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KARA HOPE
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RANDY SCHAFFER
ROBIN CASE NAEYAERT

INGHAM COUNTY BOARD OF COMMISSIONERS
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THE FINANCE COMMITTEE WILL MEET ON WEDNESDAY, OCTOBER 4, 2017 AT 6:00 P.M., IN THE PERSONNEL CONFERENCE ROOM (D & E), HUMAN SERVICES BUILDING, 5303 S. CEDAR, LANSING.

Agenda

Call to Order

Approval of the [September 13, 2017](#) and [September 20, 2017](#) Minutes

Additions to the Agenda

Limited Public Comment

1. Homeland Security and Emergency Management – Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant ([EMPG](#)) for FY 2017
2. Circuit Court – Juvenile Division
 - a. Resolution to Authorize a Three Year Contract with Various [Residential Placements](#)
 - b. Resolution to Authorize Acceptance of a Michigan [Drug Court Grant](#) for the Ingham County Family Dependency Treatment Court
 - c. Resolution to Authorize a Contract for [Attorney Services](#) for the Juvenile Division
3. Animal Control – Resolution to Accept a Bissell Pet Foundation Empty the Shelters Free [Adoption Grant](#)
4. 9-1-1 Center – Resolution to Approve the Purchase of [Tritech Inform Browser](#) for Use of 9-1-1 Central Dispatch Center and Public Safety Partners
5. Law & Courts Committee – Resolution Authorizing [2018 Agreements](#) for Juvenile Justice Community Agencies
6. Innovation and Technology
 - a. Resolution to Approve the Purchase of Multi-Factor [Authentication Solution](#)
 - b. Resolution to Approve the Contract for ASE with [Nod Service](#) from AT&T
7. Facilities
 - a. Resolution to Award a Contract for the Removal and Replacement of [Boilers](#)
 - b. Resolution to Authorize Initiation of a Process to [Negotiate a Purchase Agreement](#)
8. Road Department – Resolution to Approve a [Cost Sharing](#) Agreement with Meridian Township

9. Parks Department
 - a. Resolution to Authorize an Amendment to [City of East Lansing](#) Trails and Parks Millage Agreements
 - b. Resolution to Authorize an Amendment to [City of Mason](#) Trails and Parks Millage Agreements
10. Equalization/Tax Mapping – Resolution to Approve the 2017 [Apportionment Report](#) (*Report to be Distributed at the Meeting*)
11. Health Department
 - a. Resolution to Authorize an Agreement with [Capital Area Community Services](#) to Serve Early Head Start Children through the Family Outreach Services Program
 - b. Resolution to Authorize an Agreement with [Kresge Foundation](#)
12. Controller/Administrator’s Office
 - a. Resolution to the Amend [Suspension of Operations Policy](#)
 - b. Resolution to Approve an [Economic Development Service](#) Contract
13. Board Referrals
 - a. Report from the [County Treasurer](#) as Requested by the Board of Commissioners
 - b. Notice of [Public Hearing](#) for the City of East Lansing to Amend Brownfield Plan #11 and Replace Brownfield Plan #26 for the Park District Property Specified
 - c. Letter from the Michigan Department of Treasury Regarding the Order of Revocation for [Holt Products](#) Company

Announcements
Public Comment
Adjournment

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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
September 13, 2017
Draft Minutes

Members Present: Grebner, McGrain, Naeyaert, Schafer and Tennis

Members Absent: Anthony and Hope

Others Present: Commissioner Sebolt, Sheriff Scott Wriggelsworth, Prosecutor Carol Siemon, Treasurer Eric Schertzing, Judge Don Allen, Andy Bouck, Michelle Beloskur, Rich Howard, Danielle Cusson, Steve Kwasnik, Teresa Kmetz, Robin Reynolds, Sam Davis, John Dinon, Lisa McCormick, Sally Auer, Bradley Prehn, Teri Morton, Jill Bauer, Jared Cypher, Tim Dolehanty, Michael Townsend, Liz Kane, and others

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

Approval of the August 16, 2017 Open and Closed Session Minutes

WITHOUT OBJECTION, CHAIRPERSON GREBNER STATED THE AUGUST 16, 2017 FINANCE COMMITTEE OPEN AND CLOSED SESSION MINUTES WERE APPROVED AS PRESENTED.

Absent: Commissioners Anthony and Hope

Limited Public Comment

Rich Howard, Big Brothers Big Sisters Executive Director, addressed the Committee in regards to the Controller's recommendation to eliminate the Capital Area Mentoring Partnership (CAMP) funding. He requested that the Committee consider the CAMP budget as part of the Z-List for 2018.

Sally Auer, UAW Representative, stated that the District Court Collections Officer position that had been slated to be eliminated as part of the Controller's recommended budget was a filled position, and the person in the position would be laid off if it was eliminated. She further stated that after the Law & Courts Committee budget meeting, the Controller had submitted a memo recommending the position be reinstated in the budget.

Ms. Auer stated that she and the UAW thought this decision was a good thing for the employee, and it was a revenue-generating position.

Judge Don Allen, 55th District Court, stated he agreed with Ms. Auer.

Danielle Cusson, Assistant Prosecuting Attorney, addressed the Committee regarding the recommendation of the elimination of the APA position in the Prosecutor's Office. She outlined a list of numerous tasks that APA's perform, which often require them to work long hours for no extra pay.

Ms. Cusson stated the APA's already cover a lot for each other when they were out for training, medical leave, vacation, or other reasons. She further stated that when an APA had to cover for someone else, then it took away from their office time, of which they only had so much as it was.

Ms. Cusson detailed the amount of detail the APA's need to know about their cases, which she stated was important for them, especially to take the time to talk to and pay attention to witnesses and victims. She further stated she would like the Committee to consider why the Prosecutor's Office wanted to keep the APA position, as it was important for them to do their jobs and keep the community safe.

Steve Kwasnik, Ingham County Employees' Association Assistant Prosecutor Attorney's Division President and Assistant Prosecuting Attorney, addressed the Committee regarding the elimination of the APA position. He stated that Lansing was ranked the 6th most violent city per capita and the Prosecutor's Office dealt with those homicides, criminal sexual conducts, abuse and neglect of children, and the most dangerous people in society, every day.

Mr. Kwasnik stated it had been six or seven years since APA's had a pay increase that kept up with the cost of living, and they were actually losing money because of the increases in health care costs. He further stated that according to the Hay Study recently done, Ingham County APA's were about \$10,000 to \$25,000 underpaid compared with similar positions elsewhere.

Mr. Kwasnik stated that if someone was not in law enforcement, they would not know what the loss of an APA would mean to their community. He outlined the process APA's go through when dealing with tough cases.

Mr. Kwasnik stated that no matter what the Board of Commissioners did with the position, they would still get the same level of dedication from the APA's they had left, but the level of crime would not decrease. He further stated there were ramifications for cutting the position that had a direct impact on the community and on public safety.

Teresa Kmetz, Capital Area United Way President & CEO, addressed the Committee regarding Central Michigan 2-1-1. She thanked the County for their long-standing partnership, which had allowed them to provide many services to the community.

Ms. Kmetz asked the Committee to reinstate funding for the Central Michigan 2-1-1 program. She further stated from August 2016 to August 2017, they were contacted 22,841 times by Ingham County residents. She further stated that 2-1-1 was a partner to many county departments, and would continue to be, but if Ingham County funding was cut, there may be less money available for programs and services to refer people to.

Ms. Kmetz requested that the Committee restore the funding to the 2-1-1 program.

Robin Reynolds, Ingham Health Plan Corporation, stated she had a recommendation that was different from the Controller's recommended budget. She further stated IHPC would like to provide access to health care for all residents with annual incomes under \$28,000.

Ms. Reynolds stated that they were not sure what the exact amount would be since they were paid on a claims basis, but it looked to be an additional reduction of about \$500,000 in their annual budget. She requested the Committee consider additional funding to cover the additional residents in Ingham County.

1. Overview of Liaison Committee Recommendations

Michael Townsend, Budget Director, outlined the recommendations from the liaison committees.

A discussion ensued regarding how to address the tasks at hand.

Commissioner McGrain stated he thought the current proposed budget assumed that the County tax allocation ballot question would not pass in the November 2017 Election. He further stated that the Board of Commissioners would take up a resolution to add items to the budget if the tax allocation question passed, at the joint caucus meeting on September 26, 2017.

Commissioner Naeyaert stated she thought the Board of Commissioners would essentially make another Z-List, based on if the tax allocation question passed.

Chairperson Grebner stated the Committee should be writing a parallel resolution that would be on the same timeline as the County budget.

Commissioner Naeyaert asked if that meant that everything on the Z-List would be funded if the tax allocation question passed.

Chairperson Grebner stated what ended up being funded was ultimately the Board of Commissioners' decision. He further stated that the County could choose to put more money into their MERS payments, or increase the amount in the fund balance, because they were currently drawing down their fund balances and they would have to make decisions.

Commissioner Naeyaert stated she was prepared to make decisions based on the budget that had been presented to them. She further stated she did not know if she was prepared, and she thought it seemed kind of irresponsible based on knowing where the current budget stood, to take time to work on something else that would happen if the tax allocation question passed.

Commissioner Tennis stated he thought the Committee should focus on the budget before them, and then discuss possibilities if supplemental funding happened. He further stated he thought it made sense to look at target areas that might get funding from the tax allocation question, so voters knew what they would be getting by approving the tax allocation.

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHAFFER, TO APPROVE THE CONTROLLER'S RECOMMENDED BUDGET, PER THE LIAISON COMMITTEES' RECOMMENDATIONS AND CONTROLLER'S MEMO.

Discussion.

2. Review and Action on Law & Courts Committee Recommendations

Commissioner Tennis asked what the \$20,000 Legal Services item to restore 2017 funding level on the Z-List was.

Chairperson Grebner stated the Controller recommended zeroing out the County's contribution to Legal Services.

Commissioner Tennis disclosed that his firm had a contractual agreement with the Legal Services Association of Michigan, which Legal Services was a member of.

Commissioner McGrain stated that the Court Enforcement Officer item had been included in the Controller's memo to be included in the budget. He stated that ranked items, 1 and 3-7 were left on the Law & Courts Committee Z-List.

Commissioner McGrain asked what the new items on the list were.

Teri Morton, Deputy Controller, stated that the corrections officers were positions from the jail post that had closed. She further stated they were current positions, but it was essentially an increase in staffing.

Chairperson Grebner stated the Board of Commissioners had previously agreed to keep six corrections officers during the last jail post closing. He further stated that three of the six positions were currently filled, and three were not filled.

Ms. Morton stated that she thought one of the three vacant positions had been filled, leaving only two vacant positions.

A discussion ensued regarding the positions in the Sheriff's office.

Commissioner McGrain asked if the APA position on the Z-List was a vacant position.

Ms. Morton stated the APA position was vacant, but it was a current position. She further stated that if it was eliminated, it would be a reduction in staffing.

Discussion.

Sheriff Scott Wrigglesworth, Sheriff's Office, thanked everyone who had provided insight and guidance for him during the budget process. He further stated that since 2007 the Sheriff's Office had lost 54 positions, averaging about 5 positions every year, and this year was no different.

Sheriff Wrigglesworth stated that the Sheriff's Office was different from any other department in the County because they were not in the business of delaying items until the next day. He further

stated that every other department in the county had the ability to delay service because they were not a 24/7-365 operation, but the Sheriff's Office was.

Sheriff Wriggelsworth stated that they had collaborated with many departments as they asked for help from the Sheriff's Office. He further stated that they had done everything asked for and more when the Board of Commissioners, through the Controller's Office, asked them to submit a 5% budget cut.

Sheriff Wriggelsworth stated that they would make all of this happen and more even though their office was skin and bones. He further stated that he and his administrative team were here to show that they had done their part with this budget crisis and ask the committee to consider this when they looked for more cuts.

Sheriff Wriggelsworth stated that at the Law & Courts Committee budget meeting, he had screwed up when Commissioner Celentino had asked what his ranking of the eliminated positions was. He stated that he had ranked the three corrections officers the highest, followed by the fugitive team detective, but he should have ranked the fugitive team detective second, above two of the corrections officers.

Sheriff Wriggelsworth stated that the fugitive team detective was an important position, because it gave the County priority in the event the County needed help. He further stated that the U.S. Marshals were guaranteed to get the worst of the worst off the street, and he outlined the types of cases they were involved in.

Sheriff Wriggelsworth stated the County got more bang for their buck from this position than any other position. He further stated that if the Sheriff's Office no longer had a fugitive team member, then two things would happen: the loss of a filled position, and the loss of the help priority from the fugitive team.

Sheriff Wriggelsworth asked the Committee to reorder the priority of the items on the Z-List recommended from the Sheriff's Office.

Chairperson Grebner clarified that Sheriff Wriggelsworth was asking for something not recommended by the Law & Courts Committee.

Commissioner Tennis asked what the cost of the fugitive team member was.

Sheriff Wriggelsworth stated the position was \$110,000, which was \$20,000 more than the corrections officer position.

Discussion.

Sheriff Wriggelsworth stated that at the Law & Courts Committee budget meeting, Commissioner Sebolt was not happy with the Controller, the Sheriff's Office and the Sheriff personally, about the privatization of the kitchen staff at the jail. He further stated that the timing was perfect to transition the kitchen staff and save money.

Sheriff Wriggelsworth stated that the timing to replace the three UAW employees with Canteen Services employees was perfect, because all of the employees had found other arrangements or were retiring. He further stated that the UAW did not fight the Sheriff's Office on the privatization, as they understood the timing worked out and there were savings, and Ms. Auer had praised them on the handling of the privatization.

Sheriff Wriggelsworth stated that Commissioner Sebolt had concerns about the audit of Wayne County's canteen services that had found \$2.5 million in excess charges. He further stated that the Ingham County Jail used Canteen Services Corrections for their canteen services, not Continental Distributing Canteen Services like Wayne County did.

Sheriff Wriggelsworth stated that Commissioner Sebolt had researched Continental Distributing Canteen Services' website and found that they pay \$11 per hour. He further stated that Ingham County had a living wage contract that would require employees be paid a living wage.

Sheriff Wriggelsworth stated that Canteen Services Corrections was providing temporary workers to the jail while going through the RFP process, and if their RFP was accepted, the three supervisors hired by Canteen Services Corrections would be paid living wages. He further stated that Commissioner Sebolt's concerns regarding Canteen Services Corrections' nondiscrimination clause excluding sexual orientation and gender identity were also incorrect because their employment application specifically mentioned those two items in the non-discrimination statement at the top.

Sheriff Wriggelsworth read the non-discrimination statement on the employment application. He further stated he was asking for one corrections officer and one fugitive team detective to be placed on the Z-List.

Commissioner McGrain clarified that the fugitive detective was not currently on the Z-List, and the current cost was about \$103,000.

Sheriff Wriggelsworth stated the position's salary was \$110,000

Discussion.

Chairperson Grebner stated the Committee could assume the position's salary was \$103,000, which was the middle figure given for the salary.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. NAEYAERT, TO ADD THE FUGITIVE TEAM DETECTIVE POSITION IN THE AMOUNT OF \$103,000 TO THE Z-LIST.

Commissioner McGrain asked why the Sheriff had ranked the fugitive detective as the second highest priority, when he had said it was the most important member of the organization.

Sheriff Wriggelsworth stated that was incorrect, as they were just getting a lot of bang for their buck with the position, because the City of Lansing was also policed by them, whereas the Sheriff's Office did not work in some of the larger municipalities.

Commissioner McGrain asked what the additional corrections officer would be doing.

Sheriff Wriggelsworth stated they would be stationed in the housing unit of the jail, guarding 444 prisoners.

Chairperson Grebner stated he thought the additional corrections officer was essentially a relief position, as it was not assigned to a dormitory slot.

Sheriff Wriggelsworth stated it was not a relief, position, it was an essential position. He further stated that the Sheriff's Office had lost 54 positions, because years ago they went too far in cutting the positions.

Discussion.

MOTION PASSED UNANIMOUSLY. Absent: Commissioners Anthony and Hope

3. Review and Action on Human Services Committee Recommendations

4. Review and Action on County Services Committee Recommendations

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. MCGRAIN, TO ADD INGHAM CONSERVATION DISTRICT FUNDING IN THE AMOUNT OF \$7,954; CENTRAL MICHIGAN 2-1-1 FUNDING IN THE AMOUNT OF \$45,750; CORRECTIONS OFFICER POSITION IN THE AMOUNT OF \$90,000; ANOTHER CORRECTIONS OFFICER POSITION IN THE AMOUNT OF \$90,000; ASSISTANT PROSECUTING ATTORNEY POSITION IN THE AMOUNT OF \$103,435; RESTORING 2017 FUNDING TO LEGAL SERVICES IN THE AMOUNT OF \$20,000; AND A COMMAND POST TRAILER IN THE AMOUNT OF \$50,000 TO THE Z-LIST.

CHAIRPERSON GREBNER ASKED FOR THE QUESTION TO BE DIVIDED TO VOTE SEPARATELY ON THE SECOND CORRECTIONS OFFICER.

Commissioner Schafer stated they would be over the \$300,000 limit of the available strategic initiative finds.

Discussion.

COMMISSIONER MCGRAIN ASKED FOR THE QUESTION TO BE DIVIDED TO VOTE SEPARATELY ON ALL ITEMS.

MOTION TO ADD A CORRECTIONS OFFICER IN THE AMOUNT OF \$90,000 TO THE Z-LIST CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Hope

MOTION TO ADD A SECOND CORRECTIONS OFFICER IN THE AMOUNT OF \$90,000 TO THE Z-LIST CARRIED. **Yeas:** Tennis, Naeyaert and Schafer
Nays: McGrain and Grebner **Absent:** Anthony and Hope

MOTION TO ADD THE ASSISTANT PROSECUTING ATTORNEY POSITION IN THE AMOUNT OF \$103,435 TO THE Z-LIST CARRIED UNANIMOUSLY. **Absent:** Commissioners Anthony and Hope

MOTION TO ADD THE LEGAL SERVICES FUNDING IN THE AMOUNT OF \$20,000 TO THE Z-LIST CARRIED. **Yeas:** Grebner, McGrain, Tennis, and Naeyaert **Nays:** Schafer
Absent: Anthony and Hope

MOTION TO ADD THE COMMAND POST TRAILER IN THE AMOUNT OF \$50,000 TO THE Z-LIST FAILED. **Yeas:** Tennis **Nays:** Grebner, McGrain, Naeyaert and Schafer
Absent: Anthony and Hope

MOTION TO ADD THE INGHAM CONSERVATION DISTRICT FUNDING POSITION IN THE AMOUNT OF \$7,954 TO THE Z-LIST CARRIED UNANIMOUSLY. **Absent:** Commissioners Anthony and Hope

MOTION TO ADD Central Michigan 2-1-1 funding IN THE AMOUNT OF \$45,750 TO THE Z-LIST CARRIED. **Yeas:** Grebner, McGrain, Tennis, and Naeyaert **Nays:** Schafer
Absent: Anthony and Hope

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. MCGRAIN TO ADD RESTORED FUNDING FOR BIG BROTHERS AND BIG SISTERS CAMP PROGRAM IN THE AMOUNT OF \$25,000 TO THE Z-LIST.

Discussion.

MOTION TO ADD RESTORED FUNDING FOR BIG BROTHERS AND BIG SISTERS CAMP PROGRAM IN THE AMOUNT OF \$25,000 TO THE Z-LIST CARRIED.

Yeas: Grebner, McGrain, Tennis, and Naeyaert **Nays:** Schafer

Absent: Anthony and Hope

Commissioner Naeyaert stated no one had added IHPC to the Z-List yet.

Commissioner Tennis stated the Human Services Committee was going to discuss whether or not to compensate members at the recommended level at their next meeting.

Jared Cypher, Deputy Controller, stated that IHPC was funded through the health services millage, whereas the other items on the Z-List were in the General Fund.

Commissioner Tennis stated the Board of Commissioners would still have time to add in the IHPC before a final budget was passed, but the Human Services Committee needed to have another discussion about it beforehand, to gauge the support for the proposal.

Discussion.

Commissioner McGrain requested that Prosecutor Carol Siemon speak to the Committee regarding the APA position.

Prosecutor Siemon thanked the Committee and the staff for their work. She stated that when the Committee was ranking the Z-List, they should keep in mind their strategic planning priorities.

Prosecutor Siemon stated if the Prosecutor's Office was not at least minimally staffed at adequate levels, then they cannot achieve the proactive strategic goals the Board of Commissioners have. She further stated she recognized there were a lot of contingent discussions and struggles with how to handle budget cuts.

Prosecutor Siemon stated the Prosecutor's Office had sustained cumulative cuts, at a time when they were seeing more complex 21st Century cases, incorporating technology, and other tasks that were not in existence ten years ago. She further stated it was her office's job to address the social justice woes in Ingham County, including being parts of the Heroin/Opioid Task Force, and the Capitol Area Domestic and Sexual Violence Coordinating Council.

Prosecutor Siemon stated the letter from Chief Yankowski, Lansing City Chief of Police, outlined the fact that domestic violence drives criminal violence numbers in the City of Lansing, which is ranked as 4th in the nation for reported aggravated assaults. She further stated that the Prosecutor's Office was dealing with homicide prevention when they dealt with domestic violence or other violent offenses.

Prosecutor Siemon stated that the APA's had a strong commitment not just to go to court, but to be part of discussions about how to address and respond to move into the 21st Century in a way to reduce crime and increase well-being for members of the community. She further stated she did not have any easy suggestions for the Committee in terms of funding, but her radical solution would be to look at using the County's "rainy day fund" to fund not just the APA position, but other items on the Z-List, because departments could not do more with less.

Prosecutor Siemon stated it was time to take a look at the community Ingham County wanted to be, and she wanted to be working toward those strategic planning priorities, but they could not if they were scrambling to find courtrooms and work tough cases. She further stated that APA's did not have access to mental health services that addressed the difficult things, like child pornography, that they had to deal with on the job.

Prosecutor Siemon stated that wellbeing issues for her APA's were significant. She further stated she wanted to make sure the community was served, but the office had taken a hit.

Prosecutor Siemon stated she implored the Committee to look at other options that allow the position, as well as other items on the Z-List, to be funded.

Lisa McCormick, Chief Assistant Prosecutor, stated it had occurred to her that the Committee knew her, but they did not know the 30 other APA's that worked in the Prosecutor's Office. She further stated that last year, the Prosecutor's Office went through a devastating issue, and the APA's have worked hard every day to restore integrity to the office. She further stated that in her nine years in the Chief APA position, she had asked so much of the APA's and she never been told "no," as they were dedicated to advocate for victims, and now it was her turn to advocate for them.

Ms. McCormick stated the APA's were not working 40 hours per week; they were working much more than that because they were in court 3 or 4 days per week, on top of the preparation for the cases. She further stated that every time the Board of Commissioners had asked the Prosecutor's Office to make budget cuts have done it, they had done it, which was why they did not have supervisors in the office.

Ms. McCormick stated that the Prosecutor's Office did not meet the 5% budget reduction requested by the Controller, because they had already done all they could to cut the meat, and there was no more meat to cut. She further stated that as new special courts and programs were added to the County, the Prosecutor's Office had support them without any additional funding added to their budget.

Ms. McCormick stated that she herself was now staffing the Mental Health Court, because the APA's did not have the capacity to staff it. She further stated that she was begging the Committee to add the position to the funds allocated by the Strategic Planning Initiative.

Commissioner McGrain thanked all of the staff and elected officials that were at the meeting, as the Committee heard their pleas and appreciated their work. He further stated the budget season was the hardest season because cuts needed to be made, but staff should know that they were listening and it was tough for them, as well.

Michelle Beloskur, Ingham Conservation District (ICD), stated that approximately 20% of the ICD's time was supported by the County funds, but it made a world of difference. She further stated that the small investment the County made to the ICD came back many times over in services they provided to residents.

Ms. Beloskur stated that environmental health was important to the County and she appreciated the support.

Commissioner Schafer stated that he recalled years ago, the County used to fund the ICD at \$37,000, and now people were starting to recognize the importance of the programs they provided. He further stated he could not believe this was a small fraction of what they used to get from the County in funding.

Discussion.

Commissioner McGrain thanked Ms. Beloskur for providing updates and reports to the County, as it was good to see what the County's investment was going toward.

Commissioner Naeyaert stated the ICD was huge for the outlying communities in the County, and she appreciated what the ICD did for the County.

Chairperson Grebner stated the meeting would be recessed at 7:13 p.m.

Chairperson Grebner called the meeting back to order at 7:27 p.m.

5. Action to Incorporate Strategic Planning Initiative Funds into Recommended Budget

Commissioner McGrain stated that the fugitive team detective and the APA, plus the softer agency requests, would put them close to the \$300,000 limit of the strategic planning initiative funds.

Commissioner Naeyaert stated that her rankings took into account the Sheriff's Office's needs. She further stated that did not mean she did not value the Prosecutor's Office less, it was just that when she ranked, she recalled the staffing level numbers for the Sheriff's Office that had been provided.

Commissioner Naeyaert stated that the Sheriff's Office was below the staffing level in 1970, and as a representative of the outlying municipalities in the County that did not have other policing authority, she had to support them. She further stated that was the reasoning for her ranking of the Z-List, but she did not know what to do from here, because they were \$185,000 over what they could do from their Z-List money.

MOVED BY COMM. MCGRAIN, SUPPORTED BY COMM. TENNIS, TO ALLOCATE STRATEGIC PLANNING INITIATIVE FUNDS TO THE RECOMMENDED BUDGET FOR THE FUGITIVE TEAM DETECTIVE POSITION, ASSISTANT PROSECUTING ATTORNEY POSITION, INGHAM CONSERVATION DISTRICT FUNDING, CENTRAL MICHIGAN 2-1-1 FUNDING, LEGAL SERVICES FUNDING, AND BIG BROTHERS AND BIG SISTERS CAMP PROGRAM FUNDING.

Chairperson Grebner clarified that they were allocating \$300,000 of strategic planning initiative funds.

Discussion.

Ms. Morton stated if they were over the \$300,000, she recommended decreasing the contingency account.

Mr. Townsend stated they also had a soft estimate of the salary for the fugitive team detective, so they might be right on target.

Commissioner McGrain stated he had heard what was out there for requests, and given the fact that they were 50% over on the funds they were able to disburse, he thought this set of items would spread the wealth to different departments. He further stated that he believed this would also help support community agencies that have demonstrated a great return on investment in the County.

Commissioner Naeyaert stated that eliminating the Central Michigan 2-1-1, Conservation District, and CAMP Program funding would fund another corrections deputy.

Commissioner Sebolt stated that while he could not vote, and while he appreciated Commissioner Naeyaert's position representing the outlying municipalities in the County, he represented Lansing and Central Michigan 2-1-1 and the Legal Services were both highly important to his constituents.

Commissioner Schafer stated he had a tendency to support things that could not find other sources of funding. He further stated he ranked law enforcement at the top of his list, because the other items on the list could find other sources of funding.

Commissioner Schafer stated that people would open their pockets for animals and the Big Brothers Big Sisters Program, but you could not fundraise in that way for law enforcement.

MOTION TO ALLOCATE STRATEGIC PLANNING INITIATIVE FUNDS CARRIED.

Yeas: McGrain, Tennis and Grebner

Nays: Schafer and Naeyaert

Absent: Anthony and Hope

Discussion.

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. SCHAFER, TO AMEND THE STRATEGIC PLANNING INITIATIVE ALLOCATIONS TO FUND A CORRECTIONS OFFICER POSITION, AND TO REMOVE INGHAM CONSERVATION DISTRICT FUNDING, CENTRAL MICHIGAN 2-1-1 FUNDING, LEGAL SERVICES FUNDING, AND BIG BROTHERS AND BIG SISTERS CAMP PROGRAM FUNDING.

Commissioner Naeyaert stated she had previously stated her reasons of why the Sheriff's Office should be the top priority.

Chairperson Grebner stated he wanted to correct a point that the Sheriff had made about 54 positions being eliminated since 2007. He further stated that in 2005 and 2006, the jail had a higher capacity, so many of those 54 positions were to staff the wings of the jail that they had since lost.

Chairperson Grebner stated earlier this year, the Board of Commissioners had passed a resolution closing a post of the jail, which had eliminated eight more corrections officers' positions. He further stated that the jail was 2/3 the size it was back in 2005, and most of the positions were eliminated because corresponding revenue items, like the Michigan Department of Corrections and Wayne County contracts, had disappeared.

Chairperson Grebner stated in addition to the decrease in the size of the jail, he believed the Board of Commissioners had also eliminated most of the officers assigned to road patrol in 2008. He further stated that while there had been a reduction of staffing, much of those 54 positions had been balanced in jail capacity.

Commissioner Naeyaert stated she appreciated the history, but the Sheriff had come to the Committee with his needs to best run his department. She further stated that she took his requests as top priority in the budget process.

MOTION TO AMEND THE STRATEGIC PLANNING INITIATIVE ALLOCATIONS FAILED. Yeas: Schafer and Naeyaert **Nays:** McGrain, Tennis and Grebner
Absent: Anthony and Hope

6. Adoption of Finance Recommended Budget

Commissioner McGrain thanked the central staff and other staff for going through the hearings and processes to create the budget.

THE MOTION TO ADOPT THE CONTROLLERS RECOMMENDED BUDGET, AS AMENDED, CARRIED UNANIMOUSLY. Absent: Commissioners Anthony and Hope

MOVED BY COMM. TENNIS, SUPPORTED BY COMM. SCHAFFER, THAT THE FINANCE COMMITTEE RECOMMEND BY A RESOLUTION TO THE BOARD OF COMMISSIONERS, IN THE EVENT THAT THE TAX ALLOCATION QUESTION PASSES IN THE NOVEMBER ELECTION, THAT BOTH CORRECTIONS OFFICERS POSITIONS ON THE Z-LIST BE FUNDED, THE COMMAND POST TRAILER BE FUNDED AND THE REMAINDER OF THE TAX ALLOCATION FUNDING BE ALLOCATED TO FUNDING POST-EMPLOYMENT BENEFITS PRE-FUNDING.

Commissioner McGrain asked if \$3 million would be collected from the tax allocation question, if it passed.

Ms. Morton stated \$2.7 million would be collected from the tax allocation question.

Discussion.

Chairperson Grebner stated that the discussion about what should be funded could continue in the joint caucus meeting, and then the Finance Committee could revisit the recommendations afterward.

Commissioner McGrain stated he was inclined to vote against the motion made, as he would rather wait until the joint meeting to make the decisions on direction and messaging.

Chairperson Grebner stated it was a good idea to bring something forward to the joint meeting, and then they could disagree more easily.

Discussion.

Commissioner Tennis stated the purpose of having this resolution was to primarily make sure the things on the Z-List that were not funded by the Strategic Planning Initiative Funds were highlighted, so they would be the top priority if the tax allocation question passed.

Discussion.

CHAIRPERSON GREBNER ASKED FOR THE QUESTION TO BE DIVIDED TO VOTE SEPARATELY ON ONE CORRECTIONS OFFICER AND THE MOBILE COMMAND POST.

Discussion.

MOTION TO INCLUDE ONE CORRECTIONS OFFICER AND \$2.5 MILLION TO OPEB IN THE RESOLUTION RECOMMENDING THE ALLOCATION OF TAX LIMITATION FUNDS FAILED. **Yeas:** Tennis and Grebner **Nays:** McGrain, Naeyaert, and Schafer **Absent:** Anthony and Hope

MOTION TO INCLUDE ONE CORRECTIONS OFFICER IN THE RESOLUTION RECOMMENDING THE ALLOCATION OF TAX LIMITATION FUNDS CARRIED.

Yeas: Tennis, Naeyaert and Schafer **Nays:** McGrain and Grebner
Absent: Anthony and Hope

THE QUESTION TO INCLUDE THE MOBILE COMMAND TRAILER IN THE RESOLUTION RECOMMENDING THE ALLOCATION OF TAX LIMITATION FUNDS FAILED.

Yeas: Tennis and Schafer **Nays:** Grebner, McGrain and Naeyaert
Absent: Anthony and Hope

MOVED BY COMM. NAEYAERT, SUPPORTED BY COMM. TENNIS, TO ADD THE OTHER CORRECTIONS OFFICER AND THE FUNDING OF OPEB TO THE RESOLUTION RECOMMENDING THE ALLOCATION OF TAX LIMITATION FUNDS.

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

Announcements

Commissioner Schafer stated he wanted to compliment Chairperson Grebner on how he handled the budget process this year, as he recalled there were nasty, long nights in previous years. He further stated the Board of Commissioners conducted itself in a civil manner and he appreciated the decorum.

Public Comment

Sheriff Wriggelsworth stated he and Chairperson Grebner had previously discussed Chairperson Grebner's opinion that the Sheriff's Office was properly staffed, but he could guarantee that it was not. He further stated when there was a corrections officer that had been working for five years and had never taken a vacation because the phone kept ringing, they were not nearly as adequately staffed as they should be for a 440 person jail.

Mr. Howard clarified that the CAMP program was facilitated by Big Brothers Big Sisters, not the Boys & Girls Club, as it was listed on the ranking sheet.

Ms. Beloskur thanked the Committee for their support, and encouraged them to reach out if they needed more information on the ICD to gain their future support.

Commissioner Tennis stated no one was voting on whether or not ICD should be funded or not. He further stated that the task of ranking the items was a terrifyingly difficult one.

Discussion.

Chairperson Grebner stated he thought it would be good for the Sheriff's Office to have more staff and they might need it, but in the budget process, they could never start with what people needed. He further stated they tried to just cover all of the communities' needs in a threadbare way during the budget.

Chairperson Grebner stated that the legislature should give the County more taxing power, so it could have more money to spend on things they needed.

Adjournment

The meeting was adjourned at 8:00 p.m.

FINANCE COMMITTEE
September 20, 2017
Draft Minutes

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

Members Absent: Tennis

Others Present: Treasurer Eric Schertzing, Michael Townsend, Sara McCallum, 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.

Additions to the Agenda

Substitutes –

1. Sheriff's Office – Resolution Authorizing Ingham County MCOLES Licensed Deputies, Firearms Instructors, and Deputies Assigned to the Hospital Guard Team to Enter into a Firearm Purchase Program with the Ingham County Sheriff's Office

Removed –

4. Human Resources
 - b. Resolution to Authorize a Temporary Assignment to the Chief Deputy Treasurer Position and the Execution of the Letter of Understanding
7. Innovation and Technology
 - a. Resolution to Approve the Contract for ASE with Nod Service from AT&T

Limited Public Comment

None.

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

1. Sheriff's Office – Resolution Authorizing Ingham County MCOLES Licensed Deputies, Firearms Instructors, and Deputies Assigned to the Hospital Guard Team to Enter into a Firearm Purchase Program with the Ingham County Sheriff's Office
2. Homeland Security & Emergency Management – Resolution to Purchase a Portable Radio for the Ingham County Office of Homeland Security & Emergency Management
3. Circuit Court
 - a. Resolution to Accept the FY 2018 Swift and Sure Sanctions Probation Program Grant, Continue the Grant Funded Three-Quarter Time SSSPP Case Management Coordinator Position, and Enter into Subcontracts

- b. Resolution to Accept the FY 2018 Felony Michigan Mental Health Court Grant Program Operational Grant, Continue the Grant Funded Three-Quarter Time ICEA Court Professional 5 Mental Health Court – Court Services Coordinator Position, and Enter into Subcontracts
5. Health Department
- a. Resolution to Authorize a 2017-2018 Agreement with the City of Lansing
 - b. Resolution to Authorize Amendment #4 to the FY 2017 Comprehensive Agreement with the Michigan Department of Community Health
 - c. Resolution to Authorize the Fifth Year of the Americorps*Vista Grant Cycle for 2017-2018
 - d. Resolution to Authorize a 2017-2018 Americorps State Grant
 - e. Resolution to Authorize an Agreement with Enroll Michigan to Serve as a Local Community Navigator for Ingham County and Surrounding Communities
 - f. Resolution to Amend the Agreement with the Ingham Health Plan Corporation
 - g. Resolution to Amend an Agreement with Health Stream, Inc. for an Online Learning Management System
 - h. Resolution to Authorize a Temporary Emergency Preparedness Consultant Position
 - i. Resolution to Authorize an Agreement with 340Basics for Third Party Administration Services
 - j. Resolution to Accept 2017 Health Center Quality Improvement Funds
 - k. Resolution to Authorize a Consolidated Collaborative, Services and Referral Agreement with CMH-CEI
 - l. Resolution to Accept Ryan White Title IV Women, Infants, Children, and Youth (Part D) Funding Award for 2017-2020
6. Economic Development – Resolution to Terminate a Brownfield for the Douglas J Redevelopment Project
7. Innovation and Technology
- b. Resolution to Approve Renewal of PACC/PAAM Licensing and Support
8. Purchasing – Resolution to Approve the Disposal of County-Owned Surplus Property
9. Road Department
- a. Resolution to Authorize a Contract for Propane Supplied and Delivered to the Road Department
 - b. Resolution to Authorize the Purchase of Seasonal Requirement of Liquid De-Icer Corrosion Inhibited Solution
 - c. Resolution to Authorize the Purchase of Single Tungsten Carbide Insert Grader Blades and Junior Wing Plow Blades
10. Board of Commissioners
- a. Resolution to Rescind Resolution 17-324 Authorizing the Issuing of Bonds for the Renovation and Expansion of the Medical Care Facility
 - b. Resolution to Authorize the Issuing of Bonds for the Renovation and Expansion of the Medical Care Facility

11. Controller/Administrator's Office – Resolution to Authorize Reorganization of Accounting Functions

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis

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

4. Human Resources

a. Resolution Setting Probate Judges Annual Salaries

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

Chairperson Grebner stated he believed that the probate judges were one of the few judgeship salaries paid and set by the Board of Commissioners, because the District and Circuit Court judges' salaries were set and paid by the State, and the County paid their pensions. He further stated he thought it would be a good idea to eventually eliminate one of the probate judge seats in the County, because there was very little probate work, and of the two probate judges currently, ½ FTE was assigned to Probate work, while the other 1½ FTE was assigned to Family Court, which could be a Circuit Court seat.

Chairperson Grebner stated that if the Board of Commissioners allowed the State to abolish one of the probate judge seats one day, then the County could protect their Circuit Court seats. He further stated that the Probate Court was a separate category, but was effectively the same jurisdiction as the Circuit Court.

Chairperson Grebner stated it was something for the Committee to think about, as other counties that were the same size as Ingham County only had one probate judge.

THE MOTION CARRIED UNANIMOUSLY. Absent: Commissioner Tennis

Announcements

None.

Public Comment

None.

Adjournment

The meeting was adjourned at 6:04 p.m.

**OCTOBER 4, 2017 FINANCE AGENDA
STAFF REVIEW SUMMARY**

RESOLUTION ACTION ITEMS:

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

- 1. Homeland Security and Emergency Management – Resolution to Accept Grant Funds from the State of Michigan Emergency Management Performance Grant (EMPG) for FY 2017**

This resolution will authorize acceptance of the Emergency Management Performance grant for the Fiscal Year 2017. This grant reimburses Ingham County for a portion of salary and fringes for the Emergency Management Program Manager. This is based on performance and meeting goals set forth by the State of Michigan. This is a pass-through grant from the Federal Emergency Management Agency to the Michigan State Police. The 2017 grant award is \$52,136, equal to 35.69% of the Program Manager's reported wages and fringes.

- 2a. Circuit Court – Juvenile Division – Resolution to Authorize a Three Year Contract with Various Residential Placements**

This resolution will authorize the Circuit Court-Juvenile Division to enter into three year contracts with various residential placements for purposes of providing treatment intervention for adjudicated youth. The resolution includes a list of residential placements and their per diems, which are not to exceed these rates over the next three years (October 1, 2017 through September 30, 2020). Funds for these services are included in the existing budget.

See attached for memo for details.

- 2b. Circuit Court – Juvenile Division – Resolution to Authorize Acceptance of a Michigan Drug Court Grant for the Ingham County Family Dependency Treatment Court**

This resolution will accept a grant in the amount of \$150,000 from the Michigan Drug Court Grant Program, administered by the State Court Administrative Office for the Circuit Court's Family Dependency Treatment Court. The grant period runs October 1, 2017 through September 30, 2018.

The award allows the Family Court to hire a three-quarter time Family Dependency Treatment Court Coordinator position, continue the funding for two special part-time Program Assistant positions, one short-term special part-time Program Assistant, and one substitute special part-time Program Assistant. The resolution will also authorize entering into subcontracts with the National Council on Alcoholism (a.k.a. Mid-Michigan Recovery Services), Michigan State University Psychology Clinic, House Arrest Services, Forensic Fluids, Dr. Norman Miller, ADAM, Red Cedar Clinic, and Victory Clinic.

See attached memo for more detail.

- 2c. Circuit Court – Juvenile Division – Resolution to Authorize Entering into a Contract for Attorney Services for the Juvenile Division**

This resolution will authorize entering into contracts with several attorneys, for legal representation of children in delinquency and neglect and abuse cases. The Court has entered into these delinquency contracts since 2010, and Lawyer Guardian Ad Litem contacts since 2002, in an effort to reduce costs for attorney fees, and provide consistent and efficient representation to children and indigent youth.

After 13 years as a Lawyer Guardian Ad Litem, Annette Skinner has elected to terminate her contract. Ms. Skinner's resignation caused Judge Economy's Lawyer Guardian Ad Litem to request the contract in front of Judge Lawless, thus creating an opening in front of Judge Economy. For continuity, authorization to renew all attorney contracts is requested at this time in a single resolution.

The contracts to be approved are as follows:

- Attorney Peter Brown, for Judge Richard J. Garcia, at \$2,104.16 per month, not to exceed \$15,150.00. Effective 10-01-2017 through 12-31-2018;
- Attorney Steven Feigelson, for Judge R. George Economy, at \$1,010.00 a month, not to exceed \$15,150.00. Effective 10-01-2017 through 12-31-2018;
- Attorney Robert Ochodnick, for Judge R. George Economy, at \$1,010.00 a month, not to exceed \$15,150.00. Effective 10-01-2017 through 12-31-2018;
- Attorney Michael Van Huysse, for Judge R. George Economy, at \$3,282.50 a month, not to exceed \$49,237.50. Effective 10-01-2017 through 12-31-2018;
- Attorney Kaitlin Fish, for Judge Richard J. Garcia, at \$4,040.00 a month, not to exceed \$48,480.00. Effective 01-01-2018 through 12-31-2018;
- Attorney Michael Staake, for Judge Laura Baird, at \$4,040.00 a month, not to exceed \$48,480.00. Effective 01-01-2018 through 12-31-2018; and
- Attorney Keith Watson, for Judge Janelle A. Lawless, at \$4,040.00 a month, not to exceed \$60,600.00. Effective 10-01-2017 through 12-31-2018.

Funds to support these contacts are included in the 2017 and 2018 budgets.

3. **Animal Control** – *Resolution to Accept a Bissell Pet Foundation Empty the Shelters Free Adoption Grant*

This resolution will approve the acceptance of a BISSELL Pet Foundation Empty the Shelters Free Adoption Grant for an amount to be determined by the number of adoptions finalized on October 14, 2017, but not to exceed \$5,000 with no match requirement.

Ingham County Animal Control will use its regular adoption application, screening process, and adoption agreement for adoptions done as part of this event.

See attached memo for additional detail.

4. **9-1-1 Center** – *Resolution to Approve the Purchase of Tritech Inform Browser for Use of 9-1-1 Central Dispatch Center and Public Safety Partners*

This resolution will authorize the purchase of TriTech Inform Browser software, training, and support in an amount not to exceed \$15,200. Funding will come from the 911 Fund balance. When the 9-1-1 Center moved in 2015 to the TriTech computer aided dispatch system (CAD), our agencies no longer had an easy way to access the data in CAD to locate information on their calls for service. This software will allow our agencies direct access to their call information. The Inform Browser system/program can be used as needed by agencies, without having to make requests from the Center for their call for service information.

See attached memo for additional detail.

5. **Law and Courts Committee** – *Resolution Authorizing 2018 Agreements for Juvenile Justice Community Agencies*

This resolution will authorize contracts for the 2018 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$100,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth consistent with the provisions of the millage.

The Law and Courts Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

For 2018 the individual agency requests for funds are:

Child and Family Charities – Nexus	\$ 39,600
Child and Family Charities - Teen Court	\$ 26,114
Resolution Services Center of Central Michigan	\$ 32,500
Small Talk Children’s Assessment Center	<u>\$ 19,000</u>
	\$117,214

The requests total \$17,214 more than the \$100,000 available for this purpose.

6a. **Innovation and Technology Department** – *Resolution to Approve the Purchase of Multi-Factor Authentication Solution*

In their ongoing quest to identify critical cybersecurity needs, the Innovation and Technology (IT) Department has been working to find a multi-factor authentication tool that will best protect County resources at the most cost effective price. Duo Security, a Michigan-based company, was chosen as IT’s preferred solution. Many counties use Duo Security including Washtenaw, Livingston, and Oakland. The purchase price of the Duo Security solution will be \$50,316.00 per year from CDWG under the State of Michigan MiDeal contract.

6b. **Innovation and Technology Department** – *Resolution to Approve the Contract for ASE with Nod Service from AT&T*

The Innovation and Technology (IT) Department recommends a change in technology used for long distance telephone calls. Instead of signing a traditional long distance telephone contract with AT&T, the IT Department believes the County would be better served by a five-year contract for Switched Ethernet Service with Network on Demand technology through AT&T. Total savings from the change is estimated to be \$143,000 through the five-year contract period. A resolution to authorize this change is proposed for consideration.

7a. **Facilities Department** – *Resolution to Award a Contract for the Removal and Replacement of Boilers*

The two boilers that service the Tri County Office on Aging and Human Resource areas at the North end of the Human Services Building have outlived their life expectancy and repairs are no longer cost effective. Upon review of four proposals received to replace the boilers, the Facilities Department recommends the Board award a contract to CSM Mechanical, LLC of Fenton who submitted the lowest responsive and responsible bid amount of \$122,000. It should be noted, however, that a proposal submitted by Aladdin Electric, Inc. of Jackson submitted the second-lowest responsive and responsible bid at \$122,800, a difference of just 0.6%.

7b. Facilities Department – Resolution to Authorize Initiation of a Process to Negotiate a Purchase Agreement

Ingham County currently leases all 111 parking spaces in the lot owned by Capitol Walk Parking, LLC located immediately south of Veteran’s Memorial Courthouse (VMC). Ingham County employees use these parking spaces every day. The current cost at Capitol Walk Parking is \$60.00 per space, per month at an annual cost of \$79,920. This amount compares to fees charged to utilize the South Capitol Ramp parking facility located two blocks east of the VMC at an annual cost of \$134,532. The Facilities Department has learned that the Capitol Walk property is available for purchase and has offered a resolution to authorize the County Controller/Administrator to initiate negotiation of a purchase agreement for the property.

8. Road Department – Resolution to Approve a Cost Sharing Agreement with Meridian Township

The Road Department plans to improve the Jolly Road-Okemos Road intersection in 2018, with preliminary utility and signal work to be done in late 2017. Meridian Township wishes to include audible pedestrian signal enhancements to provide more improved service to vision impaired pedestrians. The Road department is willing to pay for half of the \$14,000 cost of signal enhancements from the County Road Fund. The signal upgrade is consistent with goals of the Complete Streets Policy in that these enhancements will encourage non-motorized modes of travel in and across the county road rights of way. The Road Department recommends adoption of a resolution to approve a cost sharing agreement with Meridian Township.

9a. Parks Department – Resolution to Authorize an Amendment to City of East Lansing Trails and Parks Millage Agreements

Because the cost project bids received were significantly higher than the original cost estimates, the City of East Lansing requests an amendment to trail improvement grants awarded by the County. An additional \$437,589 is needed to complete the work. The Parks Department recommends approval of a resolution to reallocate funds approved under Resolution 17-109 to other projects, and to reserve additional funding from the 2019 Trails and Parks Millage allocation in order to cover additional costs.

9b. Parks Department – Resolution to Authorize an Amendment to City of Mason Trails and Parks Millage Agreements

Because the cost project bids received were significantly higher than the original cost estimates, the City of Mason requests an amendment to trail improvement grants awarded by the County. The Parks Department recommends approval of a resolution to reallocate \$108,762 approved under Resolution 17-109 to other Mason area projects.

10. Equalization Department – Resolution to Approve the 2017 Apportionment Report (Report to be Distributed at the Meeting)

This resolution will approve the millages to be apportioned and spread on taxable valuations of real and personal property within the county, as required by State Law.

11a. Health Department - Resolution to Authorize an Agreement with Capital Area Community Services to Serve Early Head Start Children through the Family Outreach Services Program

This resolution authorizes an agreement by which Capital Area Community Services (CACS) provides up to \$31,944 for the provision of Early Head Start (EHS) home visiting services with the county also agreeing to provide, as a non-federal share, an in-kind match in an amount of at least \$15,678 with the required match derived from staff wages and benefits, indirect costs, facilities, advisory committee participation, and parent participation. Due to changes in the program requirements, it was determined that CACS would deliver home visiting EHS services, rather than ICHD. As a result, this contract is effective for a three month period in order to transition families and wrap up project deliverables. The CACS/EHS grant and County general funds provided support to 3 FTE positions, one of which has been vacant since May 2017 and will be eliminated. ICHD will maintain the remaining 2 FTE positions as part of the Family Outreach Services unit, utilizing general funds currently allocated to the CACS/EHS grant, along with Medicaid match.

11b. Health Department - Resolution to Authorize an Agreement with Kresge Foundation

This resolution authorizes an agreement with the Kresge Foundation by which Ingham County will receive \$125,000 for the grant period of August 1, 2017 to September 30, 2018 as a part of the Emerging Leaders in Public Health project. The funding and agreement allows for establishing a new role for the Ingham County Health Department (ICHD) in creating a designation of best practice for exemplifying Health Equity & Social Justice (HESJ) in everyday practice and service; providing technical assistance, consultation, and training for improved service delivery; and positioning the ICHD to pilot test, incubate, and disseminate trainings with applied HESJ concepts. Ultimately, this project will provide ICHD the opportunity to establish a training and consultation tool box for eliminating health inequities. These transformations are all a part of a larger transformation by which ICHD will utilize existing positions and expertise to form an Office of Innovation, Policy, and Planning. No positions will be created with these funds.

12a. Controller's Office – Resolution to the Amend Suspension of Operations Policy

Department Heads possess authority to suspend any or all of department operations under the Suspension of Operations Policy. Currently, employees not working during a period of suspended operations and who are regularly scheduled to work during the period can choose to go unpaid for those hours or receive pay via utilization of compensatory, vacation, or sick time. Following a closure incident on May 8, the County Services Committee asked for policy changes that would not compel use of compensatory, vacation, or sick time for compensation of work hours missed because of a department closure. Suggested policy amendments would result in employees receiving normal compensation for hours missed when a department head suspends department operations, and provides clarification that states employees not scheduled to work during the period of operational suspension would receive no additional compensation.

12b. Controller's Office – Resolution to Approve an Economic Development Service Contract

The Controller's Office recommends approval of a resolution to authorize an agreement with Lansing Economic Area Partnership (LEAP) to provide economic development consulting services upon retirement of the Economic Development Director. Under the proposed agreement, LEAP would provide administrative services to the Economic Development Corporation and the Brownfield Redevelopment Authority and would assume all duties created by the Economic Development Services Agreement between Ingham County and local economic development organizations dated January 31, 1994. The annual cost for these services is \$115,636 and does not supplant the annual LEAP membership fee of \$15,000 to support regional activities.

BOARD REFERRALS:

13a. Report from the County Treasurer as Requested by the Board of Commissioners

13b. Notice of Public Hearing for the City of East Lansing to Amend Brownfield Plan #11 and Replace Brownfield Plan #26 for the Park District Property Specified

13c. Letter from the Michigan Department of Treasury Regarding the Order of Revocation for Holt Products Company

Agenda Item 1

TO: Law and Courts Committee
Finance Committee

FROM: Sergeant Mary Hull, Ingham County Office of Homeland Security and
Emergency Management

DATE: September 21, 2017

RE: Resolution to accept grant funds from the State of Michigan Emergency
Performance Grant (EMPG) for FY2017

This resolution is to accept the funds for the EMPG grant for the FY2017. This reimburses Ingham County for a portion of salary and fringes for the Emergency Management Program Manager (Sergeant Mary Hull). This is based on performance and meeting goals set forth by the State of Michigan. This is a pass-through grant from FEMA to the MI State Police. This year's amount is \$52,136.00 which is 35.69% of the Program Manager's reported Salary & Benefits.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT GRANT FUNDS FROM THE STATE OF MICHIGAN
EMERGENCY MANAGEMENT PERFORMANCE GRANT (EMPG) FOR FY 2017**

WHEREAS, the Ingham County Office of Homeland Security & Emergency Management has fulfilled its requirements under Public Act 390 regarding an Emergency Management Program; and

WHEREAS, the Emergency Management Performance Grant (EMPG) for FY 2017, required Ingham County to develop and maintain an Emergency Management Program capable of protecting life, property, and vital infrastructure in times of disaster or emergency; and

WHEREAS, the award reimburses Ingham County for a portion of the Office of Homeland Security and Emergency Management Program Manager wages and fringe benefits.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners approves the acceptance of the FY 2017 Emergency Management Performance Grant from the State of Michigan for \$52,135.00, for the time period of October 1, 2016 through September 30, 2017.

BE IT FURTHER RESOLVED, that the Ingham County Board of Commissioners directs the Controller/Administrator to make any necessary budget adjustments in the Ingham County Office of Homeland Security & Emergency Management 2017 Budget.

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

MEMORANDUM

TO: Law and Courts Committee
Finance Committee

FROM: Scott LeRoy, Deputy Court Administrator

DATE: September 18, 2017

RE: **RESOLUTION TO AUTHORIZE A THREE YEAR CONTRACT WITH
VARIOUS RESIDENTIAL PLACEMENTS**

The resolution attached to this memo is requesting the authority for the Circuit Court-Juvenile Division to enter into three year contracts with various residential placements, for purposes of providing treatment intervention for adjudicated youth. The three year contracts would allow for the County to better forecast residential placement costs for the coming budget years.

The Circuit Court-Juvenile Division is presenting this resolution with an attached list of residential placements, and their per diems, which are not to exceed these rates over the next three years (October 1, 2017 through September 30, 2020).

The contracts will therefore be in effect on the above noted dates, with funding already being allocated in the existing budget each year.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A THREE YEAR CONTRACT
WITH VARIOUS RESIDENTIAL PLACEMENTS**

WHEREAS, the Ingham County Circuit Court Family Division would like to enter into three year contracts with various residential placement facilities for the purpose of providing treatment intervention to adjudicated delinquent youth; and

WHEREAS, three year contracts allow for the County to better forecast residential costs for the coming budget years; and

WHEREAS, the Court, after hearing testimony and making findings, may issue an order placing juveniles in an appropriate treatment facility; and

WHEREAS, a list of residential placement facilities and per diems is attached to this resolution.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes an agreement with the attached list of residential placement facilities for the care and treatment services of Court adjudicated youth not to exceed the per diems listed in the same attachment for the time period of October 1, 2017 through September 30, 2020.

BE IT FURTHER RESOLVED, that the funds for these placements will come from the Family Division's Private Institution line item within the Child Care Fund.

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

Ingham County Circuit Court – Juvenile Division
Residential Placements

PLACEMENT NAME	PER DIEM RATES
Abraxas/Southern Peaks	\$422.23
Boys Town	Range from \$138 to \$469
Glen Mills	Range from \$166 to \$197
Highfields	\$230 not to exceed state rate
Sequel/Lakeside	Range from \$190-\$210
Sequel/Mingus	\$250
Sequel/Mountain Home	\$295
Sequel/Normative	\$195
Sequel/Starr Albion Prep	Range from \$216.49 to \$299.50
Sequel/Woodward	Range from \$170 to \$205
Shawono Center	\$311.15
Wedgewood	Range from \$228 to \$338
Wolverine	Range from \$46.20 to \$329.86

MEMORANDUM

TO: Law and Courts Committee
Finance Committee

FROM: Scott LeRoy, Deputy Court Administrator

DATE: September 15, 2017

RE: **FAMILY DEPENDENCY TREATMENT COURT GRANT**

The Michigan Drug Court Grant Program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$150,000 to the Ingham County Circuit Court's Family Dependency Treatment Court. The grant period runs October 1, 2017 through September 30, 2018.

The award allows the Family Court to hire a $\frac{3}{4}$ time FDTC Coordinator position, continue the funding for 2 special part-time Program Assistant positions, 1 short-term special part-time Program Assistant, and one substitute special part-time Program Assistant. The 2 assistants work evenings and weekends monitoring clients involved in the program, as well as transporting clients to court ordered treatment programs, substance testing, and consultation.

The resolution requests the authorization to accept the grant, allow for the grant funded positions and programming, as well as the authorization to enter into subcontracts with the National Council on Alcoholism (a.k.a. Mid-Michigan Recovery Services), Michigan State University Psychology Clinic, House Arrest Services, Forensic Fluids, Dr. Norman Miller, ADAM, Red Cedar Clinic, and Victory Clinic.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE ACCEPTANCE OF A MICHIGAN DRUG COURT GRANT
FOR THE INGHAM COUNTY FAMILY DEPENDENCY TREATMENT COURT**

WHEREAS, the Michigan Drug Court Grant program, administered by the State Court Administrative Office, has awarded a grant in the amount of \$150,000 to the Ingham County Circuit Court's Family Dependency Treatment Court (FDTC) for purposes of eliminating barriers to treatment as well as the continued funding of positions and the creation of a new position; and

WHEREAS, the Family Dependency Treatment Court handles cases involving parents of children petitioned to the Court for abuse and or neglect and the parent's primary issue is substance abuse; and

WHEREAS, the barriers affected with this grant will include supervision, transportation, rewards and incentives, trauma assessment and treatment, emotional regulation, substance testing, cognitive behavioral therapy, relapse prevention intervention, in-patient treatment, risk assessment, psychiatric/pain management consultation and assessment, mentoring/coaching, education and employment, medically assisted treatment needs; and

WHEREAS, the grant award also includes funding a ¾ time FDTC Coordinator to complete screenings and intake of new participants, implement programs, and coordinate services; and

WHEREAS, the FDTC Coordinator position has been determined by Ingham County's Human Resource Department to be a ¾ time position with benefits and will be a member of the OPEIU funded for the duration of the grant which ends September 30, 2018; and

WHEREAS, the grant also includes the continued funding of 2 Special Part-time Program Assistants to provide supervision, testing, and transportation of participants after traditional work hours and on weekends; and

WHEREAS, the FDTC Program Assistant position has been determined by Ingham County's Human Resource Department to be a Special Part Time position without benefits at a UAW B pay grade and will be funded for the duration of the grant which ends September 30, 2018; and

WHEREAS, the acceptance of this award is recommended to the Ingham County Board of Commissioners in order to enhance the work of the Family Dependency Treatment Court.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby authorizes accepting a grant from the Michigan Drug Court Grant Program to the Ingham County Circuit Court's Family Dependency Treatment Court for the sum of \$150,000, which includes new employment of a ¾ time FDTC Coordinator that would be part of the OPEIU, with benefits, and continued employment of 2 grant funded Special Part Time positions, at a UAW B pay grade, without benefits, for the time period of October 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that a grant subcontract with the National Council on Alcoholism (a.k.a. Mid-Michigan Recovery Services) is authorized to provide substance abuse assessments at \$115 each, cognitive behavioral therapy at \$40/session, Trauma Recovery group at \$40/session, Individual sessions at \$45/session, and Peer Support Coaches at \$13/hour; total costs not to exceed \$25,000 for the duration of this grant period; and to provide in-patient treatment services not to exceed a total of \$500 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with House Arrest Services is authorized to provide substance abuse monitoring at a cost of \$25.00 activation & \$9.50/day for SCRAM alcohol tether, \$5.75/day for the Soberlink portable PBT device, and \$5.50/day for the house arrest tether, total costs not to exceed \$15,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with the Forensic Fluids Laboratories is authorized to provide oral swab substance abuse testing at costs not exceeding \$15.00 5-panel tests, \$18.00 10-panel tests, \$18.00 EtG tests; and \$22.00 special request tests (i.e. synthetic marijuana); total costs not to exceed \$6,000 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Dr. Norman Miller, MD, JD, PLLC is authorized to provide psychiatric evaluation, pain management assessment, and case consultation at a cost of \$300.00/hour; total costs not to exceed \$3,600 for the duration of this grant period.

BE IT FURTHER RESOLVED, that a grant subcontract with Michigan State University Psychology Clinic is authorized to provide trauma assessments at a cost of \$600/assessment; total costs not to exceed \$9,000.

BE IT FURTHER RESOLVED, that a grant subcontract with ADAM (Alcohol Drug Administrative Monitoring, Inc.) is authorized to provide urinalysis testing for alcohol use (EtG testing) at a cost of \$25/test; total costs not to exceed \$1,250.

BE IT FURTHER RESOLVED, that the Controller is directed to make the necessary adjustments to the 2017 and 2018 Circuit Court Family Division budget and Position Allocation List.

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

TO: Law and Courts Committee
Finance Committee

FROM: Scott LeRoy, Deputy Court Administrator

DATE: September 15, 2017

RE: **RESOLUTION TO AUTHORIZE A CONTRACT FOR ATTORNEY SERVICES FOR THE JUVENILE DIVISION**

The Resolution attached with this memo is requesting the authority for the Circuit Court Juvenile Division to enter into a contract with several attorneys, for legal representation of children in delinquency, and neglect and abuse cases. The Court has entered into these delinquency contracts since 2010, and Lawyer Guardian Ad Litem contacts since 2002, in an effort to reduce costs for attorney fees, and provide consistent and efficient representation to children and indigent youth.

The Circuit Court Juvenile Division is presenting this resolution because after 13 years as a Lawyer Guardian Ad Litem, Annette Skinner has elected to terminate her contact. Ms. Skinner's resignation caused Judge Economy's Lawyer Guardian Ad Litem to request the contract in front of Judge Lawless, thus creating an opening in front of Judge Economy. For continuity, it seemed appropriate to request authorization to renew all attorney contacts within one resolution.

The Judiciary selects specific attorneys for these contacts based on exceptional qualifications, such as good standing with the State Bar of Michigan, familiarity with this specific area of law and a well-known reputation for zealously advocating for their clients.

The contracts will be in effect from October 1, 2017 through December 31, 2018, unless otherwise noted. Funds to support these contacts have been allocated in the existing 2017 budget and recommended in the 2018 budget. No additional funding is required.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE A CONTRACT FOR ATTORNEY SERVICES
FOR THE JUVENILE DIVISION**

WHEREAS, the County Circuit Court Juvenile Division, by statute and Constitution, must provide legal counsel to juveniles in delinquency cases who are indigent; and

WHEREAS, the County Circuit Court Juvenile Division, by statute and Constitution, must provide Lawyer Guardian Ad Litem representation for children in neglect and abuse cases; and

WHEREAS, the Circuit Court Juvenile Division, to reduce cost for attorney fees and provide consistent and efficient legal services for children, has contracted with attorneys; and

WHEREAS, in the 2017 budget approved by the Board of Commissioners, funds were approved to continue the existing delinquency and Lawyer Guardian Ad Litem contracts; and

WHEREAS, one of the existing Lawyer Guardian Ad Litem has resigned their position, creating a cascade of movement amongst the Lawyer Guardian Ad Litem, as detailed below; and

WHEREAS, the Circuit Court Juvenile Division recommends extending the contract for Attorney Peter Brown, to provide legal representation on juvenile delinquency and truancy cases assigned to Judge Richard J. Garcia effective January 1, 2018 through December 31, 2018 in the amount of \$2,104.16 per month, not to exceed \$25,250.00; and

WHEREAS, the Circuit Court Juvenile Division recommends extending the contracts for Attorney Steven Feigelson and Attorney Robert Ochodnicky to provide legal representation, on one-half of the juvenile delinquency cases, respectively, assigned to Judge R. George Economy October 1, 2017 through December 31, 2018 in the amount of \$1,010.00 per month, per attorney, not to exceed \$15,150.00; and

WHEREAS, the Circuit Court Juvenile Division recommends entering into contracts with the following Lawyer Guardian Ad Litem to represent children in neglect and abuse cases, effective October 1, 2017 through December 31, 2018:

- Attorney Michael Van Huysse, for Judge R. George Economy, at \$3,282.50 a month, not to exceed \$49,237.50.
- Attorney Keith Watson, for Judge Janelle A. Lawless, at \$4,040.00 a month, not to exceed \$60,600.00.

WHEREAS, the Circuit Court Juvenile Division recommends entering into contracts with the following Lawyer Guardian Ad Litem to represent children in neglect and abuse cases, effective January 1, 2018 through December 31, 2018:

- Attorney Kaitlin Fish, for Judge Richard J. Garcia, at \$4,040.00 a month, not to exceed \$48,480.00.
- Attorney Michael Staake, for Judge Laura Baird, at \$4,040.00 a month, not to exceed \$48,480.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby approve the legal counsel for children, at the rates designated within said resolution:

- Attorney Peter Brown, for Judge Richard J. Garcia, at \$2,104.16 per month, not to exceed \$15,150.00. Effective 10-01-2017 through 12-31-2018;
- Attorney Steven Feigelson, for Judge R. George Economy, at \$1,010.00 a month, not to exceed \$15,150.00. Effective 10-01-2017 through 12-31-2018;
- Attorney Robert Ochodnicky, for Judge R. George Economy, at \$1,010.00 a month, not to exceed \$15,150.00. Effective 10-01-2017 through 12-31-2018;
- Attorney Michael Van Huysse, for Judge R. George Economy, at \$3,282.50 a month, not to exceed \$49,237.50. Effective 10-01-2017 through 12-31-2018;
- Attorney Kaitlin Fish, for Judge Richard J. Garcia, at \$4,040.00 a month, not to exceed \$48,480.00. Effective 01-01-2018 through 12-31-2018;
- Attorney Michael Staake, for Judge Laura Baird, at \$4,040.00 a month, not to exceed \$48,480.00. Effective 01-01-2018 through 12-31-2018; and
- Attorney Keith Watson, for Judge Janelle A. Lawless, at \$4,040.00 a month, not to exceed \$60,600.00. Effective 10-01-2017 through 12-31-2018.

BE IT FURTHER RESOLVED, the Chairperson of the Ingham County Board of Commissioner is authorized to sign any necessary contractual documents consistent with this Resolution and approved to form by the County Attorney.

Agenda Item 3

TO: Board of Commissioners, Finance and Law & Courts Committee
FROM: John Dinon, Director – Ingham County Animal Control
DATE: 19 September 2017
SUBJECT: Resolution to accept Bissell Pet Foundation Grant
For the meeting agendas of September 28, October 4, and October 10.

BACKGROUND

The Ingham County Animal Control Department (ICAC) has applied for and been awarded a grant to reimburse ICAC for no fee adoptions finalized on October 14, 2017 as part of the BISSELL Pet Foundation's Empty the Shelters Free Adoption event. ICAC will make animals available to qualifying adopters for free and the BISSELL Pet Foundation will reimburse ICAC at the following rates:

\$48/senior dog (6 years and older)
\$103/dog (6 months to 6 years)
\$135/puppy (under 6 months)
\$45/senior cat (6 years and older)
\$70/cat or kitten (under 6 years)

ICAC will use our regular adoption application, screening process and adoption agreement for adoptions done as part of this event. The grant will facilitate an increase in adoptions and marketing of the event will help raise the profile of ICAC's adoption program in the community.

The amount of the grant will be determined by the number, species and ages of the animals adopted on October 14, but is anticipated not to exceed \$5,000. There is no match requirement.

ALTERNATIVES

If the grant is not accepted, ICAC will adopt animals at the regular adoption fees that date.

FINANCIAL IMPACT

Accepting the grant may slightly enhance County revenue due to increased adoptions.

OTHER CONSIDERATIONS

Three previous Bissell Foundation adoption events were very successful and increased adoptions from ICAC.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept the Bissell Pet Foundation Grant.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO ACCEPT A BISSELL PET FOUNDATION EMPTY THE SHELTERS
FREE ADOPTION GRANT**

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

WHEREAS, the purpose of this grant is to reimburse Ingham County Animal Control for no fee animal adoptions finalized on October 14, 2017; and

WHEREAS, the award amount of this grant is dependent on the number of animals adopted on October 14, but is anticipated to not exceed \$5,000.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners approves acceptance of the grant from the BISSELL Pet Foundation for an amount to be determined by the number of adoptions finalized on October 14, 2017, but not to exceed \$5,000 with no match requirement.

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

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

Agenda Item 4

TO: Board of Commissioners Law and Courts Committee
FROM: Lance Langdon, Director 9-1-1
DATE: September 19, 2017
SUBJECT: Purchase TriTech Inform Browser, software, training and support
For the meeting agenda of September 28, 2017

BACKGROUND

With the move in 2015 to the TriTech computer aided dispatch system (CAD), our agencies no longer have an easy way to access the data in CAD to locate information on their calls for service, as they have in the past with Visionair CAD. To allow our agencies direct access to their call information, the Inform Browser system/program can be used as needed by agencies, without having to make requests from the Center for their call for service information. The browser program also can be used to easily find call information for 9-1-1 Center staff as well when looking up historical data.

In seeing the need for this program it was placed into the 9-1-1 Centers CIP request in the 2018 budget. With review of this program, agencies through the Advisory Board have requested that if possible, that we seek to implement this program/purchase as soon as possible.

ALTERNATIVES

We can continue without this program but agencies would not have easy access to their call data, to easily see what calls they have responded to both short term and historically. Simple reports also are not available for their use, and require staff time to develop and supply data to them. The program is currently a CIP project in the Controllars recommended budget.

FINANCIAL IMPACT

It is recommended that the 9-1-1 Center provide this program for use by our public safety customers. This will include \$15,200.00 for the purchase of the software, training and support for the first year and then ongoing costs of \$2,200.00 per year for continued support.

OTHER CONSIDERATIONS

Agencies also when requested for information on their responses to calls, often have information that is logged into a call by 9-1-1 Staff and their staff into the CAD system through mobile clients. Access to this information using Browser can help reduce the number of FOIA requests that are received by the center, as agencies cannot provide it.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to purchase the TriTech Inform Browser program.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF TRITECH INFORM BROWSER FOR USE OF
9-1-1 CENTRAL DISPATCH CENTER AND PUBLIC SAFETY PARTNERS**

WHEREAS, the Ingham County Board of Commissioners has established a Consolidated 9-1-1 Emergency Dispatch Center that opened June 27, 2012; and

WHEREAS, the Ingham County Board of Commissioners approved the purchase of TriTech Inform Computer Aided Dispatch system reference resolution #14-081 which went live in April of 2015; and

WHEREAS, the Ingham County 9-1-1 Administration in working with the 9-1-1 Advisory Board, have identified the need for the purchase of the Inform Browser Software System, for use by Police, Fire and 9-1-1 Center staff members to allow access to CAD computer aided dispatch information; and

WHEREAS, the proposed 2018 budget did include the purchase of this program, but Advisory Board members would like to obtain the program and access to data as early as possible; and

WHEREAS, the Ingham County 9-1-1 has obtained a quote to add this software system to include forty concurrent licenses, training and support totaling \$15,200.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorizes a purchase order/contract to purchase the TriTech Inform Browser software, training and support, from the 9-1-1 Emergency Telephone Dispatch Services - 911 Fund balance, not to exceed \$15,200.00.

BE IT FURTHER RESOLVED, that the Chairperson of the Board of Commissioners is authorized to sign any purchase order/contract documents on behalf of the County after approval as to form by the County Attorney.

Agenda Item 5

To: Ingham County Law and Courts and Finance Committees
From: Teri Morton, Deputy Controller
Date: September 19, 2017
Re: Resolution Authorizing 2018 Agreements for Juvenile Justice Community Agencies

This resolution would authorize contracts for the 2018 Juvenile Justice Community Agency Process. The Board of Commissioners previously reserved \$100,000 of the Juvenile Justice Millage (JJM) funds to contract with qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth consistent with the provisions of the millage.

The Law and Courts Committee will hear presentations on the proposed programs and review the applications for these funds before they recommend funding to the Finance Committee and the Board of Commissioners.

Copies of the JJM Community Agencies Applications, Resolution #17-298 “Resolution to Adopt the 2018 Juvenile Justice Community Agency Process Calendar” and other background material will be distributed to the Board of Commissioners at its September 26 meeting per the adopted calendar.

The current 2017 allocation is as follows:

Child and Family Charities –Nexus Program	\$ 39,341
Child and Family Charities – Teen Court	\$ 26,114
Resolution Services Center of Central Michigan	\$ 32,500
Small Talk Children’s Assessment Center – Sexual Trauma Recovery	<u>\$ 10,012</u>
	\$107,967

For 2018, \$100,000 is available for this purpose.

For 2018 the individual agency requests for funds are:

Child and Family Charities – Nexus	\$ 39,600
Child and Family Charities - Teen Court	\$ 26,114
Resolution Services Center of Central Michigan	\$ 32,500
Small Talk Children’s Assessment Center	<u>\$ 19,000</u>
	\$117,214

The requests total \$17,214 more than the \$100,000 available for this purpose.

Attached is some additional historical background information on the last three years of JJM funding for these organizations.

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

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION AUTHORIZING 2018 AGREEMENTS
FOR JUVENILE JUSTICE COMMUNITY AGENCIES**

WHEREAS, a Juvenile Justice Millage was approved by the voters of Ingham County in November of 2002, then renewed in 2006, 2012, and 2016 for the purpose of funding an increase to Ingham County’s capacity to detain and house juveniles who are delinquent or disturbed, and to operate new and existing programs for the treatment of such juveniles; and

WHEREAS, the Ingham County Board of Commissioners established a Juvenile Justice Community Agency Process, through Resolution #17-398, reserving a pool of Juvenile Justice Millage funds, to seek and fund proposals from qualified vendors to increase the capacity of the county juvenile justice system for the treatment of delinquent and disturbed youth which the County believes to be consistent with the provisions of the millage proposal approved by the voters; and

WHEREAS, the County has received applications for the 2018 Juvenile Justice Community Agency process.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby directs the County Attorney to draft contracts for the period of January 1, 2018 through December 31, 2018, for each Community Agency listed below in accordance with the dollar amounts allocated in the 2018 Budget as stated below, and for the services to Ingham County residents previously approved by the Law & Courts Committee:

- Child and Family Charities – Nexus Program \$ _____
- Child and Family Charities – Teen Court \$ _____
- Resolution Services Center of Central Michigan \$ _____
- Small Talk Children’s Assessment Center \$ _____

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

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

FROM: Deb Fett, CIO

DATE: 9/19/2017

SUBJECT: Resolution – Duo Security Multi-Factor Authentication Purchase

BACKGROUND

Recently Ingham County had a cybersecurity incident that started with a single infected computer and rapidly spread throughout many others before it was contained. As expressed in the memo to the Board after the incident, there are some immediate unbudgeted needs that are critical to prevent further incidents of this magnitude or greater.

ITD has been working to find a multi-factor authentication tool that will best protect the County’s resources at the most cost effective price. As a result of that research and testing, Duo Security has been chosen as ITD’s solution. They are a Michigan based company that is used by many counties in the state including Washtenaw, Livingston, and Oakland.

In accordance with our purchasing requirements, this solution was put together from the State of Michigan’s MiDeal contract. CDWG will be able to provide for our needs going forward under the contract.

ALTERNATIVES

There are a couple of other brands that do provide somewhat similar features but with either a substantial increase in price or are more difficult for the end user to use. These were ruled out as unsuitable to our needs.

FINANCIAL IMPACT

The project is budgeted and funding for the total of \$50,316.00 per year for the licensing will come from the County’s Innovation and Technology Department’s Network Fund #636-25810-932033 for the first year and from #636-25810-932030 for the following 2 years at the same price point.

OTHER CONSIDERATIONS

This authentication method is going to be checked for both our LEIN audit and our FOC audit in 2019. It benefits us to get it in place sooner rather than later.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the quote for the Duo Security solution from CDWG.

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE THE PURCHASE OF MULTI-FACTOR
AUTHENTICATION SOLUTION**

WHEREAS, Ingham County needs protect our data and our network from cyber threats; and

WHEREAS, multi-factor authentication will provide a more robust method of securing our data and applications; and

WHEREAS, Duo Security provides a robust, affordable, top-rated authenticated security product; and

WHEREAS, the purchase price of said solution will be \$50,316.00 per year from CDWG under the State of Michigan MiDeal contract.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the purchase of the Duo Security solution in the amount not to exceed \$50,316.00 per year for 3 years.

BE IT FURTHER RESOLVED, that the total cost will be paid out of the county's Network Fund #63625810-932032 for 2017 and #63625810-932030 for 2018 and 2019.

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

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

TO: Board of Commissioners, County Services Committee, and Finance Committee
FROM: Deb Fett, CIO
DATE: 9/20/2017
SUBJECT: Network Connectivity Change to AT&T Switched Ethernet Network on Demand

BACKGROUND

Ingham County currently uses AT&T for several of our network connections between buildings with a contract we renewed in April for one year. Although we have the extension, ITD has been pursuing a different method of connectivity to get better pricing and service. After reviewing our options, we have chosen an opportunity to change our current computer connectivity method to lower cost, enhance usability, and increase our flexibility.

This AT&T Switched Ethernet (ASE) method of connecting gives us fiber connectivity with the ability to modify our speed requirements as needed via Network on Demand (NOD). This means that we only pay for what we actually need and can adjust our connections to the minimum needed for ordinary use while being able to ramp it up for special events or peak usage times.

This connectivity method will also allow us to add connections when needed for new clinics with much less difficulty because it is within our control. For example, this proposal includes a new connection for the Volunteers of America clinic that is being transitioned to Ingham County from Sparrow. That line had been costing Sparrow \$1,150 per month but will be only \$425 per month under our agreement. By changing to this method instead of taking over the Sparrow line contract, we save over \$700 per month.

ITD has added all our internal network connections between buildings as potential additions to the contract. We have the flexibility of when to add them or not to add them as we choose. If we choose to do them all, our net savings will be approximately \$28,000.00 per year or \$143,000.00 over the 5 year term of the contract with the potential for more savings as we review our usage and adjust our connections.

ALTERNATIVES

Annual costs under current contract prices	\$99,000.00
Annual estimated costs with new service	\$70,000.00
Estimated 5 year savings	\$143,000.00

FINANCIAL IMPACT

The funding for the continuing \$43,000.00 annual cost will be spread to various departments based on usage as per current practice.

OTHER CONSIDERATIONS

This is one portion of the budget savings that ITD has been pursuing for FY 2018. It is covered under the MI-Deal contract from the State of Michigan.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached contract for AT&T.



AT&T MA Reference No. 137418UA
 AT&T Contract ID No. SDN73GEI9A

**AT&T SWITCHED ETHERNET SERVICESM (with NETWORK ON DEMAND)
 Pricing Schedule Provided Pursuant to Custom Terms**

Please sign by 10-20-2017

Customer	AT&T
INGHAM COUNTY Street Address: 121 E MAPLE ST City: MASON State/Province: MI Zip Code: 48854-1655 Country: USA	The applicable AT&T ILEC Service-Providing Affiliate(s)
Customer Contact (for Notices)	AT&T Contact (for Notices)
Name: Deb Fett Title: CIO Street Address: 121 E MAPLE ST City: MASON State/Province: MI Zip Code: 48854-1655 Country: USA Telephone: 5176767371 Fax: Email: DFett@ingham.org Customer Account Number or Master Account Number: 1-Y92L-1092	Name: JAY VAN DUZEN Street Address: 23500 NORTHWESTERN HWY BLDG W City: SOUTHFIELD State/Province: MI Zip Code: 48075 Country: USA Telephone: 2482045881 Fax: 2484833218 Email: jv8204@us.att.com Sales/Branch Manager: PIZZUTI SCVP Name: ROGERBLAKE Sales Strata: Retail-Direct Sales Region: US-MIDWEST With a copy (for Notices) to: AT&T Corp. One AT&T Way Bedminster, NJ 07921-0752 ATTN: Master Agreement Support Team Email: mast@att.com
AT&T Solution Provider or Representative Information (if applicable) <input type="checkbox"/>	
Name: Company Name: Agent Street Address: City: State: Zip Code: Country: USA Telephone: Fax: Email: Agent Code	

This Pricing Schedule for the service(s) identified below ("Service") is part of the Agreement referenced above. Customer requests that its identity be kept confidential and not be publicly disclosed by AT&T or by any regulatory commission, unless required by law.

Services purchased under this Pricing Schedule must be ordered and managed using the AT&T Network on Demand process described in the Network on Demand Guide available at: http://cpr.att.com/pdf/publications/NOD_Guide.pdf which is incorporated herein by reference and is subject to change by AT&T from time to time.

AT&T California currently provides billing and collections services to third parties, which may place charges that Customer authorizes on Customer's bill for intrastate Services. To the extent that AT&T California makes blocking of such charges available, Customer may block third-party charges from its bill at no cost.

Customer (by its authorized representative)	AT&T (by its authorized representative)
By:	By:
Printed or Typed Name:	Printed or Typed Name:
Title:	Title:
Date:	Date:

For AT&T internal use only:	Contract Ordering and Billing Number (CNUM):
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WK# - Interstate-InterLATA – TBD	For AT&T Administrative Use Only Pricing Schedule No. _____ Original Effective Date: _____
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AT&T Switched Ethernet ServiceSM (with Network On Demand) Pricing Schedule Provided Pursuant to Custom Terms

1. SERVICE, SERVICE PROVIDER(S) and SERVICE PUBLICATION(S)

1.1 AT&T Switched Ethernet ServiceSM

Service	Service Publication (incorporated by reference)	Service Publication location
AT&T Switched Ethernet Service SM	AT&T Switched Ethernet Service Guide	http://cpr.att.com/pdf/commonEthServGuide.html

Service Providers			
AT&T Alabama	AT&T Indiana	AT&T Missouri	AT&T Tennessee
AT&T Arkansas	AT&T Kansas	AT&T Nevada	AT&T Texas
AT&T California	AT&T Kentucky	AT&T North Carolina	AT&T Wisconsin
AT&T Florida	AT&T Louisiana	AT&T Ohio	
AT&T Georgia	AT&T Michigan	AT&T Oklahoma	
AT&T Illinois	AT&T Mississippi	AT&T South Carolina	

1.2 Inside Wiring

Service	AT&T Inside Wiring
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Service Provider	Service Publication	Service Publication Location
Same as the AT&T Service Provider for the AT&T Switched Ethernet Service	AT&T Inside Wiring Service Attachment	http://cpr.att.com/pdf/service_publications/ASE_SDN_Inside_Wiring_Attachment.pdf

2. PRICING SCHEDULE TERM, EFFECTIVE DATES

Pricing Schedule Term	60 months
Start Date of Minimum Payment Period, per Service Component	Later of the Effective Date or installation of the Service Component
Rate Stabilization per Service Component	Rates as specified in this Pricing Schedule for each Service Component are stabilized until the end of its Minimum Payment Period
Pricing following the end of Minimum Payment Period	Non-stabilized prices as modified from time to time in applicable Service Publication or, if there is no such pricing, the pricing in this Pricing Schedule

3. MINIMUM PAYMENT PERIOD

Service Components	Percentage of Monthly Recurring Charge Applied for Calculation of Early Termination Charges*	Minimum Payment Period per Service Component
All Service Components	50% plus any unpaid or waived non-recurring charges	60 months

*Early termination charges shall not exceed the total amount of monthly recurring charges for the remainder of the Minimum Payment Period; refer to [Network on Demand Guide](#) for details.

4. ADDS

AT&T Switched Ethernet Service Customer Port Connections may be purchased (where available using the Network on Demand process) during the Pricing Schedule Term at the rates, terms and conditions herein.

WK# - Interstate-InterLATA – TBD	For AT&T Administrative Use Only Pricing Schedule No. _____ Original Effective Date: _____
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AT&T Switched Ethernet ServiceSM (with Network On Demand) Pricing Schedule Provided Pursuant to Custom Terms

5. RATES and CHARGES

5.1 AT&T SWITCHED ETHERNET SERVICE

5.1.1 Monthly Recurring Charges (MRC)

All Monthly Recurring Charge (MRC) rates are per port. The total MRC for a port is the sum of the Port Connection MRC, the Bandwidth MRC, and any associated Feature MRC(s).

Basic Port Connection MRC

Basic Port Connection Speed	MRC
100 Mbps	\$193.55
1 Gbps	\$193.55

Bandwidth MRC

If Customer changes the CIR and/or CoS configuration during the billing cycle, the Bandwidth MRC will be prorated based on the time interval for each configuration. Bandwidth may be adjusted using the Network on Demand process within the available network capacity, which may vary from time to time. All speeds may not be available at all times or at all locations. Network augmentation via traditional processes may be required before certain speeds will be available on demand. Contact your AT&T sales representative to discuss ways to increase available capacity.

Bandwidth MRC (100 Mbps and 1 Gbps Basic Port Connections)					
Committed Information Rate (CIR)	Class of Service (CoS)				
	Non Critical High	Business Critical Medium	Business Critical High	Interactive	Real Time
2 Mbps	\$133.34	\$137.94	\$165.54	\$195.42	\$211.52
4 Mbps	\$158.76	\$163.43	\$191.45	\$217.14	\$233.48
5 Mbps	\$172.68	\$180.71	\$200.79	\$220.87	\$236.93
8 Mbps	\$189.42	\$196.57	\$212.66	\$226.95	\$243.04
10 Mbps	\$199.14	\$208.78	\$240.90	\$273.02	\$292.29
20 Mbps	\$224.91	\$235.38	\$261.53	\$287.68	\$308.60
50 Mbps	\$264.00	\$276.11	\$303.05	\$329.99	\$355.58
100 Mbps	\$313.14	\$329.62	\$357.09	\$384.56	\$412.03
150 Mbps	\$444.56	\$466.61	\$487.99	\$509.03	\$546.36
250 Mbps	\$503.52	\$528.70	\$595.83	\$662.97	\$711.64
400 Mbps	\$556.18	\$584.23	\$650.24	\$716.25	\$769.07
500 Mbps	\$591.52	\$620.94	\$686.30	\$751.66	\$807.22
600 Mbps	\$683.32	\$717.16	\$792.91	\$846.09	\$905.72
1000 Mbps	\$784.44	\$824.46	\$888.49	\$952.53	\$1021.37

WK# - Interstate-InterLATA – TBD	For AT&T Administrative Use Only Pricing Schedule No. _____ Original Effective Date: _____
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AT&T Switched Ethernet ServiceSM (with Network On Demand) Pricing Schedule Provided Pursuant to Custom Terms

Feature MRC

Feature	MRC
Enhanced Multicast	\$71.4

5.1.2 Non Recurring Charges (NRC)

Standard Non Recurring Charges for installation of new Customer Port Connections, per the applicable Service Publication, will be waived.

5.1.3 Additional Charges

Charges for additional Service options may apply, per Service Publication. Charges for special construction, if needed, may also apply.

5.2 AT&T INSIDE WIRING

Charges for AT&T Inside Wiring are as set forth in the Service Publication.

End of Document

Introduced by County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE CONTRACT FOR ASE WITH NOD SERVICE FROM AT&T

WHEREAS, the current Ingham County network connectivity contract with AT&T expires in April, 2018; and

WHEREAS, currently Ingham County pays \$99,000.00 per year for network connectivity; and

WHEREAS, Innovation & Technology is recommending we switch to the Switched Ethernet Service with Network On Demand from AT&T for a period of 5 year for an estimated total cost of \$70,000.00 per year with the flexibility to add new sites to the contract over time.

THEREFORE BE IT RESOLVED, that the Board of Commissioners do hereby authorize the approval of the ASE + NOD contract from AT&T in the amount not to exceed \$75,000.00 per year for a period of 5 years.

BE IT FURTHER RESOLVED, that the total cost will be spread to various departments based on usage as per current practice.

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

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

Agenda Item 7a

TO: Board of Commissioners, County Services and Finance Committees

FROM: Rick Terrill, Facilities Director

DATE: September 19, 2017

SUBJECT: Resolution awarding a contract to CSM Mechanical, LLC, for the removal and replacement of two boilers at the Human Services Building

For the meeting agendas of: October 3 & 4

BACKGROUND

The two boilers that service the Tri County Office on Aging and Human Resource areas at the North end of the building are old and in need of replacement as they have outlived their life expectancy and repairs are no longer cost efficient. The Purchasing Department solicited proposals from qualified, experienced vendors and both the Purchasing and Facilities Departments agree that a contract be awarded to CSM Mechanical, LLC, who submitted the lowest responsive and responsible bid amount of \$122,000.00.

ALTERNATIVES

There are no alternatives for this project.

FINANCIAL IMPACT

The Facilities Department is asking for an \$8,000.00 contingency for any unforeseen circumstances that may arise.

Funds are available in the approved Human Services Building boiler CIP line item # 631-23304-976000-5FC06 which has a balance of \$131,185.00.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, both the Purchasing and Facilities Departments agree that a contract be awarded to CSM Mechanical LLC, to remove and replace two boilers at the Human Services Building for a not to exceed total cost of \$130,000.00 which includes an \$8,000.00 contingency.

Agenda Item 7a

TO: Rick Terrill, Facilities Director

FROM: James Hudgins, Director of Purchasing

DATE: August 30, 2017

RE: Memorandum of Performance for RFP No. 153-17 Mechanical Improvements

Per your request, the Purchasing Department sought proposals from qualified and experienced mechanical contractors for mechanical improvements at the Human Services Building.

The project scope includes, but is not limited to, removal replacement of two (2) Lochinvar Power FN Boilers, boiler pumps, trim and secondary pumps with installation of two condensing boilers and associated vents, emergency boiler shut downs, new fire rated partition walls and door, insulated partition wall infill of existing wall louver, and existing electrical equipment relocation.

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:

Function	Overall Number of Vendors	Number of Local Vendors
Vendors invited to propose	61	23
Vendors attending pre-bid/proposal meeting	13	3
Vendors responding	4	1

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

VENDOR NAME	LOCAL PREFERENCE	ADD'S	BONDS	TOTAL COST
CSM Mechanical LLC	No, Fenton MI	Yes	Yes	\$122,000.00
Aladdin Electric Inc.	No, Jackson MI	Yes	Yes	\$122,800.00
Myers Plumbing & Heating Inc.	No, Clinton MI	Yes	Yes	\$129,580.00
John E. Green Company	Yes, East Lansing MI	Yes	Yes	\$166,000.00

A preconstruction meeting will be required prior to commencement of work since the construction cost exceeds \$10,000. Please make sure the Purchasing Department is invited and able to attend the preconstruction meeting to ensure that all contractors comply with the Prevailing Wage Policy and proper bonding.

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

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

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

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AWARD A CONTRACT FOR THE REMOVAL AND REPLACEMENT OF BOILERS

WHEREAS, the two boilers that service the Tri County Office on Aging and Human Resource areas at the North end of the building are old and in need of replacement as they have outlived their life expectancy and repair costs are no longer cost efficient; and

WHEREAS, the Purchasing Department solicited proposals from qualified, experienced vendors and both the Purchasing and Facilities Departments agree that a contract be awarded to CSM Mechanical, LLC who submitted the lowest responsive and responsible bid amount of \$122,000.00; and

WHEREAS, the Facilities Department is asking for an \$8,000.00 contingency for any unforeseen circumstances that may arise; and

WHEREAS, funds are available in the approved Human Services Building boiler CIP line item # 631-23304-976000-5FC06 which has a balance of \$131,185.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes entering into a contract with CSM Mechanical, LLC, 7400 Hickory Valley Drive, Fenton, Michigan 48430, for the removal and replacement of two boilers at the Human Services Building for a not to exceed total cost of \$130,000.00 which includes an \$8,000.00 contingency.

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: September 19, 2017

SUBJECT: Resolution authorizing the County Controller/Administrator to initiate a process to negotiate a purchase agreement with Capitol Walk Parking, LLC for the purchase of their parking lot

For the meeting agendas of: October 3 & 4

BACKGROUND

Ingham County currently occupies all 111 parking spaces in the lot owned by Capitol Walk Parking, LLC located at 301 West Lenawee, at the corner of Lenawee and Walnut streets in Lansing. The parking spaces at said property are used daily by Ingham County employees who work at the Grady Porter Building and the Veteran's Memorial Courthouse. The current cost at Capitol Walk Parking is \$60.00 per space, per month.

ALTERNATIVES

The alternative to purchasing this lot for our continued use is losing the availability of these parking spaces for our employees and moving all parking back to the South ramp at a cost of about \$101.00 per space, per month.

FINANCIAL IMPACT

Our current annual cost of parking at Capitol Walk Parking is \$79,920.00. This is a \$54,612.00 yearly savings compared to going back to the South ramp which cost \$134,532.00 annually.

OTHER CONSIDERATIONS

There are no other considerations for this project.

RECOMMENDATION

Based on the information presented, the Facilities Department is requesting that the County Controller/Administrator authorize the initiation of a process to negotiate a purchase agreement with Capitol Walk Parking, LLC, for the purchase of their parking lot.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE INITIATION OF A PROCESS TO NEGOTIATE A
PURCHASE AGREEMENT**

WHEREAS, Ingham County currently occupies all 111 parking spaces in the lot owned by Capitol Walk Parking, LLC located at 301 West Lenawee, at the corner of Lenawee and Walnut streets in Lansing; and

WHEREAS, the parking spaces at said property are used daily by Ingham County employees who work at the Grady Porter Building and the Veteran's Memorial Courthouse; and

WHEREAS, the current cost at Capitol Walk Parking is \$60.00 per space, per month which is equal to \$79,920.00 annually; and

WHEREAS, the cost at the South Ramp is \$101.00 per space, per month which is equal to \$134,532.00 annually; and

WHEREAS, continuing to occupy all 111 spaces at the Capitol Walk Parking lot provides an annual savings of \$54,612.00.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners hereby authorizes the County Controller/Administrator to initiate a process to negotiate a purchase agreement with Capitol Walk Parking, LLC, 2152 Commons Parkway, Okemos, Michigan 48864, for the purchase of their parking lot located at 301 West Lenawee, Lansing, for a cost most advantageous to the County.

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
Road Department

Date: September 12, 2017

RE: Resolution for Agreement with Meridian Township for Cost-sharing
Township requested Pedestrian Signal Enhancements
Jolly-Okemos Intersection Improvement Project

The Road Department has a federal and state funded project planned to improve the Jolly Road-Okemos Road intersection on the Township border line of Meridian and Alaiedon Townships (“the Project”) with preliminary utility and signal work to be done in late 2017 and the main road work to be done in early 2018 for which funding agreements were approved per Resolution 17-237 adopted by the Ingham County Board of Commissioners on June 13, 2017.

In response to various requests from vision impaired citizens who indicate a need to cross the Jolly-Okemos intersection, Meridian Township desires that the Project include audible pedestrian signal enhancements to provide more improved service to vision impaired pedestrians than is minimally required by federal and state requirements.

The Road Department has determined the requested audible pedestrian signal enhancements are feasible to be included in the Project. However, the above mentioned federal and state funding for the Project is not expected to be sufficient to fund the requested audible pedestrian signal enhancements. The Road department is however willing to pay for half of the additional actual cost of said improvements from the County Road Fund over and above any available federal and state funding.

The estimated additional cost of the requested audible pedestrian signal enhancements is \$14,000 based on the construction contract bid unit prices and Meridian Township wishes to split the actual additional cost with the Road Department, estimated at \$7,000 apiece.

Alaiedon Township was requested to also share in the additional cost, but declined indicating they do see many if any of their citizens using the Jolly-Okemos intersection cross-walks.

Per Resolution 17-273 adopted by the Ingham County Board of Commissioners on July 25, 2017, Ingham County has adopted a Complete Streets Policy intended among other goals to have the Road Department include community requested road project enhancements to encourage non-motorized modes of travel in and across the county road rights of way as feasible per recognized safety guidelines, approved project budgets, and other factors given in said policy. The Ingham County Complete Streets Policy also provides that the Road Department may need to request Township cost sharing on Township requested complete streets enhancements over and above available budgets.

Therefore approval of the attached resolution is recommended.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO APPROVE A COST SHARING AGREEMENT WITH
MERIDIAN TOWNSHIP**

WHEREAS, the Ingham County Road Department has a federal and state funded project planned to improve the Jolly Road-Okemos Road intersection on the Township border line of Meridian and Alaiedon Townships (“the Project”) with preliminary utility and signal work to be done in late 2017 and the main road work to be done in early 2018 for which funding agreements were approved per Resolution 17-237 adopted by the Ingham County Board of Commissioners on June 13, 2017; and

WHEREAS, Meridian Township desires that the Project include audible pedestrian signal enhancements to provide more improved service to vision impaired pedestrians than is minimally required by federal and state requirements at an estimated additional cost of \$14,000; and

WHEREAS, Meridian Township wishes to split the actual additional cost for the above indicated audible pedestrian signal enhancements with the Road Department, estimated at \$7,000 apiece; and

WHEREAS, per Resolution 17-273 adopted by the Ingham County Board of Commissioners on July 25, 2017, Ingham County has adopted a Complete Streets Policy intended among other goals to have the Road Department include community requested road project enhancements to encourage non-motorized modes of travel in and across the county road rights of way as feasible per recognized safety guidelines, approved project budgets, and other factors given in said policy; and

WHEREAS, the above-mentioned Ingham County Complete Streets Policy also provides that the Road Department may need to request Township cost sharing on Township requested complete streets enhancements over and above available budgets; and

WHEREAS, the Road Department has determined the requested audible pedestrian signal enhancements are feasible to be included in the Project; and

WHEREAS, the above mentioned federal and state funding for the Project is not expected to be sufficient to fund the requested audible pedestrian signal enhancements; and

WHEREAS, the Road department is willing to pay for half of the additional actual cost of said improvements from the County Road Fund over and above any available federal and state funding.

THEREFORE BE IT RESOLVED, that the Road Department shall cause the improvements identified above and incorporated herein by reference to be included in the Project.

BE IT FURTHER RESOLVED, that the County on behalf of the Road Department agrees to contribute up to half the final actual cost of the requested audible pedestrian signal enhancements estimated at \$7,000 from the County Road Fund toward the cost of said improvement to the extent said costs are not covered by the federal and state funding for the Project.

BE IT FURTHER RESOLVED, that the Road Department shall invoice the Township for its contribution to be half of the final actual cost of the requested audible pedestrian signal enhancements over and above any available state and federal funding.

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

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: September 26, 2017
SUBJECT: Amendment to City of East Lansing Agreements
 For the meeting agenda of 10/3 County Services and 10/4 Finance

BACKGROUND

Board of Commissioners Resolution 16-257, 16-328, and 17-109 authorized entering into contracts with the City of East Lansing to fund the following projects:

Contract Title	Project #	Begins	Ends	Resolution
EL-Northern Tier Trail Repair and Maintenance Application	TR003	08/25/16	08/25/18	16-257
EL-07-NTT-SWL (South County Line, West of Abbot Road)	TR007	09/20/16	09/20/18	16-328
EL-04-NTT-SWL (Whitehills Park)	TR008	09/20/16	09/20/18	16-328
EL-03-ELT-RC (Hagadorn Road)	TR009	09/20/16	09/20/18	16-328
(EL) CL-22-ELT-RC (Kalamazoo Street)	TR010	09/20/16	09/20/18	16-328
EL-05-NTT-SWL (Harrison Meadows)	TR011	09/20/16	09/20/18	16-328
EL-06-NTT-SWL (East of Abbey Road)	TR012	09/20/16	09/20/18	16-328
EL - Northern Tier Trail Connection through White Park	TR033	Awaiting signatures on contracts		17-109

The City of East Lansing is requesting an amendment to the Agreements because the actual bids for the projects came in higher than the amount originally requested and awarded. Based on actual bids, an additional \$437,589 is needed to complete the work including the already contracted consultant services for engineering and design. A detailed explanation of the amendment request is attached.

ALTERNATIVES

The Park Commission considered various alternatives with dialogue with the City of East Lansing Park Director at their September 18th and September 25th meetings. The Park Commission approved this approach at their September 25th meeting.

FINANCIAL IMPACT

This resolution requests authorizing using \$437,589 (out of the \$469,000) from the awarded funds per Resolution 17-109 for Agreement #TR033 be used instead for Agreement #TR003, TR007, TR008, TR009, TR010, TR011, and TR012, which totaled \$1,088,500 combined.

This resolution is also requesting an additional \$437,589 from 2019 millage funds for Agreement #TR033, utilizing the remaining \$31,411 already approved for Agreement #TR033 for a total project cost of \$469,000. This project from the City of East Lansing provided local match from a trust fund grant from the Michigan Department of Natural Resources for \$300,000.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported that staff bring forward this resolution at their September 25, 2017 meeting.

RECOMMENDATION

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



CITY OF EAST LANSING
The Home of Michigan State University

September 20, 2017

Timothy Morgan, Director
Ingham County Parks Department
121 E. Maple St., Suite 102
Mason, Mi. 48854

RE: City of East Lansing Amendment Request

Dear Tim:

The City of East Lansing is requesting additional funds to complete our Trails and Parks Millage Funded Projects. The reason for this request is that actual bids for the projects funded in 2016 (trail improvements and pedestrian bridge replacement and renovations) came in higher than the amount originally requested and awarded in our funding applications. Based on actual bids, an additional \$437,589 is needed to complete the work.

410 Abbot Road
East Lansing, MI 48823
(517) 337-1731
Fax (517) 337-1559
www.cityofeastlansing.com

Per our conversation with the Ingham County Parks Commission on September 18, we are requesting that the additional funds for the aforementioned projects come from the Extension of the Northern Tier Trails through White Park Project, which was awarded in 2017. The already awarded amount of \$469,000 will cover actual bid costs for the 2016 projects.

In addition, we request that the County reconsider awarding funds to the Northern Tier Trail Extension through White Park project from either 2019 or 2020 Trails and Parks Millage dollars.

The City of East Lansing is of course open to which ever method that Ingham County desires for us to follow to accomplish these requests. For example, contract amendments, new contracts, and/or updated funding applications.

Thank you for your consideration.

Sincerely,

Timothy M. McCaffrey
Director of Parks & Recreation

cc: George Lahanas, City Manager
Wendy Longpre, Assistant Director of Parks & Recreation
Jared Cypher, Assistant Controller, Ingham County Government

City of East Lansing 2016 Trails and Parks Projects Background Information for Amendment Request

Ingham County awarded the City of East Lansing \$1,088,500 in 2 separate funding applications, \$198,000 in 2015 and \$890,500 in 2016. The proposed scope of work for these projects and funds includes consultant services for engineering and design, trail improvements (crack sealing, asphalt repair, pathway overlay, etc.), replacement of 2 pedestrian bridges and renovation of 4 pedestrian bridges on the trail. At the County's request, 7 contracts were awarded: 1 for the trail improvements; and 1 each for the 6 pedestrian bridges. For efficiency and cost effectiveness, the City of East Lansing bid all of the projects as 1 bid package.

These projects were initially bid in spring 2017, with a bid opening on May 9, 2017. There were 2 bidders and the low bid was \$1,543,484. This was close to \$600,000 over available funds, not including any contingency funds. A process of value engineering identified several areas of potential scope of work reductions or revisions, including changing steel bridge approach rails to timber approach rails, re-using end-of-trail bollards, and installing a 1" overlay of asphalt along the pathway instead of the micro-surfacing process. Upon adjusting the scope of work, the project was re-bid.

On Tuesday, July 6, 2017 bids were opened for the project with the revised scope of work. There were 2 bidders and the low bid was \$1,300,046. Contracted consultant services for engineering and design at this time are \$126,043. The dollar amount needed to complete the scope of work in the bid package and including existing engineering costs is \$1,426,089. This does not include a construction contingency or any additional engineering costs, including construction inspection and supervision.

The addition of a modest contingency of \$100,000 increases the construction cost to \$1,526,089. City staff anticipate requesting a \$50,000 allocation from East Lansing City Council for the additional engineering costs, however with \$1,088,500 in available funds and \$1,526,089 in costs, we still have a \$437,589 shortfall.

In 2017, Ingham County awarded the City of East Lansing \$469,000 for an extension of the Northern Tier Trail through White Park. If these funds were able to be used on the projects funded in 2016 and 2017 that would address the immediate shortfall. However, the funds would not then be available for the originally intended purpose.

It is important to remember that the City of East Lansing has identified the 2017 Millage funds as matching funds for a 2017 Michigan Natural Resources Trust Fund (MNRTF) Grant for the Northern Tier Trail extension through White Park. Consequently, we request that the County re-allocate \$469,000 for completion of the Northern Tier Trail through White Park. This re-allocation would be required to make the proposed plan work.

Notification of whether or not MNRTF will award these funds is expected in December 2017. In the application to Ingham County, we suggested that this project was subject to the MNRTF grant and that it would not be completed until fall of 2018 or spring/summer 2019.

The project scope has been adjusted and value engineered as much as feasible without compromising the quality and longevity of the proposed improvements. The Mannik & Smith Group, our project consultants along with Wendy Longpre our Assistant Director of Parks & Recreation and Nicole McPherson, our Engineering Administrator in our Public Works Department have worked very hard to propose a quality project while recognizing the importance of considering financial constraints. So that you are aware, we have attributed the increased costs from the original funding request to a number of factors including but not limited too;

- Costs were underestimated for bridge painting and traffic control on the Kalamazoo Street and Hagadorn Bridges;
- The bearings need to be replaced on the Hagadorn Bridge;
- Additional deterioration has taken place along the Northern Tier Trail since the estimate; of probable cost was developed 2 years ago expanding the scope of crack-sealing, asphalt repair and path overlay;
- Multiple damaged culverts along the Northern Tier Trail requiring partial or complete replacement;
- Concrete approach slabs were added to the project scope at each bridge approach which will decrease future maintenance costs and improve the transition between the bridge and the pedestrian pathway; and,
- Fencing along the trail was found to be in poor condition and many of the bridge approach rails do not meet AASHTO requirements, so replacement of these items was included in the projects for safety reasons.

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO CITY OF EAST LANSING TRAILS AND PARKS MILLAGE AGREEMENTS

WHEREAS, Board of Commissioners Resolution 16-257, 16-328 and 17-109 authorized entering into contracts with the City of East Lansing to fund the below projects; and

Contract Title	Amount	Project #	Begins	Ends	Resolution
EL-Northern Tier Trail Repair and Maintenance Application	\$198,000	TR003	08/25/16	08/25/18	16-257
EL-07-NTT-SWL (South County Line, West of Abbot Road)	\$229,450	TR007	09/20/16	09/20/18	16-328
EL-04-NTT-SWL (Whitehills Park)	\$204,100	TR008	09/20/16	09/20/18	16-328
EL-03-ELT-RC (Hagadorn Road)	\$206,050	TR009	09/20/16	09/20/18	16-328
(EL) CL-22-ELT-RC (Kalamazoo Street)	\$128,700	TR010	09/20/16	09/20/18	16-328
EL-05-NTT-SWL (Harrison Meadows)	\$61,100	TR011	09/20/16	09/20/18	16-328
EL-06-NTT-SWL (East of Abbey Road)	\$61,100	TR012	09/20/16	09/20/18	16-328
EL - Northern Tier Trail Connection through White Park	\$469,000	TR033	Awaiting signatures on contracts		17-109

WHEREAS, the City of East Lansing is requesting an amendment to Agreement #TR003, TR007, TR008, TR009, TR010, TR011, TR012, and TR033 because the actual bids for the projects came in higher than the amount originally requested and awarded; and

WHEREAS, based on actual bids, an additional \$437,589 is needed to complete the work including the already contracted consultant services for engineering and design; and

WHEREAS, the City of East Lansing is requesting the funds awarded per Board of Commissioners Resolution 17-109 in the amount of \$469,000 from Agreement #TR033 be used instead for Agreement #TR003, TR007, TR008, TR009, TR010, TR011, and TR012; and

WHEREAS, the awarded funds per Resolution 17-109 in the amount of \$469,000 will be allocated as follows: \$437,589 for Agreement # TR003, TR007, TR008, TR009, TR010, TR011, and TR012 and the remaining \$31,411 for Agreement #TR033 Northern Tier Trail Connection through White Park; and

WHEREAS, the City of East Lansing is requesting Agreement #TR033 Northern Tier Trail Connection through White Park authorized per Board of Commissioners Resolution 17-109 instead be funded in 2019.

THEREFORE BE IT RESOLVED, the Ingham County Board of Commissioners authorizes an Amendment to the Agreements listed below with the City of East Lansing.

Contract Title	Project #	Begins	Ends	Resolution
EL-Northern Tier Trail Repair and Maintenance Application	TR003	08/25/16	08/25/18	16-257
EL-07-NTT-SWL (South County Line, West of Abbot Road)	TR007	09/20/16	09/20/18	16-328
EL-04-NTT-SWL (Whitehills Park)	TR008	09/20/16	09/20/18	16-328
EL-03-ELT-RC (Hagadorn Road)	TR009	09/20/16	09/20/18	16-328
(EL) CL-22-ELT-RC (Kalamazoo Street)	TR010	09/20/16	09/20/18	16-328
EL-05-NTT-SWL (Harrison Meadows)	TR011	09/20/16	09/20/18	16-328
EL-06-NTT-SWL (East of Abbey Road)	TR012	09/20/16	09/20/18	16-328
EL - Northern Tier Trail Connection through White Park	TR033	Awaiting signatures on contracts		17-109

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes \$437,589 of \$469,000 of the awarded funds per Resolution 17-109 from Agreement #TR033 be used instead for Agreement #TR003, TR007, TR008, TR009, TR010, TR011, and TR012 and the remaining \$31,411 for Agreement #TR033 from 2019 millage funds.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes an additional \$437,589 for Agreement #TR033 Northern Tier Trail Connection through White Park, and use the remaining \$31,411 authorized from 2017 millage funds per Resolution 17-109, instead now will be from 2019 millage funds as authorized per Board of Commissioners Resolution 17-275 which allows for allocating funding for projects over a multi-year period.

BE IT FURTHER RESOLVED, that all other terms and conditions of the Agreement #TR003, TR007, TR008, TR009, TR010, TR011, TR012, and TR033 shall remain unchanged.

BE IT FURTHER RESOLVED, that funds are available in the Trails and Parks Millage fund.

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

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

TO: Board of Commissioners County Services & Finance Committees
FROM: Tim Morgan, Parks Director
DATE: September 26, 2017
SUBJECT: Termination of City of Mason Agreements #TR019 and TR020
For the meeting agenda of 10/3 County Services and 10/4 Finance

BACKGROUND

Board of Commissioners Resolution 16-328 authorized entering into contracts with the City of Mason to fund the following projects:

Contract Title	Agreement #
CM-01-HAY-SC (Near West South Street)	TR019
CM-02-HAY-SC (North of West Elm Street)	TR020

The City of Mason bid the projects and they came in significantly over budget. The City of Mason Engineer and Mason City Council agree that these are not addressing a health of safety risk and thus are not a priority for increasing funding. The City of Mason is requesting the contracts be terminated per their letter dated September 19, 2017. A detailed explanation of the request is attached.

ALTERNATIVES

This resolution requests the termination of Agreement # TR019 and TR020. The Park Commission considered various alternatives with dialogue with the City of Mason Administrator at their September 18th and September 25th meetings. The Park Commission approved this approach at their September 25th meeting.

FINANCIAL IMPACT

The City of Mason was awarded \$54,381 for Agreement #TR019 and \$54,281 for Agreement #TR020 for a total of \$108,762. A sum of 25% of the project was paid upon execution of each Agreement. In the event the Agreement is terminated, the City shall refund to the County the total sum paid by the County for the Project.

The Park Commission recommended the reallocation in the amount of \$108,762 of the awarded funds from Agreement #TR019 and TR020 be used instead for the City of Mason’s project #TR032 Hayhoe Riverwalk Trail Extension & Trailhead Project along Howe Road, only if the bid comes in over budget.

OTHER CONSIDERATIONS

The Ingham County Park Commission supported this resolution at their September 25, 2017 meeting.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the resolution authorizing the termination of the Agreements with the City of Mason.



September 19, 2017

Mr. Timothy Morgan
Ingham County Trails and Parks
121 East Maple, Ste 121
Mason MI 48854

Dear Tim,

As you know, in 2016, the City of Mason submitted a grant for the rehabilitation of two pedestrian trails on the Hayhoe Riverwalk. The only bridges identified as a priority for the County within Mason that had not been completed were 1) north of West Elm Street, and 2) near West South Street. At the time, Don Heck, City Engineer from Wolverine Engineers and Surveyors, Inc., recommended rehabilitating the bridges with the goal of maintaining the quality infrastructure that is already in place instead of a total replacement as recommended by the County's Bridge Study. He estimated the cost to be approximately \$100,000 with no match requirement for the local jurisdiction. When the bids came in, however, they were significantly over budget. The additional funds needed to repair the bridges that were not a health and safety risk (letter attached from City Engineer) do not seem like the best use of these limited funds.

At the September 5, 2017 City Council meeting, Council Members approved the attached resolution to terminate the existing grant agreements and respectfully request that this returned allocation be utilized:

1. To cover any overages on our trail extension that has been approved, or
2. To cover the pedestrian walkway on Kerns road that is being submitted.

This letter formally requests termination of the existing Grant Agreements CM-01-HAY-SC and CM-02-HAY-SC and requests the funds be reallocated to any increase in costs related to the Howell Road extension due to bids coming in high and/or the proposed Kerns Road extension. However, if the City had to prioritize the re-allocation we would select the Howell Road Extension.

Sincerely,

Deborah S. Stuart
City Administrator

Cc: Don Heck, City Engineer
Michelle Pietsch, Interim Finance Director/Treasurer

Introduced: Droscha
Second: Ferris

**CITY OF MASON
CITY COUNCIL RESOLUTION 2017-31**

TERMINATION OF HAYHOE RIVERWALK BRIDGE GRANT AGREEMENTS (CM-01-HAY-SC AND CM-02-HAY-SC) AND REQUEST FOR REALLOCATION OF FUNDS

September 5, 2017

WHEREAS, the City of Mason received funding in the amount of \$108,762 from Ingham County Trails and Parks Millage funds for the purpose of rehabilitating two existing pedestrian bridges on the Hayhoe Riverwalk Trail as eligible for funding, those being: 1) north of West Elm Street and 2) near West South Street; and

WHEREAS, the City of Mason and Ingham County Trails executed two grant agreements (the "Agreements") outlining the terms of the funding in August 2016; and

WHEREAS, the City of Mason bid the projects and they came in significantly over budget; and

WHEREAS, the City Engineer and the City Council agree that these are not addressing a health or safety risk and thus are not a priority for increased funding; and

WHEREAS, Section 3 of the Agreements allows for termination of the Agreement if one of the parties notifies the other party and returns any allocated funding; and

WHEREAS, the City of Mason has submitted and will be submitting projects for future funding that has not been bid yet and may come in over budget; and

WHEREAS, the City Council believes it would be critical to reallocate the funding for higher priority projects within the existing trail system in Mason.

NOW THEREFORE BE IT RESOLVED, that the City Council hereby authorizes the City Administrator to submit a notice of Termination to Ingham County related to the Agreements CM-01-HAY-SC AND CM-02-HAY-SC.

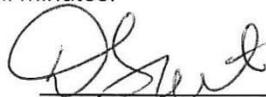
BE IT FURTHER RESOLVED, that the City Council hereby authorizes the City Administrator to request the funds be reallocated to any increases in costs related to the Howell Road extension due to bids coming in high and/or the proposed Kerns Road extension.

Yes (6)

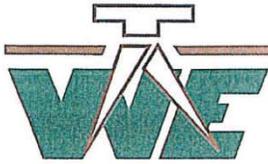
No (0)

Absent (1)

CLERK'S CERTIFICATION: I hereby certify that the foregoing is a true and accurate copy of a resolution adopted by the City Council at its regular meeting held Tuesday, September 5, 2017, the original of which is part of the City Council minutes.



Deborah S. Stuart, Interim City Clerk
City of Mason
Ingham County, Michigan



Wolverine Engineers & Surveyors, Inc.

312 North Street • Mason, Michigan 48854 • 517.676.9200 • Fax 517.676.9396

August 25, 2017

Ms. Deborah Stuart, Administrator
City of Mason
201 W. Ash Street
Mason, MI 48854

RE: Hayhoe Riverwalk Bridges

Dear Ms. Stuart:

On June 20, 2017, the City of Mason received, publicly opened and read aloud the bids for the proposed repairs to two (2) existing bridges along the Hayhoe Riverwalk. These bridges are located north and south of Elm Street on the Riverwalk. In general, the work proposed consisted of the chipping and patching of the deteriorated concrete. Unfortunately, all the bids as received were significantly higher than the opinion of probable cost and the budget. On August 21, 2017, the bidders were notified that all bids had been rejected.

As indicated, the work proposed for the bridges was superficial in nature and did not include any modifications or reinforcement of the structure. These bridges were originally designed to carry the interurban railroad. Given that the current loading is a multi-use, non-motorized pathway it is our opinion that the structures are adequate in strength and safety for extended use. In fact, it is our opinion under the current conditions, the subject bridges have an estimated remaining useful life of 75 years.

We appreciate the opportunity to present this information to the City of Mason.

As always, if you have any questions or require additional information, please do not hesitate to call.

Sincerely,

WOLVERINE ENGINEERS & SURVEYORS, INC.

Donald B. Heck, P.E.

DBH:ood

Introduced by the County Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AMENDMENT TO CITY OF MASON TRAILS AND PARKS MILLAGE AGREEMENTS

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

Contract Title	Agreement #
CM-01-HAY-SC (Near West South Street)	TR019
CM-02-HAY-SC (North of West Elm Street)	TR020

WHEREAS, the City of Mason bid the projects and they came in significantly over budget; and

WHEREAS, the City of Mason Engineer and Mason City Council agree that these are not addressing a health of safety risk and thus are not a priority for increasing funding; and

WHEREAS, per the Agreements, the County or City of Mason may terminate the Agreement at any time upon thirty (30) days prior written notice to the other party; and

WHEREAS, the City of Mason is exercising the right to terminate Agreement #TR019 CM-01-HAY-SC (Near West South Street) and Agreement #TR020 CM-02-HAY-SC (North of West Elm Street) per a letter received September 19, 2017 in accordance with the SECOND section of the Agreements; and

WHEREAS, the total sum that the County shall pay the City under the Agreement for the City to apply towards the City’s cost for the project was \$54,281 for Agreement #TR019 and \$54,281 for Agreement #TR020 for a total of \$108,762; and

WHEREAS, a sum of 25% of each project was paid upon execution of the Agreements; and

WHEREAS, the City of Mason shall refund to the County the total sum paid by the County for the Project as set forth in section THREE B of the Agreements; and

WHEREAS, the Ingham County Park Commission recommended the previously authorized \$108,762 from Agreement #TR019 and TR020 be used instead for the City of Mason’s project #TR032 Hayhoe Riverwalk Trail Extension & Trailhead Project along Howe Road only if the bid comes in over budget; and

WHEREAS, the Ingham County Park Commission supported this recommendation with the passage of a motion at the September 25, 2017 meeting.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners hereby terminates the contract per the request of the City of Mason for Agreement #TR019 CM-01-HAY-SC (Near West South Street) and Agreement #TR020 CM-02-HAY-SC (North of West Elm Street) per the letter received from the City on September 19, 2017, to be effective thirty (30) days from the date of the City notice’s delivery.

BE IT FURTHER RESOLVED, the City of Mason shall refund to the County the total sum paid by the County for Agreement #TR019 and Agreement #TR020.

BE IT FURTHER RESOLVED, the Board of Commissioners authorizes the reallocation in the amount of \$108,762 of the awarded funds per Resolution 17-109 from Agreement #TR019 and TR020 be used instead for the City of Mason's project #TR032 Hayhoe Riverwalk Trail Extension & Trailhead Project along Howe Road only if the bid comes in over budget.

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

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

Agenda Item 10

To: Finance Committee
Ingham County Board of Commissioners

From: Douglas Stover, Director
Equalization/Tax Mapping

Date: September 18, 2017

Re: 2017 County Apportionment Report

Attached please find the resolution approving the 2017 apportionment report for presentation at the Finance Committee meeting on October 4, 2017. The Apportionment Report is not complete at this time. I will distribute the report to you prior to the meeting.

Introduced by the Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE THE 2017 APPORTIONMENT REPORT

WHEREAS, State Law requires that the Board of Commissioners approve on or before October 31st of each year the annual Apportionment Report stating millages to be apportioned and spread on taxable valuations of real and personal property within the county.

THEREFORE BE IT RESOLVED, that the attached statement of taxable valuations and millages apportioned to the various units in Ingham County for the year 2017 is hereby approved.

TO: Board of Commissioners Human Services & Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 1, 2017
SUBJECT: Early Head Start Agreement with Capital Area Community Services
For the meeting agendas of October 2 & 4, 2017

BACKGROUND

The Early Head Start (EHS) home visiting model is a federally recognized, evidence-based approach to working with at-risk families in our community. As a school readiness program, it provides opportunities for families to prepare their children for both preschool Head Start and elementary school.

Capital Area Community Services (CACS) has contracted with the Ingham County Health Department (ICHD) to deliver EHS home visiting services since 2002. Due to changes in the program requirements, it was determined that CACS would deliver home visiting EHS services, rather than ICHD. As a result, this contract is effective for a three month period in order to transition families and wrap up project deliverables.

The CACS/EHS grant and County general funds provided support to 3 FTE positions, one of which has been vacant since May 2017 and will be eliminated. ICHD will maintain the remaining 2 FTE positions as part of the Family Outreach Services unit, utilizing general funds currently allocated to the CACS/EHS grant, along with Medicaid match.

ALTERNATIVES

There are no alternatives.

FINANCIAL IMPACT

The agreement with CACS provides up to \$31,944 for the provision of EHS home visiting services. ICHD also agrees to provide, as a non-federal share, an in-kind match in an amount of at least \$15,678. The required match is derived from staff wages and benefits, indirect, facilities, advisory committee participation, and parent participation.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to authorize the EHS home visiting services agreement between ICHD and CACS for the period of August 1, 2017 through October 31, 2017 in an amount not to exceed \$31,944.00.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

**RESOLUTION TO AUTHORIZE AN AGREEMENT WITH CAPITAL AREA
COMMUNITY SERVICES TO SERVE EARLY HEAD START CHILDREN THROUGH THE
FAMILY OUTREACH SERVICES PROGRAM**

WHEREAS, the Early Head Start (EHS) home visiting model is a federally recognized, evidence-based approach to working with at-risk families in our community, providing opportunities for families to prepare their children for both preschool Head Start and elementary school; and

WHEREAS, Capital Area Community Services (CACS) has contracted with the Ingham County Health Department (ICHD) to deliver EHS home visiting services since 2002; and

WHEREAS, due to changes in the program requirements, it was determined that CACS would deliver home visiting EHS services, rather than ICHD; and

WHEREAS, as a result, this contract is effective for a three month period in order to transition families and wrap up project deliverables; and

WHEREAS, the CACS/EHS grant and County general funds provided support to 3 FTE positions, one of which has been vacant since May 2017 and will be eliminated. ICHD will maintain the remaining 2 FTE positions as part of the Family Outreach Services unit, utilizing general funds currently allocated to the CACS/EHS grant, along with Medicaid match; and

WHEREAS, the agreement with CACS provides up to \$31,944.00 for the provision of EHS home visiting services with ICHD also agreeing to provide, as a non-federal share, an in-kind match in an amount of at least \$15,678.00 with the required match derived from staff wages and benefits, indirect costs, facilities, advisory committee participation, and parent participation; and

WHEREAS, the Health Officer recommends approval of the attached resolution to authorize an EHS home visiting services agreement with CACS for the period of August 1, 2017 through October 31, 2017 in an amount not to exceed \$31,944.00.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioners authorize the EHS home visiting services agreement between ICHD and CACS for the period of August 1, 2017 through October 31, 2017 in an amount not to exceed \$31,944.00.

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

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

TO: Board of Commissioners Human Services and Finance Committees
FROM: Linda S. Vail, MPA, Health Officer
DATE: September 19, 2017
SUBJECT: Kresge Foundation Emerging Leaders in Public Health Grant
For the meeting agendas of Oct. 2 & 4, 2017

BACKGROUND

The Kresge Foundation’s Emerging Leaders in Public Health is an ongoing leadership development initiative launched in 2014 as a way to equip local public health officers with knowledge and skills to lead in today’s changing health care environment. Pairs of public health leaders embark on the 18-month, action-oriented experience to undertake projects designed to enhance organizational and leadership competencies in business, planning and public health systems development.

The Kresge Foundation selected Ingham County Health Department (ICHD) as one of the 20 health departments for the 2017 cohort. ICHD will receive \$125,000 for the grant period of August 1st, 2017-September 30, 2018 to support this project. The project includes: establishing a new role for ICHD in creating a designation of best practice for exemplifying Health Equity & Social Justice (HESJ) in everyday practice and service; providing technical assistance, consultation and training for improved service delivery; and positioning ourselves to pilot test, incubate and disseminate trainings with applied HESJ concepts. Ultimately, this project will provide ICHD the opportunity to establish a training and consultation tool box for eliminating health inequities. These transformations are all a part of a larger transformation by which ICHD will utilize existing positions and expertise to form an Office of Innovation, Policy, and Planning. No positions will be created with these funds.

ALTERNATIVES

There are no other alternatives.

FINANCIAL IMPACT

The Kresge Foundation has awarded \$125,000 to the Ingham County Health Department to support its Emerging Leaders in Public Health project.

OTHER CONSIDERATIONS

There are no other considerations.

RECOMMENDATION

Based on the information presented, I respectfully recommend approval of the attached resolution to accept funds from the Kresge Foundation in the amount of \$125,000 and to allow the Health Officer to sign the agreement electronically after approval as to form.

Introduced by the Human Services and Finance Committees of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AUTHORIZE AN AGREEMENT WITH KRESGE FOUNDATION

WHEREAS, the Kresge Foundation's Emerging Leaders in Public Health is an ongoing leadership development initiative launched in 2014 as a way to equip local public health officers with knowledge and skills to lead in today's changing health care environment; and

WHEREAS, the Kresge Foundation selected Ingham County Health Department (ICHD) as one of the 20 health departments for the 2017 cohort; and

WHEREAS, ICHD will receive \$125,000 for the grant period of August 1st, 2017-September 30, 2018 to support this project; and

WHEREAS, the project includes: establishing a new role for ICHD in creating a designation of best practice for exemplifying Health Equity & Social Justice (HESJ) in everyday practice and service; providing technical assistance, consultation and training for improved service delivery; and positioning ourselves to pilot test, incubate and disseminate trainings with applied HESJ concepts; and

WHEREAS, ultimately this project will provide ICHD the opportunity to establish a training and consultation tool box for eliminating health inequities; 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 an agreement with the Kresge Foundation to receive \$125,000 for the purpose of establishing a new role for ICHD in creating a designation of best practice for exemplifying Health Equity & Social Justice (HESJ) in everyday practice and service; providing technical assistance, consultation and training for improved service delivery; and positioning ourselves to pilot test, incubate and disseminate trainings with applied HESJ concepts.

BE IT FURTHER RESOLVED, that the term of the agreement shall be from August 1, 2017 through September 30, 2018.

BE IT FURTHER RESOLVED, that the Controller/Administrator is authorized to amend the Health Department's 2018 Budget in order to implement this resolution.

BE IT FURTHER RESOLVED, that the Health Officer, Linda S. Vail, MPA, is authorized to accept the grant through the Kresge Foundation's electronic grants system after approval as to form by the County Attorney.

TO: Board of Commissioners County Services Committee and Finance Committee
FROM: Timothy J. Dolehanty, Controller/Administrator
DATE: September 19, 2017
SUBJECT: Amendments to Suspension of Operations Policy

BACKGROUND

Department Heads possess authority to suspend any or all of department operations under the Suspension of Operations Policy (221.C). A Department Head must notify the Controller of his/her decision to suspend some or all of their department's operations (221.D.1). Employees not working during the period of suspended operations and who are regularly scheduled to work during the period can choose to go unpaid for those hours or receive pay via utilization of compensatory, vacation or sick time (221.D.1.b).

The procedure for Department-specific closure (221.D.a) is unambiguously separate and distinct from situations where the Controller and Board Chair close departments or the entire County (221.D.2). The Controller together with Chairperson of the Board of Commissioners can declare a maximum of 16 hours per calendar year as paid administrative leave (221.D.2.d).

A wind storm on March 8, 2017 resulted in scattered electrical power outages that impacted some County facilities. Several department heads acted to suspend operations when it became clear that power would not be restored in the short term. Application of Policy standards meant employees had to choose to receive pay via utilization of compensatory, vacation or sick time, or simply go unpaid for those hours. Unions representing impacted employees challenged the fairness of this rule, and the County Services Committee agreed to reconsider its application.

If approved, amendments proposed to Section D.1.b of the Policy would result in employees receiving normal compensation for hours missed when a department head suspends department operations. Use of compensatory, vacation or sick time would not be necessary. A new Section D.1.c clarifies that employees not scheduled to work during the period of operational suspension would receive no additional compensation.

ALTERNATIVES

Existing rules could remain in place. Application of current rules requires employees to choose to receive pay via utilization of compensatory, vacation or sick time, or simply go unpaid for those hours of operational suspension.

FINANCIAL IMPACT

County operations are rarely suspended. Annual budgets already include funding for authorized positions, so no additional funds are needed to pay employees during periods of operational suspension.

OTHER CONSIDERATIONS

Offering compensation for hours not worked might result in public criticism.

RECOMMENDATION

Based on previous public discussion at the April 4, 2017 County Services Committee meeting, I recommend approval of a resolution to amend the Suspension of Operations Policy as indicated above.

Suspension of County Operations

Approved: January 26, 2016
Resolution No. 16-010

A. Purpose and Applicability

The purpose of this policy is to provide the framework for action and response when situations arise requiring the suspension of some or all of the County's functions. The policy is applicable to all permanent County employees.

B. Definitions

Chairperson of the Board of Commissioners - the Chairperson of the Board of Commissioners, the Vice-Chairperson of the Board of Commissioners, or personnel designated to fill in for the Chairperson of the Board of Commissioners or the Vice-Chairperson of the Board of Commissioners in their absence.

Controller - the Controller, Interim Controller, or personnel designated by the Controller or Interim Controller to fill in for them during an absence.

Department Head - the Department Head, Interim Department Head, or personnel designated by the Department Head or Interim Department Head to fill in for them during an absence.

Day - the 24 hour period commenced at 00:00 Eastern Time and ended 23:59 Eastern Time of a specified calendar date.

Leave of Absence – time away from work which may be paid or unpaid, e.g. FMLA leave. Vacation time and sick time are not considered leaves of absence.

Period of closure – days of closure.

Period of suspended operations - days of suspended operations.

Regularly Scheduled - the time period and day of the week for which an employee is normally scheduled to work. For employees working rotating schedules, the time period and day of the week for which an employee is scheduled to work when the schedule for the period is finalized. Employees on any type of leave of absence are not considered to be regularly scheduled.

C. Authority and Responsibility

Department Heads have the authority to suspend any or all of their department's operations.

The Controller together with the Chairperson of the Board of Commissioners may officially close departments of the County or the entire County.

The Controller is responsible for periodically reviewing this policy and submitting recommended changes to the County Services Committee for approval.

D. Procedure

1. In a situation where an Department Head suspends some or all of their department's operations, they must notify the Controller as soon as reasonably feasible given the situational circumstances, but no later than one hour after the decision to suspend operations has been made.
 - a. Employees being asked to work during the period of suspended operations shall be compensated at their contractually specified rates for the hours they work.
 - i. An employee who works during a period of suspended operations fewer hours than those for which they are regularly scheduled can choose to go unpaid for those hours or receive pay via the utilization of compensatory, vacation or sick time.
 - b. Employees not working during the period of suspended operations and who are regularly scheduled to work during the period ~~can choose to go unpaid for those hours or receive pay via the utilization of compensatory, vacation or sick time~~ **shall be compensated for hours normally scheduled.**
 - c. ***Employees not working during the period of suspended operations and who are not scheduled to work during the period shall receive no additional compensation.***
2. In a situation where the Controller together with the Chairperson of the Board of Commissioners closes departments of the County or the entire County, and if:
 - a. Notification of the closure has been made to employees via public service announcement at least one hour prior to the commencement of their regularly scheduled shift, then:
 - i. Employees being asked to work during the period of closure shall be compensated at their contractually specified rates for the hours they work and will also accrue one hour of vacation time for each hour worked.

1. Vacation time accrued for working during the period of closure is subject to the contractually specified caps. An employee accruing time over the cap will lose that time and will not be compensated for it.
 - ii. An employee who works during a period of closure fewer hours than those for which they are regularly scheduled will be paid an amount of hours to bring their total hours paid equal to that of their regularly scheduled hours.
 - iii. Employees not working during the period of closure and who are normally, regularly scheduled to work during the period will be paid for their regularly scheduled hours.
 - b. Notification of the closure is not made at least one hour prior to the commencement of the regularly scheduled shift and/or employees are instructed to return home, then:
 - i. Employees being asked to work during the period of closure shall be compensated at their contractually specified rates for the hours they work.
 1. An employee who works during a period of closure fewer hours than those for which they are regularly scheduled will be paid an amount of hours to bring their total hours paid equal to that of their regularly scheduled hours.
 - ii. Employees being instructed to return home, who do not follow the instruction and continue to work, shall be compensated at their contractually specified rates for the hours they work, but will be subject to disciplinary action.
 - iii. Employees not working during the period of closure and who are normally, regularly scheduled to work during the period will be paid for their regularly scheduled hours.
 - c. Should an instance arise that falls outside of these stipulations, the overarching principal to be used to determine remuneration actions to be taken on behalf of employees is, “the actions necessary to make employees whole.” This stipulation is subject to the limitations stated in item d. below.
 - d. The Controller together with the Chairperson of the Board of Commissioners can declare a maximum of sixteen hours per calendar year as paid administrative leave. Any further loss of compensation by employees must be compensated by use of compensatory, vacation or sick time or employees will be uncompensated.

3. Employees who are reasonably prevented from reporting to work at their regularly scheduled time immediately following a period of suspended operations or period of closure under this policy may use compensatory, vacation or sick time to cover their absence.

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO AMEND SUSPENSION OF OPERATIONS POLICY

WHEREAS, on January 26, 2016 the Ingham County Board of Commissioners approved Resolution 16-010 to adopt a Suspension of Operations Policy; and

WHEREAS, the Policy is intended to provide a framework for action and response when situations arise requiring the suspension of some or all of the County's functions; and

WHEREAS, the Suspension of Operations Policy is applicable to all permanent Ingham County employees; and

WHEREAS, Department Heads possess authority to suspend any or all of department operations under the Suspension of Operations Policy; and

WHEREAS, the current Policy requires that employees not working during a Department Head-ordered period of suspended operations and who are regularly scheduled to work during the period to go unpaid for those hours or receive pay via utilization of compensatory, vacation or sick time; and

WHEREAS, the Board of Commissioners wishes to compensate employees at their normal compensation rates during a Department Head-ordered period of suspended operations; and

WHEREAS, the Board of Commissioners does not wish to provide additional compensation to employees not scheduled to work during a Department Head-ordered period of suspended operations.

THEREFORE BE IT RESOLVED, that the Ingham County Board of Commissioner amends Section D.1.b of the Suspension of Operations Policy to read as follows:

- b. Employees not working during the period of suspended operations and who are regularly scheduled to work during the period shall be compensated for hours normally scheduled.

BE IT FURTHER RESOLVED, that a new Section D.1.c is added to the Suspension of Operations Policy to read as follows:

- c. Employees not working during the period of suspended operations and who are not scheduled to work during the period shall receive no additional compensation.

BE IT FURTHER RESOLVED, that these policy changes shall have immediate effect upon adoption of this Resolution.

TO: Board of Commissioners, County Services and Finance Committees

FROM: Timothy J. Dolehanty, Controller/Administrator

DATE: September 19, 2017

SUBJECT: Proposed Lansing Economic Area Partnership Agreement

For the meeting agendas of October 3, 2017 and October 4, 2017

BACKGROUND

The pending retirement of the Economic Development Director offers an opportunity to re-evaluate the County's role in local economic development initiatives. Lansing Economic Area Partnership Agreement (LEAP), the regional economic development agency, is able and willing to provide administrative services to the Ingham County Economic Development Corporation and the Brownfield Redevelopment Authority and assume all duties created by the Economic Development Services Agreement between Ingham County and local economic development organizations dated January 31, 1994. The annual cost for these services is \$115,636 and does not supplant the annual LEAP membership fee of \$15,000 to support regional activities (for comparison, the approved 2017 budget includes \$137,519 for the economic development department).

An economic development services agreement with LEAP brings an added advantage of full access to LEAP staff specialties. The supplementary skill set will benefit economic development projects and activities including applications for state and local economic development incentives, redeveloping brownfield sites, assisting with grant applications, and helping with other development initiatives as needed. Coordination with regional economic development initiatives would be automatic, thereby promoting the most efficient use of economic development resources.

ALTERNATIVES

Alternatives to this proposal include status quo funding of a single-person economic development department. This model has worked in the past to the satisfaction of Commissioners and several local municipalities with economic development functions. This is not a mandated County function, to the County could simply choose to eliminate the program outright.

FINANCIAL IMPACT

There is roughly a difference of \$22,000 between staffing a department and the cost of a contract for services with LEAP.

OTHER CONSIDERATIONS

A decision to eliminate the economic development program would result in loss of six Economic Development Services Agreements with Ingham County municipalities. Funding for these programs come directly from the State through tax increment finance (TIF) captures.

RECOMMENDATION

The Controller/Administrator and Economic Development Direct recommend approval of a resolution to approve an Economic Development Contract with LEAP.

**CONTRACT BETWEEN
THE LANSING ECONOMIC AREA PARTNERSHIP, INC.
AND
THE COUNTY OF INGHAM
(2018)**

THIS CONTRACT (the "Contract"), entered into this ___ day of **December** _____ **2017**, is effective from January 1, 2018 ("Effective Date") for a period of time as defined in this Contract, by and between the Lansing Economic Area Partnership, Inc. (LEAP), a Michigan non-profit corporation (the "Contractor") and the County of Ingham, a municipal body corporate of the State of Michigan (the "County") collectively referred to in this Contract as the "Parties". The Contractor is the exclusive and independent employer of its employees.

WITNESSETH THAT:

WHEREAS, the duties and obligations of the Ingham County Department of Economic Development are the sole responsibility of the County, and

WHEREAS, the County desires to engage the Contractor as an agent of the County to provide staff and perform certain services and activities previously conducted by staff; and

WHEREAS, the County acknowledges that these services and activities do not include the management, oversight or administration of the Ingham County Land Bank (ICLB) or ICLB Brownfield Plans; and

WHEREAS, the Contractor represents that it will perform such services and activities in a lawful, satisfactory and proper manner, all in accordance with the policies, procedures and requirements which have been or, from time to time, may be prescribed by the County; and

WHEREAS, the Contractor and the County wish to memorialize in writing the terms under which the Contractor will perform those certain services; and

WHEREAS, the County acknowledges that LEAP serves the entire Tri-County region, including other governmental and/or quasi-governmental entities, and pursues the needs and wishes of businesses and prospects on behalf of the region.

NOW, THEREFORE, the County and the Contractor do mutually agree as follows:

1. Scope of Services

In order to accomplish the services and activities specified within this Contract, the Contractor shall perform in a lawful, satisfactory and proper manner, all in accordance with the policies, procedures and requirements which have been or, from time to time, may be prescribed by county, local and state statutes, the following services and activities:

A. Service the Ingham County/Local EDO Contract

The Contractor will perform the duties described below, which are duties created by the Economic Development Services Agreement between Ingham County Department of Development and local Economic Development Organizations (EDOs) dated January 31, 1994 (see Attachment A). The Contractor will not perform any other duties described in the Economic Development Services Agreement unless same are described in a separate writing signed by the County and the Contractor.

The current Ingham County/Local EDO Contract is with the following six EDOs:

Village of Webberville Downtown Development Authority
Village of Dansville Downtown Development Authority
City of Leslie Local Development Financing Authority
City of Williamston Economic Development Corporation
City of Mason Local Development Financing Authority
Township of Vevay Downtown Development Authority

The Contractor will perform the following per the Ingham County/EDO Agreement:

Attend the board meetings for the contracted EDOs to update members on Federal, State, County and regional issues, policies, programs, legislation and funding opportunities.

Provide the EDOs assistance in economic development projects and activities including: applying for state and local economic development incentives, redeveloping brownfield sites, assisting with grant applications, and helping with other development initiatives as needed.

Perform the billing and collection of funds from the EDO's per the Ingham County/EDO Contract.

B. County Administrative Activities

The Contractor will provide the following administrative services to the County:

Attend Board of Commissioners County Services Committee, Finance Committee and regular County Board meetings as required.

Work on special projects as requested by the Controller.

Produce and provide an annual Development report.

C. Ingham County Brownfield Redevelopment Authority (ICBRA)

The Contractor will provide the following services to the ICBRA:

Manage and administer the Authority

Prepare meeting agendas, minutes, meeting notices and other materials.

Schedule and arrange for brownfield plan approval process.

Manage, administer, track, monitor and audit approved ICBRA brownfield plans and projects, except for those brownfield plans managed by the Ingham County Land Bank.

Review and approve invoices and payments per developer reimbursement agreements.

Apply for EPA or MDEQ grants as necessary.

Produce and provide annual BRA report to the State of Michigan.

Provide grant application and administration services as required.

Manage the BRA's revolving fund.

D. Ingham County Economic Development Corporation (ICEDC)

The Contractor will provide the following services to the Ingham County Economic Development Corporation:

Manage and administer the ICEDC.

Prepare meeting agendas, minutes, meeting notices and other materials.

Manage and administer ICEDC Tax Increment Finance "(TIF)" Development Plan.

Assist with Community Development Block Grant "(CDBG)" grant applications and grant administration as necessary.

E. Other Services

The Contractor will also provide the following services:

Provide an ombudsman and single point of contact for all County Economic Development inquiries.

Provide Economic Development Ombudsman services to County Businesses.

Work closely with the Ingham County Land Bank as directed by the County Controller.

Participate in Regional Economic Development efforts and initiatives.

Other services reasonably related to this Contract's scope that are not mentioned above and are described in a separate writing signed by the County and the Contractor.

2. Time of Performance

The time of the performance under this Contract shall be from January 1, 2018 to December 31, 2018. This Contract will automatically be renewed on January 1, 2019, and again on January 1, 2020 unless one of the Parties notifies the other in writing of their intent to either not renew, or renew with changes, no less than sixty (60) days prior to the next automatic renewal date. If one of the Parties notifies the other of their intent to renew with changes, the other party may accept such changes, the Parties may negotiate other changes, or the other party may reject the proposed changes and this Contract shall terminate. Unless otherwise terminated pursuant to the terms of this Contract, the Contractor shall continue to perform services and activities until the Contract expires.

3. Compensation and Method of Payment for Contract Services

- A. As compensation for the Contractor's satisfactory performance under and completion of this Contract, the County shall pay the Contractor the amount of \$115,636 each calendar year of the Contract term and renewal thereof. Additionally, the county pledges in its annual GF budget an annual LEAP investment of \$15,000 to support LEAP regional activities.

To be paid:

1. \$57, 818 on January 1 of each year;
2. \$57, 818 on July 1 of each year.

- B. It is expressly understood by and between the County and Contractor that except as provided in subparagraphs (C and G) below, the total annual compensation and reimbursement, if any, to be paid to the Contractor by the County pursuant to this Contract shall be \$115,636; notwithstanding the prior sentence, County retains all rights to limit payments to Contractor as this Contract permits.

- C. County agrees that all application and processing fees normally charged by the Department, ICEDC or ICBRA shall be invoiced, collected and received by the Contractor as payment for services rendered, in addition to the compensation described in subparagraph A above.
- D. The Contractor agrees to provide all physical resources (e.g., office furniture) and employees that may be required to perform under this Contract.
- E. The Contractor agrees to request payment on an invoice or as otherwise mutually agreeable between the County and the Contractor.
- F. The Contractor (or individuals it designates) will have access to all County economic development files, documents, and accounts, to carry out any tasks this Contract requires or applicable law requires; and the County will cooperate with Contractor in all commercially reasonable respects to assist Contractor to carry out all tasks this Contract or applicable law requires.
- G. If the County desires additional services on any specific project or issue that is outside the scope of this Contract, the County may hire Contractor for such services which will be described in a separate writing signed by the County and the Contractor. Such additional services will be provided for an additional agreed upon rate.

4. Continued Funding

The County makes no implied or explicit guarantee, offer or representation of future funding from the County beyond the termination of this Contract. The County further makes no implied or expressed guarantee that it will not terminate this Contract pursuant to the terms and conditions of Paragraph 7.

5. Finance Procedures

The County will continue to perform all financing procedures for the operation of the Department.

6. Contract Modifications

The County, from time to time, may expand, diminish or otherwise modify the project objectives, scope of services, or any other Contract provision related thereto, which the Contractor is required to perform. However, those modifications are only binding if they are mutually agreed upon by the County and the Contractor and incorporated into a written amendment to this Contract after approval by the County and Contractor.

7. Failure of Performance, Notice, Cure Period, Termination of Contract
Additional Remedies

- A. The failure of the Contractor to provide any work, services, or other obligations of Contractor required by this Contract in a satisfactory and timely manner shall be a material breach of the Contract. The failure of County to provide payment or any other obligations of County required by this Contract in a timely manner shall be a material breach of this Contract.
1. In the event the County determines the work, services, or other obligations of Contractor provided pursuant to this Contract have not been performed in a timely or commercially satisfactory manner, the County Controller (or his or her designee) shall notify the Contractor and allow Contractor thirty (30) days to cure or provide a corrective action plan for any such failure to perform work or services in a commercially timely and satisfactory manner. In the event County does not make timely payment or meet its other obligations under this Contract, Contractor shall notify County Controller and allow the County thirty (30) days to cure or provide a corrective action plan for any such failure.
 2. In the event that Contractor fails to provide a corrective action plan or cure the commercially unsatisfactory or untimely work or performance after receiving notice under subparagraph (1) above, the County may take any other action permitted by law or this Contract, including but not limited to, termination of this Contract. In the event the County does not provide timely payment or provide a corrective action plan after receiving notice under subparagraph (1) above, the Contractor may take any other action permitted by law or this Contract, including but not limited to, termination of this Contract.
- B. In the event this Contract is terminated:
1. All data, documents, drawings, maps, models, photographs, reports, studies and surveys which have been or were prepared by the Contractor with County funds pursuant to the Contract, become the property of the County; and
 2. The Contractor shall receive just and equitable compensation for any work which the Contractor satisfactorily completed pursuant to this Contract before termination for which Contractor has not been paid.

- C. The County and the Contractor shall each have all other rights or remedies, either at law or equity, or under the terms, conditions, obligations, covenants, agreements, and stipulations of this Contract, which may be asserted against the other party upon failure to fulfill any of the terms, conditions, obligations, covenants, agreements or stipulations of this Contract, including the right to the non-breaching party for any recovered damages sustained by the non-breaching party as a result of any breach of this Contract by the breaching party.

8. Reports and Information

A. Financial Records and Reports:

The Contractor agrees to make and maintain all necessary records concerning any matter covered by this Contract which from time to time may be requested by the County, including adequate financial records in a form satisfactory to the County Controller. Such financial records and reports shall reflect all costs and expenses incurred in performing this agreement and records of the use of all consideration received pursuant to this agreement.

B. Equal Employment Opportunity Provisions:

The Contractor agrees that it will ensure that no person or group engaged in the conduct of official business or seeking to do business arising from this Contract is discriminated against because of race, creed, political orientation, color, national origin, marital status, sex, age, handicap, or for any cause not reasonably related to the accomplishment of a legitimate governmental purpose.

The Contractor further agrees that all subcontracts or other agreements entered into pursuant to this Contract shall obligate all subcontractors and other contracting parties to adhere to the same equal opportunity provisions noted above.

The Contractor, any subcontractors agree to provide equal employment opportunity pursuant to all state and federal laws including the Americans with Disability Act and to provide proof to the County as requested.

9. Eligible Costs of the Contractor

Under this Contract, all costs incurred and expenditures made pursuant to this Contract shall be fully documented and shall be in conformance with any limitations or exclusions of applicable Federal, State and local laws, rules, regulations and conditions as mandated by the County.

10. Records

- A. Unless otherwise expressly authorized by the County, the Contractor shall maintain all records related to this Contract, including financial records and accounts for a period of three (3) years after receipt of final payment under this Contract.
- B. If any litigation, claim or audit is started before the expiration of the three-year period, the records shall be retained by the Contractor until all litigation, claims, or audit findings involving the records have been resolved.

11. Audits and Inspections

- A. Upon five (5) business days' written notice, and at any time during normal business hours and as often as the County may deem necessary to ensure property accountability for all project funds, the Contractor shall:
 - 1. Make available to the County (or its designee) all checks, payrolls, time records, invoices, Contract vouchers, orders and other data, information and material concerning any matter covered by this Contract; and
 - 2. Permit the County (or its designee) to audit, examine, excerpt, or transcribe all checks, vouchers, orders or other data, information and material concerning any matter covered by this Contract; and
 - 3. Allow the County (or its designee) to review such documents that are considered as backup to the operation of the Contractor, other than confidential project information or operations not related to this Contract, regardless of funding source; and
 - 4. Make available to the County documentation supporting service reports.
- B. The County is solely responsible for payment of the cost of any audit required by the County.

12. Conflict of Interest

- A. Conflict of interest is defined as: employees using position for a purpose that is or gives the appearance of being motivated by a desire for private financial gain for themselves or those with whom they have family, business, or other close personal ties. The County hereby waives any conflict of interest of Contractor and/or its employees arising from Contractor's service to the entire Tri-County region, including other

governmental and/or quasi-governmental entities, and Contractor's objective to meet the needs and wishes of businesses and prospects on behalf of the region.

- B. Contractor covenants, to the best of Contractor's knowledge, that no conflict of interest described in the first sentence of A. exists and no person having any such conflict of interest shall be employed for the purpose of performing the services and activities set forth in the Scope of Services section of the Contract or fulfilling the terms, conditions, obligations, covenants, agreements or stipulations of this Contract.
- C. The Contractor has established safeguards to prohibit conflicts of interest as defined in the first sentence of 12.A. above.

13. Assignment and Transfer of Interest: Subcontracting

The Contractor shall not assign or transfer, whether by assignment or novation, any interest in this Contract or subcontract any performance or portion thereof without written consent of the County, provided however, that claims for money due or to come due the Contractor from the County pursuant to this Contract may be assigned or transferred to a bank, trust company, or other financial institution without such consent, and the Contractor shall promptly notify the County of any such assignment or transfer.

To the extent the County has service contracts which will be in effect on January 1, 2018. The County hereby assigns its interest in those contracts to Contractor. Contractor shall administer the contracts, but County shall be responsible for payment on the contracts for the duration of this Contract.

14. Lobbying and Political Activities

None of the money, compensation, reimbursement, funds, property or services provided, directly or indirectly, under, by or pursuant to this Contract shall be used for any partisan political activity or to further the election or defeat of any candidate for any public office, or propaganda designed to support or defeat any legislation pending before the Congress of the United States, the Michigan State Legislature, or the County Board of Commissioners.

15. Insurance of County

County Department, ICEDC and ICBRA shall be fully responsible for all of its insurance coverage, including but not limited to Directors' and Officers' Insurance. Contractor is responsible for all insurance coverage applicable to it, including Directors' and Officers' Insurance.

16. “Save Harmless” Clause

Contractor must indemnify and hold the County (and Department, ICBRA and ICEDC) harmless for all damages and legal fees arising out of a claim a third party brings against the County that arises solely out of Contractor’s negligent or intentional misconduct.

The County (Department, ICBRA and ICEDC) must indemnify and hold Contractor harmless for all damages and legal fees arising out of a claim a third party brings against the Contractor that arises solely out of the County’s negligent or intentional misconduct. Additionally, the County (Department, ICBRA and ICEDC) shall be solely liable for any damages and legal fees relating to or arising from decisions made by those entities.

17. Civil Rights

A. Contractor agrees that it will not discriminate as to provision of services pursuant to this agreement or as to hiring or terms or conditions of employment based on race, creed, color, religion, national origin, sex, handicap, marital status, height, weight or age. It will maintain written personnel rules, guidelines, practices, and terms and conditions of employment. The personnel rules established may be amended from time to time, as necessary. Contractor shall have in place its personnel policies with copies of any amendments made to them. A violation of this provision shall be a material breach of the Contract.

B. The Contractor shall, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, height, weight, marital status, sex, age, handicap, national origin, sexual orientation or gender preference.

C. In the event of the Contractor's noncompliance with the nondiscrimination clauses of this Contract, this Contract may be canceled, terminated or suspended in whole or in part.

19. Severability of Provisions

If any clauses, sections, provisions or parts of this Contract are held invalid or if any portion of any clause, section, provision or part of the Contract is held invalid, the remainder of this Contract shall continue to be enforceable as written. Unless otherwise specified in the Contract, all notices, duties or rights of the County shall be exercised by and through this Contract as specified herein.

20. Waiver

The failure of the County to demand compliance with any term of this Contract or to take action when this Contract is breached in any way shall not be considered a waiver of that contractual requirement thereafter nor the County's right of action for the breach of that term.

21. Insurance and Bonds

In addition to any other insurance and bonding requirements of this Contract, the Contractor shall maintain at least the following insurance coverage: worker's compensation and unemployment compensation that meet minimal State of Michigan statutory requirements, if required by law.

22. Disclosure of Confidential Material

All reports, data, information, statements, forecasts, records, and so forth, assembled, constructed or prepared pursuant to or as a consequence of this Contract are subject to all Federal and Michigan laws and regulations governing the disclosure of "public, client and medical, or other records" subject to certain exemptions from disclosure under the circumstances expressly authorized by the above laws and regulations.

“Contractor”

Lansing Economic Area Partnership, Inc.

Witness:

BY: _____
Robert L. Trezise, Jr. President & CEO

Date: _____

“County”
(including ICDOD, ICBRA, and ICEDC)

County of Ingham, State of Michigan

Witness:

BY: _____
Sara Anthony, Board of Commissioners
Chair

Date: _____

Introduced by the County Services and Finance Committee of the:

INGHAM COUNTY BOARD OF COMMISSIONERS

RESOLUTION TO APPROVE AN ECONOMIC DEVELOPMENT SERVICE CONTRACT

WHEREAS, Ingham County has established an Economic Development Department to promote and administer economic development activities on the County's behalf; and

WHEREAS, the Economic Development Director provides administrative services to the County's Economic Development Corporation and the Brownfield Redevelopment Authority; and

WHEREAS, the Economic Development Director has announced her retirement effective December 31, 2017; and

WHEREAS, Lansing Economic Area Partnership Agreement (LEAP), of which Ingham County is a member, is widely recognized as the capitol region economic development coordinator; and

WHEREAS, LEAP is able and willing to assume responsibility for promotion and administration of economic development activities on behalf of Ingham County; and

WHEREAS, LEAP has ability to provide staff services to the County Economic Development Corporation and Brownfield Redevelopment Authority; and

WHEREAS, working directly with LEAP will assure coordination with regional economic development activities.

THEREFORE BE IT RESOLVED, that the Board of Commissioners does hereby authorize the approval of an economic development service agreement in an amount not to exceed \$115,636 per year for a period of three years, beginning on January 1, 2018.

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.

ERIC A. SCHERTZING

Ingham County Treasurer

eschertzing@ingham.org



August 30, 2016

Mr. Tim Dolehanty
County Controller/Administrator
Courthouse
Mason, MI 48854

Re: Report under MCL 46.11(k)

Dear Mr. Dolehanty:

I am providing information as requested by the Board of Commissioners for any/all accounts not included in the Ingham County 2017 General Appropriations Resolution (Resolution 16-444) including, but not limited to the date of the transaction, fund recipients, authorizing official, etc. The scope of that issue is the Community Development Block Grant program and the Federal grant for 2016-2017. This was a very unique project placed within my office and I am not aware of any other funds similarly situated.

Attached is summary documentation of the paid invoices from the work of Capital Area Housing Partnership, the County's procured Third Party Administrator, and construction related contractors (attachment 1a-b). Copies of the 9 checks, signed by the Treasurer and Chief Deputy are included(attachment 2a-j). Check 1010 to CAHP is for work they did in 2015, prior to the current grant, and is not reimbursable under the current grant. MSHDA required closeout work on prior grant programs and this \$5000 reimbursed CAHP for their hourly work which then enabled the submission of the current \$354,000 grant.

There is also detail for two deposits in 2017(attachment 3a-d). [There was no activity in Fund 287 in 2015 and 2016.] One deposit is from a prior rehabilitation loan. The County lien balance after mortgage debt and closing fees is due at sale to the County. The home closed in April 2017 and a payoff of \$31,203.56 was received and deposited. The CDBG mortgage lien resulted in a payback to the County of an amount less than \$35,000 for the Housing and Urban Development fiscal year July 1, 2016-June 30, 2017. Amounts under \$35,000 are not officially Program Income and are available to the County for any purpose. The second deposit was received by CAHP and signed over to the County. It represents contractor work that is the responsibility of the home owner.

There are many pages of additional backup material contained in Financial Status Report/Payment Request and Payment Request Authorization documents that the Third Party Administrator submits through the County. Please let me know if you wish to see any additional back information. Mr. Dolehanty did not feel the additional paper was necessary.

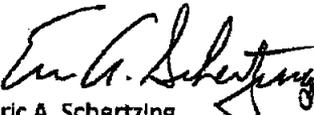
An additional important issue raised in this discussion is the production of manual checks. In addition to the historic CDBG program, there are checkbooks attached to petty cash accounts in various offices and departments. These checkbooks in Ingham County are through PNC Bank, Dart Bank and Commercial (formerly Mason State) Bank. They use the County's tax identification number.

The following is an example of departments with manual check processes:
55th District Court – Bond and petty checking account. Jury checks now process through COURTHOUSE TECHNOLOGIES jury system.
Circuit Court – Petty checking account. Jury checks on non MUNIS system also.
Fair – Two checkbooks open for part of year.
Medical Care Facility – Separate accounts for Payroll and Resident Trust.
Sheriff - Mason and Delhi. Checkbooks for monthly transmittal, Forfeiture, Bond, and Encumbered forfeiture(interest bearing by statute) accounts.
Treasury – Petty checking account primarily for spay/neuter dog license refunds and property tax overpayments

This review has raised many good conversations with departments about procedures. After discussion with Financial Services Director Rhode there may be ways to eliminate a few of these accounts to streamline the process. The P-card makes some of this easier.

Thank you for the opportunity to address your concerns. It is an honor to serve as Ingham County Treasurer and I look forward to our continued work to serve the citizens of Ingham County. If there are any other questions, please do not hesitate to ask.

Sincerely,


Eric A. Schertzing
Ingham County Treasurer
& Land Bank Chair

Attachment 1a-b
Attachment 2a-j
Attachment 3a-d

Financial Report of Activity
 Bank Account 42-5139-3644
 PNC Bank
 January 2017 - July 2017

Date	Check # or Deposit	Beginning Balance (Program Income)		<u>Balance</u>	<u>Ref</u>
				33,773.09	Bank Statement and bank rec.
3.2.17		Check Fee PNC Bank	(109.79)	33,663.30	Bank Statement and bank rec.
4.7.17	1001	Environmental Testing & Consulting 38900 W. Huron River Drive Romulus, MI 48174 Payment for work at following properties: 119 W. South Street, Williamston MI 328 E. Maple St, Mason MI 430 W. Race Street	(1,350.00)	32,313.30	Bank Statement and bank rec.
			450.00		Inv1
			450.00		Inv2
			450.00		Inv3
4.7.17	1002	Capital Area Housing Partnership 1290 Deepath Lane East Lansing, MI 48823 Payment for work under agreement: Third Party Administration of Ingham County Homeowner Rehabilitation Program July 2016 - February 2017. Admin. Draw	(11,878.35) Inv4	20,434.95	Bank Statement and bank rec.
4.19.17	1003	Scott Fredrickson Construction Corp 13339 Nelson Court Bath, MI 48808 Payment for work under agreement with homeowner Homeowner Verna Carpenter 1013 Eugenia, Mason MI Electrical, roofing and general work	(7,500.00) Inv5	12,934.95	Bank Statement and bank rec.
5.5.17	Deposit	Repayment of loan from prior grant 1849 S. Waverly Rd	Program Income 31,203.56	BkState 44,138.51	Less than \$35,000, Not officially PI
5.11.17	1004	Environmental Testing & Consulting 38900 W. Huron River Drive Romulus, MI 48174 Payment for work at following properties: 430 Race Street Leslie, MI	(400.00) Inv6	43,738.51	Bank Statement and bank rec.
5.11.17	1005	Environmental Testing & Consulting 38900 W. Huron River Drive Romulus, MI 48174 Payment for work at following properties: 119 S. South Street Williamston, MI	(300.00) Inv7	43,438.51	Bank Statement and bank rec.
5.11.17	1006	Capital Area Housing Partnership 1290 Deepath Lane East Lansing, MI 48823 Payment for work under agreement: Third Party Administration of Ingham County Activity Delivery on 1013 Eugenia Dr	(750.00) Inv8	42,688.51	Bank Statement and bank rec.

6.2.17	1007	Void			
6.2.17	1008	Scott Fredrickson Construction Corp 13339 Nelson Court Bath, MI 48808 Payment for work under agreement with homeowner Homeowner Barbara DeGrand 119 W. South St Williamston, MI	(26,450.00)	Inv9	16,238.51 Bank Statement and bank rec.
6.2.17	1009	Capital Area Housing Partnership 1290 Deepath Lane East Lansing, MI 48823 Payment for work under agreement: Third Party Administration of Ingham County Homeowner Rehabilitation Program March - May 2017	(8,885.29)	Inv10	7,353.22 Bank Statement and bank rec.
6.29.17	1010	Capital Area Housing Partnership 1290 Deepath Lane East Lansing, MI 48823 Payment for work under agreement: closeout prior - programs - MSHDA/MEDC	(5,000.00)	Inv11	2,353.22 Bank Statement and bank rec.
7.5.17	Deposit	Homeowner share of work Received by Capital Area Housing Partnership William and Tena Colter	205.00	BkState	2,558.22 Bank Statement and bank rec.
Balance as of July 31, 2017 agree with Bank Statement					2,558.22 Bank Statement and bank rec.

Account Number: 4251393644
Account Name: Housing Commission
Activity Type: Checks
Date Posted: 04/14/2017

Amount: \$1,350.00
Tran Number: 1001
Description:
Ref Number: 090270121

2a

INGHAM COUNTY TREASURER
615 E. JEFFERSON ST.
MADON, MI 49854-0651

1001
C-1001
001

DATE 4.7.17 DATE

PAY TO THE ORDER OF Environmental Testing & Consulting, Inc. \$ 1,350.00

One thousand three hundred fifty 9/100 DOLLARS DOLLARS

PNC BANK
PNC BANK NA INC

FOR Environmental Consulting Service *[Signature]* Dennis Kuroki

⑆001000⑆ ⑆041000124⑆ 4251393644⑆

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- The Security Lines: pattern on the back designed to deter counterfeiters
- It contains 100% natural cotton and 100% recycled fibers
- It's made with 100% recycled paper
- Printed with UV ink

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- Any of the features listed at the end of this document are missing
- The UV ink test looks green or blue
- The security lines or patterns are missing or blurry
- The ink test, used in conjunction with the UV ink test, does not work

CEA 100% COTTON PAPER 100% RECYCLED PAPER 100% UV INK

DOCUMENT
ENVIRONMENTAL TESTING & CONSULTING INC
1001
C-1001
001

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For Deposit Only
ENVIRONMENTAL TESTING & CONSULTING INC
1001
C-1001
001

Retrieved: Tuesday, August 29, 2017 4:33:37 PM
DDA Statements

Account Number: 4251393644
Account Name: Housing Commission
Activity Type: Checks
Date Posted: 04/27/2017

Amount: \$7,500.00
Tran Number: 1003
Description:
Ref Number: 090378429

2c

INGHAM COUNTY TREASURER
528 S. JEFFERSON ST.
MADISON, MI 48804-2881

24 Dra 1003
DATE 4.19.2017

PAY TO THE ORDER OF Scott Froehlich Construction \$ 7,500 -
seven thousand five hundred 00/100 DOLLARS

PNC BANK
FOR 1013 Bugeria Elizabeth Desires Kavel

⑆00100⑆ ⑆041000124⑆ 4251393644⑆

ENCLOSURE

DOCUMENT ORIGINAL DO

INGHAM COUNTY TREASURER
528 S. JEFFERSON ST.
MADISON, MI 48804-2881
TELEPHONE 1-800-2-2129
2472 04/20/17

ENCLOSURE

ENCLOSURE

Retrieved: Tuesday, August 29, 2017 4:34:38 PM
DDA Statements

Account Number: 4251393644
Account Name: Housing Commission
Activity Type: Checks
Date Posted: 05/15/2017

Amount: \$400.00
Tran Number: 1004
Description:
Ref Number: 089567227

2d

INGHAM COUNTY TREASURER
315 E. JEFFERSON ST.
MADISON, MI 48064-1801

1004
1004
1004

DATE May 11, 2017

PAY TO THE ORDER OF Environmental Testing + Consulting, Inc. \$ 400.00

Four hundred and 00/100 DOLLARS

PNC BANK
FOR Invoice 57795
4306aculcstc

Edithy Dennis Kuro

⑆001004⑆ ⑆041000124⑆ ⑆251393644⑆

Security Features: See back of check for details

- Microprint: Microprint check mark in security check has been replaced by microprint
- The Security Guard: A watermark on the back of the check is visible when held up to the light
- The words "ONE HUNDRED AND NO/100" are printed on the front and back
- The words "INGHAM COUNTY TREASURER" are printed on the front and back

For Deposit Only
• For deposit only, the check must be deposited in a deposit box or at a branch of the bank- For deposit only, the check must be deposited in a deposit box or at a branch of the bank
- For deposit only, the check must be deposited in a deposit box or at a branch of the bank

DISCOURAGED TO BE USED FOR DEPOSIT ONLY

FOR DEPOSIT ONLY
INGHAM COUNTY TREASURER
MADISON, MI 48064-1801

ENVIRONMENTAL TESTING + CONSULTING INC

DEPOSIT HERE IF MOBILE DEPOSIT

Retrieved: Tuesday, August 29, 2017 4:32:56 PM
DDA Statements

Account Number: 4251393644
Account Name: Housing Commission
Activity Type: Checks
Date Posted: 05/15/2017

Amount: \$300.00
Tran Number: 1005
Description:
Ref Number: 089567226

2e

INGHAM COUNTY TREASURER
318 E. ASPENWOOD ST.
MUSCOGEE, GA 30904-1801

1005
MAY 2017

DATE May 11, 2017 DEPOSIT

PAY TO THE ORDER OF Environmental Testing & Consulting Inc. \$ 300.00

Three hundred and 00/100 DOLLARS

PNC BANK
FOR Mr. 57788
119 S. South St W. Winston
⑆001005⑆ 6011000124⑆ 4251393644⑆

Ed Adley Dennis O'Keefe

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- The Security "Words" pattern on the front designed to deter thieves' look!
- Microprint (MP) lines printed on front and back
- All words "SECURITY" printed on front and back
- Fresh look with all the latest features

For Deposit Only
ENVIRONMENTAL TESTING & CONSULTING INC
119 S. SOUTH ST
WINSTON-SALEM, NC 27101

Professional Printing & Consulting Inc

CHECK HERE IF MOBILE DEPOSIT

ENTER YOUR ACCOUNT OR CHECK NUMBER
OR CHECK NUMBER AND DATE OF CHECK

COINTEGRATED BANKING

Retrieved: Tuesday, August 29, 2017 4:32:19 PM
DDA Statements

Account Number: 4251393644
 Account Name: Housing Commission
 Activity Type: Checks
 Date Posted: 05/15/2017

Amount: \$750.00
 Tran Number: 1006
 Description:
 Ref Number: 007219840

INGHAM COUNTY TREASURER
 810 S. JEFFERSON ST.
 WAREHO, MI 48091-3401

1036
 A-1002
 1001

DATE Nov 11, 2017

PAY TO THE ORDER OF CAP. AREA HOUSING PARTNERSHIP \$ 750.00
SEVEN HUNDRED FIFTY DOLLARS

PNC BANK
 PNC BANK, N.A. MI

FOR Activity Delivery
 IDIS Event

Ela Liberty Debbie K...

⑆000006⑆ ⑆04000124⑆ 4251393644⑆

Security Features protect valuable documents and include:

- Standard 49. Security (tamper) marks react to moisture and ink
- The Security Thread - visible on the back
- Microprint - tiny text around the portrait
- Foil - tiny metallic marks on the back
- Color Shifting Ink - tiny marks that change color

20170515 000700219840 07000788003

L. JOURNAL DOCUMENT CENTER

COLOR REPRODUCTION SHOULD BE MADE

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Retrieved: Tuesday, August 29, 2017 4:33:15 PM
 DDA Statements

ACCOUNT NO. _____

STARTING NUMBER _____ DATE _____

ENDING NUMBER _____ DATE _____

INGHAM COUNTY TREASURER
 316 S. JEFFERSON ST.
 WASON, MI 48864-1661

1007

6-12-18
5011

SALES TAX

DATE 6.2.17

PAY TO THE
ORDER OF

Yield

\$ 29,095.00

PNC BANK

PNC Bank, N.A. 070

DOLLARS

FOR _____

⑆001007⑆ ⑆041000124⑆ 4251393544⑆

Account Number: 4251393644
Account Name: Housing Commission
Activity Type: Checks
Date Posted: 08/12/2017

Amount: \$8,885.29
Tran Number: 1009
Description:
Ref Number: 004706543

INGHAM COUNTY TREASURER
DATE: 08/12/2017
1009

DATE 6.2.17

PAY TO THE ORDER OF Capital Area Housing Partnership \$ 8,885.29
Eight thousand eight hundred eighty five and 29/100 DOLLARS

PNC BANK

FOR The County Admin Fees [Signature] [Signature]

⑆001009⑆ 6041000124⑆ 4251393644⑆

Security Features as good industry standards and include:

- Microprint: Mobile Deposit check must indicate check has been deposited via mobile device
- The Security Glass: Adhesive on the back
- Parallel lines visible on front and back

Do not write on:

- Any of the features listed above are missing or appear altered
- The front left or back left side of the check or the back
- The front or back of the check or the back

20170612 000400706543 07000565002

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DDA Statements



Ingham County Housing Commission
3882 Dobie Road • Okemos, MI 48864

3a

April 12, 2017

FIA FACSIMILE

Midstate Title
Attn: Connie

RE: Taylor
1849 S. Waverly Road, Lansing, Michigan

Dear Connie:

Mr. and Mrs. Taylor have a homeowner rehabilitation loan. The payoff amount is \$31,203.56. Please make the check payable to the County of Ingham and mail remittance to:

Ingham County Treasurer
P.O. Box 319
Mason, Michigan 48854

Please let me know if you have any questions or need anything further.
Sincerely,

Shanda Johnston
Executive Director

Cc: file

287-0000-009240



070
HOLT (784)
4308 WEST HOLT ROAD
HOLT, MI 48855
PO BOX 01

Business Date MAY 5, 2017
 Calendar Date MAY 5, 2017
 Deposit 12:53
 Transaction Number 00127
 Account Type Checking/Savings
 Account Number XXXXXX3844
 Transaction Amount \$ 31,203.56
 Check Amount \$ 31,203.56

This deposit or payment is accepted subject to verification and to the rules and regulations of this bank. Deposits may not be available for immediate withdrawal. Deposit should be held until verified with your statement.

FOR MORE INFORMATION AND EXAMPLES OF WHEN DEPOSITS BECOME AVAILABLE, GO TO WWW.PNC.COM/DEPOSITHELP

Midstate Title Agency, LLC
 6607 West St. Joseph Hwy., Ste.250
 Lansing, MI 48917
 Ph:(517) 703-8129 Fax:(517) 703-8149

PNC Bank, N.A. 070
 6-12/410

Printed

33-17520600-LNS
 PAYER: County of Ingham
 SELLER: Derris R. Taylor Sr and Bette L. Taylor, husband and wife
 BUYER: Benjamin Hovarter
 ADDRESS: 1849 S. Waverly Rd, Lansing, MI 48917

Check Date: 04/19/2017

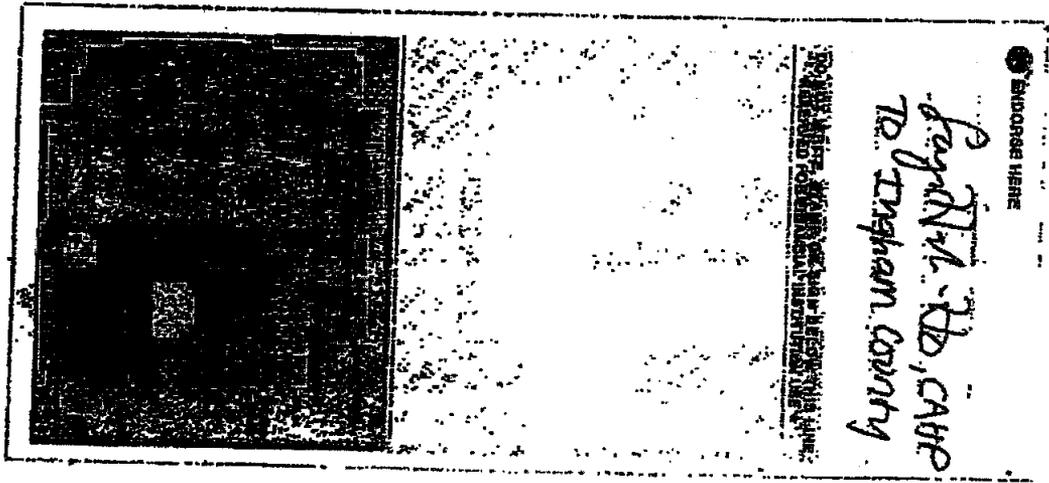
\$31,203.56

Line Items	Description	Amount
N05	Peyoff of Second Mortgage Loan	\$31,203.56

42-5139-3644

3c.







CITY OF EAST LANSING
The Home of Michigan State University

AGENDA ITEM # 13.6

September 8, 2017

RECEIVED

SEP 12 2017

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

RE: Brownfield Plan #11 – Park District (formerly City Center II)

The East Lansing City Council is scheduling a public hearing to amend Brownfield Plan #11, which replaces the previously approved Brownfield Plan #26 for the Park District, which includes the properties located at 100-140 W. Grand River Avenue, 303 Abbot Road, and 314, 328, 334, 340 and 341 Evergreen Avenue, for Tuesday, September 19, 2017, at 6:00 p.m. The project includes demolition and redevelopment of underutilized and contaminated sites and functionally obsolete building structures and adjacent thoroughfares. The proposed mixed-use development includes a hotel, commercial and residential uses, and parking.

410 Abbot Road
East Lansing, MI 48823

(517) 337-1731
Fax (517) 337-1559
www.cityofeastlansing.com

Per the requirements of Public Act 381 of 1996, as amended, the City is required to provide notice regarding the Plan. Details of the public hearing are included on the enclosed Notice. The Plan can be viewed at www.cityofeastlansing.com/539/projects.

The City Council welcomes your written or verbal comments on any and all aspects of the proposed Plan. If you have any questions regarding the Plan, please contact me directly at (517) 319-6887.

Sincerely,

Timothy H. Dempsey
Director, Department of Planning, Building, and Development

Encl.

NOTICE OF PUBLIC HEARING

The City of East Lansing in the Counties of Clinton and Ingham

NOTICE OF PUBLIC HEARING REGARDING APPROVAL OF A RESOLUTION TO ADOPT AMENDED BROWNFIELD PLAN #11 FOR THE CITY OF EAST LANSING, APPROVING TAX INCREMENT FINANCING FOR THE REDEVELOPMENT OF THE PARK DISTRICT PROPERTIES LOCATED AT 100-140 W. GRAND RIVER AVENUE, 303 ABBOT ROAD, 314-341 EVERGREEN AVENUE, PARKING LOT 4 AND PARKING LOT 8 IN THE CITY OF EAST LANSING, MICHIGAN PURSUANT TO AND IN ACCORDANCE WITH ACT 381, 1996, AS AMENDED, OF THE PUBLIC ACTS OF THE STATE OF MICHIGAN.

Please take notice that a Public Hearing shall be held before the East Lansing City Council on Tuesday, September 19, 2017, at 6:00 p.m. in the Council Chambers, 101 Linden Street, East Lansing, MI 48823, regarding the adoption of a resolution to amend Brownfield Plan #11, Park District Project (also known as Brownfield Plan Amendment for the City Center Two Urban Redevelopment Project). Within the Public Hearing the City Council shall exercise its powers, all pursuant to and in accordance with the provisions of the Brownfield Redevelopment Financing Act, being Act 381 of the Public Acts of the State of Michigan of 1996, as amended.

The eligible property included in Brownfield Plan #11 is:

100-140 W. Grand River Avenue, 303 Abbot Road, 314, 328, 334, 340 and 341 Evergreen Avenue, Parking Lot 4 and Parking Lot 8 East Lansing, Michigan.

The project includes a complete demolition and redevelopment of underutilized and contaminated, functionally obsolete structures and adjacent thoroughfares. The proposed mixed-use development includes a hotel, commercial and residential uses, and parking.

The description of the property and a copy of Brownfield Plan #11, are available for public inspection in the Department of Planning, Building and Development, City of East Lansing, 517-319-6930 and at www.cityofeastlansing.com/539/projects.

Please note that all aspects of the Brownfield Plan are open for discussion at the public hearing, at which all interested persons will be provided an opportunity to be heard, and written communication will be received and considered. ***The City of East Lansing will provide reasonable accommodations, such as interpreters for the hearing impaired and audiotapes of printed materials being considered at this meeting, upon notice to the City of East Lansing prior to the meeting. Individuals with disabilities requiring reasonable accommodations or services should write or call the City Manager's Office, 410 Abbot Road, East Lansing, MI, 48823, 517-319-6920, TDD 1-800-649-3777.***

Marie Wicks
City Clerk
Published September 13, 2017



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF TREASURY
LANSING

NICK A. KHOURI
STATE TREASURER

September 11, 2017

RECEIVED
SEP 18 2017

Donald Phillips
Holt Products Company
1875 Walnut Street
Holt, MI 48842

Dear Sir/Madam:

The State Tax Commission (Commission) has received a request from Delhi Charter Township to revoke the personal property component of Industrial Facilities Exemption Certificate number 2012-217, issued to Holt Products Company, located in Delhi Charter Township, Ingham County. In accordance with Section 15(3) of Public Act 198 of 1974, as amended, the State Tax Commission offered the certificate holder the opportunity for a hearing regarding this request for revocation and they did not respond.

At their August 29, 2017 meeting, the State Tax Commission considered and approved the revocation request. Enclosed is the Order of Revocation revoking the personal property component of this certificate effective December 31, 2017, for the 2018 tax year.

If you have further questions regarding this information, please contact the Property Services Division at (517) 373-3302.

Sincerely,

Heather S. Frick, Executive Director
State Tax Commission

Enclosure

By Certified Mail

cc: Clerk, Delhi Charter Township
Assessor, Delhi Charter Township
Ingham County Equalization Department
Ingham County Board of Commissioners
Holt School District
Ingham ISD
Lansing Community College



STATE TAX COMMISSION
ORDER OF REVOCATION
Industrial Facility Exemption Certificate

Certificate Number 2012-217

Certificate Holder: Holt Products Company

Facility Location: Delhi Charter Township

County of Ingham, State of Michigan

Pursuant to the requirements of Section 15(3) of Public Act 198 of 1974, as amended, upon receipt of a written request for revocation of an Industrial Facilities Exemption Certificate by the local unit and after offering an opportunity for a hearing, the State Tax Commission shall by order revoke the certificate in whole, or in part, with respect to its real and/or personal property component(s), whichever shall be requested.

The State Tax Commission received a request from Delhi Charter Township to revoke the personal property component of Industrial Facilities Exemption Certificate number 2012-217, issued to Holt Products Company, located in Delhi Charter Township, Ingham County. At their August 29, 2017 meeting, the State Tax Commission considered and approved the revocation request.

Therefore, it is ordered that the personal property component of Industrial Facility Exemption Certificate number 2012-217 be revoked effective **December 31, 2017, for the 2018 tax year.**



Douglas B. Roberts, Chairman
State Tax Commission

A TRUE COPY
ATTEST:

Jancy Jenkins
Michigan Department of Treasury