<tr>
<td>Zoo</td>
<td>Potter Park Penguin Cove Shelter</td>
<td>100.0%</td>
<td>$100.00</td>
<td>$110.00</td>
</tr>
<tr>
<td>Zoo</td>
<td>Potter Park Eagle Landing Shelter</td>
<td>100.0%</td>
<td>$125.00</td>
<td>$135.00</td>
</tr>
<tr>
<td>Zoo</td>
<td>Potter Park - Tiger Den Shelter</td>
<td>100.0%</td>
<td>$200.00</td>
<td>$205.00</td>
</tr>
<tr>
<td>Treasurer</td>
<td>NSF Checks</td>
<td>100.0%</td>
<td>31.00</td>
<td>$32.00</td>
</tr>
</tbody>
</table>
Attachment B: Fee Which Adjustment is Recommended
Law and Courts Committee

<table>
<thead>
<tr>
<th>Location of Service</th>
<th>Fee Description</th>
<th>Target Percent</th>
<th>2017 Fee</th>
<th>2018 Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Circuit Court</td>
<td>Show Cause - Probation</td>
<td>100.0%</td>
<td>$190.00</td>
<td>$185.00</td>
</tr>
<tr>
<td>Family Division</td>
<td>Delinquency Court Costs</td>
<td>100.0%</td>
<td>$200.00</td>
<td>$285.00</td>
</tr>
<tr>
<td>Family Division</td>
<td>Tether</td>
<td>26.0%</td>
<td>$32.00</td>
<td>$33.00</td>
</tr>
</tbody>
</table>
Due to Ingham County’s sluggish return of property tax revenue, loss of some department-generated revenue and the increase in retirement expense causing reductions in the General Fund, the Board of Commissioners at the Board Leadership meeting held April 20, 2017 requested information on separate tax limitations. Enclosed for your information and consideration are the following items related to this issue:

- Draft Resolution to alter or extend the fixed separate tax limitation and to create a county advisory tax limitation committee. This resolution would start the statutory procedure necessary to place a question on the ballot to adopt separate tax limitations, thereby restoring Ingham County’s taxing capacity.
- Relevant excerpts from Public Act 62 of 1933. MCL 211.205k explains the procedure for resetting the fixed millage; MCL211.205g specifies the required ballot form; and MCL211.205 list the members of the County Tax Allocation Board.
- A copy of 2008 Ingham County finance committee resolution showing ballot language authorizing Separate Tax Limitations.
- An excerpt from the “Guide to Michigan County Government” regarding statutory tax authorizations and limits for counties.

If the Board would like to put such a question on the ballot for the November 7 election, the millage language would have to be approved by the Board and submitted to the Clerk by August.
WHEREAS, the Property Tax Limitation Act, being Public Act 62 of 1933 (MCL 211.201 et seq), allows for separate tax limitations; and

WHEREAS, the Ingham County voters approved such a separate limitation in 1970; and

WHEREAS, the 1970 separate millage limitations have been substantially reduced by State rollback provisions from the levels approved by Ingham County voters in 1970; and

WHEREAS, the Board of Commissioners has the authority to initiate a review and vote of the electorate as to the appropriateness of altering the current fixed millage limitations pursuant to Section 5k of the Property Tax Limitation Act (being MCL 211.205k); and

WHEREAS, that upon resolving to alter or extend the fixed millage limitation, the Board of Commissioners is to then notify 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

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners resolves to initiate 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.

BE IT FURTHER RESOLVED, that the Ingham County Advisory Tax Limitation Committee shall be created composed of the following:

(a) The County Treasurer.

(b) The Chairperson of the Finance Committee of the County Board of Commissioners.

(c) The Intermediate School District Superintendent or his/her representative.

(d) A resident of a municipality having a population of 10,000 or more within the county who shall be selected by the judge of judges of the probate of the county.

(e) A member not officially connected with or employed by any local or county unit, who shall be selected by the Board of County Commissioners.

(f) A member who shall be a township supervisor and who shall be selected by a majority of the township supervisors in the county.
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 that 9 mills that the majority of 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 qualifies electors of Ingham County.
PROPERTY TAX LIMITATION ACT (EXCERPT)
Act 62 of 1933

211.205k Separate tax limitations; initiatory petition or resolution to alter or extend; procedure; notice; county advisory tax limitation committee; election.

Sec. 5k. When an initiatory petition is received by the county board of commissioners to alter or extend within the 18 mill limitation existing separate tax limitations of the county and the townships and intermediate school districts in the county, or when the county board of commissioners resolves to alter or extend within an existing 18 mill limitation existing separate tax limitations of the county and the townships and intermediate school districts in the county, the county board of commissioners shall proceed in the same manner as provided in this act for an original initiatory petition. The county board of commissioners shall notify the persons and bodies having appointive powers under section 5 of the receipt of the petition or the resolution by the county board of commissioners. Those persons and bodies shall select the same persons provided by section 5 for a county tax allocation board to serve as members of a county advisory tax limitation committee that is created. The 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 18 mills that the majority of the committee considers will provide for the financial needs of the county, townships, and intermediate school districts. The separate tax limitations shall be promptly transmitted to the county board of commissioners and the functions of the committee shall then cease. The question shall be submitted to a vote of the registered and qualified electors of the county at the same time as the separate tax limitations proposed by initiatory petitions. The election, determination of results, and procedure after the determination shall be the same as provided in this act for an election held upon original petitions.


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Page 1 Michigan Compiled Laws Complete Through PA 14, 16, 19 and 20 of 2006

Courtesy of www.legislature.mi.gov
Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION SUBMITTING TO A VOTE OF THE ELECTORATE THE ESTABLISHMENT OF SEPARATE TAX LIMITATIONS FOR INGHAM COUNTY, THE TOWNSHIPS, AND THE INTERMEDIATE SCHOOL DISTRICT

RESOLUTION #08-169

WHEREAS, the Property Tax Limitation Act, being Public Act 62 of 1933 (MCL 211.201 et seq), allows for separate tax limitations; and

WHEREAS, the Ingham County voters approved such a separate limitation in 1970; and

WHEREAS, the 1970 separate millage limitations have been substantially reduced by State rollback provisions from the levels approved by Ingham County voters in 1970; and

WHEREAS, the Board of Commissioners has the authority to initiate a review and vote of the electorate as to the appropriateness of altering the current fixed millage limitations pursuant to Section 5k of the Property Tax Limitation Act (being MCL 211.205k); and

WHEREAS, with Resolution 08-083 the Board of Commissioners resolved to alter or extend the fixed millage limitation, then notified persons and bodies having appointive powers of the resolution so that a County Advisory Tax Limitation Committee could be created to review and provide a recommendation as to the county fixed millage limitation; and

WHEREAS, the County Advisory Tax Limitation Committee has met and has unanimously voted to submit to the Board of Commissioners a proposal for establishment of a fixed tax limitation millage rate for an indefinite period or until altered by the voters of Ingham County that the committee considers will provide for the financial needs of the county, townships, and intermediate school district.

THEREFORE BE IT RESOLVED, that the following question be submitted to a vote of the electorate of Ingham County at the general election to be held November 4, 2008.

| ESTABLISHING SEPARATE TAX LIMITATIONS FOR INGHAM COUNTY, THE TOWNSHIPS, AND THE INTERMEDIATE SCHOOL DISTRICT |
|-------------------------------------------------|-------------------------------------------------|
| Shall separate tax limitations be established for an indefinite period, or until altered by the voters of the county for the County of Ingham and the townships and the intermediate school district within the county, the aggregate of which shall not exceed 8.0 mills as follows: | YES NO |
| County of Ingham | 6.8 |
| Townships | 1.0 |
| Intermediate School District | 0.2 |
| Total | 8.0 |
RESOLUTION #08-169

BE IT FURTHER RESOLVED, that this question is hereby certified to the County Clerk.

BE IT FURTHER RESOLVED, that the County Clerk is hereby directed to cause the proposed to be stated on the November 4, 2008 ballot and to be prepared and distributed in the manner required by law.

FINANCE: Yeas: Grebner, Hertel, Weatherwax-Grant, Celentino, Schor  
Nays: None  Absent: Dougan  Approved 06/18/08
Excerpt from “Guide to Michigan County Government”

The other general rule is that if the legislature broadens the definition of the tax base, or if a unit's equalized valuation (not including increases resulting from improvements or additions) increases at a rate faster than the rate of inflation as measured by the Consumer Price Index, the local unit must reduce the authorized millage rate accordingly or issue a public notice of a public hearing to raise taxes. (We discuss this rollback provision later.)

**Property tax and school finance**

The major change in the 1994 property tax reforms was the separation of school operating expenses from the property tax. That is, schools, with a few exceptions, depend entirely on appropriations from the state school aid fund for their operation expenses. One exception is that an individual school district (until 1997) was allowed to levy an "enrichment" tax of three mills. Beginning in 1997 such enrichment millage may only be levied on an intermediate school district basis to be shared among the constituent school districts. Another exception is that certain "high-spending" (in 1993-94) school districts may levy a property tax to make up for what the state fails to pay in its new formula. This provision applies to a small number of districts.

The major relationship of property taxes to school finance rests in the fact that the state levies a statewide school tax of 6 mills on all taxable property and receives that money into the state school aid fund for distribution. In addition, a school finance law requires each school district to levy 18 mills on the property in the district in order to qualify for state school assistance. Homestead and agricultural property (as defined in the law) are exempt from this 18-mill levy. This millage must be approved by the voters and the revenues are retained at the local level and recognized as a "down payment" on the forthcoming state aid.

**STATUTORY AUTHORIZATIONS AND LIMITS FOR COUNTIES**

How do these limitations apply to counties? A key element of the general adjusted 15-mill limit is that counties, townships, community colleges, and a few other units share the receipts the adjusted 15-mill tax produces. Just how these revenues are shared in each county is decided by the action of the county allocation board.

**County Allocation Board**

In counties that have not adopted the fixed millage approach, a county allocation board in each county convenes on the third Monday in April to decide how the 15 (adjusted) mills are to be allocated. The basic duty of an allocation board is to review the budgets submitted by the various governmental units and to divide the 15 mills among them on the basis of what the board considers most prudent, the materials presented, and on other matters the board judges to be pertinent.
One reality that all allocation boards face is that they do not allocate the entire 15 mills. In the first place, as has been noted already, the reforms of 1994 reduced the 15 mills by the amount the schools were allocated in 1993. In addition, the legislature has set some minimum amounts. For example, the law guarantees counties three mills, general law townships one, intermediate school districts one-tenth mill, and community college districts that do not have voted millage, one-quarter mill. With schools no longer dependent on the allocated millage, allocation boards, in general, are left to decide how the remaining 2.5 mills or so are to be divided among the county, townships, and intermediate school districts in the county. (Millages allocated for school operations in 1993 ranged from 7.0 to 8.5 mills.) The allocation board process is not something to take lightly. If a township or county or other unit fails to provide a budget plan or other necessary data, as has happened occasionally with some townships, the board is instructed to make no allocation to that unit. On the other hand, the allocation process is not likely to increase the millage allocated to one of the units. To do so, the allocation board must reduce the allocation of other units. Generally, an allocation board assigns the same millage rate to all townships. If it did not, it would have to leave some millage unallocated.

The Fixed Millage Alternative

Millage allocation time is not necessarily pleasant. It can produce a good deal of political infighting, lots of paperwork, uncertainty, and handwringing. Now that schools are no longer part of this process and the amount of discretionary authority is very limited, it seems likely that the allocation board approach will recess further into the background and will become somewhat of a rarity. In fact, it is approaching that now as 68 counties used the fixed millage approach in 1996. It seems likely that, sooner or later, the others will follow suit. (We discuss below in connection with the Headlee rollback provision, another reason use of fixed millage will likely increase.)

The fixed millage approach permits the jurisdictions to adopt a new millage limit for their county. The state constitution permits them to go as high as 18 mills and lower than 15 if they wish. These numbers, too, must be adjusted by the millage that was allocated to school operations in 1993.

The fixed millage process can begin with one of two methods—citizen petition and allocation board resolution. The first method requires an initiative petition signed by at least 4 percent of the registered electors in each of the townships and cities in the county. The petition includes the proposed total mills to be levied, the length of time (a specific number of years or indefinitely, i.e., until voters decide otherwise), and the number of mills to be awarded to each of the eligible taxing units. The petition must be filed with the county clerk at least 30 days before the regular meeting of the allocation board, although the allocation board may call a special meeting to consider a petition.
Before adopting a resolution to place the petition on the ballot at the next general election, the county board of commissioners must ask the allocation board for its recommendation regarding the proposed division of the mills. The sum of the allocation board's recommendation may not be less than the total proposed by the citizen petition, but the division of the millage rates may differ, and, presumably, the allocation board could recommend a higher total. If the allocation board's recommendation is different from the conditions contained in the petition, both proposals must appear on the ballot. This requirement helps to offset the efforts of those who might want to make a little mischief with local budgets by proposing an unreasonably low total millage rate. The proposal getting a majority and the highest number of yes votes wins.

The second method for fixing the millage allocation is for the county allocation board to adopt its own resolution and put the question on the ballot. The official role of the board of county commissioners in this entire process is limited to ministerial functions—primarily those of reviewing a proposal for technicalities and putting it on the ballot. This is understandable because the county government competes for general property tax revenues. When a fixed millage is adopted, the allocation board goes out of business and is reinstated only in the event that the fixed millage expires or it is necessary to a proposed reallocation of the millages.

ALLOCATION BOARD MEMBERS

- The county treasurer.
- The chair of the county board's finance committee.
- The intermediate school superintendent or a representative.
- A citizen of the county to be chosen by the presiding probate judge. If the county has more than one municipality with a population of 10,000 or more, the judge must select a resident of one of the municipalities. But if there is only one such municipality, the governing body of the municipality, rather than the judge, makes the choice and the person chosen must be a member of the governing body or one of its officers.
- A person, selected by the county board of commissioners, who is not officially connected with or employed by any county or local unit.
- A township supervisor who is chosen by a majority of the township supervisors in the county.